



**Board Report  
September 11, 2025**

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, SEPTEMBER 11, 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 Shelley O'Brien, Development Director.....9
  - D. Liaison, Board of County Commissioners, Julie Brewer
- IV. Reports
  - A. Board Counsel – Andrew Logan
    - 1. Review Senate Bill 13 and Tax Resolution
    - 2. Review changes to Bylaws of the Board of Directors and Library Budget Review and Approval Process policies
    - 3. Meeting Room and Study Room policy review
  - B. County Librarian Report – Kinsley Riggs, Deputy County Librarian
    - 1. Finances and Statistics
      - a) Financial Report, Dave Vratny, Finance Director.....12
        - i. FY 2026 Budget Hearing and Budget Adoption update
      - b) Quarterly Statistics Report, Adam Wathen, Associate Director of Branch Services.....17
      - c) Program Services Department Trends, Angel Tucker, Program Manager, and Shannon Goebel, Program Operations Manager.....23
    - 2. Comprehensive Library Master Plan
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      - b) Spring Hill and De Soto, Megan Levitt, Project Coordinator.....42

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b. ARM 50-10-10 Information Technology Policies	
c. ARM 50-40-10 Artificial Intelligence Policies	
d. ARM 50-20-20 Compliance with the Americans with Disabilities Act (ADA) and the Kansas Act Against Discrimination	
B. Information Items	
1. Financial and Personnel	
a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for July 2025 were handled in accordance with library and County policy.	
b) The July 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.....	102
VI. Old Business	
A. Action Item: Consider adoption of the Johnson County Library Board Resolution for 2026 Revenue Neutral Rate, David Vratny, Finance Director.....	103
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A. Action Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies, Kinsley Riggs, Deputy County Librarian.....	107
1. ARM 10-50-10 Bylaws of the Board of Directors	
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B. Action Item: Amending the Personnel Review Committee, Jeffrey Mendoza, Board Chair...	131
VIII. Executive Session: Preliminary discussion of the acquisition of real property	
IX. Executive Session: Personnel Committee	
X. Adjournment	

# CITIZEN COMMENTS

September 2025

August 11, 2025

Library staff member in the Maker Space make some people follow the rules when using the equipment. Meanwhile they have their favorites that does not follow the four hour rule. For example there is a woman with her grand daughter that has used different equipment everyday they are open. There is another woman whom uses the laser cutter several days a week. They allow her to go over her time. Then when appointment is cancelled or a no show they will not allow you to use their equipment. The equipment just sets there. Someone could be using the equipment. Then you have a gentleman in there that will tell you when the next appointment shows up and expects you to leave the equipment the moment they show up. Even when your appointment is not over. I understand that you want people to learn in this space. But the librarians are tearing up your equipment. I have seen them putting the high power air into the embroidery machine. They are rusting out the equipment.

Jessica Vandruff

August 13, 2025

I'm Melissa Stiehler, Advocacy Director for Loud Light. On behalf of the organization, I'm writing to follow up on a security failure during our town hall event last night at the Johnson County Central Resource Library. I've included relevant members of our staff, and are contacting the branch manager, library board, and county commission as **we are requesting immediate action to be taken to rectify the situation and ensure that our staff, volunteers, and event attendees safety are never put at risk again like they were last night.**

Yesterday, Loud Light staff alerted the library staff that a hostile and disruptive person, [REDACTED], had let it be known that they intended on attending our town hall despite being previously banned from attending events sponsored by Loud Light or Loud Light Civic Action. They are banned from our events due to ongoing harassment and threats against our staff, elected officials, coalition partners, and volunteers. All of his behavior is well documented by us and through his numerous encounters with law enforcement, resulting in a very long arrest record and a variety of violent criminal offense charges. During these disruptive actions, he will often record these encounters and post them to [his social media](#) to use them for ongoing in person and digital harassment campaigns.



# CITIZEN COMMENTS

September 2025

While this was a privately sponsored event, the library staff told our Vice President, Anita, and Kansas City Metro Organizer, Rija, that the specific room for the event was unable to be reserved for events in which we could deny entry- that library policy required them to allow access to any person, regardless of circumstance, in order to continue with the town hall. According to the library staff, there are other rooms that are available for private use, but not this particular room.

While addressing the situation with the branch manager, the police were contacted and told our staff they would not take any action unless the branch manager asked for their removal. The branch manager said they would not ask for removal unless █████ engaged in disruptive behavior at this event, regardless of his previous threatening behavior with our staff and volunteers. Rather than cancel the town hall, we continued on with assurance from the branch manager that if █████ did something disruptive, he would be removed.

This did not happen. Despite our staff and volunteers setting clear expectations about event standards (including things like be respectful, use the green/red cards to indicate if you agree/disagree, don't interrupt with lots of noise) both verbally and in writing that was projected onto the wall, █████ immediately disrupted the event with unruly behavior including booing, holding up an offensive sign while moving throughout the room, and making lewd and offensive hand gestures at staff, volunteers, elected officials, and audience members. The branch manager was aware of all of this, and still refused to remove him. It appeared to our staff that the branch manager was consulting with external decision makers on this issue, yet this resulted in no action being taken. The branch manager was simultaneously facing harassment while failing to protect our staff, volunteers, and audience members throughout this event.

Despite the failure to take action from library staff and the immense stress that this put on volunteers and staff, they were able to de-escalate the situation well enough to successfully complete the event. Upon closing the event out, █████ aggressively confronted Rija with the clear intent of attempting to initiate an argument, intimidate her, and threaten her as a response to her attempting to have him removed from the event. He closed in on her and berated her at a very close distance. She again alerted the library staff, asking for his removal, clearly stating that he was intimidating her and she felt unsafe as she was trying to pack up to leave, and still the branch manager refused his removal - telling her instead to just move away from him, regardless of his ongoing, aggressive pursuit of being her personal space in a threatening manner.

It should be noted the kind of organization we are and the staff and volunteers engaged in our work. We are a nonpartisan, nonprofit organization with the goal of building a more inclusive democracy through government transparency and accessibility. We work with underrepresented and underserved communities to help them understand state and local government, and build up their leadership skills in order to engage confidently in civic life. This means that our staff and volunteers are all young adults, typically from

marginalized communities that are deprived of the civic opportunities often taken for granted by others. To have a public entity, like a library, protect a known disrupter while he is terrorizing these young people during an event aimed at making a safe and accessible space for their community to learn more about their elected officials is so deeply unjust. **The actions taken by public employees tell these young people that they are not protected in civic life, that their safety and security is not of concern to the Johnson County government, that the police will not help them even when they are being intimidated, threatened, and are unsure if it's even safe to walk from the library to their car in the parking lot.** Many of our volunteers left the event in tears.

We are deeply committed to respecting the constitutional rights of individuals to engage in free speech and whatever manner they so choose to exercise this right, *so long as it is protected speech*. Protected speech does not include infringing on the rights and safety of others. It does not include threats, intimidation, and harassment. It does not include disrupting a privately hosted event with disorderly conduct, and even public entities, such as a library, have the right to apply reasonable time, place, and manner restrictions on free speech. There is absolutely no justification for a policy that would have allowed last night's disruptions to unfold the way they did.

The [values](#) of the Johnson County Library that are publicly listed include: (1) People are respected. We recognize the contributions of our staff and we treat all our customers and each other with respect. (2) Access to information is ensured. We ensure access to information for people of all ages, abilities and means. Additionally, the library has a publicly available [patron code of behavior](#), which details the policies in place that are supposed to protect the public from disruptive behavior, such as what took place last night. It is apparent to us that the branch manager violated the stated values by allowing blatant disrespect and an environment that is not accessible to other guests due to the disruptive actions of [REDACTED] generally, and the fear and intimidation tactics he has taken against our staff and volunteers. It is also apparent the branch manager did not follow policy regarding the patron code of behavior, since [REDACTED] was allowed to engage in what would at least be considered unruliness but I would argue also qualifies as abusiveness, without removal.

**I'll close with a call to action**, as it is vital to the integrity of our organization to ensure that civic engagement can be safe and accessible to all members of our community.

- What action will the **library staff** be taking to ensure that nothing like this happens again?
- What action will the **library board** take?
- And if needed, what action will the **county commission** take, as they are ultimately responsible for appointing the library board members responsible for institutional oversight?

# CITIZEN COMMENTS

September 2025

We look forward to your prompt response and resolving this issue quickly,

MS

August 14, 2025

Hi! Our family recently moved from the Prairie Village area to south Leawood. We previous went to Corinth Library and when we started going to Pioneer by our new house we were disappoint to learn it is closed on Sundays. Can there be any consideration to adding Sunday hours at Pioneer? Our kids really loved getting books for the week on a Sunday afternoon. Thanks!

John Romine

August 19, 2025

Hi,

I would like to make some suggestions for the Corinth Library replacement site:

- (1) NW corner of Mission Road & W. 79th - now vacant YMCA site.  
It would be helpful if Delmar (north of W. 79th) could be turned into a "dead-end" street (e.g. no through traffic on Delmar from 75th to 79th). This would eliminate its current use as a "thoroughfare" for Shawnee Mission East high school students leaving campus.
- (2) Relocate Corinth Library to the SW corner of W. 83rd & Mission Rd (Corinth Square shopping center with Panera Bread and UPS store). The buildings on this corner are currently being reconstructed to bring them up to date. One such successful library shopping center location with this design content is Mid Continent Library in the Red Bridge Shopping Center at Red Bridge Road & Holmes Street.
- (3) Keep the existing Corinth Library location but build the new building behind the existing structure and replace the existing structure with parking space/garage.

Phyllis Dexter

August 24, 2025

To the Johnson County Library Board,

# CITIZEN COMMENTS

September 2025

I am writing as a concerned teen and active volunteer who has worked with the Elementia Team and Book Review Teams. After using the updated website, I noticed several issues. Teen book reviews, once a unique and valuable part of the teen page, are no longer highlighted. While giving Elementia its own page is good, removing it from the sidebar with an easy apply button and featured art makes it harder for new teens to discover. The “Great Stuff in All Forms” and “Available Now” sections feel less meaningful than the teen reviews, which highlighted books teens truly wanted to read. The removal of the side panel also makes navigation harder, as users must now scroll through the entire page for services. I urge adjustments to restore accessibility and teen-focused content, as well as the creation of a teen advisory program to provide input on changes. The update was necessary, but the teen page’s organization and usefulness have been reduced.

Thank you

Aurora Straight



Monthly Report  
of the Friends of Johnson County Library  
to the Board of Directors of Johnson County Library  
September 2025

**Community Engagement & Advocacy**

Just before the August recess, the Senate Appropriations Committee released its version of the federal budget. The bill included a modest increase for the **Library Services and Technology Act (LSTA)** and maintained level funding for other federal library programs compared to last year. It's encouraging news, and it sets a strong example for the House as they begin marking up bills in September. Our direct advocacy messaging currently urges members of our network to contact their House representatives and urge them to do all they can to support and protect library funding.

**National Friends of Libraries Week**

This year marks the **20th annual National Friends of Libraries Week**, organized by United for Libraries, a division of the American Library Association. The celebration highlights Friends groups across the country and encourages us to creatively promote our work in the community, raise awareness, and strengthen membership. We look forward to revealing all that's in store for this special week.

As a prelude to the celebration, we will announce the winners of the **2025 Friends of Johnson County Library Bookmark Design Contest** at the October Library board meeting. This contest continues to be a highlight of Friends Week, drawing hundreds of submissions from across the community. Winning designs have been selected by our judges and will be printed and distributed at Johnson County Library locations.

We are grateful to our members whose support makes programs like these possible.

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  
September 2025

### **Summer Teen Volunteers**

Volunteering from a young age has a variety of positive social and health outcomes. Teens who engage in volunteer service develop both life and job skills. Research published in the Journal of the American Medical Association shows that adolescents who volunteer tend to have better mental and physical health. Teens who engage in acts of service when they are young are also more likely to be engaged in their community as adults.

At Johnson County Library, teen volunteers accounted for 45% of summer volunteers and contributed 27% of all service hours during that time. From June 1 – July 31, 2025, 156 teen volunteers contributed 1,802 service hours. They assisted with 23 volunteer opportunities including playing important roles in distributing summer reading books, shelving holds materials, assisting with library programs, accepting book donations, and selling donated books at the Friends of the Johnson County Library. A big thank you to all the staff who assisted us in training and providing these opportunities for teens in our community.

### **Library Lets Loose**

The countdown is on for the annual event, Library Lets Loose. Approximately 100 volunteer positions need to be filled to help us transform the Library into an afterhours party. New this year, we have 10 volunteer leads throughout the weekend that will help us in delegating and completing tasks with a small group of assigned volunteers. There are still a few volunteer slots open to help with item pick-up the week of the event as well as few volunteer roles for clean-up on the following Sunday morning. If you know anyone who might be interested, please have them visit [www.jocolibrary.org/volunteer](http://www.jocolibrary.org/volunteer) to register.

### **Friends Volunteer Training**

With limited staff, the Friends of the Johnson County Library rely on 300 volunteers to help them with sorting and selling of donated books. Some volunteers have been working for years while others help intermittently. Each summer, the Friends host a volunteer refresher training to bring all the sorting volunteers together to discuss changes in processing, answer questions, and provide feedback. This year, the Friends also did a separate training for all regular Book Nook volunteers. This training was especially important for this group of leaders who are often training new teen volunteers, and they have received positive feedback that the training was helpful.



Monthly Report  
of the Johnson County Library Foundation -- Shelley O'Brien  
to the Board of Directors of Johnson County Library  
September 2025

**Presenting Sponsor for Library Lets Loose**

We are grateful that the Barton P. and Mary D. Cohen Charitable Trust/Midwest Trust, Trustee has once again joined us as Presenting Sponsor of Library Lets Loose. Their sponsorship supports several of the Johnson County Library programs including providing additional physical books for the collection. We are grateful to the Cohen Family for their lifelong support of public libraries and education.

**What to expect on Saturday, September 20<sup>th</sup> -- One night only, party at the Library**

- The local restaurants will be at the Library serving:
  - CharBar is serving Bits-n-Grits which are cheddar grits with burnt ends & goodies
  - Kate Smith Soiree with her famous French Macarons
  - Of Course Kitchen & Company (One of the best new restaurants in KC) is serving Crab & Mango Chaat Tartlets
  - Fenix from Strang Hall is bringing Birria Short Rib Quesadillas
  - And many more yummy bites including desserts, pizza, and sandwiches
- Multiple open bars with drinks from KC Bier Co, Boulevard Brewery, J. Rieger & Co and much more. Waters and soft drinks within easy reach.
- **Special live entertainment you won't want to miss.**
- The MakerSpace will have staff to show equipment and examples of what you can make.
- DJ Stann will be playing your favorite songs. You can dance or enjoy watching all the fun from a cozy library chair.
- Scavenger Hunt around the Library. This year is a bit of a challenge!
- Amazing silent auction items including: 4 fantastic seats to see the Chiefs in October, a private chef for six, local bookstore tour, and lots more.

**Each year of Library Lets Loose is different, and you do not want to miss this special night.**

**Partnership with Johnson County Bar Association**

For several years, the Johnson County Bar Association Foundation has supported the Johnson County Library's incarcerated services programming with the Johnson County Corrections Department. The Bar Association's support allows the Adult Residential Center to have a well-stocked library that has non-fiction materials and information on career development and soft skills. This year the library added Alcoholic Anonymous books that may be permanently taken. Many participants are grateful for their own personal copies.

Another popular program is "Read to Me". Parents within the justice system who have young children are taught early literacy read-aloud techniques and then record themselves reading a book. That recording is shared with their child for continued parent-child bonding.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**July 2025**  
**58% 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

July 2025

58% of Year Lapsed

REVENUE ALL FUNDS	2025 Year to Date	2025 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	45,630,168	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	48,511	108,206	45%	52%
Library Generated - Overdues / Fees	22,647	42,000	54%	93%
Sale of Library Books	12,447	50,000	25%	28%
Misc Other	25,311	18,703	135%	36%
Reimbursements	107,508	791,000	14%	17%
Library Generated - Other Charges	0	0	0%	0%
Investment	1,145,992	825,000	139%	95%
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>53,511,821</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	15,561,484	29,358,440	53%
Contractual Services	3,798,130	7,654,967	50%
Commodities	4,281,479	5,386,244	79%
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>31,864,051</b>	<b>55,748,020</b>	<b>57%</b>

Revenue - Expenses as of July 31, 2025 21,647,770

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

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**July 2025**  
**58% Year Lapsed**

**OPERATING FUND**

<b>Programs</b>	<b>2025 Year to Date</b>	<b>2025 Budget</b>	<b>% Program Expended</b>
Administrative Services	2,497,116	5,864,996	43%
Information Technology	2,820,462	5,720,876	49%
Collection Development	2,373,403	4,230,389	56%
Branch/Systemwide Services	13,559,330	26,223,885	52%
Risk Management Charges	130,644	261,286	50%
Grants	167,989	273,607	61%
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>28,876,746</b>	<b>52,261,345</b>	<b>55%</b>
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**SPECIAL USE FUND**

	<b>2025 Year to Date</b>	<b>2025 Budget</b>	<b>% Budget Expended</b>
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>29,550,350</b>	<b>55,748,020</b>	<b>53%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**July 2025**  
**58% Year Lapsed**

**ALL FUNDS**

<b>Categories</b>	<b>2025 Year to Date</b>	<b>2025 Budget</b>	<b>% Categories Expended</b>
Salaries and Benefits	15,561,484	29,358,440	53%
Contractual Services	3,437,751	7,654,967	45%
Commodities	2,328,157	5,386,244	43%
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	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%

<b>TOTAL EXPENDITURES</b>	<b>29,550,350</b>	<b>55,748,020</b>	<b>53%</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	\$165,810.08	\$165,810.08	\$0.00

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

Expenditure of Friends of the JCL Donations 2025

<i>Expenditure Details</i>	<i>July</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>

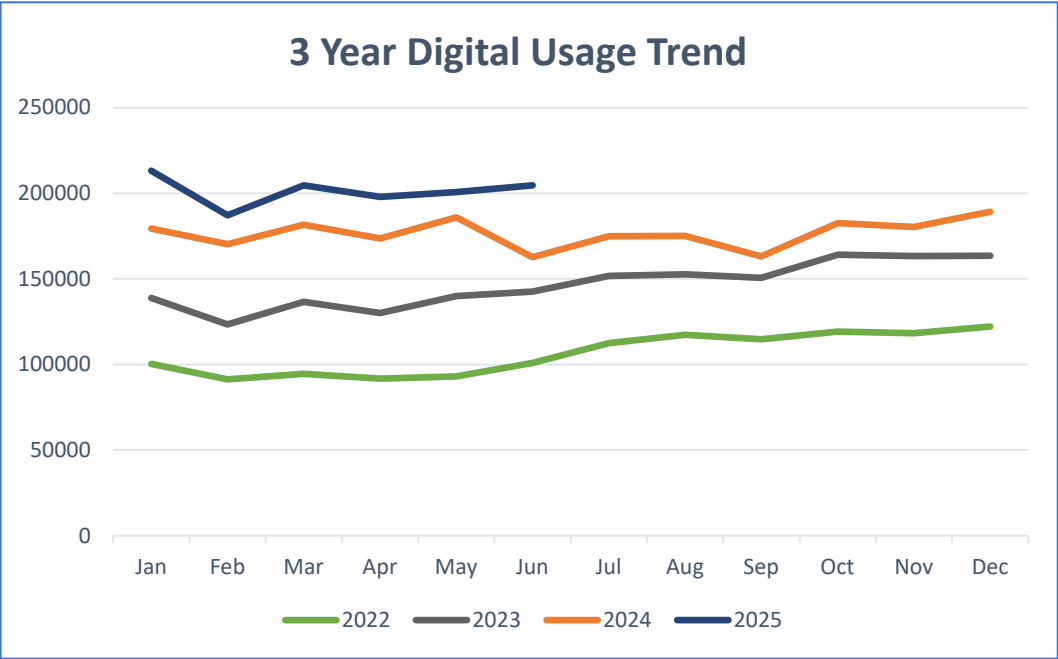
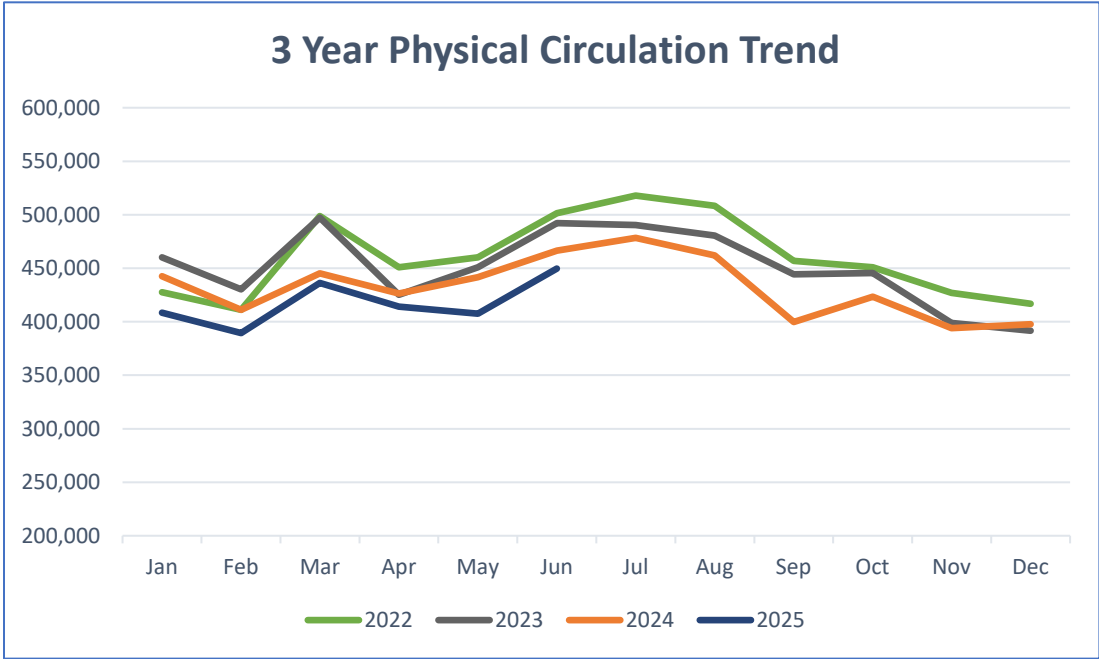
# Quarterly Statistical Report

