



**Board Report
October 9, 2025**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, OCTOBER 9, 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 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 Shanta Dickerson, Friends Executive Director.....5
 - 1. Bookmark Contest Winners, Shanta Dickerson, Friends Executive Director.....8
 - D. Board of County Commissioners, Julie Brewer
- IV. Reports
 - A. Board Counsel – Andrew Logan
 - 1. Memoranda of Understanding (MOUs) with County Departments
 - 2. Board Ethics Review
 - B. County Librarian Report – Tricia Suellentrop, County Librarian
 - 1. Finances and Statistics
 - a) Financial Report, Dave Vratny, Finance Director.....9
 - i. Budget Calendar Review.....14
 - b) Information Technology Trends, Michelle Beesley, Information Technology Manager.....15
 - 2. Comprehensive Library Master Plan
 - a) Spring Hill and De Soto, Megan Levitt, Project Coordinator.....18
 - i. Branch Operations and Moves team, Portia Montoy, Branch Operations Manager.....23
 - b) Capital Projects: Timeline Summary, Scott Sime, Project and Event Manager....29
 - c) Comprehensive Library Master Plan Refresh Update, Scott Sime, Project and Event Manager

3. Updates – Tricia Suellentrop, County Librarian	
a) Board Retreat, Tricia Suellentrop, County Librarian	
b) Elections Partnership Update, Tricia Suellentrop, County Librarian	
c) Serving De Soto and Spring Hill, John Keogh, Regional Manager.....	32
d) World Cup Planning, Tad Twidwell, Physical Security Specialist.....	37
e) Public Printing Update, Amy Barclay, Regional Manager and Dave Vratny, Finance Director.....	43
f) Strategic Plan Reporting, Kinsley Riggs, Deputy County Librarian.....	49

V. Consent Agenda

A. Action Items:

1. Minutes of the September 11, 2025 Regular Library Board meeting.....	60
2. Consideration of Memoranda of Understandings (MOU) with AARP, Catholic Charities, and Johnson County Department of Health and Environment.....	70
3. Consideration of closure of Central Resource Library for Library Lets Loose, September 19 th , 2026.....	88
4. Consideration of closure for Staff Day 2026, October 12 th , 2026.....	89

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for August 2025 were handled in accordance with library and County policy.
- b) The August 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.....	90
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VI. Old Business

None

VII. New Business

- A. Information Item: Consideration of Closure at Shawnee Branch for replacement of entry doors and glass storefront, Scott Sime, Project and Event Manager.....91
- B. Information Item: Consideration for Adoption of ARM 50-20-30 Filming and Photography, Adam Wathen, Associate Director of Branch Services and Tad Twidwell, Physical Security.92

VIII. Adjournment

CITIZEN COMMENTS

October 2025

September 18, 2025

I wish to express my concern for the replacement of the wonderful Corinth Library. Assuming there are problems that prohibit the beautiful, wonderful building from being destroyed, then hopefully a new structure would be built in the current location. This is a wonderful library, wonderful staff, and well used by many in Prairie Village, Leawood and eastern Overland Park. It is centrally located for our area - an area that I believe has many more than average, library users. People who read books, keep current with the newspapers and various periodicals and bring their children to begin their library experience with love of books, etc. I understand that the 'new' policy is to make new libraries smaller and this also would be a shame. But the biggest shame would be to locate this library somewhere else away from this area. I know for a fact on my Prairie Village block alone, we have many regular Corinth library users. Please rebuild on our current site!

Thanks!

Brenda Brockman



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

Library Lets Loose

Volunteers played an important role in the success of our 10th anniversary of Library Lets Loose. This year, 109 volunteers helped with event planning, picked up donations, provided event set up and clean up, as well as serving during the event. Together, they contributed 559 service hours to the Library. 11 elected officials from city, county, and state government assisted our restaurant vendors. 12 lead volunteers, including two teenagers, served as the primary contact for leading volunteers for the event. We are proud to report that behind the scenes, this year's Library Lets Loose ran very smoothly.

