



**Board Retreat
October 30, 2025**

Notice of Public Meeting

DATE: Thursday
October 30, 2025

TIME: 8:00 a.m. – 12:00p.m. (Central time)

PLACE: Meeting Room
Leawood Pioneer Library
4700 Town Center Drive
Leawood, KS 66211

PURPOSE:

The Library Board of Directors hereby provides notice of the upcoming annual Board Retreat for the Board of Directors of the Johnson County Library. Notice will be given in the same manner as the notice given of regular meetings of the Board of Directors of the Johnson County Library.

The annual Board Retreat is to be conducted in person at Leawood Pioneer Library from 8:00 a.m. to 12:00 p.m. on Thursday, October 30, 2025. The business under consideration will be to review the Comprehensive Library Master Plan and other matters of the Board with no action taken. The Board will not take citizen comments at the annual Board retreat.

Date of notice: Thursday, October 23, 2025

Johnson County Library Board Retreat

October 30, 2025

8:00 a.m. to 12:00 p.m.

Leawood Pioneer Library

Agenda:

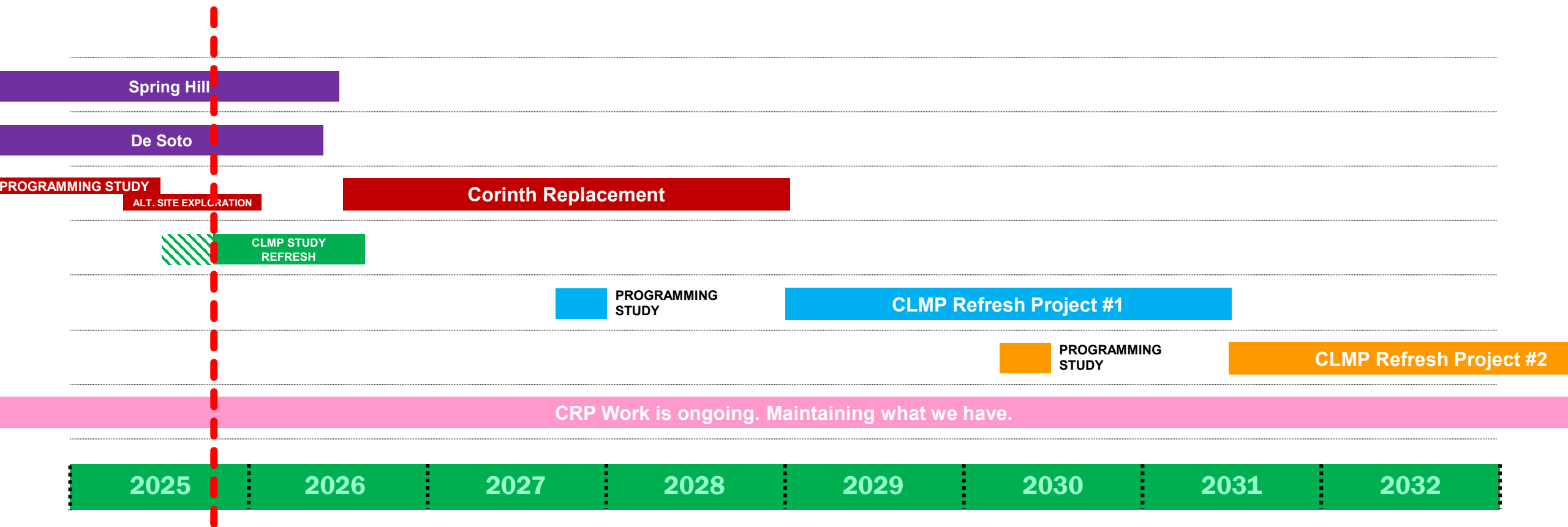
8:00 am – 8:15 am	Gather and enjoy a light breakfast.	
	Welcome	Tricia Suellentrop, County Librarian
	Public Meeting and Patron Code of Behavior	
8:15 am – 8:30 am	Introductions What is your favorite book from childhood?	Library Board and BOCC Liaison
8:30 am – 8:45 am	Prioritization for Comprehensive Library Master Plan project Page 4	Tricia Suellentrop, County Librarian
8:45 am – 9:45 am 9:45 am – 10:00 am	Printing Allowance Proposal Break	Amy Barclay, Regional Manager
10:00 am – 10:30 am	Review of Bylaws - nomination process/ selection of officers Page 7	Charles McAllister, Board Member
10:30 am – 11:10 am	Meeting Room Policy & Safety and Security Page 14	Tad Twidwell, Physical Security Specialist, Adam Wathen, Associate Director and Andy Logan, Legal Counsel
11:10 am – 11:20 am	Break	
11:20 am – 11:50 am	Electric Vehicle Charging & Facilities Memorandum of Understanding Page 31	Adam Wathen, Associate Director
11:50 am – 12:00pm	Closing	Tricia Suellentrop, County Librarian