2nd Quarter 2025

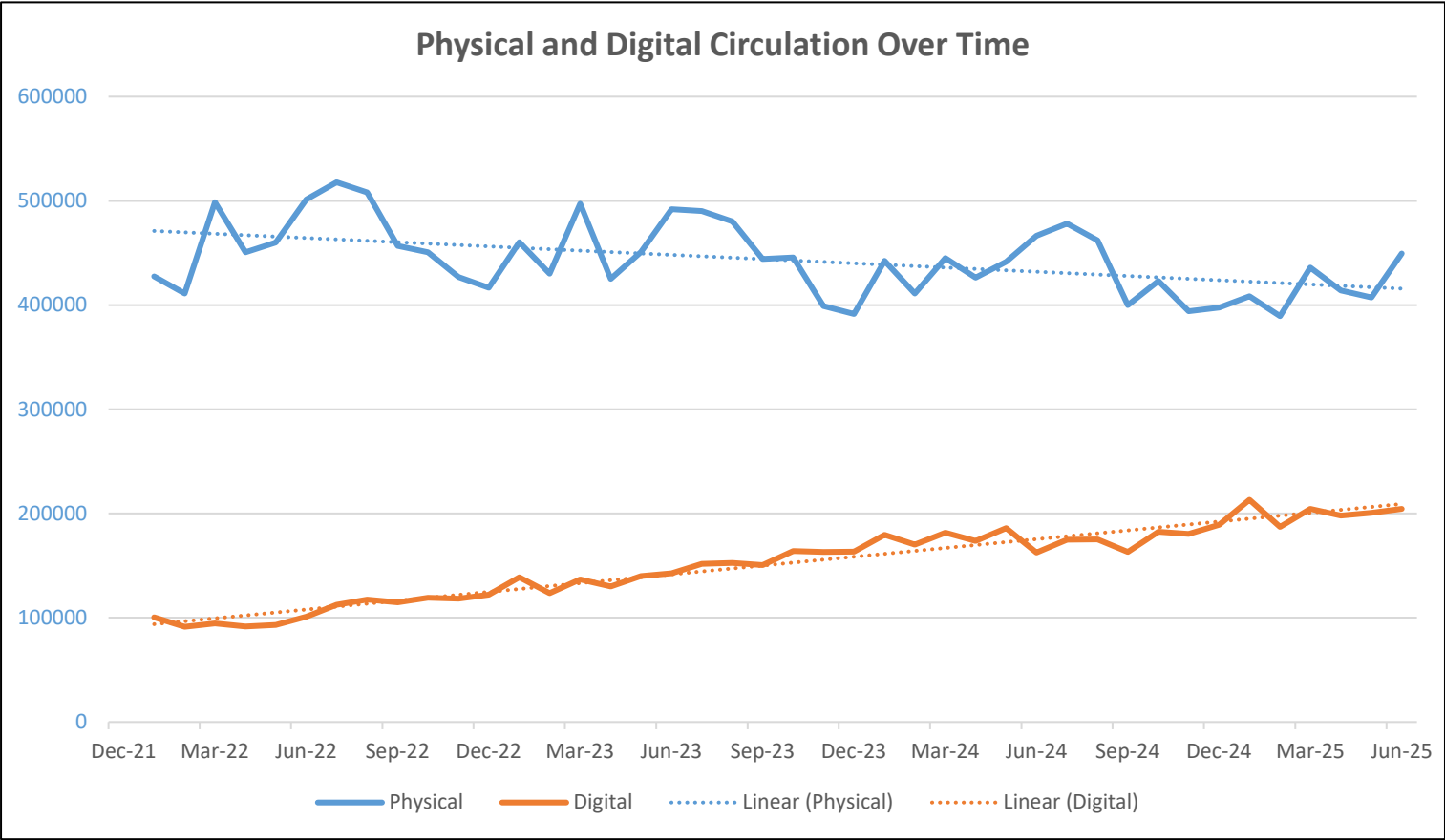
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JOHNSON COUNTY LIBRARY

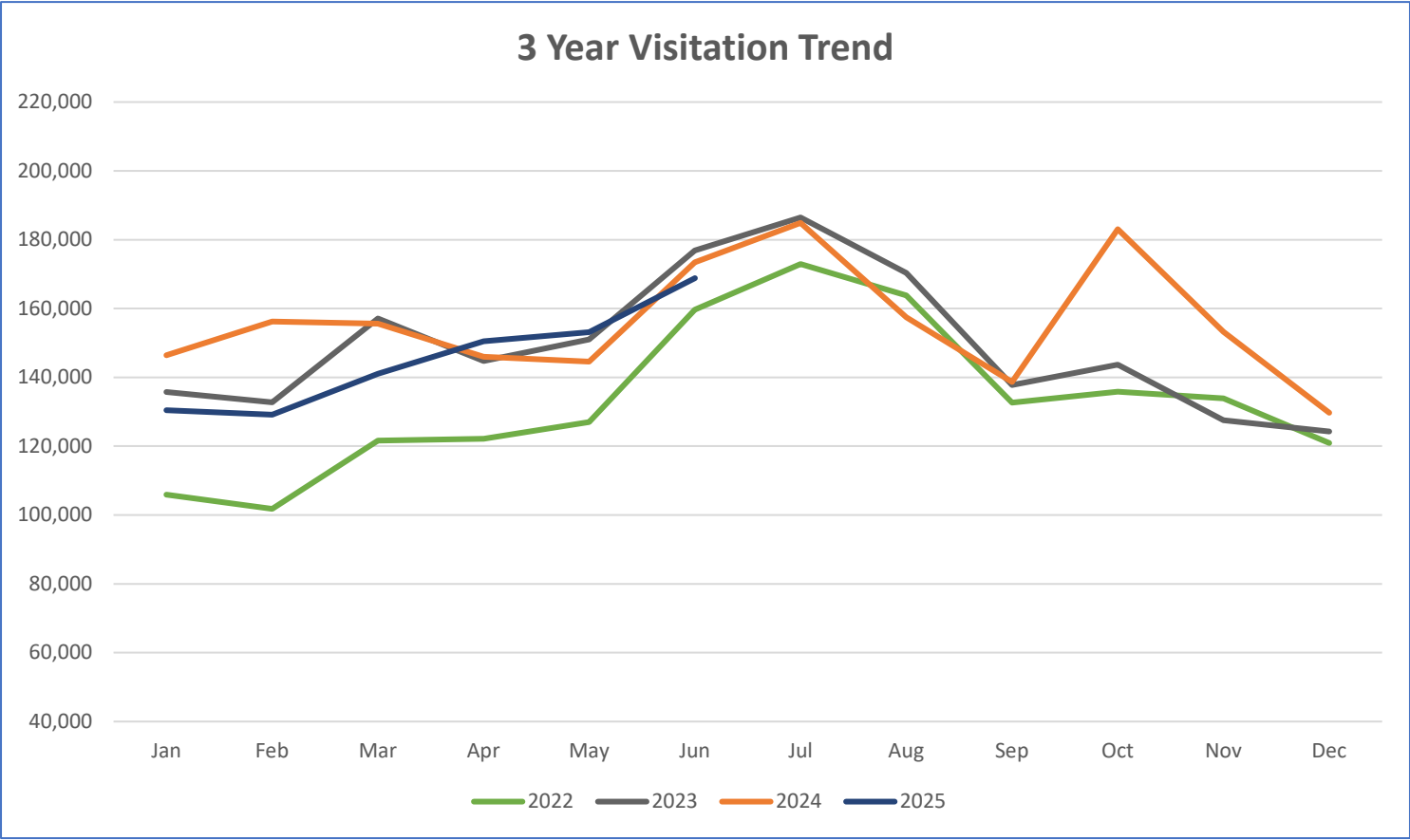
# Quarterly Statistics



# Quarterly Statistics

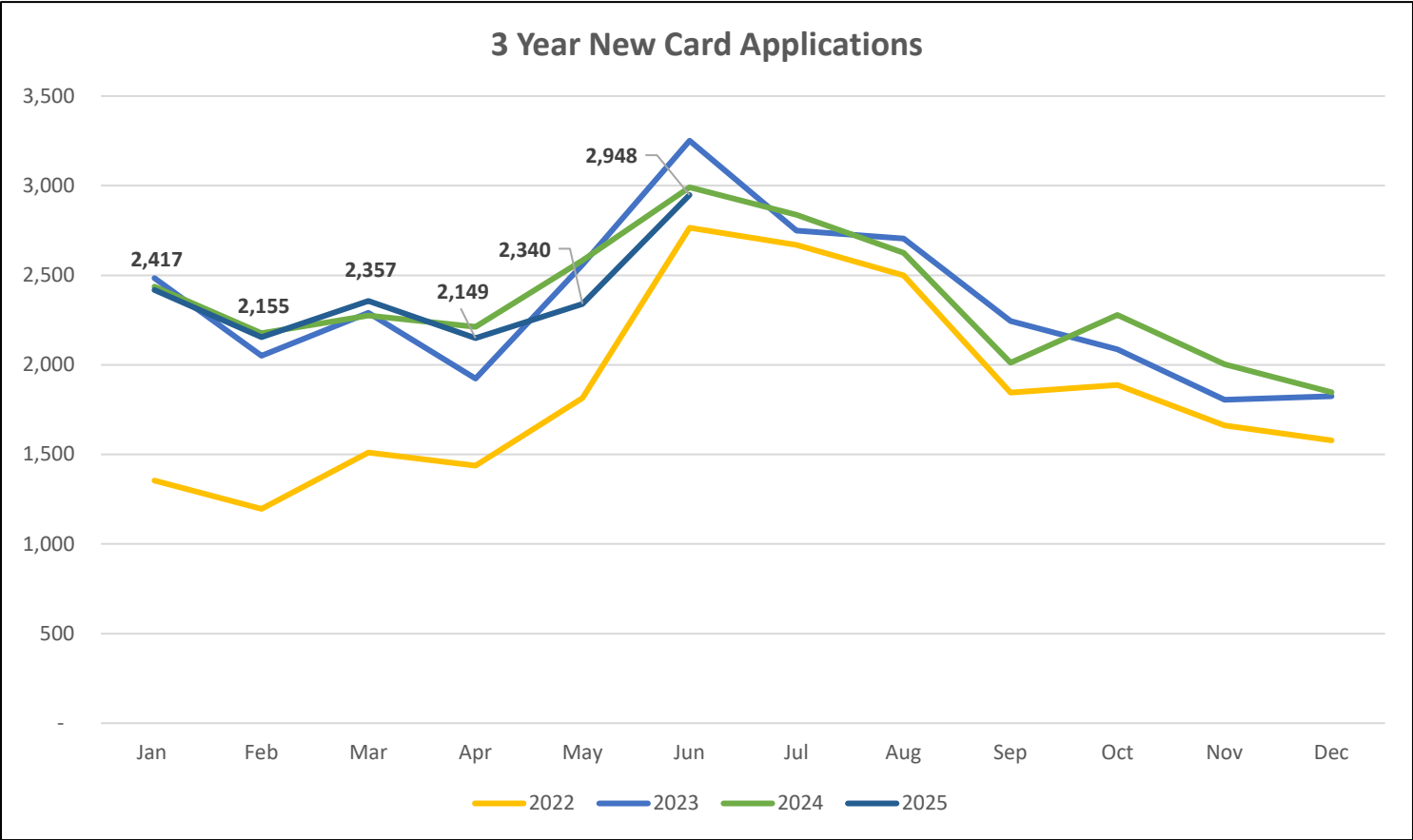


# Quarterly Statistics

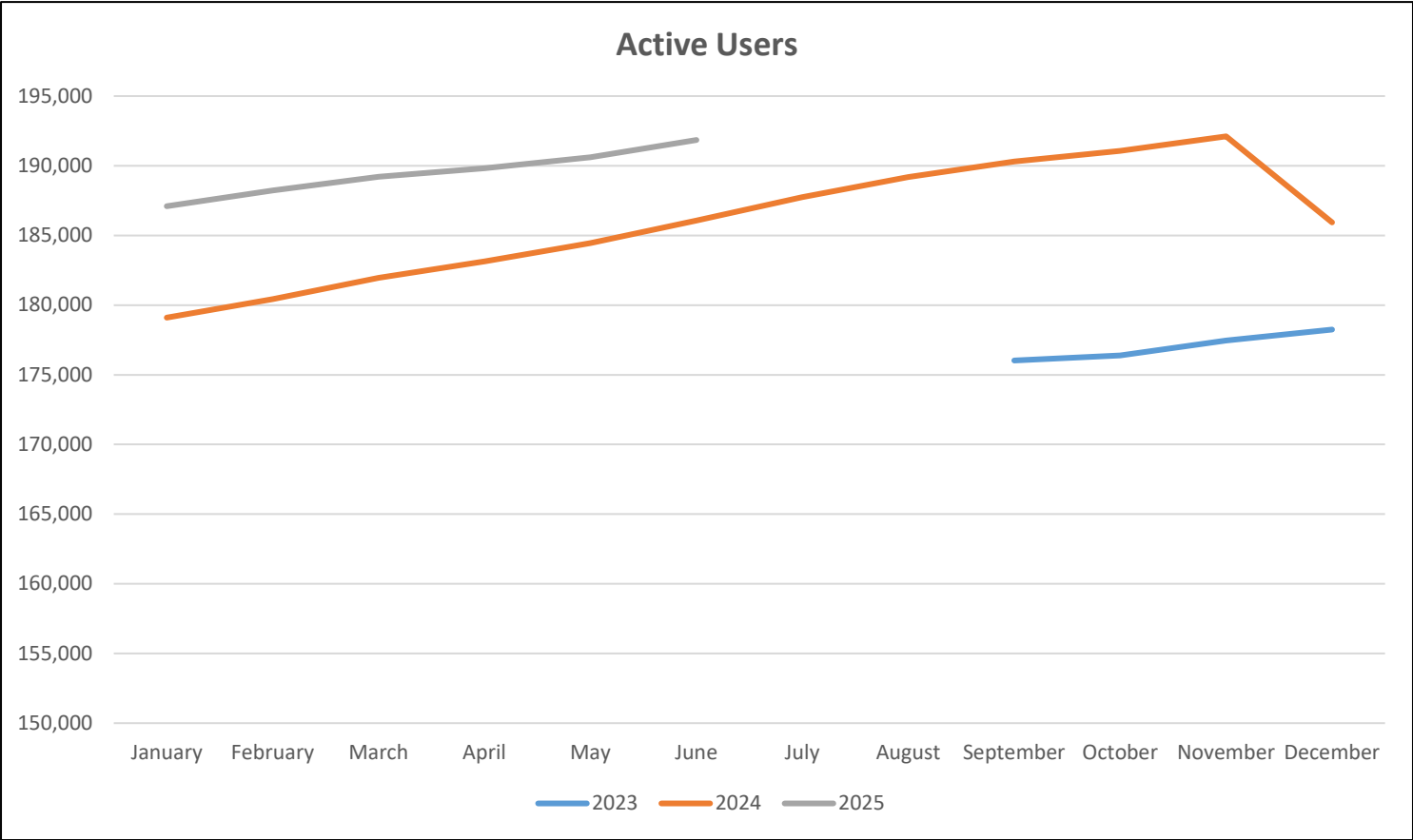




# Quarterly Statistics



# Quarterly Statistics



# Program Services Department

September 2025 Library Board Report



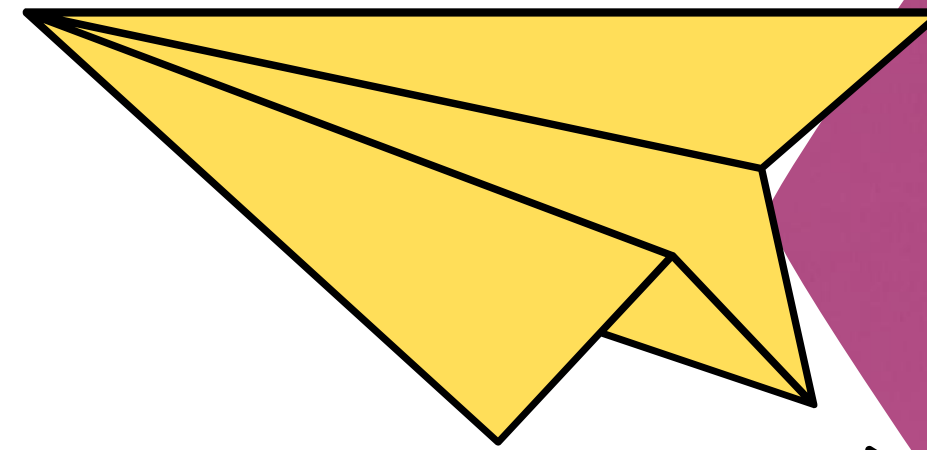
# Programs

📍 Evergreen

📍 Seasonal

📍 Deep Dive

📍 Outreach



Signature





**Literacy**


**Skills**


**Culture**





- 


**Alexander, Rebecca, JCL**  
Program Services Specialist
- 


**Bentley, Grace, JCL**  
Program Services Specialist
- 


**Carleton, Becky, JCL**  
Program Services Specialist
- 

**Coles, Cassidy, JCL**  
Program Services Specialist
- 



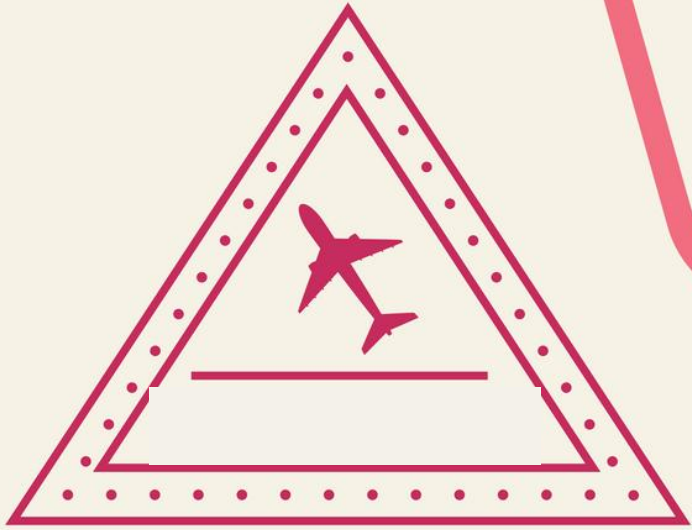




**Devonshire, Christin, JCL**  
Program Services Specialist
- 

**Fick, Ashley, JCL**  
Program Coordinator
- 

**Fuller, Katherine, JCL**  
Program Services Specialist
- 


**Hokanson, Helen, JCL**  
Program Coordinator
- 


**Keehn, Joseph, JCL**  
Program Coordinator





# Team A to Z


The Travelers — Team Snapshot


- 


**Mathews, Sarah, JCL**  
Program Coordinator
- 


**Miller, Heather, JCL**  
Program Services Specialist
- 


**Nason, Lisa, JCL**  
Program Services Specialist
- 

**Ranney, Michelle, JCL**  
Program Services Specialist
- 

**Reeves, Jennifer, JCL**  
Program Coordinator
- 

**Shortino, Mary, JCL**  
Program Services Specialist
- 

**Stone, Scott, JCL**  
Support Clerk III
- 

**Thompson, Zoe, JCL**  
Program Services Specialist
- 

**Worth, Carrie, JCL**  
Program Coordinator



 [New](#) 

 [Page details](#)

 [Preview](#)

 [Analytics](#)

## Program Services News

[See all](#)



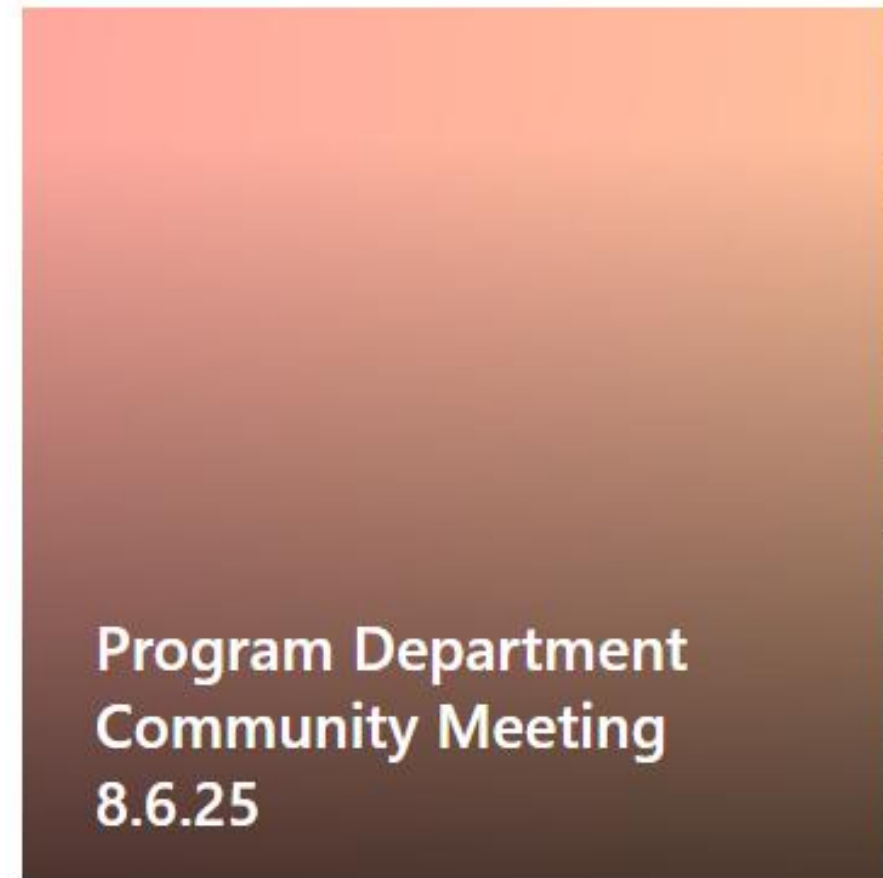
 [Add](#) 



elementia reception attendees enjoy the art exhibition in the Central Resource Gallery space featuring artists published in the magazine.



Two babies and their caregiver enjoy Baby Storytime in the Central Resource Library's Storytime room.