Library Department Collaborating to Support Corporate Volunteering

Hill's Pet Nutrition employees in the Overland Park executive office, volunteered on the 9/11 National Day of Service at the Central Resource Library. The Johnson County Library was one of five Kansas City volunteer partner agencies utilized that day.

Through collaboration with Central Resource Library staff and MakerSpace staff, 12 Hill's Pet Nutrition employees were able to have a meaningful volunteer experience. Volunteers helped pull items on hold, shelved holds materials, organized carts, searched for fiction books that needed to be declassified, and engraved glasses in the MakerSpace for Library Lets Loose. Additionally, the experience included a behind-the-scenes tour from Materials Handling and Collection Development staff. The experience was a great success that we hope to replicate in the future with other corporations.

Friends Membership

During the spring and summer months, the Friends of Johnson County Library's *The Book Nook* is open on Thursday evenings. They kicked off the season with a special member only book sale featuring refreshments and a tour the new expanded book sale space. The Thursday night sales concluded in September with a member-only sale.

In addition to a handful of special shopping events, members have opportunities to participate in a Banned Book Club, receive special advocacy alerts, and enjoy 20% off regular priced books every time they shop the book sales.

For National Friends of the Library Week, they will create a membership mailing to re-engage people whose memberships have expired in the last 12 months and a Friday early evening shopping event where members will receive bookmarks from our newest Bookmark Contest Winners.



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

National Voter Registration Day

National Voter Registration Day (NVRD), coordinated by Nonprofit VOTE, is a nationwide initiative supported by more than 3,200 partner organizations. This year marked the Friends of the Johnson County Library second year of participation. Partners raised awareness about the importance of civic engagement during off-year elections and connected communities with trusted voter registration resources. More than 300,000 voters were newly registered nationwide, with thousands more updating their registrations.

Looking ahead, National Voter Registration Day 2026 will take place on Tuesday, September 16th. We'll be seeking volunteers in several months to help expand our local reach and ensure Johnson County residents are #VoteReady.

Midwest Trust Center at the Johnson County Community College

The Friends of the Johnson County Library are excited to continue our partnership with the Midwest Trust Center at Johnson County Community College for the 2025-26 season. Once again, they are generously extending significant ticket discounts for our members and donors to select literary-themed performances.

This season launches with a cross-promotion of our October Banned Books Book Club, featuring Zora Neale Hurston's *Their Eyes Were Watching God*, paired with Collage Dance Collective's interpretive performance of this seminal work.

Just Around the Corner

As the holiday season approaches, our book sale programs will accelerate. Fall also brings key community initiatives: Banned Books Week, National Voter Education Week, and National Friends of Libraries Week. With our Summer Book Sale Series concluding successfully, we now turn our attention to planning our next major endeavor, The Book Bank. More details on this exciting initiative will be shared soon.

Respectfully submitted,
Shanta Dickerson (she/her)
Executive Director
Libraries for all. All for libraries.



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

Library Lets Loose 2025

We want to thank everyone who participated in Library Lets Loose this year. The feedback has been overwhelmingly positive. Everyone loved the food, entertainment, and the scavenger hunt.

A BIG thank you to co-chairs Marsha Daley, Lisa Larson Bunnell and Anjali Pandya for leading the charge with the Library Lets Loose committee. Thank you to Erwin and Phyllis Abrams who were our Honorary Hosts for the evening.

Drum roll, please. Overall, we raised over \$142,000 with 493 people attending. The silent auction and raffle were a big success. The silent auction brought in almost \$10,000 and 156 golden raffle tickets were sold to raise a combined total of \$25,040.

Library Lets Loose was a lot of fun this year. The live entertainment in front of Carmack was mesmerizing — Joanna the violinist performing with Madi the aerialist and Rolland juggling. Followed up by our own DJ Stann who is always a hit! The food was delicious this year. Char Bar and two restaurants from Strang Hall were all the talk after the announcement this week that Char Bar owners are now taking over Strang Hall. Of Course Kitchen was a surprise and delight for many in the genealogy section. Many people dressed up in red, white and blue to celebrate the Freedom to Read.