Reaffirming Comprehensive Library Master Plan Prioritization

Staff Recommendation



Capital Improvement Projects: Anticipated Timeline



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



Reaffirming Comprehensive Library Master Plan Prioritization – 2025

Staff Recommendation:

1. CLMP Study Refresh
2. Corinth Replacement
3. CLMP Refresh Project #1
4. CLMP Refresh Project #2



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

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.
- 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.

Nominations

Terms of Office

Chair's Duties

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

III. COMMITTEES

Standing and Special
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.

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
- (2) Personnel Committee, as more particularly described in Article V herein.

QUORUM

IV. QUORUM

Formula

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

COUNTY LIBRARIAN

V. LIBRARIAN

County Librarian's Duties

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

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

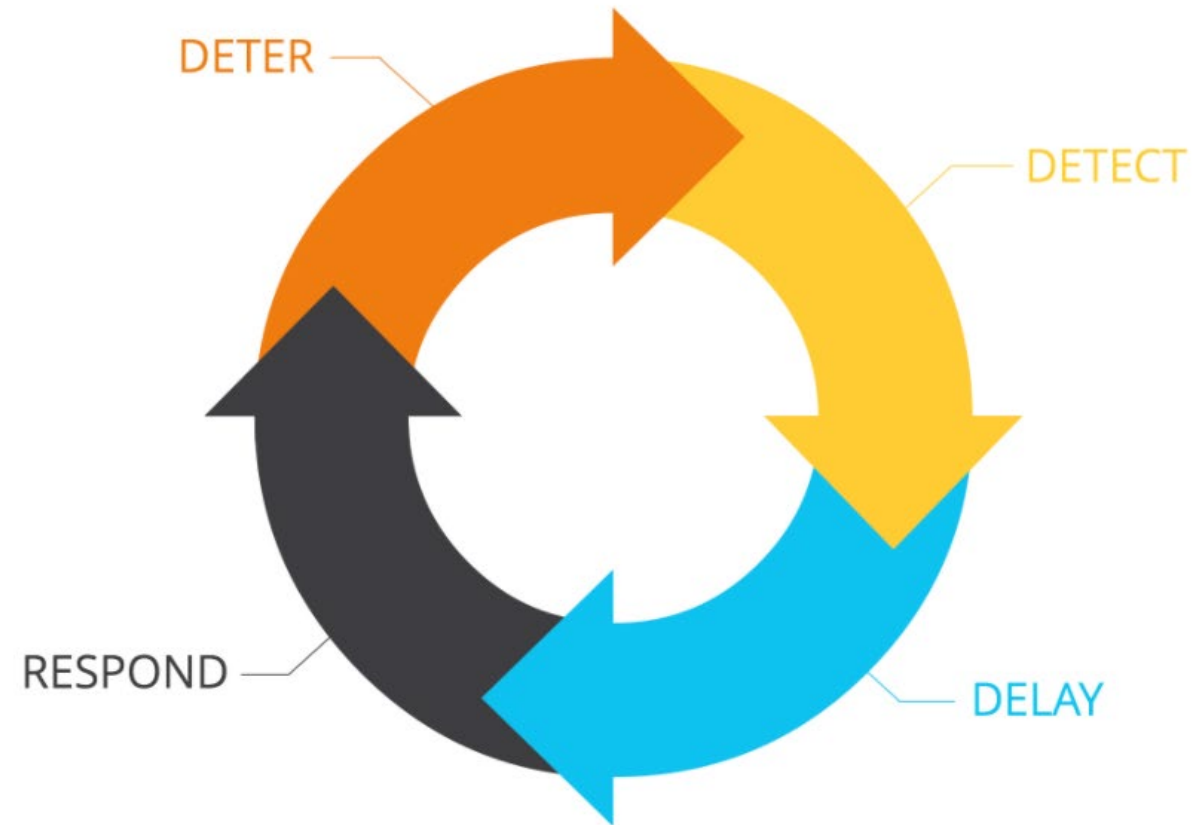
In general, regular Board meetings shall have the following order of business:

- 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

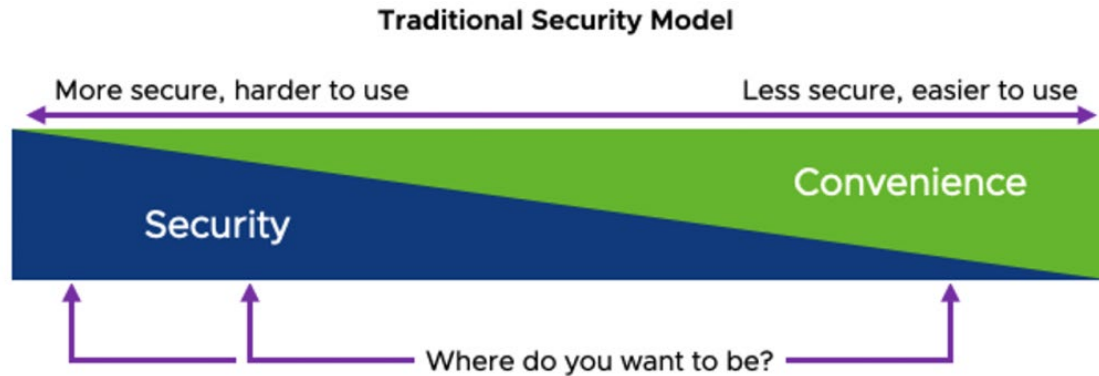
Meeting Room Policy & Safety and Security



Philosophy



Balancing Access and Security



Mission Statement:

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

Ensure safety without compromising access

Strategies:

- Design flexible security protocols
- Staff Incident Reporting System for awareness and pattern recognition
- Use signage that promotes awareness while remaining inviting



Camera Placement in Public Meeting Rooms



Enhance safety without invading privacy

Policy 60-10-30: Surveillance Cameras and Dissemination of Surveillance Images

JCL Standards:

- Install cameras to monitor entrances and exits of meeting rooms
- Ensure clear visibility into space without recording discussions
- Use signage to inform patrons of camera presence



Additional Camera Placement Considerations



Infrastructure Surveillance:

Cameras near critical infrastructure (e.g., electrical panels) for security

Entrances and Exits:

Ensure clear views of who enters and exits

Service Point Coverage:

Position cameras at all service points for comprehensive monitoring of patron staff interactions



Staff Incident Management Steps



PREPARATION



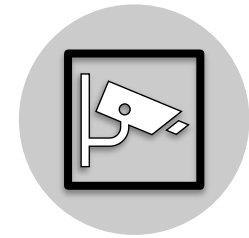
IDENTIFICATION



REPORTING



RESOLUTION



POST-INCIDENT

Policy 20-10-50: Patron Code of Behavior

Policy 50-20-30: Filming and Photography

(proposed in October 2025 for vote in November)



ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: ARM 10-50-35

SECTION: Library Board of Directors

SUBJECT: MISSION STATEMENT

SUMMARY

This document is the fundamental statement which serves as a basis for the library program.