## Program Featured Pages



elementia overview





Writers Conference Overview




English Language Learners


## Program Information

 [Program Run of Shows](#)

 [Branch Weekly Program Boards](#)

[Provide Program Input](#)

 [Submit Program Feedback](#)

 [Submit Program Ideas](#)

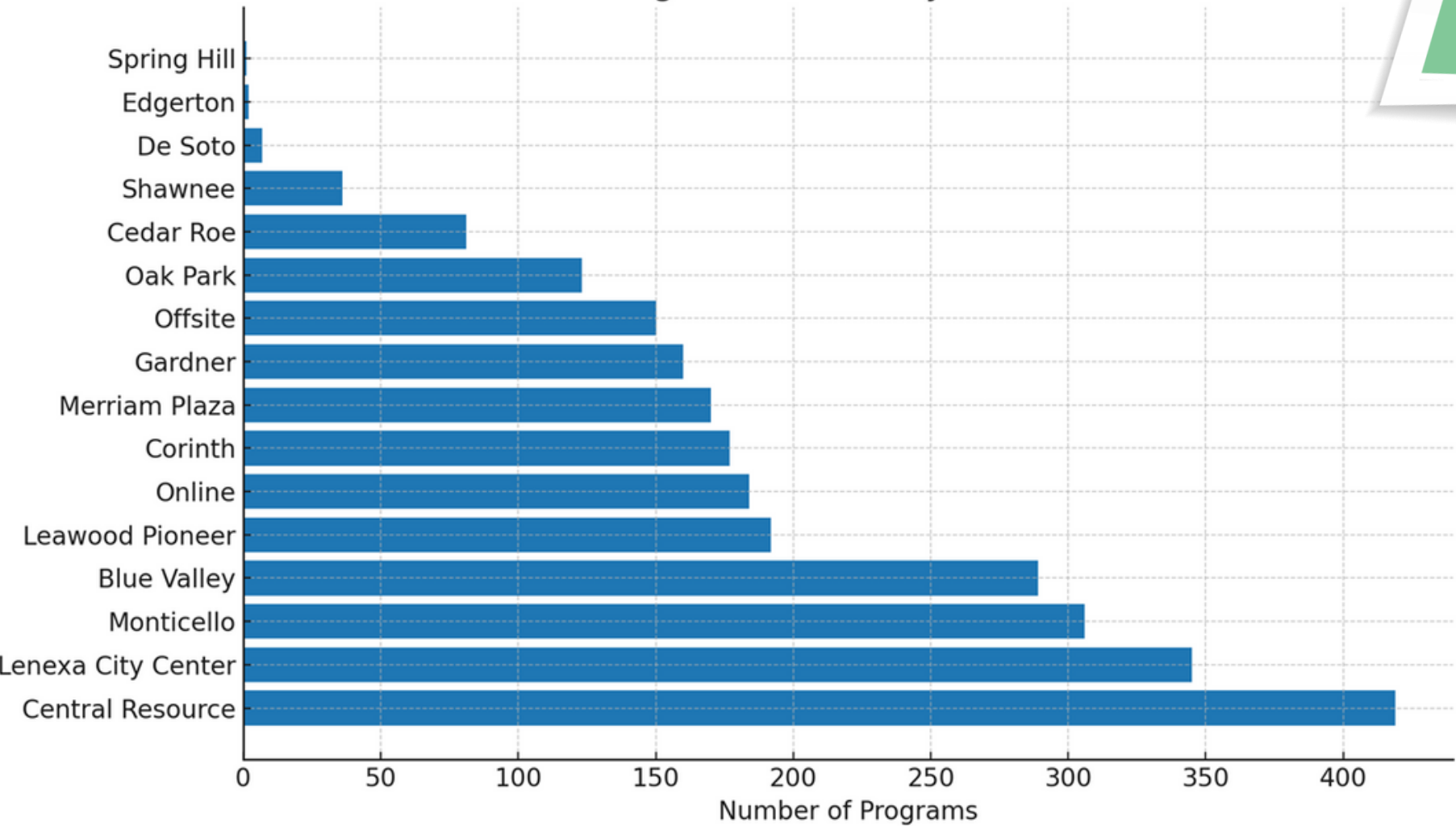
Department Community Meeting Recordings



# Program Reach & Impact



Programs Offered by Location

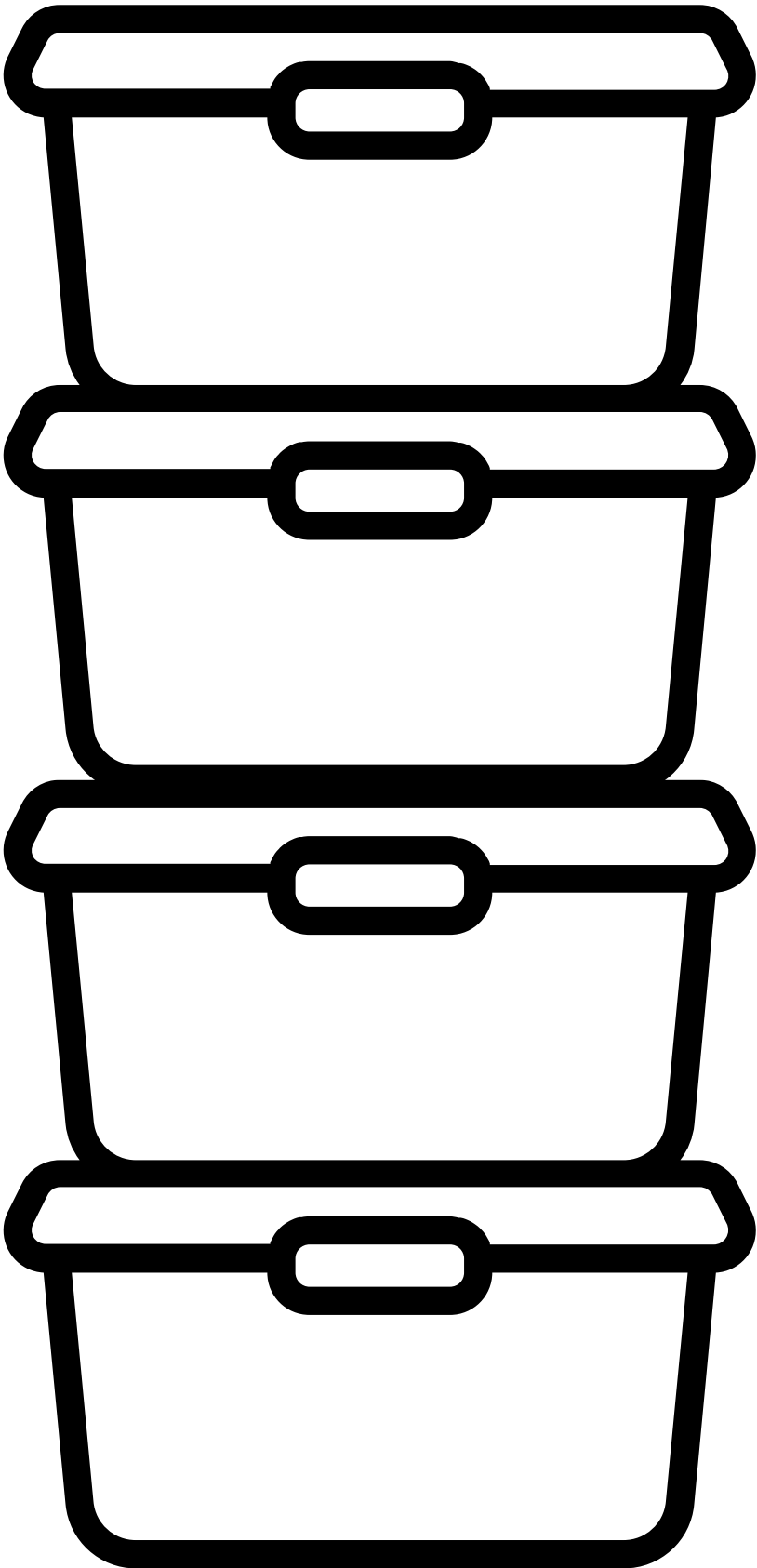




**People**

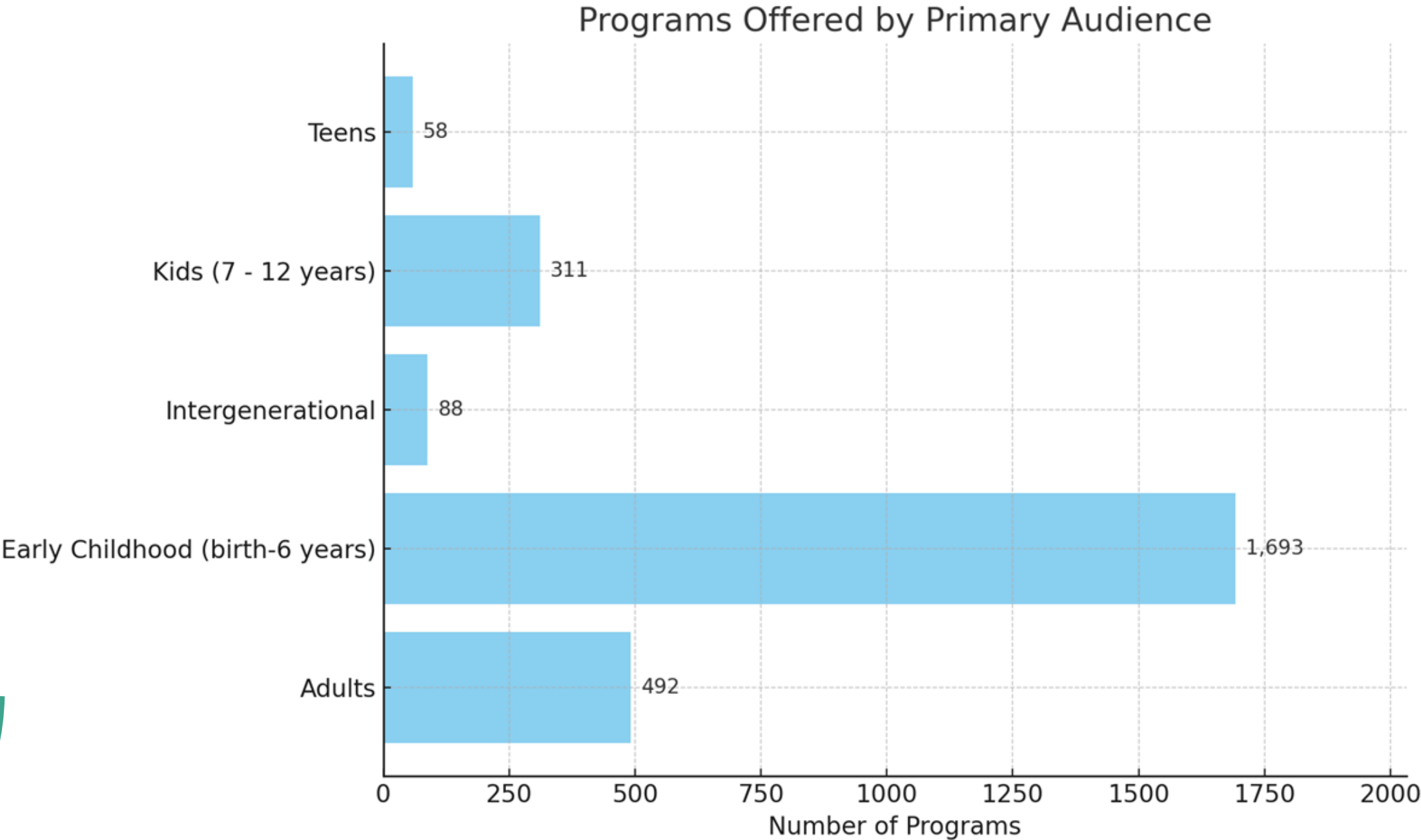
**Miles**

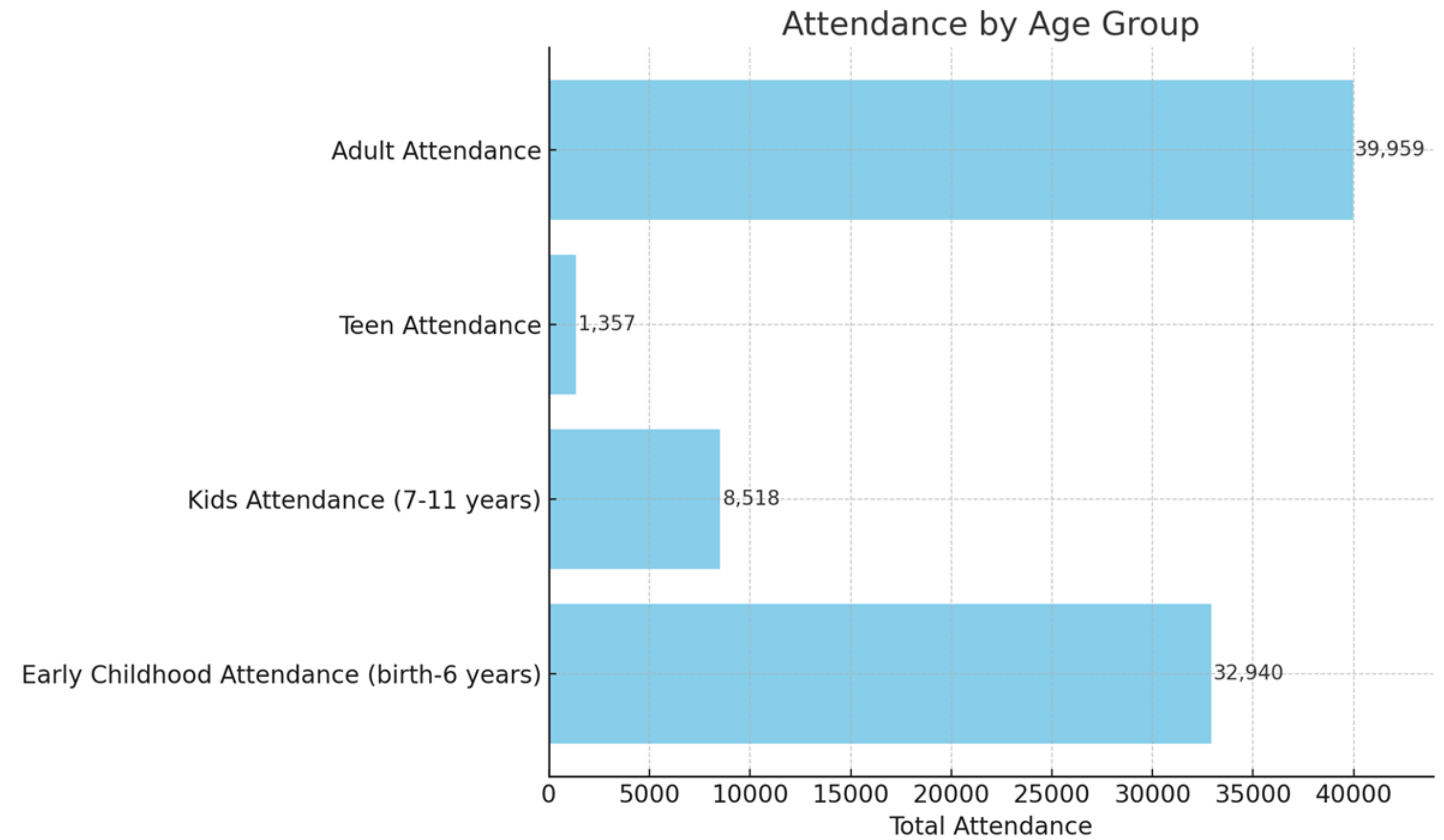
**Supplies**

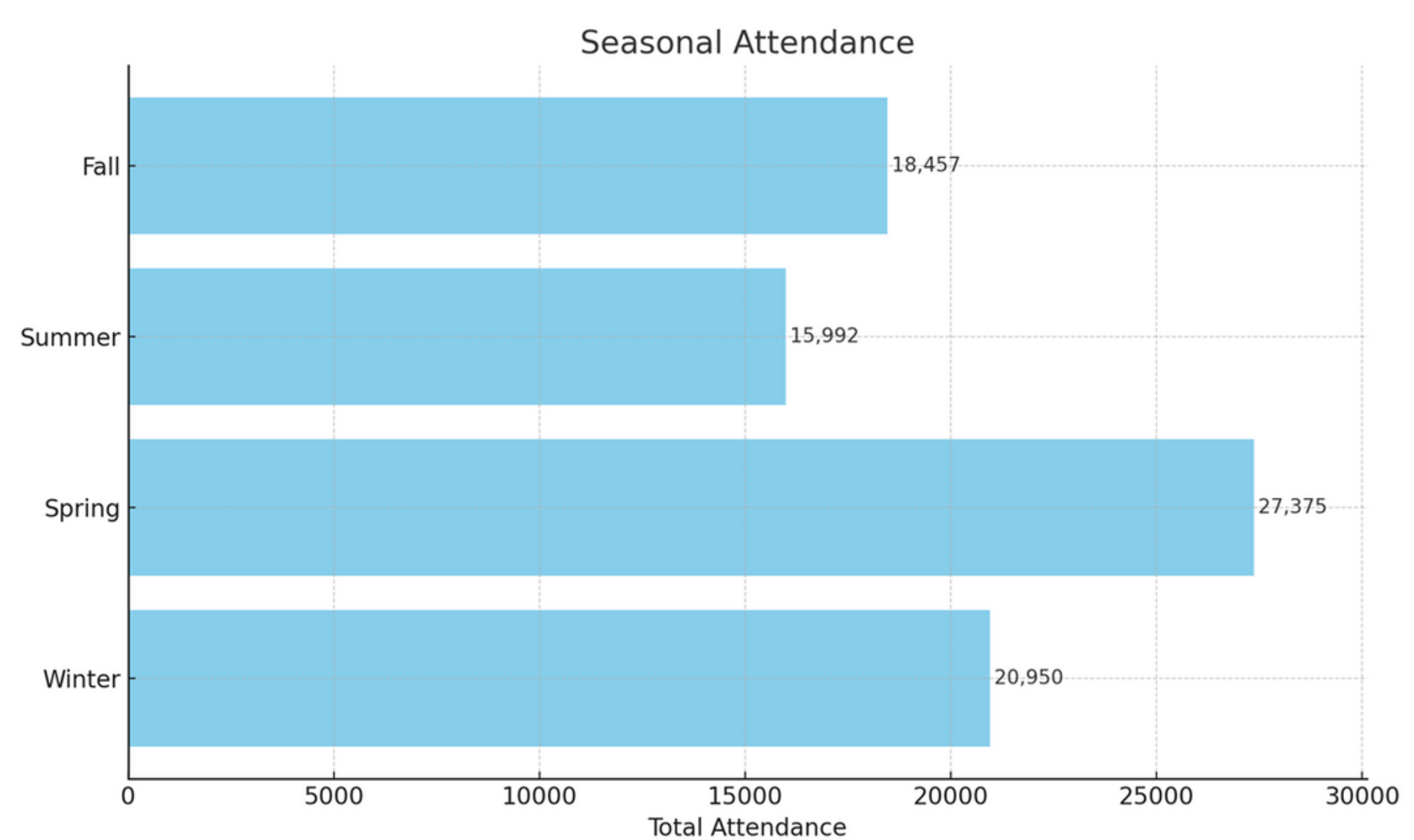
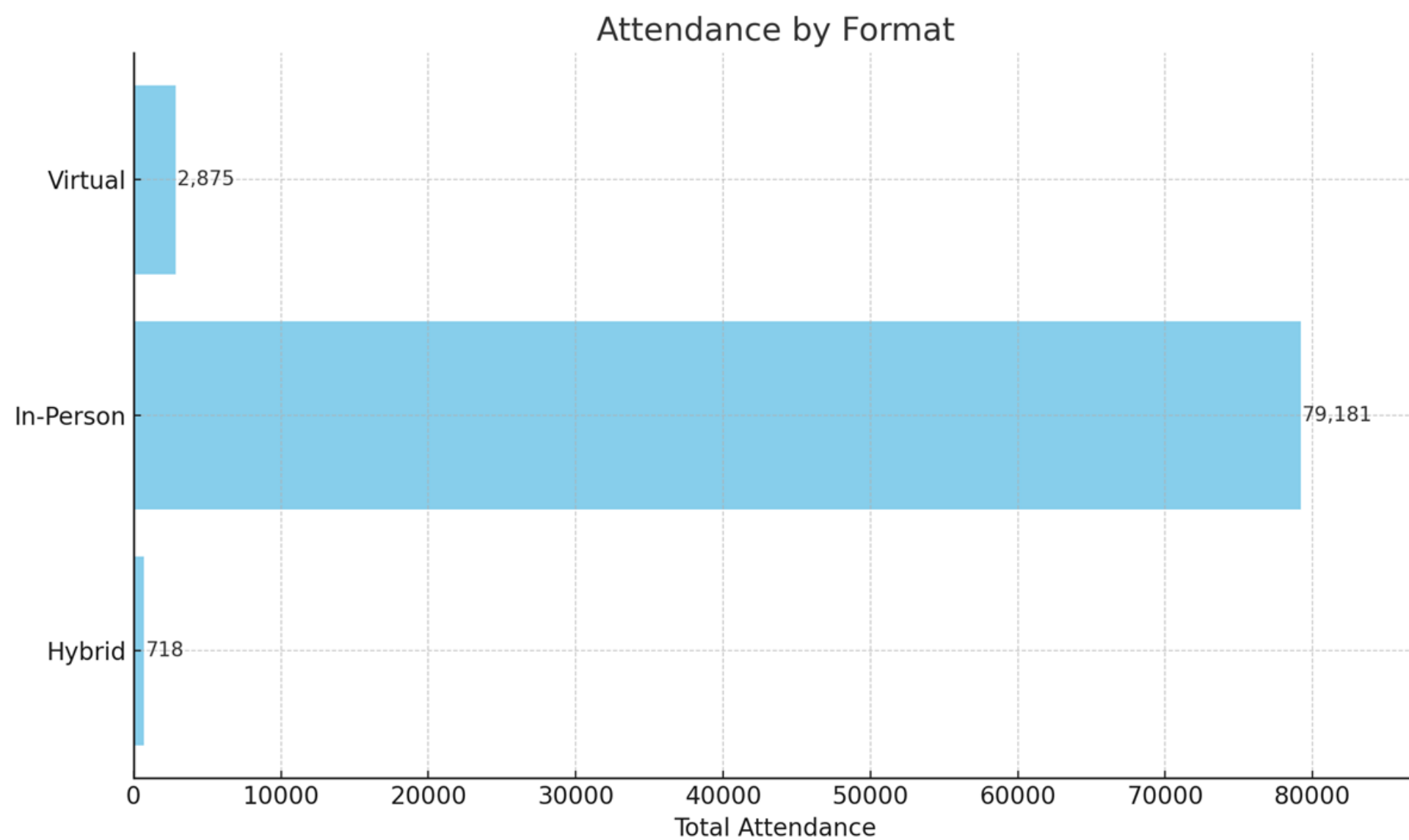




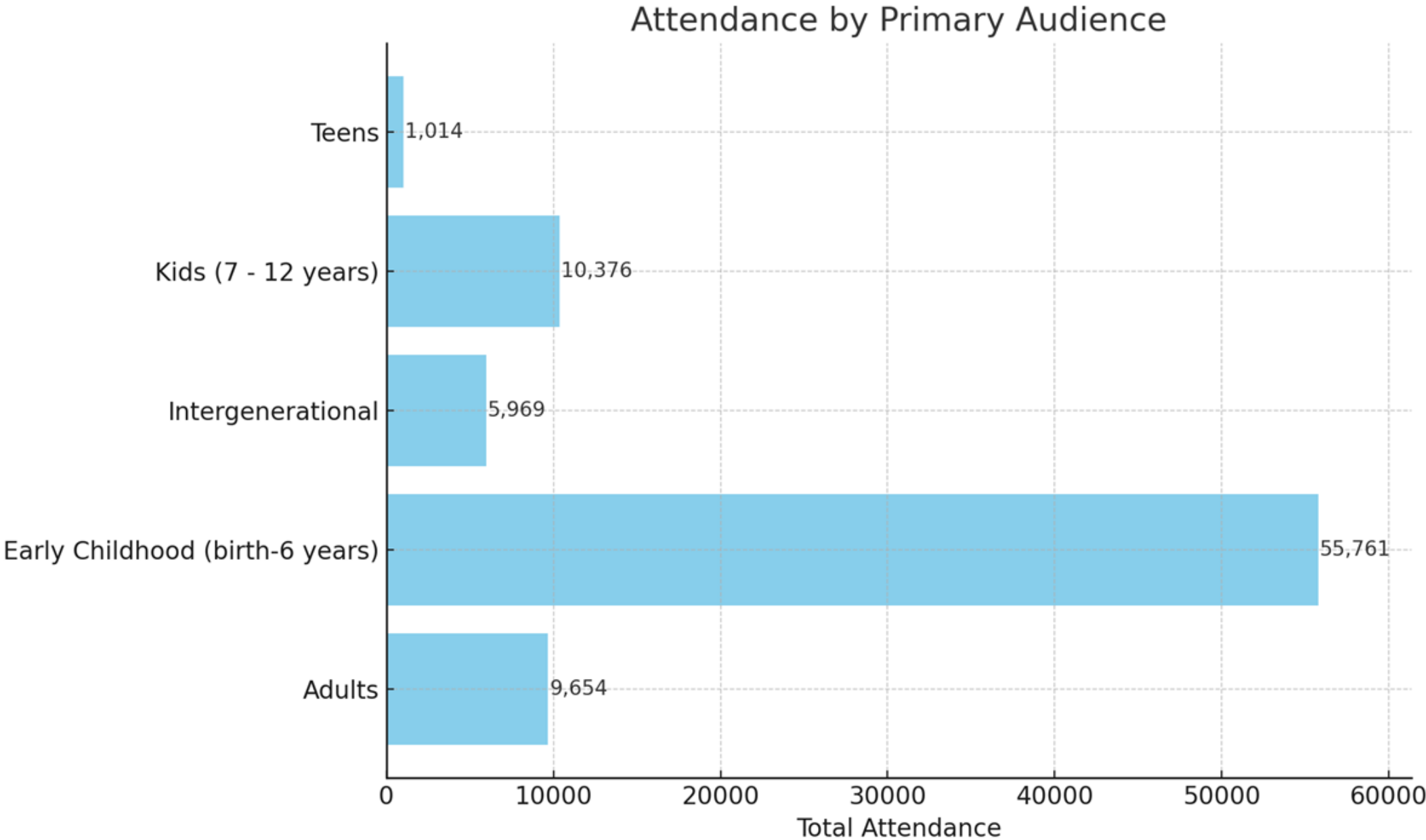
**The total number of programs offered to the community, grouped by the primary audience served.**







**The total number of people who attended programs, grouped by the intended audience type for each program.**



# Program Partnership Highlight: KC Rep



The cast of *Broke-ology* by Nathan Louis Jackson, a poignant play that explores the complexities of family, sacrifice, and resilience, do a talkback after performing the play in the Carmack Community Room at Central Resource Library.