A BIG thank you to J. Reiger & Co, KC Bier Co, and Boulevard Brewery for terrific drinks –100% donated. Amber Bourek Slater from our staff was kind enough to donate two cases of wine. HyVee provided bottled water and balloons.

This was our first year using an outside event planner to manage the entire event. We could not be more thrilled to have Jamie Kapke with Kapke and Company with us this year. She made everything look smooth and flawless. Thank you to the Central Resource staff who were really flexible working with us this year. And of course, thank you to the development team who raised funds and helped all weekend – Amber Bourek Slater, Cara Duncan and Melissa Stan.

What is going to be the theme for 2026? We will be announcing soon!

Bookmark Contest Winners

Preschool-Kindergarten

- Eden Benjamin
- Brooks Thompson

Grades 1-2

- Aadhirai Madhusoodhan
- Anaaya Patil
- Eloise Giefer

Grades 3-4

- Krita Gaurab
- Thea Levin
- Zuvy Chauhan

Grades 5-6

- Allegra Roper
- Anika Kamath
- Saanvi Deepika Potula

Grades 7-8

- Olive Langford
- Catherine Maresko
- Anabelle Ritchie

Grades 9-12

- Sarah Adams
- Dylan VanFleet
- Lauren Snyder

Adult

- Matthew Crist
- Meredith Barreth
- Emma Tattershall



JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
August 2025
67% of Year Lapsed

OPERATING FUND

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

SPECIAL USE FUND

	2025 Budget
Revenue:	3,486,675
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	144,070
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	3,131,182
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$3,275,252</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$211,423</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$2,597,556</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

August 2025

67% of Year Lapsed

REVENUE ALL FUNDS	2025 Year to Date	2025 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	45,574,513	48,673,540	94%	97%
Ad Valorem Delinquent	56,472	297,300	19%	57%
Motor Vehicle	1,857,491	3,587,813	52%	90%
Library Generated - Copying/Printing	56,973	108,206	53%	62%
Library Generated - Overdues / Fees	22,801	42,000	54%	115%
Sale of Library Books	12,447	50,000	25%	28%
Misc Other	28,423	18,703	152%	37%
Reimbursements	115,710	791,000	15%	18%
Library Generated - Other Charges	0	0	0%	0%
Investment	1,348,050	825,000	163%	115%
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%	119%
Commercial Vehicle Tax	61,240	64,835	94%	100%
Heavy Trucks Tax	3,857	4,557	85%	98%
Rental Excise Tax	30,828	70,464	44%	101%
Payment in Lieu of Taxes	399,032	0	0%	0%
State and Federal Grants	165,810	273,607	61%	49%
TOTAL REVENUE	53,678,154	55,748,020	96%	81%

Expenses ALL FUNDS with Collection

Encumbrance	2025 Year to Date	2025 Budget	% Categories Expended
Salaries and Benefits	18,589,305	29,358,440	63%
Contractual Services	4,062,154	7,654,967	53%
Commodities	4,494,666	5,386,244	83%
Risk Management Charges	130,674	261,286	50%
Capital / Maintenance / Repair	3,693,532	5,985,047	62%
Transfer to Capital Projects	3,131,182	3,127,170	100%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%
TOTAL EXPENDITURES	37,970,761	55,748,020	68%

Revenue - Expenses as of August 31, 2025 **15,707,393**

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

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
August 2025
67% Year Lapsed

OPERATING FUND	2025	2025	% Program
Programs	Year to Date	Budget	Expended
Administrative Services	2,833,186	5,864,996	48%
Information Technology	3,124,847	5,720,876	55%
Collection Development	2,677,137	4,230,389	63%
Branch/Systemwide Services	16,206,562	26,223,885	62%
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	3,701,259	3,701,259	100%
TOTAL OPERATING FUND EXPENDITURES	32,535,156	52,261,345	62%