Effective Date:

Reviewed

March 21, 2001
August 2, 2016
November 8, 2018
October 22, 2020
October 13, 2022
July 10, 2025

**MISSION
STATEMENT**

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

July 10, 2025

ARM 10-50-35 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: ARM 60-10-30

SECTION: Administrative Services

SUBJECT: Surveillance Cameras and Dissemination of Surveillance Images

SUMMARY

This document provides guidelines for the practice of installing security and surveillance camera technology installed by the Johnson County Library on Library property and the use, retention, and dissemination of the images and information captured by such cameras.

Effective Date:

February 8, 2024

POLICY

- a. The Library endeavors to provide safe and secure facilities for patrons and Library employees. This regulation governs (i) installation of surveillance camera technology, (ii) use of images and information captured by surveillance cameras, and (iii) retention of surveillance footage by the Library. The purpose of installing video surveillance cameras on Library property is for security of Library patrons and staff and protecting the integrity of Library property.

SURVEILLANCE CAMERAS & CAPTURED IMAGES **Location of Cameras**

- b. Only the Library may install security cameras on exterior and interior surfaces of Library buildings and related improvements, in locations determined by the County Librarian or designee. The County Librarian is authorized to develop procedures, as necessary, to identify locations of security cameras in consultation with authorized individuals having expertise in security systems. It is intended that the surveillance cameras, once installed, are permanent fixtures of the Library, unless earlier decommissioned or removed as determined by the County Librarian or designee. Camera positions will not be changed without the permission of the County Librarian or designee. The locations for surveillance cameras are identified with the purpose of deterring theft, endangerment, vandalism, operational disruption, and to identify any individual involved in illegal activity, allegedly illegal activity, or offense of the Library's Patron Code of Behavior.

Privacy and
Notice to
Patrons

- c. The Library recognizes the importance of Library patrons' and staff right to privacy. Cameras will not be installed in areas of the Library: (i) with access restricted from the public and accessible primarily to Library staff and (ii) where a person has a reasonable expectation of privacy, for example, restrooms. Cameras will not be installed with the intentional purpose of identifying the contents of a person's Library materials or viewing or listening activities while in the Library. Information and images collected by surveillance cameras are not Patron Registration Information or Patron Borrowing Records, as defined in ARM 20-20-20.

Security cameras will be installed in a manner that is plainly visible to the public. Signage will be posted in a location identified by the County Librarian or designee advising the public that video surveillance is taking place on the Library premises.

Video and
Image Access
by Library Staff

- d. The County Librarian and staff authorized by the County Librarian will have authority to access images and information captured by video surveillance cameras. The County Librarian is authorized to develop procedures to designate personnel authorized to access the security systems.

Video recordings, as well as images obtained through archival recordings may be used internally by Library staff to identify person(s) participating in criminal or alleged criminal activity, in violation of Library policy, or actions which are considered or may be in violation of the Library's Patron Code of Behavior. Still frame images and limited video captured by surveillance cameras may be shared with authorized Library staff members to identify individuals who have had their Library privileges suspended, participated in criminal activity, or are considered a disruption to Library operations. Images and videos are only shared with the authorized Library employees when appropriate to raise awareness of safety and security concerns, or at the discretion of the County Librarian or designee.

Video and
Image
Retention

- e. The Library will retain surveillance footage for 30 days from the date of recording, at which time such footage will be destroyed, unless during the 30-day retention period the Library receives a third-party request, as described in Paragraph f below, or the footage contains images or information pertaining to a known

or potential security incident, in which cases the footage will be retained until resolution of the matter at issue or when it no longer has use for Library security purposes, whichever is sooner. During the 30-day footage retention period, the retained footage and images are stored on an internal server and will be accessible through archival retrieval by authorized Library staff, subject to safeguards utilized to protect data from unauthorized access.

DISSEMINATION OF VIDEO & CAPTURED IMAGES

- f. Outside inquiries from law enforcement, media, government agencies, lawyers, and other third parties regarding security footage related to particular incidents captured by surveillance will be referred to the County Librarian, and no records may be made public without express approval of the County Librarian or designee. Video, images, and information captured by surveillance cameras, may be released (i) to law enforcement when requested as part of a criminal investigation and (ii) to the extent required by valid court order, subpoena authorized under state, federal, or local law, or as otherwise required by law, including but not limited to the Kansas Open Records Act, K.S.A. 45-215, *et. seq.*, in accordance with Library ARM 10-55-11.