Access to the lives and stories of others different from our own.



Access to reflections on our own lives & stories.

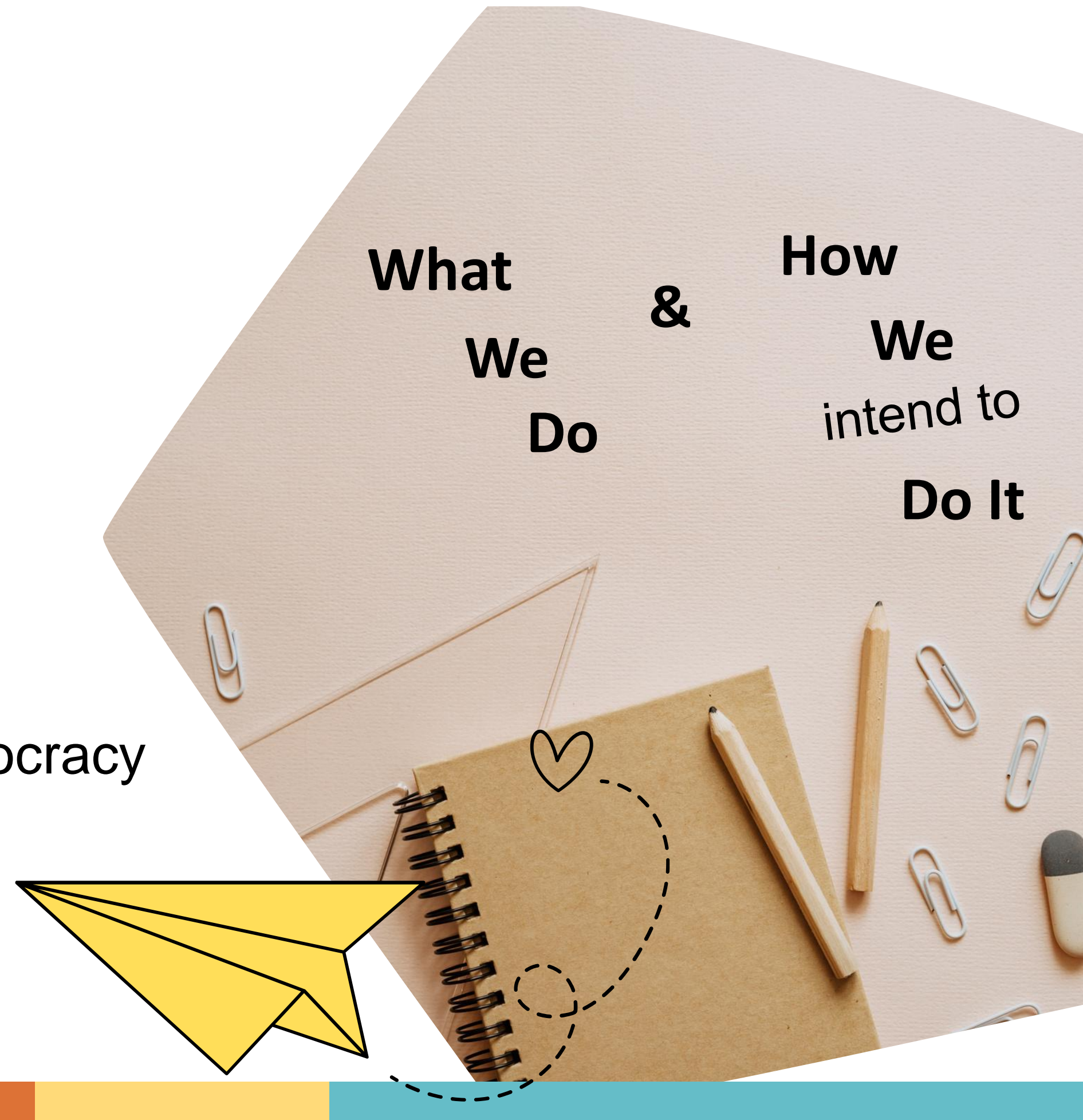


Transported into the world of a story and feel empathy for people.



# Learning & Development

- 📍 Outcome Centered Planning
- 📍 Co-Design Principals
- 📍 Crucial Conversations
- 📍 Institute for Civic Discourse and Democracy
- 📍 Defensive Driving





# Programs Uplifting Cultures: Hispanic Heritage

A Look Forward at Fall 2025

Smithsonian

Nuestra América: Stories of 30 Inspiring Latinas/Latinos Who Have Shaped the United States with Smithsonian Educators

Thursday, October 2, 2025 Add to Calendar

1:00 PM – 2:00 PM

Online event

**GABY FLORES**  
FLORES ADVISORS  
816-645-9929 WWW.FLORESADV.COM GFLORES@FLORESADV.COM

Past Is Prologue: Flour Power

Wednesday, September 17, 2025 Add to Calendar

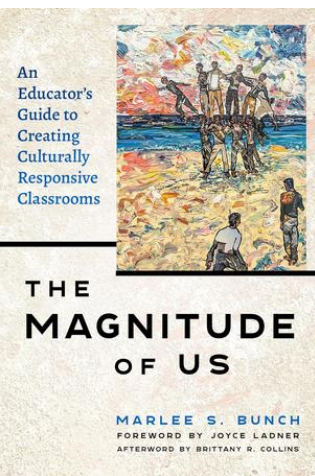
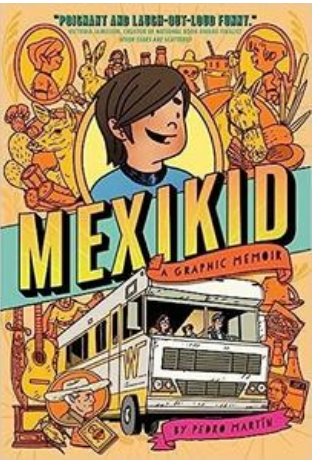
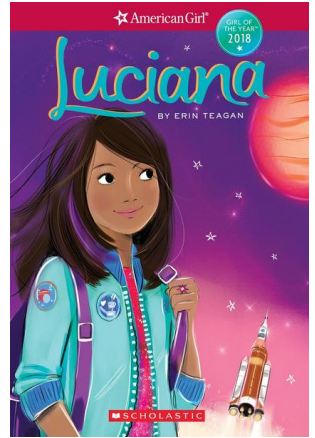
6:30 PM – 7:30 PM

Online event

**Description**

During the period of the Mexican Revolution, many immigrants made their way to Kansas to raise their families and work in the railroad, agricultural, industrial and hospitality sectors of the state. A cultural off shoot of this new group of Mexican residents settling in the Midwest was the search for the perfect tortilla, a staple of Mexican cuisine. Because corn tortillas were difficult to make by hand, many restaurants and home cooks substituted wheat flour tortillas for their signature dishes. Join us to discuss the rich history of Mexican immigration to Kansas and the journey of the humble but important tortilla. Presented by Dr. Gene T. Chavez, Historian in Residence at The Museum of Kansas City. Registration is required.

Welcoming KC



SEP 8

Spanish Language Small Business Workshop / Taller para pequeñas empresas

Monday, September 08, 6:00pm–7:30pm View all dates

Merriam Plaza Library

Learn how to stay ahead in the ever-changing business landscape. From business management to understanding customers, this series of workshops will provide both broad subject knowledge and first-hand practical...

Registration closes on September 7 at 6:00pm (40 spots remaining) Register for event

Career and Finance Adults English Spanish

SEP 26

Bilingual Storytime / Hora De Cuentos

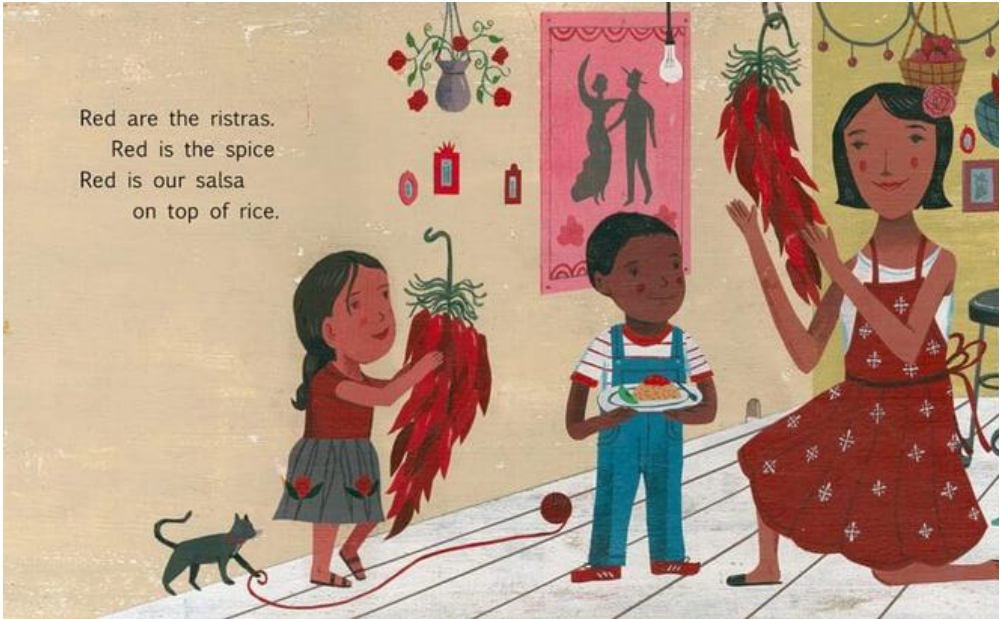
Friday, September 26, 9:30am–10:00am View all dates

Central Resource Library

The whole family will enjoy stories, songs, fingerplays and movement activities in both English and another language. Exposure to other languages can help develop early language learning and boost pre-reading skills.

Toda la...

Storytimes Birth to Six English Spanish



“Green is a Chili Pepper” by Roseanne Thong @ Johnson County Arts & Heritage. One of 4 Walk and Reads celebrating Hispanic Heritage.



# Website Refresh Update

September 2025






# Updates

- Site launched Aug. 11.
- Continue to collect and discuss feedback on functionality from staff and community.
- Building sections and pages as new needs arise and promotions launch for Fall Guide.




WELCOME TO  
THE NEW



**JOCOLIBRARY.ORG**

some of the new features, pages  
and functionalities of our new site.

**Welcome to the New Jocolibrary.org!**

 **Johnson County Library**  
1.43K subscribers

Subscribe

4

Share

Ask

...



@sixwingedbee81 9 days ago

I completely forgot y'all were doing website work, and the surprise I got today when I was logging on to read the newspaper! It looks amazing, great job.



Reply



## Writers Conference

Writers, come connect, share, and find your community—we've saved you a seat.



### Our Writers Conference is Celebrating Our 10th Anniversary!

Join us at the [Central Resource Library](#) for this dynamic event featuring a keynote speaker, a specially selected Conference book, hands-on workshops, and more. Cost? **FREE!**

Immerse yourself in sessions on the craft of writing, take part in thought-provoking book discussions, and connect with fellow writers in a vibrant, creative atmosphere. You'll find inspiration, collaboration, and learning at every turn. We'd love to see you there—come be part of something inspiring!

#### Featuring:

Expert-led lectures | Craft workshops | Networking opportunities |  
"Library as publisher" insights | Social media advice | Drop-in activities

[Sessions](#)



### Tracks

Special Events

Craft of Writing

Publishing

Writing for Children

Poetry

Tours & Talks

Online



### Musical Guests

**Calvin Arsenia**  
Friday, Oct. 17 | 9:30am - 10:30am  
Carmack Community Meeting Room  
[Central Resource Library](#)

**Amado Espinosa**  
Saturday, Oct. 18 | 9:30am - 10:30am  
Carmack Community Meeting Room  
[Central Resource Library](#)

### Special Events



**Event**  
**Jazz Storytelling Team:**  
**American Jazz Museum**  
Sat 10/16 | 4pm - 5:30pm  
[Central Resource Library](#)  
Join us for an evening with  
the unforgettable sounds and stories  
of Kansas City's legendary jazz  
scene. The Jazz.

**Event**  
**Meet the Author: Steve**  
**Almond**  
Sat 10/16 | 4pm - 5:30pm  
[Central Resource Library](#)  
Join us for an evening with  
bestselling author, essayist, and  
writing teacher Steve Almond.

**Event**  
**You are Enough! A**  
**Writer's Guide to Being**  
**Cool with Yourself**  
Sat 10/16 | 4pm - 5:30pm  
[Central Resource Library](#)  
Join author, performer and  
author Joe "Mr. Sassy Feet"  
Crago for a dynamic and  
introspective discussion about  
self-worth.

**Event**  
**You are Enough! Writer's**  
**Guide to Being Cool with**  
**Yourself**  
Sat 10/16 | 4pm - 5:30pm  
[Central Resource Library](#)  
Join author, performer and  
author Joe "Mr. Sassy Feet"  
Crago for a dynamic and  
introspective discussion about  
self-worth.

[All Special Events](#)

### Craft of Writing



## Book Groups

Twinkle, twinkle, little star, we'll find a new favorite with new friends.

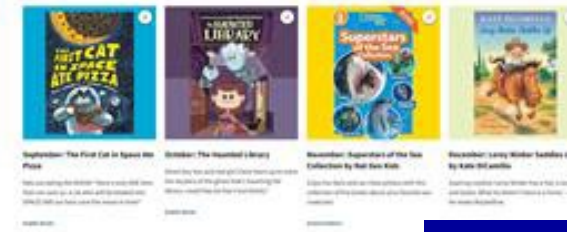
Johnson County Library book clubs groups are open to all ages, and all topics and genres. And we have online book clubs, too! We're making the library a place where everyone can find a new favorite, and we're open to all ages and topics. All we need is your input.

[Join Book Club](#)  
[Join Book Club](#)  
[Join Book Club](#)  
[Join Book Club](#)  
[Join Book Club](#)

### Kid Book Club Reads

Calling all first, second and third graders! If you love reading, join us for a fun book experience. Each session, we'll take a new book with a special twist and activity inspired by the story.

Sign up is limited to registration for each discussion to support a variety of the books are available for participants to sign up. Staff will contact you to get the discussion books.



### Tween Book Club Titles

Tweens ages 10-13 let's get together to read and discuss. We'll take a new book with a special twist and activity inspired by the story.

Sign up is limited to registration for each discussion to support a variety of the books are available for participants to sign up. Staff will contact you to get the discussion books. Can't make it to the event? We'll email you a link to the book club.



### American Girl Book Club Stories

Explore the American Girl story through the eyes of historical characters in this engaging book club. American Girl books offer unique historical insights from a girl's point of view. Join us to read, participate in an activity, and make new friends. Best for ages 10-13.

Sign up is limited to registration for each discussion to support a variety of the books are available for participants to sign up. Staff will contact you to get the discussion books.



# Book Groups Event Page

# Writers Conference Event Page

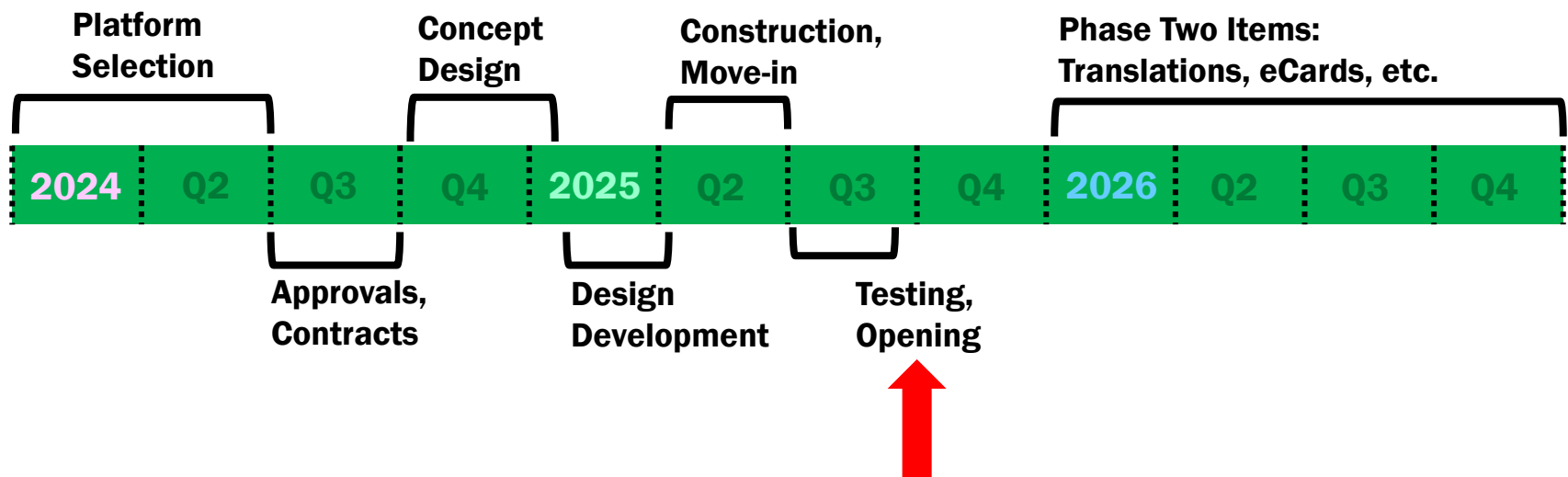


# Next Steps

- **Fall 2025:** Tweaking existing pages, adding promotional content and pages, creating staff training materials, creating video content
- **Q1 2026:** Onboarding and training new internal users, continuing video content, begin research of translation solutions. User Experience testing resumes.
- **Q2 2026:** Planning and work on “new” sections like Library/branch history, World Cup promotions, Summer Reading, etc., work on translation options. User experience testing continues.
- **Q3 and Q4:** Discussions on improvements for secondary site or vendor integrations such as eCards, LibAnswers, etc. User experience testing continues.