SPECIAL USE FUND	2025	2025	% Budget
	Year to Date	Budget	Expended
Contractual Services (General Maintenance)	0	202,505	0%
Commodities (Capital Equipment)	144,070	157,000	92%
Transfer to Debt Payment	0	0	0%
Transfer to Capital Projects	3,131,182	3,127,170	100%
TOTAL SPECIAL USE FUND EXPENDITURES	3,275,252	3,486,675	94%

TOTAL EXPENDITURES	35,810,407	55,748,020	64%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
August 2025
67% Year Lapsed

ALL FUNDS	2025	2025	% Categories
Categories	Year to Date	Budget	Expended
Salaries and Benefits	18,589,305	29,358,440	63%
Contractual Services	3,655,570	7,654,967	48%
Commodities	2,740,896	5,386,244	51%
Risk Management Charges	130,674	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	3,131,182	3,127,170	100%
Grants	167,989	273,607	61%
Interfund Transfer	3,701,259	3,701,259	100%
TOTAL EXPENDITURES	35,810,407	55,748,020	64%

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>August</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
Total Expenditures	\$ -	\$ 345.00

Library Budget Process

- January - Library Capital Improvement Program (CIP) 5-year plan presented to Library Board
- April - Upcoming Proposed Budget Presented to Library Board for Approval
- May/June - Present the Upcoming Proposed Budget to Board of County Commissioners (BOCC)
- May/June - Possible Follow-Up Budget Items with BOCC
- July - Newspaper Publication of Proposed Budget and Intent to Exceed Revenue Due to County Clerk (if necessary)
- August - Notice to Taxpayers go out and Public Hearing on County Budget held and BOCC Approvals of Revenue Neutral Resolutions (if necessary)
- August/September - Final BOCC Approval of Library Budget
- September - Library Board Approval of Revenue Neutral Resolution (if necessary)
- October/November/December - Library Budget Committee Meetings to work on Development of next Budget

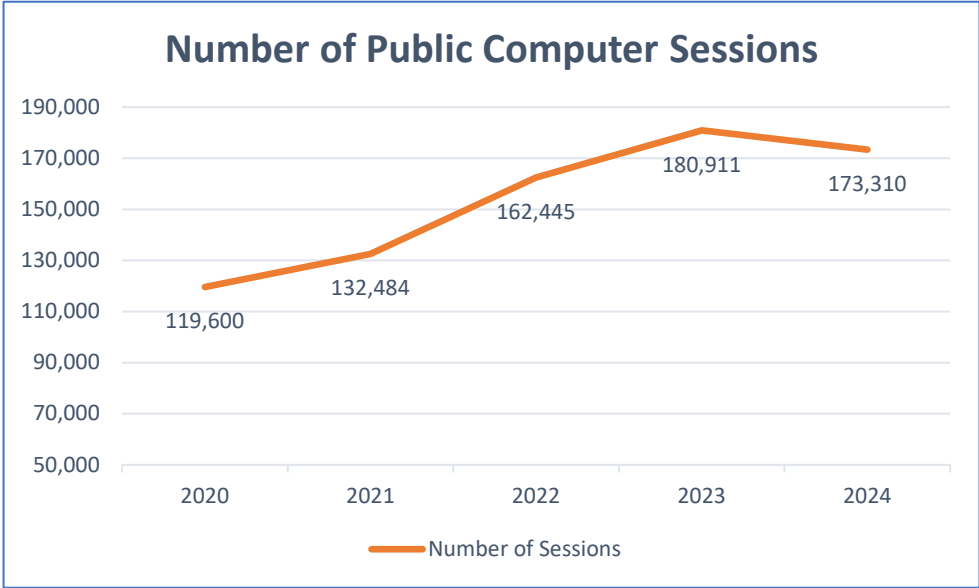
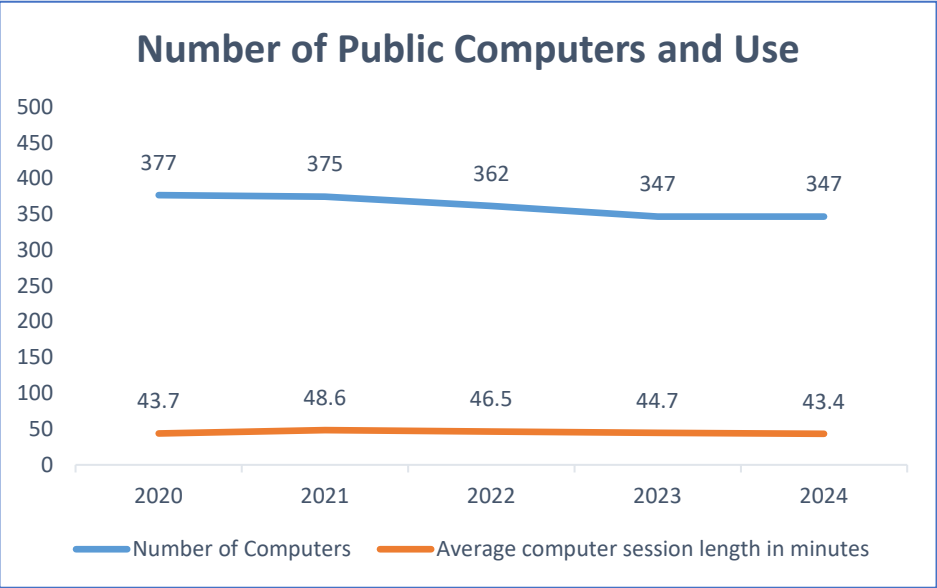