EXCEPTIONS FOR PUBLIC MEETING AND PROGRAMMING EVENTS

- g. This regulation does not pertain to recordings of public meetings of the Johnson County Library Board of Directors or certain recorded Library programming events, including but not limited to author speaking engagements, for example.

February 8, 2024

ARM 60-10-30 End

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: ARM 20-10-50

SECTION: Resolutions by Library Board of Directors

SUBJECT: PATRON CODE OF BEHAVIOR

SUMMARY

The purpose of this regulation is to describe the situations under which a patron may be asked to leave the library premises. The document also contains a Patron Code of Behavior and instructs how this Code is to be made available to the public.

Effective Date:

August 13, 2015

Review Date

October 4, 2017
February 11, 2021
November 14, 2024

**POLICY ON
DISRUPTIVE
PATRON**

a. A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem in accordance with library procedures and may seek assistance from library administration or a local law enforcement agency if needed

Repercussions

b. The County Librarian is authorized to suspend a patron's library privileges in accordance with ARM 20-10-30.

**PATRON CODE
OF BEHAVIOR**

c. The following Patron Code of Behavior shall be posted in each facility and shall also be available as a hand-out:

Compliance

1. Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.

Destruction

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

Weapons	3. Subject to the exceptions set forth in subsections (i) and (ii) below, the carrying of any pistol, revolver or other firearm with similar characteristics, or any weapon as defined by K.S.A. 21-6302 into a library building of any kind or onto library property, including library parking lots, is strictly prohibited. (i) This section 3 of ARM 20-10-50 shall not apply to certified law enforcement personnel or personnel contracted by the Library for cash handling services and authorized to carry weapons in the course of their duties pursuant to a service contract. (ii) This section 3 of ARM 20-10-50 shall not apply to individuals lawfully carrying concealed handguns pursuant to the terms of the Personal and Family Protection Act, K.S.A. 75-7c01, et seq., as amended. All such individuals shall comply with all municipal, county, state and federal regulations and laws applicable to the carrying of concealed handguns.
Unruliness	4. Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff.
Abusiveness	5. Behavior that is abusive to library patrons and/or staff is not allowed.
Language	6. Abusive or obscene language is not allowed in the library.
Smoking	7. As defined in policy 60-10-50, smoking and tobacco use is not permitted in the library.
Food/Drink	8. Non-alcoholic beverages are permitted in the library; alcoholic beverages are prohibited in the library or on library premises, except as set out in ARM 20-80-30. Food is permitted in the library so long as its consumption is not disruptive to other patrons and is not damaging to library facilities and property.
Alcohol	9. Patrons shall not possess or consume alcoholic beverages in the library or on library premises. Alcoholic beverages may be served in designated areas of the library at library-approved events by the library, the Friends of the Johnson County Library, or the Johnson County Library Foundation pursuant to ARM 20-80-30.

Pets	10. Pets are not permitted in the library. Service animals are allowed as permitted under the Americans with Disabilities Act.
Skating	11. Skating, skateboarding, and use of other similar devices (scooters, hoverboards, etc) are prohibited in library buildings and on any library property.
Parking Lot	12. Participating in any behavior that endangers library patrons and/or their vehicles, library property, or library staff in the library parking lot is not allowed.
Use of Library Computer Workstations	13. Using library computer workstations in an unacceptable manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate use of the workstation: a) Patrons shall not access or exhibit obscene material on library computer workstations. See K.S.A. 21-6401 as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas. K.S.A. 21-6401. b) Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-6401, as amended. c) Patrons shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another. See K.S.A. 21-5510, as amended t

PROCEDURES

November 14, 2024

d. Procedures for handling incidents shall be maintained by staff in accordance with Library policy.