# Website Refresh: Anticipated Project Timeline



# Spring Hill and De Soto Renovations

Update – September 2025



# Updates – Spring Hill

- Deputy County Librarian approved closure of Spring Hill and De Soto on August 14<sup>th</sup>, following Spring Hill City Council's approval of the site design
- Spring Hill closed August 22<sup>nd</sup> and move-out has concluded!
- The site has been fenced off
- Titan Built mobilized for construction on September 8<sup>th</sup>
- Construction of expansion begins



# Updates – De Soto

- De Soto closed September 8<sup>th</sup> and move-out is underway





# Other Updates

- Reminder emails have gone out to patrons
- Website and social media have been updated
- Holds have been rerouted to patrons' requested locations



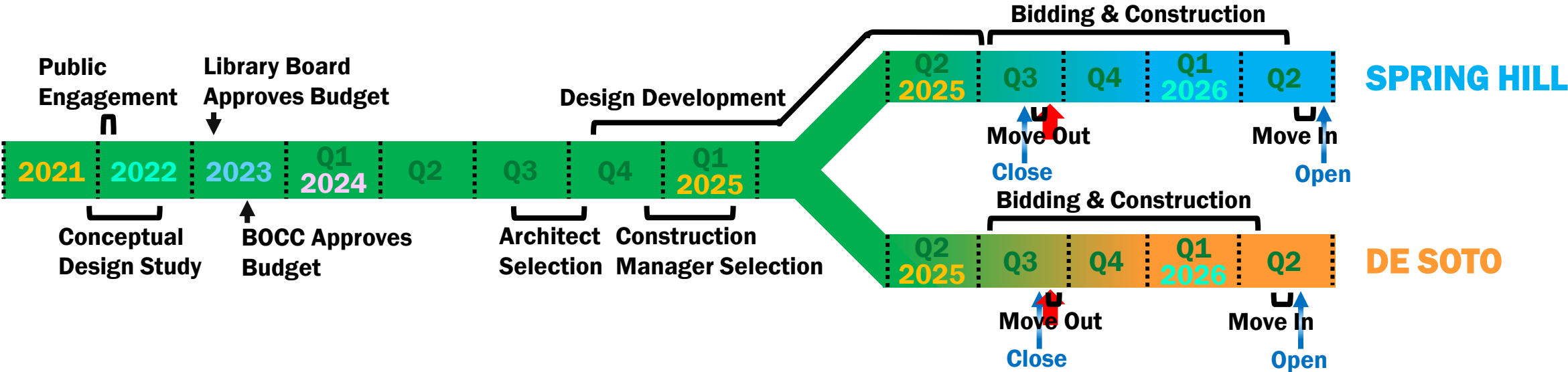
# Next Steps

- Move-out at De Soto concludes end of next week
- Titan Built mobilizes at De Soto September 22<sup>nd</sup>
- Presentations from sub-teams coming periodically over the remainder of the construction phase
  - Next month – Branch Operations/Move sub-team will share about move-out activities



# Spring Hill and De Soto Renovations:

## Anticipated Project Timeline

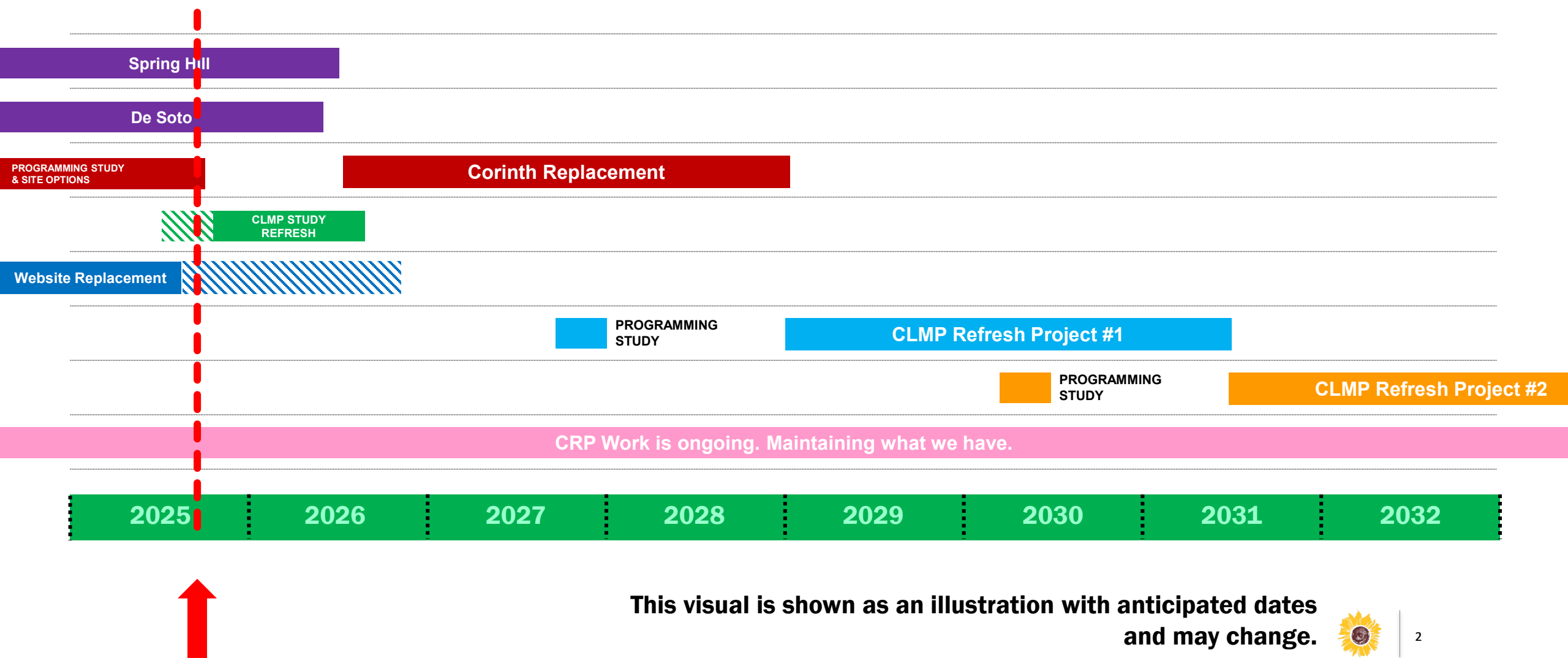


# Capital Projects: Timeline Summary

September 2025

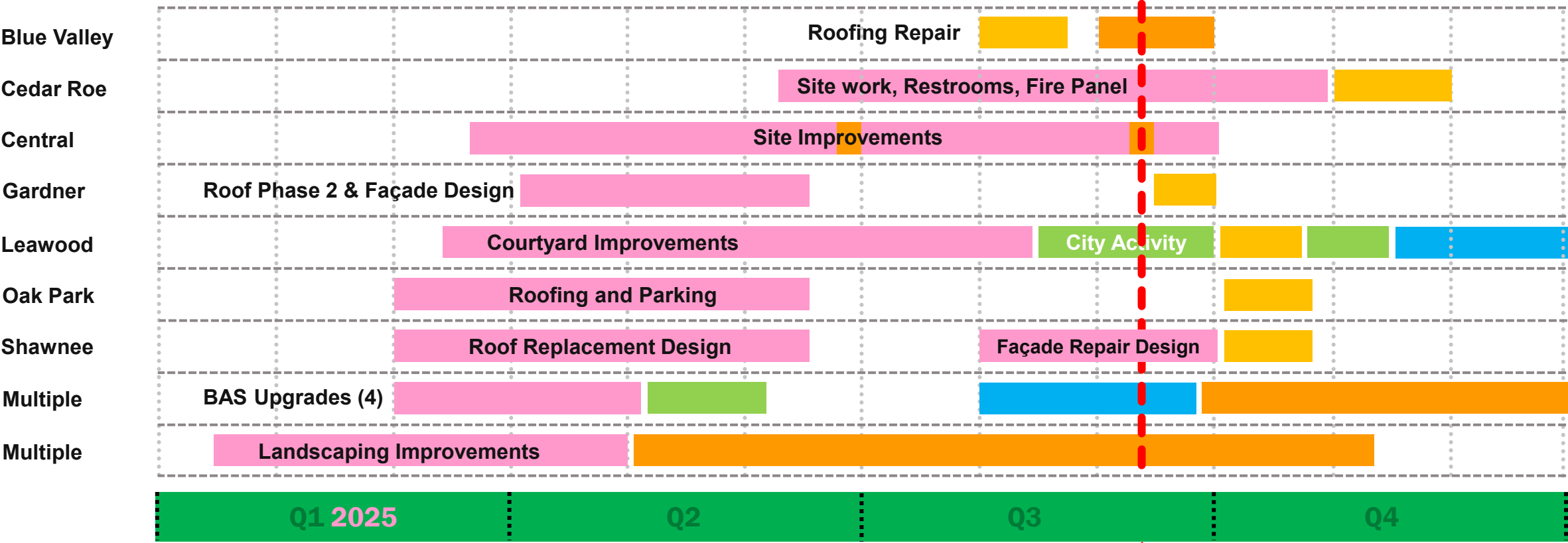


# Capital Improvement Projects: Anticipated Timeline



# 2025 CRP Anticipated Timeline

- Proposals / Design
- Bidding
- Contracts / Board Action / Other Approvals
- Product / Material Submittals / Lead Time
- Building Closure
- FAC Activity / No Closure
- Substantial Completion / Move-in / Punch List Completion



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



# Summer Reading

September 2025 Library Board Report



# Service Line Team



**Tucker, Angela, JCL**  
Program Manager



**Fuemmeler, Melanie, JCL**  
Program Operations Manager



**Taylor, Jennifer, JCL**  
Graphic Designer



**Reeves, Jennifer, JCL**  
Program Coordinator



**Montoy, Portia, JCL**  
Branch Operations Manager



**Cooper, Katt, JCL**  
Branch Operations Manager



**Winsor, Gregg, JCL**  
Regional Librarian



**Voell, Erica, JCL**  
Regional Librarian



**Keehn, Joseph, JCL**  
Program Coordinator



**Allen, Lisa, JCL**  
Social Media Specialist



**Pratte, Cameron, JCL**  
Maker Services Coordinator





## Summer Reading 2025: Color Our World

See what's been happening  
this summer at the Library

Summer Reading Photo Album

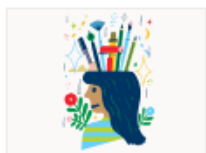
### Summer Reading News

[See all](#)



#### Summer Reading 2025 – Brief Programs Recap

This summer we delivered a season of programs throughout the five regions of our library system that celebrated stories and community connection. A highligh...



#### Summer Reading: Getting Geared Up!

The library's Summer Reading Book Distribution is just around the corner, and we couldn't be more excited to share this wonderful opportunity with our community. A...

### Summer Reading Links



Summer Reading Public FAQ



Book Challenge Guidance



Patron Summer Reading  
Webpage



Program Challenge  
Guidance



Patron Summer Reading Log



Summer Reading T-Shirt  
Form

### Reader's Advisory



Book Selection and  
Information

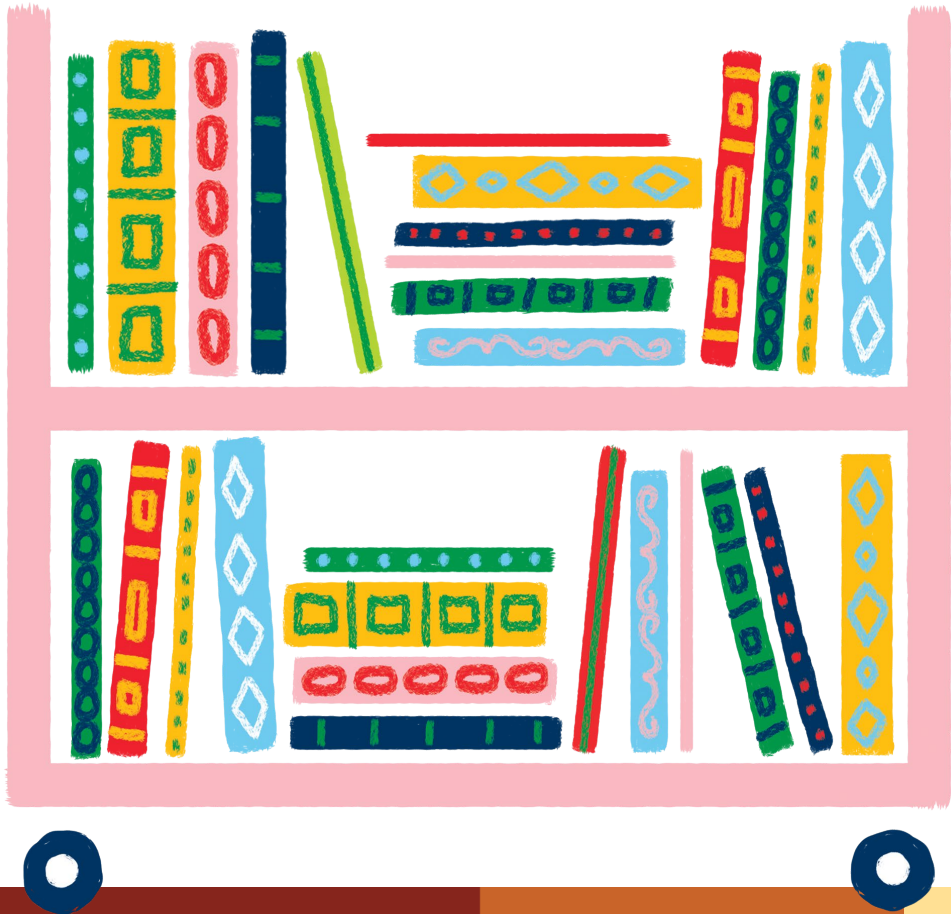


Bibliocommons Lists



2025 Summer Reading  
Readalikes

# Book Distribution



# Outreach Book Distribution

**62 schools participated  
receiving a total of 8,940  
books.**

Title 1 Schools: 19/19

Blue Valley: 18/22

De Soto: 4/7

Gardner/Edgerton: 7/7

Shawnee Mission: 33/34

Spring Hill: 5/5

**13 community partner  
organizations received a  
total of 5,053 books.**

Merriam Farmers Market

Infant-Toddler Services

Dr. Andres, bilingual chiropractor

JoCo Developmental Supports

Blue Valley Parks and Recreation

Jewish Community Center

Growing Futures

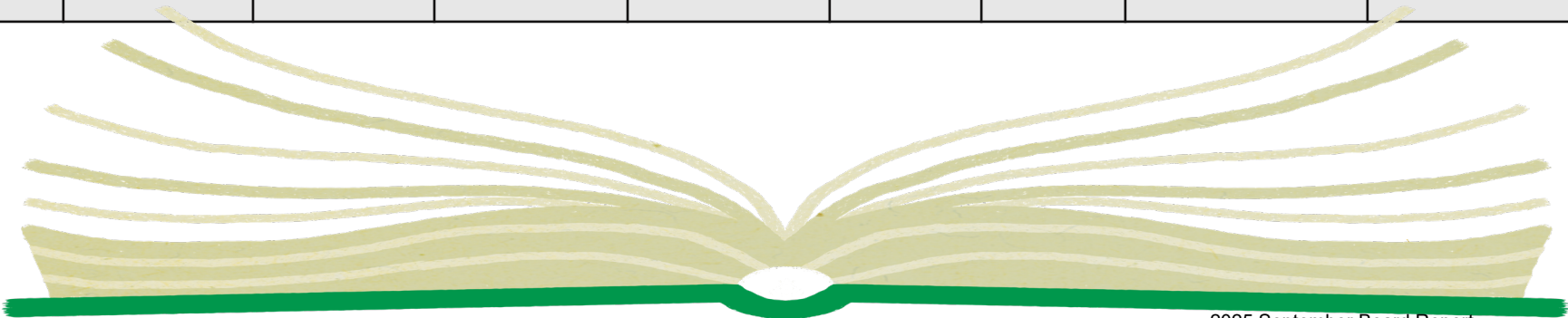
Catholic Charities

Shawnee Mission Parents as  
Teachers



# Outreach Book Distribution Participation

Year	Blue Valley	De Soto	Gardner / Edgerton	Shawnee Mission	Spring Hill	Title 1	Community Partners	Total Books Distributed
2020	--	--	--	--	--	--	21	9,525
2021	11	5	7	23	4	13	14	10,212
2022	15	5	7	29	5	16	13	12,259
2023	14	4	7	31	5	19	14	13,131
2024	16	4	7	30	5	19	13	13,300
2025	18	4	7	33	5	19	13	13,993



# In-Branch Book Distribution Quantities

Branch	Quantity Ordered	Quantity Distributed	Percent Distributed
Blue Valley	3067	3003	98%
Cedar Roe	887	648	73%
Central	3522	3444	98%
Corinth	2925	2679	92%
De Soto	184	145	79%
Edgerton	174	127	72%
Gardner	1456	1211	83%
Leawood	3030	2274	75%
Lenexa	3032	2391	79%
Merriam Plaza	1561	1134	73%
Monticello	2978	2691	90%
Oak Park	1289	1038	81%
Shawnee	1446	1201	83%
Spring Hill	377	287	76%



# Programs

Storytelling with Priscilla Howe • Reggie Reg Music Man • Color Our World: The Geography of Planet Earth with Dino O'Dell • Martika Daniels Circus Workshop • Teen Writing Workshop • Writer's United • Explore the World with Zines • Exploration Drawing with Taj Mattingly • Journal and Draw with Nettie Zan • Wreck the Painting • Comic Book Basics with Anthony Oropeza • Gel Printing and Collage with Melanie Nolker • Community Storytimes • Baby Art Club • Play Lab • Step Into Pete's Shoes Sensory Storytime • Craft and Create • Gelli Printing Workshop • Sewing Fun for Kids • Science Heroes: Adventure of the Missing Color • Mr. Stinky Feet • Breakdancing with Sug Easy • Paper Making Workshop • LEGO Print Making Workshop • STEMusic Concert • Shiver Me Paintbrush: A Pirate's Adventure in Arrrrt! • Portrait Drawing with Chico Sierra • Observational Drawing with Vince Medellin • The Art of Jazz Scatting with Lisa Henry • Open Mic • Writing Workshop with Kiese Laymon • Queer Ink: An Author Symposium • Adult Book Discussions • Coloratura Workshop • Jazz Storytelling Team of the American Jazz Museum • Scribbler Society • R.E.A.D. to a Pet with Pets for Life • Science Heroes: Adventure of the Missing Color • ¡Adelante Read! • Picnic Book and Game Swap • Kids Book Club • Tween Book Club • American Girl Book Club • Online Tween Book Club • Soul Line Dance & Two-Step Lesson with De Barker • Exhibitions • Online Author Talks • Story Connections: On the Go • Past is Prologue: A New Deal for Public Art in the Free State • English Language Learners Classes

# Color Your Palate!

**How many of these activities  
at Johnson County Library can you add  
to your colorful world this summer?**

Participate in the Friends of the Library bookmark design contest.  
*Pick up your entry form at the branch nearest you.*

Attend a fun summer program at the Library.

Check out a book about art or color.

Find the color book display at the Library branch nearest you.  
*What color were the books?*

Pick up a Color Our World coloring sheet at the Library.

Ask your librarian what their favorite color is and then tell them yours.

Visit an art exhibition at the Library.  
*Find details about our exhibition spaces  
listed in the Guide and on our website.*

JOHNSON  
COUNTY  
LIBRARY

[jocolibrary.org/summerreading](http://jocolibrary.org/summerreading)





# Summer Festival & End-of-Summer Celebration

## COLOR OUR WORLD

**Color Our World This Summer: SUMMER FESTIVAL**  
Saturday, June 7 • 10 a.m. – 4:30 p.m. @ Central Resource Library

Join us for a day of exciting activities at our Summer Reading Launch Festival! From engaging workshops to community fun, there's something for everyone. Mark your calendar and bring the whole family for a day of reading, learning and celebration.

**Workshop with Kiese Laymon** (10-11 a.m.): Join acclaimed author Kiese Laymon for an inspiring workshop on storytelling, writing and the power of words. Registration is required, so don't miss this chance to learn from one of the most celebrated voices in contemporary literature. Limited space available — reserve your spot today at [jocolibrary.org/events](http://jocolibrary.org/events).

**Janie Next Door Performance** (10-10:45 a.m.): Enjoy a special performance of Janie Next Door, a story celebrating friendship, imagination and community. This interactive performance is perfect for kids and families, sparking joy and creativity in young minds.

**Community Connections Fair** (11 a.m.–1 p.m.): Meet local organizations and businesses at the Community Connections Fair. It's the perfect opportunity to discover community resources, connect with neighbors and learn about upcoming events, services and opportunities for all ages.

**Jazz Storytelling Team of the American Jazz Museum** (Noon–1 p.m.): Every song tells a story! Dive into the tradition of jazz storytelling, where rhythm, melody and lyrics come together to create a vivid musical tale. Great for music lovers and storytellers alike. Presented by the American Jazz Museum.

**Bubbles, Face Painting and Chalk Fun** (Noon–2 p.m.): Bring your little ones for fun, interactive activities including bubbles, face painting and chalk art. Let your creativity run wild and add your masterpiece to the chalk sidewalk art!

**Fantastic Fire Department: Fire Truck Adventures for Kids** (Noon–3 p.m.): Kids will get an up-close look at a real fire truck and have the chance to try on real firefighting gear, discovering all the fascinating tools and equipment firefighters use. Water fun activities and photo opportunities galore. It's a hands-on experience that sparks curiosity and excitement.

**Soul Line Dance & Two-Step Lessons** (1–2 p.m.): Join De Barker, KC's Queen of Line Dance & Two-Step, for a high-energy dance experience. Whether you're a seasoned dancer or new to African American soul dancing, this is your chance to add some rhythm and have a great time. No partner required — just bring your energy and light up the dance floor!

**Meet the Author: Kiese Laymon** (3–4:30 p.m.): Don't miss the chance to hear acclaimed author Kiese Laymon speak in a public setting. He'll share insights from his work, discuss the importance of reading and writing, and engage in conversation with attendees. This event is open to everyone and promises to be a memorable experience.

We can't wait to see you there and kick off the Summer Reading season in style! Be sure to check out all the activities and mark your calendar so you don't miss out on the fun.

Summer 2025

10

## SUMMER READING June 2-July 31

The world is looking bright this summer at Johnson County Library! Check out our **EVENTS** listed in this Guide and stop by any Library location to pick up your **READING LOG** and a **FREE BOOK** starting June 2. (*Free books while supplies last.*) Downloadable reading logs and even more details can be found at [jocolibrary.org/summerreading](http://jocolibrary.org/summerreading).



## END-OF-SUMMER CELEBRATION

Thursday, July 31 • 4-9 p.m.  
@ Lenexa Public Market  
8750 Penrose Ln., Lenexa, KS 66219

Join us at the Lenexa Public Market for a fun-filled evening to celebrate the end of summer with art, entertainment and community connection! This family-friendly event features:

**Art & Activities** Explore creative stations for all ages, where you can make and take home your own artwork, from painting to crafting and everything in between.

**The Art of Jazz Scatting with Lisa Henry** (4 p.m.): Let your voice dance as you explore the art of jazz scatting — playful vocal improvisation that turns your voice into an instrument. No experience needed — just bring your rhythm and creativity! Presented by the American Jazz Museum.

**Performance by Mr. Stinky Feet** (5 p.m.): Get ready for a lively, interactive performance filled with songs, laughter and fun. It's a hit for kids and adults alike!

**Soul Line Dance & Two-Step Lessons** Join De Barker, KC's Queen of Line Dance & Two-Step, for a high-energy dance session following Mr. Stinky Feet. Whether you're an experienced dancer or new to African American soul dancing, this is your chance to groove to the beat. No partner required — just bring your energy and let's light up the dance floor together!

**Coloratura Workshop** (5-7 p.m.): Engage with an interactive instrument that blends electronic music and analog art. Using custom musical paintbrushes, participants create sounds as they paint on a conductive canvas, producing unique musical notes with each brushstroke. This experience highlights the connection between visual and sonic expression. (For more information, visit [coloratura-art.com](http://coloratura-art.com).)