Information Technology Trends

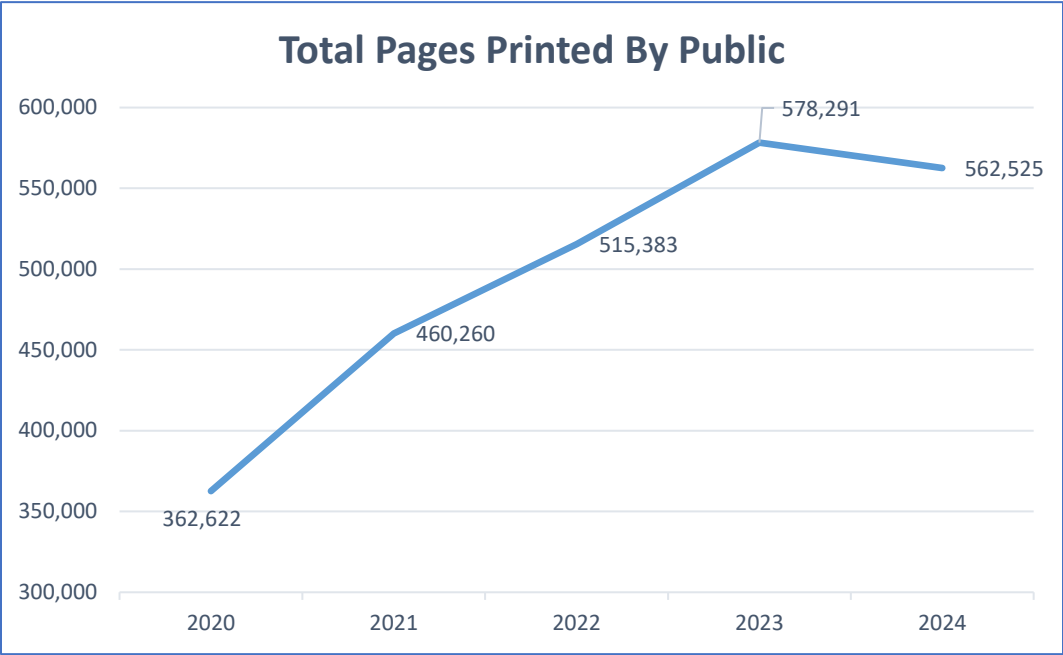
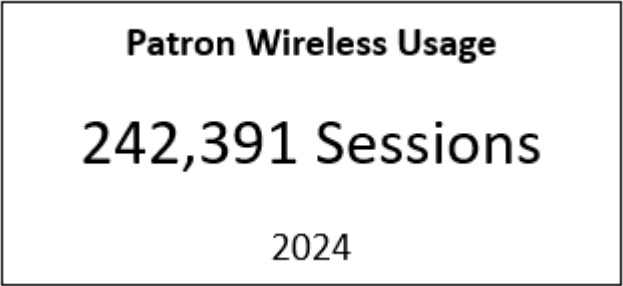
October 2025