ARM 20-10-50 End

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: Filming and Photography

SUMMARY

This policy establishes guidelines for photography in library spaces by balancing the rights of individuals with the need to protect patron privacy, ensure safety, and maintain an environment conducive to library use. The word “photography” in this policy is interpreted to mean any type of camera usage, including but not limited to taking still images, filming, videotaping, and film or digital photography.

The Johnson County Library is committed to providing a safe, welcoming environment for all patrons.

Effective Date:

November 13, 2025

Reviewed:

POLICY STATEMENT

a. Personal photography is permitted in Johnson County Library public spaces as provided in this policy, provided such activities do not interfere with library operations, violate the privacy of patrons or staff, or contravene state, local, or federal law.

PERSONAL PHOTOGRAPHY

b. Non-commercial photography without flash for personal use is permitted in public areas of the Library during regular public hours, provided such activities do not disrupt library services or other patrons’ use of the Library. Photography is prohibited in library book shelving and storage areas, at circulation desks, self-checkout kiosks, in areas where there is a reasonable expectation of privacy, or around a public computer where the computer screen would be visible to the photographer and when in use by a library user.

COMMERCIAL PHOTOGRAPHY

c. The use of tripods, lighting, or other camera equipment is prohibited without prior written approval from the Library.

Photography for commercial, advertising, or other business purposes, or that would otherwise violate ARM 20-80-28, by any photographer, whether an

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: Filming and Photography

individual person or organization, is prohibited without the prior written approval of the Library. Groups are prohibited from using the Library logo per ARM 20-80-26.

PATRON AND STAFF
PRIVACY

- d. Photography is not permitted in areas where a person would have a reasonable expectation of privacy, including but not limited to restrooms, designated staff areas, designated children's areas, or in a manner that would constitute a breach of privacy as provided under K.S.A. 21-6101, as amended.

LIBRARY
PROGRAMS AND
EVENTS

- e. The Library may record or photograph programs and events for promotional or archival purposes. Notice will be provided to attendees when such recording is planned.

- f. Attendees who do not wish to be photographed or recorded should notify Library staff.

- g. Photography of third-party intellectual property and works displayed or presented in the Library, including but not limited to artwork and art installations, speaker events, exhibits, and films may be prohibited without express permission of the Library or the third-party property owner, as applicable.

OPERATIONAL
DISRUPTION
AND SAFETY

- h. Photography shall not disrupt Library operations, programs, or the ability of patrons to use Library spaces, in accordance with the Patron Code of Behavior (ARM 20-10-50).

- i. Library staff shall have authority to instruct and require photographers to cease photography if it is determined to be in violation of this policy.

COMPLIANCE

- j. All photographers engaged in photography must comply with the Library's Patron Code of Behavior, all other applicable Library policies, and relevant Kansas statutes, including but not limited to K.S.A. 21-6101 (Breach of

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-30

SECTION: Administrative Services

SUBJECT: Filming and Photography

Privacy), K.S.A. 21-5808 (Criminal Trespass), and K.S.A. 21-5427 (Stalking), all as amended.

- k. Failure to comply with this policy may result in removal from Library property and/or suspension of Library privileges, in accordance with ARM 20-10-30.
- l. Notwithstanding anything in this policy to the contrary, this policy is separate from and does not affect the effect and enforceability of ARM 60-10-30, Surveillance Cameras and Dissemination of Surveillance Images.
- m.

November 13,
2025

ARM 50-20-30 End

Electric Vehicle Charging

Retreat - October 2025



Timeline

- Summer 2024 – Johnson County submitted application for Federal EV charging grant.
- August 2024 – library board informational briefing sheet about support of EV charging
- Project put on hold by Johnson County
- Spring 2025, County received notice of grant
- June 2025, JCL informed and brought back on board
- July – October, JCL planning and alignment on locations
- October 30, 2025, Library Board direction
- Spring 2025, design
- Fall 2025, installation



Three Options:

1. Do not move forward with Electric Vehicle charging at libraries.
2. Continue with EV project – Library staff and Library Board maintain responsibility for development of EV policy and practice
3. Library Board authorizes and delegates responsibility for policy and practice around current and future EV to County Facilities [*Staff Recommendation*]



Grant obligations

- Participation in the grant obligates the Library to pay 20% of the cost for each station's construction and an additional 1% fee to the Metro Area Regional Council (MARC) for administering the grant.
- Initial 20% costs to the Library were estimated to be approximately \$100,000 for 5 charging stations with 2 ports per station.
- 5-year reporting and maintenance expectation.
- ADA accessibility guaranteed for charging spots.