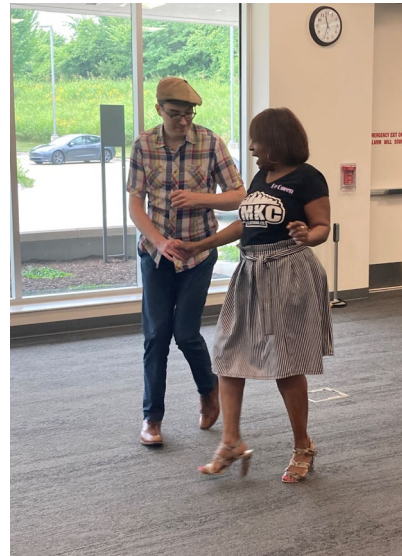
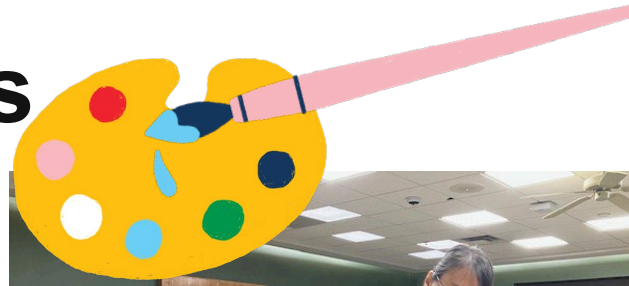
**Movie in the Auditorium** (7:30 p.m.): End the evening with a great flick as we finish the night on a high note.

11

[jocolibrary.org](http://jocolibrary.org)

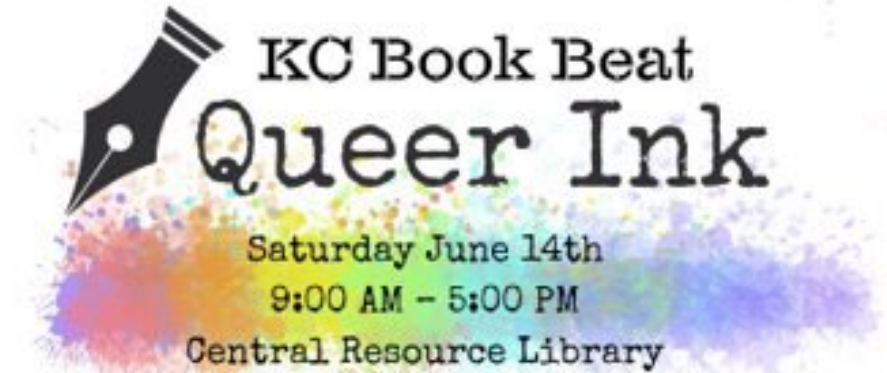
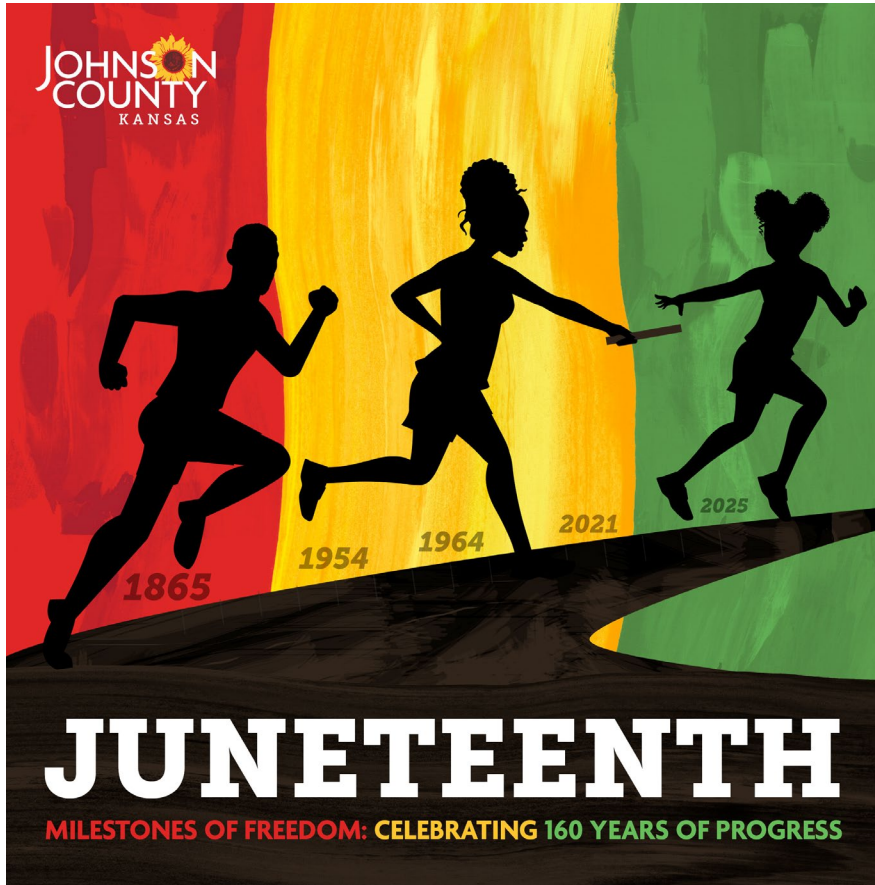


# Highlights





# Events



Jonathan Pongratz



A.L. Davidson



Vanessa Kramer



Madison Chase



Dan B. Pierce



Hazel Krebs



Sophie Stern



Elle Sparrow



Joel Barrett



# Walk and Reads

Celebration Park • Gardner

I-Lan Park • Leawood

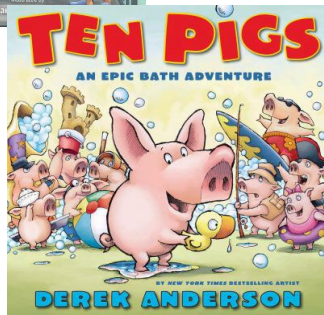
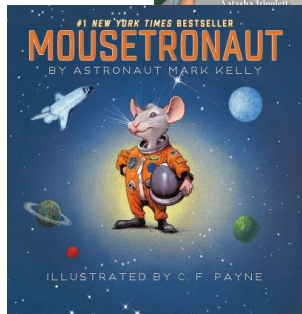
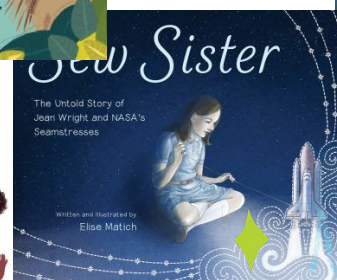
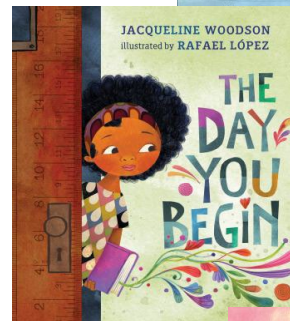
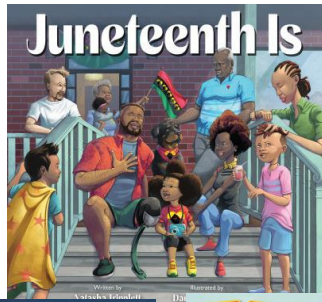
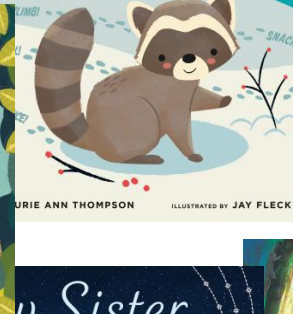
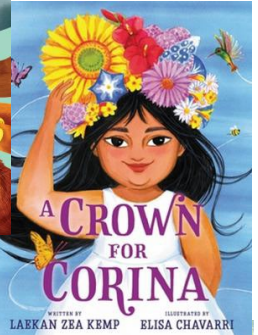
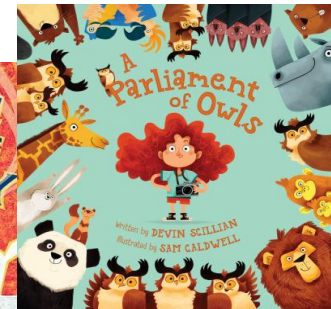
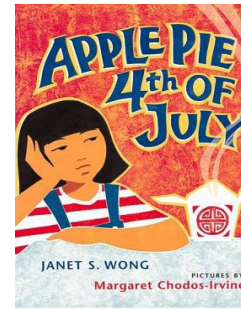
Johnson County Arts & Heritage Center • Overland Park

Meadowbrook Park • Overland Park

Strang Park • Overland Park

Franklin Park • Prairie Village

Erfert Park • Shawnee



## Hispanic Heritage Month (Sept 15 – Oct 15)

**Bilingual Storytime** on Fridays @ Central Resource Library from 9:30 – 10:00 am

**Tween Book Clubs:** “Mexikid” by Pedro Martín @ Monticello, Leawood Pioneer, and Gardner Libraries and online via Zoom

**American Girl Book Club:** “Luicana” by Erin Teagan @ Cedar Roe Library

### **Walk & Reads**

- “Green is a Chili Pepper” by Roseanne Thong @ Johnson County Arts & Heritage
- “Mouse Paint” by Ellen Stoll Walsh (Bilingual) @ Porter Park
- “A Crown for Corina” by Laekan Kea Kemp @ Miller Memorial Park
- “Alma and How She Got Her Name” by Juana Martinez-Neal @ Strang Park

**Exhibition** with Vincent Medellin @ Gardner Library

**Adult Book Discussions:** “Violeta” by Isabel Allende @ Cedar Roe, Corinth (2 times), and Merriam Plaza Libraries

**ELL classes** online via Zoom on Tuesdays and in-person on Saturdays @ Central Resource Library

**Spanish Language Small Business Workshops** @ Merriam Plaza Library

**Past is Prologue: Flour Power** online via Zoom

**Nuestra América: Stories of 30 Inspiring Latinas/Latinos Who Have Shaped the United States with Smithsonian Educators** online via Library OnDemand

## MINUTES JOHNSON COUNTY LIBRARY BOARD

### REGULAR MEETING

August 14, 2024  
at Central Resource Library  
4:00 p.m.

**BOARD:** Jeffrey Mendoza, David Sims, Jodie Dietz, Jennifer Hrabe, Kelly Kilgore, and Charles McAllister.

**ABSENT:** Chrysalyn Huff

**BOARD ATTORNEY:** Andrew Logan

**BOCC:** Commissioner Brewer.

**STAFF:** (All JCL, FAC staff) Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Ben Sunds, Shelley O'Brien, Patti Kangethe, Elisa Andre, Megan Levitt, Scott Sime, Lori Ross, Karsen Koziol, Juan Lopez-Tamez, Lisa Davis, Michelle Olsen, John Keogh, Anna Madrigal, Lacie Griffin, Shanna Eiklenborg

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

#### CITIZENS COMMENTS:

Jae Moyer, speaking as a private citizen, shared concerns about a recent event at the library hosted by Loud Light. Although not affiliated with the organization, they attended and observed disruptive behavior from an individual previously banned by the group for inappropriate and abusive conduct. During the event, the individual shouted, booed speakers, and made obscene gestures, including toward the branch manager. Despite the presence of two police officers, no action was taken to remove the individual, and the event continued without intervention. Jae requested a review of the library's code of conduct and enforcement practices to ensure public events remain safe and welcoming.

Chair Mendoza shared that the library was aware of the incident and are looking into it, to reply to the organization as soon as possible.

#### REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

None.

#### DEVELOPMENT DEPARTMENT REPORT

Shanna Eiklenborg, President of the Friends of Johnson County Library, 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 August Board Report.

Shelley O'Brien introduced Shauna Eiklenborg, President of the Friends of the Johnson County Library Board, who provided an update on recent activities. Advocacy remained a key focus, with

members participating in a letter-writing and phone campaign regarding IMLS budget impacts. In July, 79 teens volunteered, and over 100 volunteer opportunities were planned for Library Lets Loose in September. The Foundation was also preparing to refresh its honorary board, with a luncheon scheduled for October 28. Ms. O'Brien closed by encouraging board members to attend and promote Library Lets Loose.

## **BOARD COUNSEL REPORT**

Mr. Andrew Logan, Board counsel, reviewed ARM 10-10-10 Governance and Library adherence to County Policy and changes to Kansas Open Meeting Act (KOMA) and Kansas Open Records Act (KORA).

Regarding governance, Mr. Logan explained updates to ARM 10-10-10, which clarified the statutory authority of the board under K.S.A.12-1223 and related provisions. He described that while the board holds specific powers—such as purchasing materials, hiring the county librarian, and setting policies—certain matters fall outside the board's authority to the County, such as Board appointment qualifications.

On legislative updates, Mr. Logan noted that House Bill 2134 introduced changes to KORA, including a requirement to charge the lowest possible rate for records requests—something the library already does. More significantly, the bill expanded KOMA to apply to Board subcommittees and Board-appointed groups, requiring public notice and public access to their meetings. This change prompted the need to reconsider how committee matters are handled to ensure KOMA compliance while protecting sensitive discussions for personnel matters, for example, which will be addressed through bylaw revisions.

Ms. Kilgore asked if legal counsel has been working on upcoming bylaw revisions related to committee structure and compliance with the Kansas Open Meetings Act (KOMA). Mr. Logan confirmed that he had been working with staff over several weeks to draft updated language and would present it at a future meeting. He noted that one agenda item would be paused to allow for a more comprehensive revision.

The conversation clarified that Board committees, such as the budget or personnel committees, were advisory in nature, with final decisions made by the full board. Building Liaisons were described as having a supervisory role, primarily observing and engaging with staff about projects, rather than making decisions.

Regarding KOMA compliance, Mr. Logan clarified that meetings are not required to be streamed. However, if they are, the entire meeting must be publicly viewable without restricted segments. Subcommittee meetings conducted via Zoom would need to include a public link for viewing, though public participation would not be required.

## **COUNTY LIBRARIAN REPORT**

### **Finance Report**

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

Mr. Vratny presented the Johnson County Library's total revenue report as of the end of June 2025. Revenues totaled approximately \$53.3 million, representing 96% of the annual projection. This strong

performance was aided by the unbudgeted \$3.9 million from the sale of the Antioch properties. On the expenditure side, about \$29.4 million had been obligated, or 53% of the budget; excluding encumbrances, actual spending was closer to 48%, slightly below expectations. Overall, the library was tracking well financially.

Additionally, Mr. Vratny reminded the board of an upcoming action item related to forming a budget committee.

### **Project and Event Department Trends**

Scott Sime, Project and Event Manager, presented on the Project and Event Department Trends, these reports are included in the August Board Report.

Mr. Sime delivered a departmental update focused on project management. He reviewed the team's growth, including the recent addition of a second project coordinator, and highlighted the library's investment in formal project management since 2015. Mr. Sime outlined key practices such as project charters, stakeholder engagement, risk planning, and communication strategies. He emphasized the use of cross-departmental teams, the role of project sponsors and leads, and the importance of structured tools like RACI matrices. He concluded by noting the department's capacity, training efforts, and strong partnership with the facilities team.

Discussion with Chair Mendoza and Ms. Dietz clarified that members of the project and event team, including Ms. Levitt and Mr. Sime, typically served as project leads, though they were inadvertently left off the earlier list. The team developed and taught an in-house project management class tailored to library needs. Project leads were assigned based on project complexity, experience, and team fit. As an example, Mr. Sime described the De Soto and Spring Hill projects, where cross-functional teams were organized under team leads. Highlighting that early scope discussions were facilitated through collaborative exercises to clarify responsibilities and ensure alignment.

### **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 August Board Report.

### **Website Update**

Elissa Andre, Marketing & Communications Manager, reported on the Website Update included in the August Board Report.

Ms. Andre announced that the new Johnson County Library website officially launched on Monday, August 11, following a comprehensive feedback and refinement process. Staff and patrons provided over 440 pieces of feedback during preview periods in June and July, which informed final updates prior to launch. The transition included a brief 15-minute downtime and some minor post-launch glitches, with ongoing adjustments still underway.

The project team emphasized accessibility, ease of use, and a welcoming design that reflects the library's in-branch experience. While most feedback was positive, some users initially struggled to locate familiar features—a common challenge with major site updates. The team committed to ongoing refinements and highlighted that the site was delivered on time and on budget. Marketing efforts and continued monitoring will support the next phase of rollout.



Ms. Hrabe expressed her enjoyment of the 'book a room' feature.

### **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 August Board Report.

Ms. Levitt shared that Spring Hill City Council was expected to approve the site design plan that evening, marking the final external approval needed to begin construction. Briefing sheets were prepared for the board, including the guaranteed maximum price (GMP) amendment and closure dates. Once the GMP was approved, bidding would be finalized, and staff would begin moving collections and assets out of the buildings.

Ms. Levitt shared that presentations had been delivered to both city councils in July and were well received. In response to Ms. Deitz, Ms. Levitt clarified that no concerns were raised by either Council. Closure of Spring Hill was anticipated in August and De Soto in September.

Commissioner Brewer inquired about patron communications and how visitors would know that these locations would be closed. Ms. Levitt shared that patron communications were underway, including email notifications and updated renovation information on the library's website.

### **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 August Board Report.

Mr. Sime provided an update on Capital Improvement and Replacement projects. The timeline for the Capital Improvement Projects remained unchanged, noting the successful launch of the new library website.

Mr. Sime provided an update on Capital Improvement and Replacement projects. Roof replacement bidding for Oak Park, Gardner, and Shawnee was scheduled for fall, with work planned for 2026. The facilities team was also investigating roof issues at Blue Valley following recent heavy rains. Building automation system upgrades at Monticello were expected to begin in September, and a brief closure for parking lot resealing was scheduled over Labor Day weekend to minimize public disruption.

### **Leawood Courtyard and Site Improvements update**

Scott Sime, Project and Event Manager, provided an Leawood Courtyard and Site Improvements update, included in the August Board Report.

Mr. Sime reviewed a design preview for the Leawood Pioneer Library courtyard and site improvements. The project aimed to enhance safety, accessibility, and usability by addressing ADA compliance issues, improving visibility, and creating a more welcoming and functional outdoor space. Planned updates included new seating areas, improved traffic flow, upgraded signage, and the addition of power and Wi-Fi. The project was funded through the capital replacement program, with construction expected to begin following city approval later in the year.

The board discussed the design and intended use of the Leawood Library courtyard renovation. Chair Mendoza raised concerns about the effectiveness of the shade structure during rain and the comfort of the seating for reading. The project team clarified that the structure was designed for shade, not

rain protection, and that the furniture would be movable to support flexible uses such as programs or informal gatherings. Ms. Dietz expressed additional concerns about the west-facing courtyard's heat exposure and whether the landscaping would provide sufficient shade in the near term. The team acknowledged these points and emphasized the project's goal of increasing usability and comfort.

### **UPDATES – Kinsley Riggs, Deputy County Librarian**

Ms. Kinsley Riggs, Deputy County Librarian, reported to the Board.

#### **Spring Hill and De Soto amendment to GMP**

Ms. Riggs informed the board that the updated guaranteed maximum price (GMP) amendment for the De Soto and Spring Hill projects had been finalized and included in the meeting packet for consideration under old business. Staff from facilities and the library collaborated to ensure its timely inclusion.

#### **Welcome to NEO staff:**

Today we have 9 employees joining us for our New Employee class, including five new staff and four promotions. We welcome new staff to Monticello, Lenexa and our Project Management departments. We have promotions in our Communications department and Blue Valley, Central, and Monticello branches.

We also have a visiting staff training and development specialist from Kansas City Kansas Public Library, Courtney Smith, visiting today to see observe our New Employee Orientation.

#### **2024 Annual Report and Fall Guide**

Ms. Riggs drew the board's attention to the 2024 annual report, which featured a new layout and highlighted contributions from the library, Friends Foundation, and volunteers. The fall guide, showcasing a quilt design tied to the Raising KC partnership, was also released.

#### **Patron Service Standard Update**

John Keogh, Regional Manager, provided an update on Patron Service Standards, included in the August Board Report.

Mr. Keogh introduced the board to the newly launched Patron Service Standards Project, led by a cross-departmental team and sponsored by Jeniffer Mahnken. The project aimed to establish clear, consistent, and library-wide expectations for how staff engage with patrons across all service channels. While Johnson County Library has historically received high marks for service, the absence of formalized standards had created challenges in staff support and consistency.

Mr. Keogh defined a focused scope centered on public-facing service interactions, excluding internal customer service for now. The project timeline targeted completion by the end of 2025, with a first draft of the standards expected by early September. Stakeholder input sessions and iterative revisions were planned, followed by training development and administrative review. The finalized standards would be adopted as a public document and implemented beginning in 2026.

In response to questions from the board, discussion confirmed that the Patron Service Standards Project would address patron behavior as part of its scope, aligning with existing policies such as the patron code of behavior and current training on managing public spaces through customer service. The team planned to integrate and complement these resources within the new standards.

Mr. Keogh shared that additionally, the project aimed to establish measurable expectations to support performance assessment. Stakeholder input—particularly from frontline staff and managers—would inform the development of standards and training. The inclusion of a training specialist on the project team ensured that implementation and evaluation strategies were thoughtfully designed.

### COUNTY COMMISSIONER REPORT:

Commissioner Brewer provided updates on current budget preparations at the Board of County Commissioners, including finalizing levies for Library, Parks and Recreation, and Fire Districts ahead of the upcoming Public Hearing. She also shared that she attended the recent Spring Hill City Council presentation on the library expansion and noted the community's enthusiasm, while raising concerns about accessibility for patrons without reliable transportation—particularly older adults. Commissioner Brewer shared her current reading list, *Challenger*, a true story of hero heroism and disaster on the edge of space, by Adam Higginbotham, *The First Ladies* a novel by Heather Terrell and Victoria Christopher Murray, and just starting *How to Stop Time* by Matt Haig, which she is hoping she can learn some tips from.

### CONSENT AGENDA

#### I. Consent Agenda

##### A. Action Items:

1. Minutes of the July 10, 2025 Regular Library Board meeting
2. Consideration to approve revisions to Administrative Regulation Manual (ARM) policies,
  - 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
3. Consideration of Closure at Monticello for Parking Lot Resealing

##### 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

**Motion: Ms. Kilgore** moved that the Library Board of Directors approve the consent agenda.

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

**Motion was approved unanimously.**

## II. Old Business

### A. Information Item: Formation of Budget Review Committee

Jeffrey Mendoza, Board Chair, presented the Budget Review Committee briefing sheet, as included in the August Library Board Report.

**Motion: Mr. McAllister** moved to form the Budget Review Committee with the following Board Members; Chrysalyn Huff, Kelly Kilgore, and Jenny Hrabe.

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

**Motion was approved unanimously.**

### B. Information Item: Consider amending the Appraisal Committee

Jeffrey Mendoza, Board Chair, presented the Appraisal Committee briefing sheet, as included in the August Library Board Report.

Ms. Kilgore asked if the Library Board could form the committee and get the necessary questions answered. Chair Mendoza shared that upon considerations from staff and legal counsel it was best to wait until the policy ARM 10-50-10 Bylaws of the Board of Directors are amended to create the committee that can go into executive session.

Ms. Kilgore inquired if there is work that needs to take place on the survey, prior to the committee meeting, and the status of the survey. Mr. Sims and Mr. McAllister shared that the survey is finalized, and that tool is in place. However, this delay is causing for less time to prepare for the appraisal process.

Mr. Sims asked for clarification that if the committee is to have four people, then if someone cannot meet, then the committee can not recess into executive session. Mr. Logan confirmed that is correct, that if the personnel committee is addressing a matter that needs to be held in executive session, under KOMA there would need to be four members of the board present for quorum purposes. Ms. Kilgore requested the consideration for an alternate member of the committee to allow work to continue of a member cannot be present.

### No Motion

### C. Action Item: Consideration of Guarantee Maximum Price (GMP) 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 August Library Board Report.

**Motion: Ms. Kilgore** moved 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 contract amount not to exceed \$4,713,497.00 for a new total contract amount not to exceed \$4,788,497.00, per Request for Proposal (RFP) No. 2025-008.

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

Mr. McAllister expressed that Megan Levitt did a great job keeping the Building Liaisons informed throughout this process.

**Motion was approved unanimously.**

D. Action 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 August Library Board Report.

**Motion: Ms. Hrabe** moved to, between the dates of August 14th and September 11th, 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. AND moved to, between the dates of August 14th and September 11th, 2025, authorize the County Librarian to 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.

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

**Motion was approved unanimously**

### III. New Business

A. Information Item: Consider adoption of the Johnson County Library Board Resolution for 2026 Revenue Neutral Rate

David Vratny, Finance Director, presented the Johnson County Library Board Resolution for 2026 Revenue Neutral Rate briefing sheet for information, as included in the August Library Board Report.

In response to an inquiry from Boar Chair Mendoza, Mr. Vratny discussed the potential impact of any changes to the budget resolution, noting that modifications would require identifying how to offset the resulting revenue reduction. It was confirmed that the proposed 2026 budget had not yet been formally approved. The public hearing was scheduled for the following Wednesday, with final adoption by the Board of County Commissioners expected the next day. Final budget details were anticipated to be available by the September board meeting.

In response to an inquiry from Mr. Sims, Mr. Vratny confirmed that public hearing notices for the budget were distributed in partnership with the county, alongside notifications for other

taxing entities such as parks and recreation and school districts. It was clarified that, like all public meetings, the hearing must be publicly noticed. Commissioner Brewer shared that the upcoming public hearing was scheduled for August 20 at 6 p.m. and would be held at the Embassy Suites in the attempt to accommodate greater public attendance and participation. The purpose of the hearing was to receive public comment, with the board present to listen.

**No Motion**

- 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, presented the Administrative Regulation Manual (ARM) policy 10-10-10 Governance briefing sheet for information, as included in the August Library Board Report.

**No Motion**

- 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, presented the Administrative Regulation Manual (ARM) policy 50-10-10 Information Technology Policies briefing sheet for information, as included in the August Library Board Report.

**No Motion**

- 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, presented the Administrative Regulation Manual (ARM) policy 50-10-10 Information Technology Policies briefing sheet for information, as included in the August Library Board Report.

In response to an inquiry from Mr. Sims, Ms. Beesley confirmed that the new artificial intelligence (AI) policy would undergo review before implementation to ensure accuracy and accountability.

In response to an inquiry from Board Chair Mendoza, Ms. Beesley clarified that while the policy formally aligns with county guidelines, it is being adopted as a distinct administrative policy—separate from IT policies—reflecting the broader organizational impact of AI. The policy was assigned a new number under the administration section to emphasize its cross-functional relevance.

**No Motion**

**ADJOURNMENT**

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

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

**Motion approved unanimously.**

Meeting adjourned at 5:29 p.m.

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

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

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



**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop, County Librarian  
**Date:** September 11, 2025  
**Re:** *Consent Agenda:* Annual renewal of Memoranda of Understanding (MOUs)

---

**Issue:** The Johnson County Library Board of Directors annually reviews memoranda of understanding the Library holds with partner organizations.

**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 memoranda of understanding with De Soto Parents as Teachers for the year 2026.

I move that the Johnson County Library Board of Directors approve memoranda of understanding with Strawberry Week for the year 2026.

**Background:**

The purpose of memoranda of understanding is to clearly define how the Library and partner organizations will work together to provide programs and services.

**Analysis:**

The MOUs included in the consent agenda represent successful agreements that have been in place for multiple years. No significant changes to the intent have been made to the following MOUs renewing for 2026:

- De Soto Parents as Teachers
- Strawberry Week

**Alternatives:**

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

**Attachment(s):** MOUs between Johnson County Library and the listed partner organizations

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
JOHNSON COUNTY LIBRARY  
AND  
DE SOTO PARENTS AS TEACHERS**

**Purpose:**

The purpose of the Memorandum of Understanding is to outline collaboration between Johnson County Library (JCL) and De Soto Parents As Teachers (DS PAT). The Understanding is designed to coordinate early literacy and library services.

**Agency Roles and Responsibilities**

***Johnson County Library will:***

1. Provide a staff member for DS PAT Advisory Board quarterly meeting.
2. Allow DS PAT to use library meeting spaces at no cost with reservations when available.

***De Soto Parents As Teachers will:***

1. Provide information regarding JCL services to DS PAT families.
2. Utilize JCL educational programs for children, staff and parents when appropriate.
3. Promote JCL's involvement with DS PAT newsletters, website and other public relations opportunities.

**Duration of Understanding:**

The duration of this Understanding is from January 1, 202~~6~~5 to December 31, 202~~6~~5.

**Cancellation and Termination:**

Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and De Soto Parents As Teachers to execute this Understanding.

**Signatures:**

The parties to this Understanding have been duly authorized by Johnson County Library representation and De Soto Parents As Teachers to execute this Understanding.

\_\_\_\_\_  
Elizabeth Durkin, Coordinator, De Soto Parents As Teachers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patricia Suellentrop, Johnson County Librarian

\_\_\_\_\_  
Date

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1. Provide a staff member for DS PAT Advisory Board quarterly meeting.
2. Allow DS PAT to use library meeting spaces at no cost with reservations when available.

***De Soto Parents As Teachers will:***

1. Provide information regarding JCL services to DS PAT families.
2. Utilize JCL educational programs for children, staff and parents when appropriate.
3. Promote JCL's involvement with DS PAT newsletters, website and other public relations opportunities.

**Duration of Understanding:**

The duration of this Understanding is from January 1, 2026 to December 31, 2026.

**Cancellation and Termination:**

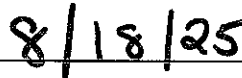
Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and De Soto Parents As Teachers to execute this Understanding.

**Signatures:**

The parties to this Understanding have been duly authorized by Johnson County Library representation and De Soto Parents As Teachers to execute this Understanding.



Elizabeth Durkin, Coordinator, De Soto Parents As Teachers



Date

Patricia Suellentrop, Johnson County Librarian

Date

## Memorandum of Understanding (MOU) between the Johnson County Library and Strawberry Week Society

This Memorandum of Understanding (MOU) is intended to document the relationship between the Johnson County Library (JCL) and Strawberry Week Society d/b/a Strawberry Week (Strawberry Week), a Kansas not for profit corporation, in support of our mutual efforts to provide free menstrual and period products to the public in all public restrooms of the branches of JCL. This will foster a welcoming environment which deepens a customer experience designed to empower patrons to thrive and prosper through increased convenience and guaranteed access to library resources. This MOU is in effect from the date of JCL's execution below through December 31, ~~2025~~2026.

Any party to the MOU may terminate their participation in this MOU by giving a 30-day written notice of termination to the other party.

### Johnson County Library Responsibilities

- Stock free period products in every public restroom across the all branches of JCL
- Provide containers to hold products for all public restrooms in all branches of JCL
- Promote partnership with Strawberry Week via JCL channels including but not limited to the website and social media accounts
- Create signage for promotion in restrooms cobranded with Strawberry Week and JCL logos
- Recognize that Strawberry Week has limited resources and any products provided will be subject to Strawberry Week's available inventory at the reasonable efforts of Strawberry Week who must balance the needs of all of their partners

### Strawberry Week Responsibilities

- Deliver pads and tampons to the Central Resource Library once per quarter
- Provide language, information cards and marketing material for promotion
- Promote partnership with JCL on Strawberry Week's social media accounts in conjunction with JCL's external communications team. Any use of JCL name, library branch facility name, or logo by Strawberry Week is subject to the prior written approval of JCL.
- Notify JCL if Strawberry Week must stop providing products with as much notice as possible

### About Strawberry Week

Strawberry Week is an organization that is focused on addressing period poverty in our community through collecting and distributing products across the metro through partnership with local organizations, libraries, and schools. Strawberry Week is the only 501(c)(3) nonprofit organization that serves Kansas and Missouri whose mission is 100% focused on addressing period poverty by improving accessibility to period products to both underserved populations and the general public.

---

Micheala Miller  
Founder, Chief Executive Officer  
Strawberry Week Society

Date:

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Tricia Suellentrop  
County Librarian,  
Johnson County Library

Date: \_\_\_\_\_

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*Micheala Miller*

dotloop verified  
08/29/25 12:45 PM CDT  
VL1Z-XUIW-LCNI-HWQJ

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Micheala Miller  
Founder, Chief Executive Officer  
Strawberry Week Society

Date: 08/29/2025

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Tricia Suellentrop  
County Librarian,  
Johnson County Library

Date: \_\_\_\_\_

**To:** Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** September 11, 2025

**Re:** *Consent Agenda:* Consideration of revisions to Administrative Regulation Manual policies

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**Issue:** Consideration of revisions to Administrative Regulation Manual policies: 10-10-10, 50-10-10, 50-40-10 and 50-20-20.

**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 the proposed Administrative Regulation Manual policies: 10-10-10, 50-10-10, 50-40-10 and 50-20-20.

**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.

**ARM 10-10-10** Governance of the Johnson County Library: 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. 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.”

**ARM 50-10-10** Information Technology Policies: 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. 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.

**ARM 50-40-10** Artificial Intelligence Policies: 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.

**ARM 50-20-20** Compliance with the Americans with Disabilities Act (ADA) and the Kansas Act Against Discrimination

**Funding Overview:** none

**Alternatives:** Explore alternate language for a specific ARM.

**Recommendation:** Adopt ARM policies 10-10-10, 50-10-10, 50-40-10 and 50-20-20 at the September Library Board meeting.

**Purchasing Review:** N/A

**Budget Review:** N/A

**Legal Review:** These policies have 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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September 12, 2025

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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.

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**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**

## 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**

**ADMINISTRATIVE REGULATIONS**

**TAB:** Administration

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

**SECTION:** Artificial Intelligence

**SUBJECT:** Artificial Intelligence Policies

---

**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**

---

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

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

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

---

SUMMARY

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

**Effective Date:**

October 4, 2017

**Reviewed:**

October 27, 2021

October 12, 2023

ADHERENCE TO ACTS

a. The Johnson County Library adheres to the ADAAA of ~~2009-2008~~ (PL 110-325) and the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq), and amendments thereto.

INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

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

Services, Programs, and Activities

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

Website

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

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

Section 5-08 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us. In such instances, reasonable alternatives for accessibility will be considered.

As part of the Library's online services and website, the Library may partner with engage third-party vendors for certain web-based services or products existing on the Library's website or provided through external hyperlinked sites or applications ("Third Party Sites"). These Third Party Sites may have a separate terms of use and privacy policy with their own terms of use and conditions, which may govern users' use of the website Third Party Site. Users are responsible for viewing and considering sSuch Tthird- pParty Site terms of use and privacy policy. When the Third Party Site exists as a feature within the Library website, the separate terms of use and privacy policy, if any, will be clearly identified by the Library on the Library website. The Library Board authorizes the County Librarian to develop procedures for the Library to comply with this policy.

Integration into Activities

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

## EMPLOYMENT

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

Vacancies

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

Disputes

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

## COMMUNICATION

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

## STAFF DEVELOPMENT

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

## ADAAA COMPLIANCE OFFICER

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

### Duties

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

## GRIEVANCES

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

### Investigation

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

### Appeal

Should the ADAAA Compliance Officer and the aggrieved be unable to resolve the complaint, the aggrieved may bring the complaint before the Library Board of Directors for resolution.

### Notice

Rights of individuals to complain under the acts and procedures for doing so shall be made available in all

public service locations in alternative formats upon request.

**October 12, 2023**

**ARM 50-20-20 End**

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

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

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SUMMARY

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**Effective Date:**

October 4, 2017

**Reviewed:**

October 27, 2021

October 12, 2023

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INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

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

Services, Programs, and Activities

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

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

Section 508 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us. In such instances, reasonable alternatives for accessibility will be considered.

As part of the Library's online services and website, the Library may engage third-party vendors for certain web-based services or products existing on the Library's website or provided through external hyperlinked sites or applications ("Third Party Sites"). These Third Party Sites may have a separate terms of use and privacy policy, which govern use of the Third Party Site. Users are responsible for viewing and considering such Third Party Site terms of use and privacy policy. When the Third Party Site exists as a feature within the Library website, the separate terms of use and privacy policy, if any, will be identified by the Library. The Library Board authorizes the County Librarian to develop procedures for the Library to comply with this policy.

#### Integration into Activities

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

### EMPLOYMENT

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

#### Vacancies

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

#### Disputes

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

### COMMUNICATION

d. Information disseminated about Library services, programs, and activities shall be made available in

alternative formats upon request. The Library shall publish information concerning adaptations and services available to individuals with disabilities. In planning for and implementing provisions of the acts, the Library shall consult with interested individuals, organizations, and individuals with disabilities.

## STAFF DEVELOPMENT

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

## ADAAA COMPLIANCE OFFICER

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

### Duties

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

## GRIEVANCES

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

### Investigation

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

### Appeal

Should the ADAAA Compliance Officer and the aggrieved be unable to resolve the complaint, the aggrieved may bring the complaint before the Library Board of Directors for resolution.

### Notice

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

DRAFT

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

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$109,658.51</b>
		Add Receipts	\$380.44		
		Less Payments		\$727.87	
	<b>Ending Cash balance</b>				<b>\$109,311.08</b>
		Less Liabilities		\$1,910.77	
	<b>Unobligated cash balance</b>				<b>\$107,400.31</b>

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

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

**To:** Library Board of Directors

**From:** Tricia Suellentrop, County Librarian

**Date:** September 11, 2025

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

---

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

**Suggested Motion:** I move to adopt a resolution of the Johnson County Library Board of Directors, to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library taxing district for fiscal year 2026.

**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 budget has been approved by the Library Board and is part of the Board of County Commissioner's (BOCC) 2026 Budget for an estimated mill levy of 3.812 and projected to bring in \$52,949,492 in property tax revenue.

**Funding Overview:** The resolution being presented is the 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 approved by the BOCC in the final adopted 2026 budget.

**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 being presented is in alignment with the 2026 budget that the Library Board has previously approved and has been presented and is a part of the recently BOCC approved 2026 budget.

**Legal Review:** Legal counsel has reviewed and certified the resolution as to form and content for consideration by the Library Board.

RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS

A RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS, TO EXCEED THE REVENUE NEUTRAL RATE IN THE LEVY OF PROPERTY TAXES IN SUPPORT OF THE BUDGET FOR THE JOHNSON COUNTY LIBRARY TAXING DISTRICT FOR FISCAL YEAR 2026.

\*\*\*\*\*

At a regular meeting of the Johnson County Library Board of Directors to consider exceeding the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2026, conducted on Thursday, September 11, 2025, there came before the Board for consideration the matter of adopting a Resolution to exceed the revenue neutral rate in the levy of property taxes in support of the budget for the Johnson County Library Taxing District for fiscal year 2026.

The Johnson County Library Board, after full consideration, upon a motion duly made, seconded and carried, adopted the following Resolution to-wit:

\*\*\*\*\*

WHEREAS, pursuant to K.S.A. 79-2988, prior to adopting a proposed budget that will result in a tax rate in excess of the revenue neutral rate, as defined in the legislation, the Johnson County Library Board shall publish notice of its proposed intent to exceed the revenue neutral rate, conduct a public hearing and pass a resolution to approve exceeding the revenue neutral rate; and

WHEREAS, pursuant to K.S.A. 79-2988, the Johnson County Library Board published notice in The Legal Record and on the Johnson County Library website of its proposed intent to exceed the revenue neutral rate and of the public hearing on the revenue neutral rate held jointly with the Board of County Commissioners of Johnson County, Kansas; and

WHEREAS, the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2026 is 3.580 mills; and



WHEREAS, the Johnson County Library Board has evaluated and determined the level of services and needed expenditures prudently required to fund the fiscal year budget for Johnson County Library Taxing District; and

WHEREAS, if approved and adopted as proposed, the budget would include authorized expenditures of \$81,729,571 for the Johnson County Library Taxing District; which would require, in addition to other revenue sources, the levy of property taxes for the Johnson County Library Taxing District in the amount of \$52,949,492, at an estimated mill levy of 3.812 mills, which would exceed the revenue neutral rate for the Johnson County Library Taxing District; and

WHEREAS, the Board of County Commissioners of Johnson County, Kansas held a hearing on August 20, 2025, regarding the intent to exceed the revenue neutral rate for the Johnson County Library Taxing District, and allowing all interested taxpayers an opportunity to be heard at the hearing; and

WHEREAS, the Board of County Commissioners, having heard public comment, has determined that it is in the best interest of Johnson County to exceed the revenue neutral rate for the Johnson County Library Taxing District for fiscal year 2026.

NOW, THEREFORE, BE IT RESOLVED by the Johnson County Library Board that the Board hereby approves the levy of property taxes in support of the budget for the Johnson County Library Taxing District for the 2026 budget year that requires a property tax rate exceeding the revenue neutral rate of 3.580 mills.

Adopted by roll call vote this 11th day of September 2025.

REPORTING OF ROLL CALL VOTE FOR A RESOLUTION OF THE JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS, TO EXCEED THE REVENUE NEUTRAL RATE IN THE LEVY OF PROPERTY TAXES IN SUPPORT OF THE BUDGET FOR THE JOHNSON COUNTY LIBRARY TAXING DISTRICT FOR FISCAL YEAR 2026.

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

Kelly Kilgore \_\_\_\_\_

Jodie Dietz \_\_\_\_\_

Charles McAllister \_\_\_\_\_

Jennifer Hrabe \_\_\_\_\_

Chrysalyn Huff \_\_\_\_\_

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

**JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS**

\_\_\_\_\_  
**JEFFREY MENDOZA**, Board Chair

**ATTEST:**

\_\_\_\_\_  
**DAVID SIMS**, Board Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**ANDREW V. LOGAN**, Legal Counsel

# Briefing Sheet

**To:** Johnson County Library Board of Directors  
**From:** Tricia Suellentrop  
**Date:** September 11, 2025  
**Re:** Updated ARMs

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**Issue:** Consideration to approve revisions to Administrative Regulation Manual (ARM) policies.

**Suggested Motion:** I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 10-50-10 and 10-70-10.

**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.

House Bill 2134 passed as of July 1, 2025 made changes to Kansas Open Meeting Act (KOMA), including expanding KOMA to apply to Board subcommittees and Board-appointed groups, requiring public notice and public access to their meetings. This change prompted the need to reconsider how committee matters are handled to ensure KOMA compliance while protecting sensitive discussions for personnel matters, for example, which will be addressed through bylaw revisions.

**Analysis:** Members of a working management team in consultation with various stakeholders, reviewed several policies this year. The following ARMS do have changes.

**10-50-10** Bylaws of the Board of Directors: Updates all to Board subcommittees and Board-appointed groups to meet KOMA changes.

**10-70-10** Library Budget Review and Approval Process: Updates the Library Budget Review Committee section to include that the Committee and its conduct are subject to the requirements and conditions of the Library Board Bylaws, ARM 10-50-10.

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

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

**Recommendation:** Adopt ARM 10-50-10 and 10-70-10 at the September Library Board meeting.

**Budget Review:** None needed.

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-10

SECTION: Library Board of Directors

SUBJECT: BYLAWS OF THE BOARD OF DIRECTORS

SUMMARY

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

Review Date:

August 2, 2016  
November 8, 2018  
October 22, 2020  
October 13, 2022  
February 8, 2024  
August 8, 2024  
September 11, 2025

MEETINGS

I. MEETINGS

Regular Meetings

- a. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be ~~posted at the Central Resource Library, the County Administration Building,~~ posted on the Library website, and provided in writing a reasonable time in advance of the meeting, ~~to members of the print and electronic media, and to other persons or organizations that request such notice pursuant to the Kansas Open Meetings Act~~ KOMA, as defined herein in Section I.f.
- b. The Board will accept citizen comments at each monthly regular Board meeting, which is an opportunity for citizens to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of two minutes to speak and are requested to provide their name and city of residence. A citizen must provide their address for the record if that citizen seeks further engagement or follow-up by the Library on an item addressed in their citizen comment. Citizens may speak in person or may submit a written comment. To speak in person, the citizen must indicate their attendance before the meeting starts on a citizen comment sign-in sheet located in the meeting room. Additionally, Citizens are encouraged to communicate with Library staff before the meeting date about their intention to give citizen comment or speak on an item that appears on the agenda. Written comments will be made part of the record with no obligation to be read aloud at the meeting. Citizen comments will last no more than 30 minutes in total, unless otherwise provided by a

vote of the majority of the Board. The Board Chair will determine the follow-up needed to citizen comments, if any, in consultation with the County Librarian.

~~b.c.~~ The decision to recite or stand for the Pledge of Allegiance is at the sole discretion of each individual Library Board Member, library staff member, and meeting attendee. No individual shall face any form of retribution or adverse action for their decision in this matter, in full protection of their First Amendment rights.

Changes

~~c.d.~~ The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

Special Meetings

~~d.e.~~ Special meetings may be called by the chair or upon written request of a majority of the Directors. Written notice stating the date, place and time of any such special meeting and the purpose for which the same is called shall, unless waived, be given to each Director at least five days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Notices of such special meetings shall be given in the same manner as notices of regular Board meetings; provided, however, that notices to Directors may be given by U.S. mail, telephone, facsimile, or electronic mail.

Kansas Open Meetings Law Act

~~e.f. All meetings of the The Board and its subcommittees and subordinate groups shall comply with the Kansas Open Meetings Act, K.S.A. 75-4317 et seq. (KOMA) in conducting meetings open to the public, except as otherwise provided under KOMA. shall be open to the public pursuant to the Kansas Open Meetings Law, K.S.A 75-4317, except for lawful executive sessions.~~

Parliamentary Rules

~~f.g.~~ In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.

Suspension of Rules of Order Rules

~~g.h.~~ The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.