Location Analysis

Viable:

Central Resource
Gardner*
Leawood
Monticello
Oak Park

Not Viable:

Do not own the lot:

Edgerton
Lenexa City Center
Merriam Plaza
Shawnee

Poor lot fit:

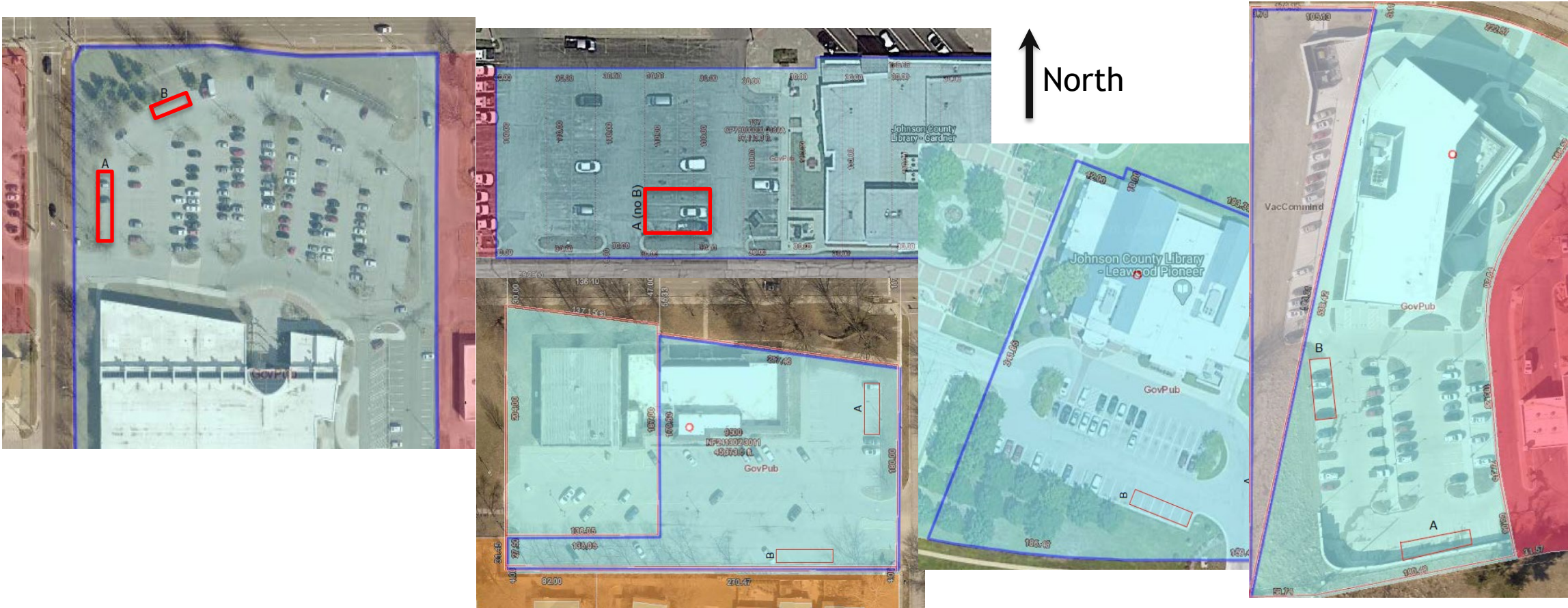
Blue Valley
Cedar Roe

Current or planned construction:

Spring Hill
De Soto
Corinth



Site location work



Three Options:

1. Do not move forward with Electric Vehicle charging at libraries.
2. Continue with EV project – Library staff and Library Board maintain responsibility for development of EV policy and practice
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