Agendas and Information Provided to the Board

~~h.i.~~ An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item, shall

consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in advance of a regular Board meeting. If necessary, changes may be made to the agenda and the revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous Board meeting
- ~~2.3. Minutes of committees, if any~~
- ~~3.4. Information on all consent items~~  
Recommendations and proposed resolutions with supporting information and reports
- ~~4.5. Discussion items with information and reports~~

Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

~~The decision to recite or stand for the Pledge of Allegiance is at the sole discretion of each individual Library Board Member, library staff member, and meeting attendee. No individual shall face any form of retribution or adverse action for their decision in this matter, in full protection of their First Amendment rights.~~

Executive  
Session

- ~~j. Any meeting with a quorum of Directors can recess into a lawful executive session~~The Board may recess into executive session for justifications under KOMA and the Personnel Committee may recess into executive session for consideration of personnel matters as justified under KOMA and provided herein upon .~~KOMA requires a formal motion be seconded and carried by a simple majority during a meeting consisting of a quorum of the Board. The complete motion for executive session, including will include~~ (a) statement of the subject(s) to be discussed ~~(without revealing confidential information),~~ (b) ~~Justification for the executive session under KOMA, (from K.S.A. 75-4319(b)(1) through (15))~~ and (c) the time and place the open meeting will resume, all of which shall be recorded in the minutes, ~~and retained permanently. K.S.A. 75-4319(a)~~



Officers	a. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board.
Nominations	b. A nominating committee shall be appointed by the chair in February and shall present its recommended slate of officers at least two weeks prior to the regular April meeting of the Board.
Terms of Office	c. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. No Director shall serve more than two terms in the same office consecutively.
Chair's Duties	d. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.
Vice Chair/ Secretary's Duties	e. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, <del>and</del> <u>and works with and serves on</u> the Personnel Committee, <del>if any, appointed by the chair.</del>
Treasurer's Duties	f. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties.
Attendance	g. This Board expects that Directors regularly and consistently attend Board meetings to ensure the continuity of Library activities by having a quorum at Board meetings. Four absences from regular Board meetings during a 12-month period by a Director is cause for the Board chair to informally communicate such Director's attendance record to the Director's appointing member of the Board of County Commissioners. Provided, however, the Board acknowledges (a) the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board, at which time the chair will give notice to the Board of County Commissioners, and (b) the authority for appointment or removal of the Directors resides with the Board of County Commissioners in accordance with K.S.A 12-1222.
Vacancies	h. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of County Commissioners whenever a Board vacancy occurs. Vacancies in a Board officer position shall be filled by election at the Board meeting <del>2025</del> <u>2024</u> <del>preceding</del> <u>following</u> the occurrence of the vacancy.

## COMMITTEES

### Standing and Special Committees

### III. COMMITTEES

Standing and special committees, as appropriate, ~~made up~~consisting of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of ~~special problems~~designated matters, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225, ~~wherein~~. Committees shall consist of three or fewer Directors. Provided, however, the Personnel Committee shall consist of four Board members for the sole purpose of a Board quorum for taking formal action to recess into executive session in accordance with KOMA, K.S.A. 75-4319(b)(1), as amended, and to adjourn.

### Advisory Status

In all cases, Board committees shall be advisory in nature and may not take any ~~no~~ action that binds the Board or serves as an action in lieu of action by the Board. Any intentional or unintentional action by a committee on behalf of the Board shall be null and void. Committees may make recommendations or provide advice to the Board on designated matters. ~~shall take place.~~

### Notice

Written notice stating the date, place and time of any such committee meeting and the purpose for which the same is called shall, unless waived, be given to each Director ~~at least five days~~ a reasonable time in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Further, ~~Notices of such committee meetings shall be given to the public in the same manner as notices of regular Board meetings; provided, however, that notices to participating Directors may be given by U.S. mail, telephone, facsimile, or electronic mail. Committees do not accept citizen comment. Instead, citizen comments are taken by the Board at regular meetings, as provided herein. Committees may conduct meetings in-person or by remote teleconference as provided under KOMA.~~

### Standing Committees

The Board has two standing committees, which are governed by these Bylaws, as well as provided by other Board policy in the Administrative Regulation Manual, as follows:

- (1) Library Budget Review Committee, as more particularly described in ARM 10-70-10; and
- Personnel Committee, as more particularly described in Article V herein. ~~All meetings of the committees of the Board shall be open to the public pursuant to the Kansas Open Meetings Law, K.S.A. 75-4318(h), except for lawful executive sessions.~~

(2)

Open Meetings Law

QUORUM

Formula

IV. QUORUM

A quorum for the transaction of business shall consist of four members of the Board.

COUNTY LIBRARIAN

County Librarian's  
Duties

V. LIBRARIAN

The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.

Personnel  
Committee

Pursuant to its authority under K.S.A 12-1225a, the Board employs the County Librarian and undertakes periodic review of County Librarian performance for that purpose. Accordingly, the Board established the Personnel Committee as a standing Board committee to consider performance criteria and other general matters related to review of the County Librarian's employment for recommendation and advisement to the Board. The Personnel Committee shall consist of four Directors, including the Vice Chair, which is a quorum of the Board. The Board authorizes the Personnel Committee to take formal action as a quorum of the Board for the sole purpose of recessing into executive session as permitted under KOMA and adjourning the meeting. The Personnel Committee shall recess into executive session if specific matters pertaining to County Librarian performance are being discussed. The Personnel Committee shall issue minutes of each meeting, but excluding those matters closed in executive session, for consideration by the Board.

ORDER OF BUSINESS

VI. ORDER OF BUSINESS

The Board shall generally follow Robert's Rules of Order for the order of business with adjustments as needed.

AMENDMENT OF BYLAWS

Criteria for  
Amendment of  
Bylaws

VII. AMENDMENT OF BYLAWS

These bylaws may be amended by four (4) or more Directors present at any meeting of the Board, provided that the proposed amendment is presented and recommended for adoption by vote of not less than three Directors at the immediately preceding regular meeting of the Board after written notice that contains (1) the present wording of the provision being amended, (2) the proposed amendment, and

(3) the rationale for the proposed amendment.

| ~~August 8, 2024~~ September 11, 2025

**ARM 10-50-10**

**End**

## **APPENDIX**

### **Order of Business**

In general, regular Board meetings shall have the following order of business:

- I. Call to Order – quorum determination
  - a. Pledge of Allegiance
- II. Citizen Comments
- III. Remarks
  - a. Library Board of Directors
  - b. Johnson County Development Department
  - c. Board of County Commissioner Liaison
- IV. Reports
  - a. Board Counsel
  - b. County Librarian
- V. Consent Agenda
  - a. Action Items
  - b. Information Items
  - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

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

**SECTION: Library Board of Directors**

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

---

**SUMMARY**

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

**Review Date:**

August 2, 2016  
November 8, 2018  
October 22, 2020  
October 13, 2022  
February 8, 2024  
August 8, 2024  
September 11, 2025

**MEETINGS**

**I. MEETINGS**

**Regular Meetings**

- a. The Board shall conduct a regular meeting at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting. Notice of regular meetings of the Board shall be posted on the Library website, and provided in writing a reasonable time in advance of the meeting to persons or organizations that request such notice pursuant to KOMA, as defined herein in Section I.f.
- b. The Board will accept citizen comments at each monthly regular Board meeting, which is an opportunity for citizens to speak directly to the Board on matters pertaining to the Library. Speakers are given an opportunity of two minutes to speak and are requested to provide their name and city of residence. A citizen must provide their address for the record if that citizen seeks further engagement or follow-up by the Library on an item addressed in their citizen comment. Citizens may speak in person or may submit a written comment. To speak in person, the citizen must indicate their attendance before the meeting starts on a citizen comment sign-in sheet located in the meeting room. Additionally, Citizens are encouraged to communicate with Library staff before the meeting date about their intention to give citizen comment or speak on an item that appears on the agenda. Written comments will be made part of the record with no obligation to be read aloud at the meeting. Citizen comments will last no more than 30 minutes in total, unless otherwise provided by a vote of the majority of the Board. The Board Chair will determine the follow-up needed to citizen



comments, if any, in consultation with the County Librarian.

- c. The decision to recite or stand for the Pledge of Allegiance is at the sole discretion of each individual Library Board Member, library staff member, and meeting attendee. No individual shall face any form of retribution or adverse action for their decision in this matter, in full protection of their First Amendment rights.

#### Changes

- d. The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.

#### Special Meetings

- e. Special meetings may be called by the chair or upon written request of a majority of the Directors. Written notice stating the date, place and time of any such special meeting and the purpose for which the same is called shall, unless waived, be given to each Director at least five days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Notices of such special meetings shall be given in the same manner as notices of regular Board meetings; provided, however, that notices to Directors may be given by U.S. mail, telephone, facsimile, or electronic mail.

#### Kansas Open Meetings Act

- f. The Board and its subcommittees and subordinate groups shall comply with the Kansas Open Meetings Act, K.S.A. 75-4317 et seq. (KOMA) in conducting meetings open to the public, except as otherwise provided under KOMA.

#### Parliamentary Rules

- g. In the event of controversy in matters relating to the conduct of business at Board meetings, the rules of order contained in the most recent version of Robert's Rules of Order, shall govern the Board in its deliberations in all cases to which they are applicable except when such rules are in conflict with these bylaws.

#### Suspension of Rules of Order Rules

- h. The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the Directors present at any meeting.

#### Agendas and Information Provided to the Board

- i. An agenda for each regular meeting of the Board shall be prepared by the County Librarian preceding such meeting. Directors who wish to have items included on the agenda for a regular meeting shall submit such items to the County Librarian at least one week prior to such meeting. The County Librarian shall place on the agenda for a regular meeting under Old or New Business (whichever is appropriate) any item requested by a Director. The chair, with the consent of the Director proposing consideration of the item or the consent of the Board, may defer discussion on an agenda item to a future Board meeting. The agenda shall be delivered to each member in advance of a regular Board meeting. If necessary, changes may be made to the agenda and the

revised agenda distributed at the beginning of the meeting. The agenda should list every significant item that will be discussed. Directors are encouraged to participate in every agenda item by asking questions, providing information, expressing opinions and voting on all issues presented for action. No later than Friday preceding a regular meeting of the Board, each Director should receive, at the Director's address as designated by the Director, a packet of information relating to the next Board meeting containing the following:

1. An agenda
2. Minutes of previous Board meeting
3. Minutes of committees, if any
4. Information on all consent items  
Recommendations and proposed resolutions with supporting information and reports
5. Discussion items with information and reports

Library revenue and expense information with budget comparisons and with narrative describing important changes and major variations, County Librarian report on important developments in the Library.

Executive  
Session

- j. The Board may recess into executive session for justifications under KOMA and the Personnel Committee may recess into executive session for consideration of personnel matters as justified under KOMA and provided herein upon a formal motion seconded and carried by a simple majority during a meeting consisting of a quorum of the Board. The complete motion for executive session will include (a) statement of the subject to be discussed, (b) justification for the executive session under KOMA, and (c) the time and place the open meeting will resume, all of which shall be recorded in the minutes.

## OFFICERS AND DUTIES

Officers

Nominations

Terms of Office

## II. OFFICERS AND DUTIES

- a. The officers of the board shall be a chair, a vice chair/secretary and treasurer, elected from among its members at the regular April meeting of the board.
- b. A nominating committee shall be appointed by the chair in February and shall present its recommended slate of officers at least two weeks prior to the regular April meeting of the Board.
- c. Officers shall serve a term of one-year commencing immediately upon election and until their successors are duly elected, unless the officer's term as a Director shall terminate earlier. No Director shall serve more than two terms in the same office consecutively.

#### Chair's Duties

- d. The chair shall preside at all meetings, appoint all committees, subject to the approval of the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer and those duties specified for the chair in the bylaws.

#### Vice Chair/ Secretary's Duties

- e. The vice chair, in the absence of the chair from a Board meeting, shall conduct the meeting and perform any necessary additional functions authorized by a majority of those present. The vice chair shall serve as secretary and sign all minutes prepared by the clerk of the Board. The vice chair heads the annual performance evaluation process of the County Librarian, and works with and serves on the Personnel Committee.

#### Treasurer's Duties

- f. The duties of the treasurer are set forth in K.S.A. 12-1226, but the treasurer may be assisted by staff in performing those duties.

#### Attendance

- g. This Board expects that Directors regularly and consistently attend Board meetings to ensure the continuity of Library activities by having a quorum at Board meetings. Four absences from regular Board meetings during a 12-month period by a Director is cause for the Board chair to informally communicate such Director's attendance record to the Director's appointing member of the Board of County Commissioners. Provided, however, the Board acknowledges (a) the Board of County Commissioners adopted Resolution No. 106-81, which states that the unexcused absence of an appointed Board member from three (3) consecutive meetings of that Board will be construed as a resignation from the Board, at which time the chair will give notice to the Board of County Commissioners, and (b) the authority for appointment or removal of the Directors resides with the Board of County Commissioners in accordance with K.S.A 12-1222.

#### Vacancies

- h. Vacancies on the Board shall be filled by appointment for the unexpired term in accordance with K.S.A. 12-1222. The chair shall notify the Board of County Commissioners whenever a Board vacancy occurs. Vacancies in a Board officer position shall be filled by election at the Board meeting next succeeding the occurrence of the vacancy.

### COMMITTEES

#### Standing and Special Committees

#### III. COMMITTEES

Standing and special committees, as appropriate, consisting of Board and non-Board members, may be appointed by the chair with the approval of the Board, for the study and investigation of designated matters, or in connection with any of the Board's powers and duties set forth in K.S.A. 12-1223 or 12-1225. Committees shall consist of three or fewer Directors. Provided, however, the Personnel Committee shall consist of four Board members for the sole purpose of a Board quorum for taking formal action to recess into executive session in accordance with KOMA, K.S.A. 75-4319(b)(1), as amended, and

to adjourn.

#### Advisory Status

In all cases, Board committees shall be advisory in nature and may not take any action that binds the Board or serves as an action in lieu of action by the Board. Any intentional or unintentional action by a committee on behalf of the Board shall be null and void. Committees may make recommendations or provide advice to the Board on designated matters.

#### Notice

Written notice stating the date, place and time of any such committee meeting and the purpose for which the same is called shall, unless waived, be given to each Director a reasonable time in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting. Further, notices of committee meetings shall be given to the public in the same manner as notices of regular Board meetings; provided, however, that notices to participating Directors may be given by U.S. mail, telephone, facsimile, or electronic mail. Committees do not accept citizen comment. Instead, citizen comments are taken by the Board at regular meetings, as provided herein. Committees may conduct meetings in-person or by remote teleconference as provided under KOMA.

The Board has two standing committees, which are governed by these Bylaws, as well as provided by other Board policy in the Administrative Regulation Manual, as follows:

- (1) Library Budget Review Committee, as more particularly described in ARM 10-70-10; and
- (2) Personnel Committee, as more particularly described in Article V herein.

#### IV. QUORUM

A quorum for the transaction of business shall consist of four members of the Board.

#### V. LIBRARIAN

The County Librarian is the executive officer of the Library and shall have sole charge of administration of the Library under the direction and review of the Board. The County Librarian shall be held responsible for the care of the buildings and equipment, for the direction of the Staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The County Librarian shall attend all Board meetings, except for excused absences or those discussing the appointment or salary of the County Librarian.

#### Personnel Committee

Pursuant to its authority under K.S.A 12-1225a, the Board employs the County Librarian and Secretary. Board Report  
Page 120

QUORUM

Standing  
Committees

Formula

COUNTY LIBRARIAN

County Librarian's  
Duties

periodic review of County Librarian performance for that purpose. Accordingly, the Board established the Personnel Committee as a standing Board committee to consider performance criteria and other general matters related to review of the County Librarian's employment for recommendation and advisement to the Board. The Personnel Committee shall consist of four Directors, including the Vice Chair, which is a quorum of the Board. The Board authorizes the Personnel Committee to take formal action as a quorum of the Board for the sole purpose of recessing into executive session as permitted under KOMA and adjourning the meeting. The Personnel Committee shall recess into executive session if specific matters pertaining to County Librarian performance are being discussed. The Personnel Committee shall issue minutes of each meeting, but excluding those matters closed in executive session, for consideration by the Board.

## ORDER OF BUSINESS

### VI. ORDER OF BUSINESS

The Board shall generally follow Robert's Rules of Order for the order of business with adjustments as needed.

## AMENDMENT OF BYLAWS

### VII. AMENDMENT OF BYLAWS

Criteria for  
Amendment of  
Bylaws

These bylaws may be amended by four (4) or more Directors present at any meeting of the Board, provided that the proposed amendment is presented and recommended for adoption by vote of not less than three Directors at the immediately preceding regular meeting of the Board after written notice that contains (1) the present wording of the provision being amended, (2) the proposed amendment, and (3) the rationale for the proposed amendment.

September 11, 2025

**ARM 10-50-10**

**End**

## APPENDIX

### Order of Business

In general, regular Board meetings shall have the following order of business:

- I. Call to Order – quorum determination
  - a. Pledge of Allegiance
- II. Citizen Comments
- III. Remarks
  - a. Library Board of Directors
  - b. Johnson County Development Department
  - c. Board of County Commissioner Liaison
- IV. Reports
  - a. Board Counsel
  - b. County Librarian
- V. Consent Agenda
  - a. Action Items
  - b. Information Items
  - c. Gift Fund Report
- VI. Old Business
- VII. New Business
- VIII. Adjournment

**ADMINISTRATIVE REGULATIONS**

**TAB: Governance**

**DOCUMENT NUMBER: ARM 10-70-10**

**SECTION: Library Board of Directors**

**SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS**

---

**SUMMARY**

The Board of Directors of the Johnson County Library ("the Library Board"), as the governing board of the Johnson County Library District, has a statutory duty to (1) approve and recommend a budget to the Board of County Commissioners for the Johnson County Library, (2) work with the office of the County Manager and the BOCC in developing a budget, and (3) ultimately approve a final budget in accordance with county budget policies and procedures. The purpose of this regulation is to describe the process by which the Library Board will achieve those goals.

**Effective Date:**

August 10, 2017

**Reviewed:**

October 27, 2021

November 14, 2024

[September 11, 2025](#)

**LEGAL**

**AUTHORITY**

The Johnson County Library is a corporate and political subdivision and, through the Library Board, exercises the powers of a corporation for public purposes. K.S.A. 12-1223.

The Library Board is the governing board of the Johnson County Library taxing district. Attorney General opinions 90-11 and 92-47.

The Library Board must approve, in conjunction with the Board of County Commissioners, a budget for the Johnson County Library. K.S.A. 12-1669 and 12-1670.

The Library Board makes budget recommendations to the BOCC and approves the budget in the manner determined by budget policies and procedures adopted by the BOCC. K.S.A. 12-1225b (a) and (b).

**LIBRARY BUDGET  
REVIEW  
COMMITTEE**

a. 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.



The Committee and its conduct are subject to the requirements and conditions of the Library Board Bylaws, ARM 10-50-10.

AUTHORITY AND  
SCOPE OF  
REVIEW

County  
Librarian's Role

b. The County Librarian shall attend all Committee meetings to take input from Committee members to help construct the Library's budget proposals with members' feedback. The County Librarian, however, shall be responsible for developing the budget and for making new spending recommendations to present to the Library Board.

c. The Library Board has the authority to approve the Library budget and spending. The Committee does not have the authority to approve the Library's spending proposals, budget recommendation, and formal budget resolution; these tasks are the under purview of the Library Board.

Library Board  
Budget Authority

1. The Library Board shall vote on and consider the Library's spending proposals, budget recommendation, and the formal budget resolution.

Committee  
Budget Authority

2. The Committee 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.

Scope of  
Committee  
Review

3. 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.

BUDGET  
PROCESS AND  
SCHEDULE

Committee  
Schedule

d. The committee shall follow a schedule that tracks with the Library's and County Manager's Office budget process

e. 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.

Committee  
Meeting  
Agendas and

f. Committee meetings shall follow an ~~agenda~~ timeline that tracks with the county budget process. The Library Board budget process and the Committee's meetings will follow

General Budget  
Timeline

an annual schedule as follows, subject to change as to the months when meetings are held to account for changes in the county budget process:

1. The Committee shall meet to begin review of new spending proposals by focusing on new positions, new programs, and significant increases in spending.
2. The Committee shall meet to review Capital Improvement Proposals and cuts or deletions to the Library budget.
3. The County Librarian shall present formal budget recommendations to the Committee.

Upcoming Capital Improvement Program 5 Year Plans are brought to the Library Board in January for review and February for formal Library Board Action.

Any new personnel being requested is also presented in February to the Library Board as an informational update.

5. In the Spring:

(i) The Johnson County Manager's Office reviews the Library's new spending proposals and issues a balanced budget summary; and

(ii) After receiving the balanced budget summary, the County Librarian shall prepare the recommended Library budget.

(iii) The balanced budget summary compares the Library's new spending proposals to the prior year's budget.

(iv) The Committee shall convene for review of the balanced budget summary and the County Librarian-recommended budget; and

(v) The County Librarian shall present the County Librarian-recommended budget to the Library Board for review and consideration.

A balanced budget proposal is brought to the Library Board in March for formal Library Board Action in April this includes funding for any upcoming capital projects for the next year and any new personnel being requested.

The budget approved by the Library Board is then taken to be included in the County Budget and presented to the Board of County Commissioners (BOCC) in June/July.

6. In late summer or early fall:

(i) The BOCC reviews and adopts its budget for the Library;  
and

(ii) The Library Board shall approve a formal budget and levy  
resolution or resolutions for the Library that take into account  
BOCC actions on the Library budget.

~~November 14, 2024~~September 11, 2025

ARM 10-70-10 END

**ADMINISTRATIVE REGULATIONS****TAB: Governance****DOCUMENT NUMBER: ARM 10-70-10****SECTION: Library Board of Directors****SUBJECT: LIBRARY BUDGET REVIEW AND APPROVAL PROCESS**

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**AUTHORITY AND  
SCOPE OF  
REVIEW**

**County  
Librarian's Role**

The Committee and its conduct are subject to the requirements and conditions of the Library Board Bylaws, ARM 10-50-10.

b. The County Librarian shall attend all Committee meetings to take input from Committee members to help construct the Library's budget proposals with members' feedback. The County Librarian, however, shall be responsible for developing the budget and for making new spending recommendations to present to the Library Board.

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**BUDGET  
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General Budget  
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**September 11, 2025**

**ARM 10-70-10 END**

DRAFT



# Briefing Sheet

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

**From:** Jeffrey Mendoza, Chair

**Date:** September 11, 2025

**Re: Information 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. Jodie Dietz

**Suggested Motion:** I move to amend the Personnel Committee to consist of the following Board Members; David Sims, Chrysalyn Huff, Charles McAllister, and Jodie Dietz, which is a quorum of the Board of Directors. Notwithstanding the existence of a quorum of the Board of Directors on the Personnel Committee, the Board of Directors resolves that the Personnel Committee's sole charge is to review personnel matters, except the Personnel Committee may act to recess into executive session and adjourn the meeting in accordance with the Kansas Open Meetings Act under K.S.A. 75-4319(b)(1), provided no other action may be taken by the Personnel Committee on behalf of or for the full Board of Directors whatsoever.

**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.

## Briefing Sheet

**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:** Legal review has been completed.