Information Technology Trends



Information Technology Trends



Spring Hill and De Soto Renovations

October 2025



Construction Updates

Spring Hill

- Demo of the interior is underway
- Site being prepared for construction of the addition

De Soto

- Demo of the interior is underway



Next Steps

Spring Hill

- Interior demolition continues
- Spring Hill continued prep work and pouring slab for the foundation
- Time lapse recording of construction of the addition

De Soto

- Interior demolition continues
- Replacement of mechanical systems



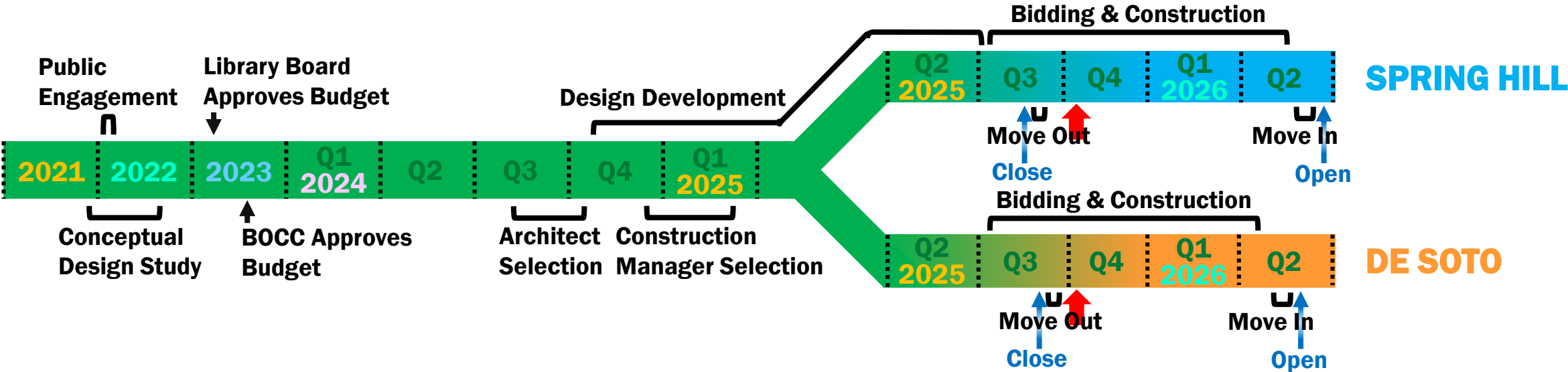
Next Steps

- Presentations from sub-teams coming periodically over the remainder of the construction phase
 - Next month – Materials Handling sub-team will share about move-out activities



Spring Hill and De Soto Renovations:

Anticipated Project Timeline



Spring Hill & De Soto Branch Operations & Moves Team

October 2025



OUR TEAM

Project Team



Josh Adkins
Nate Hohl
Lisa Jordan
Jenny Reeves
Maureen Stover
Ashley Whitham

Project Manager



Portia Montoy



Project Scope

To transition all staff and staff items out of the building before construction begins and assist and prepare staff to move back into the new space.

Moves

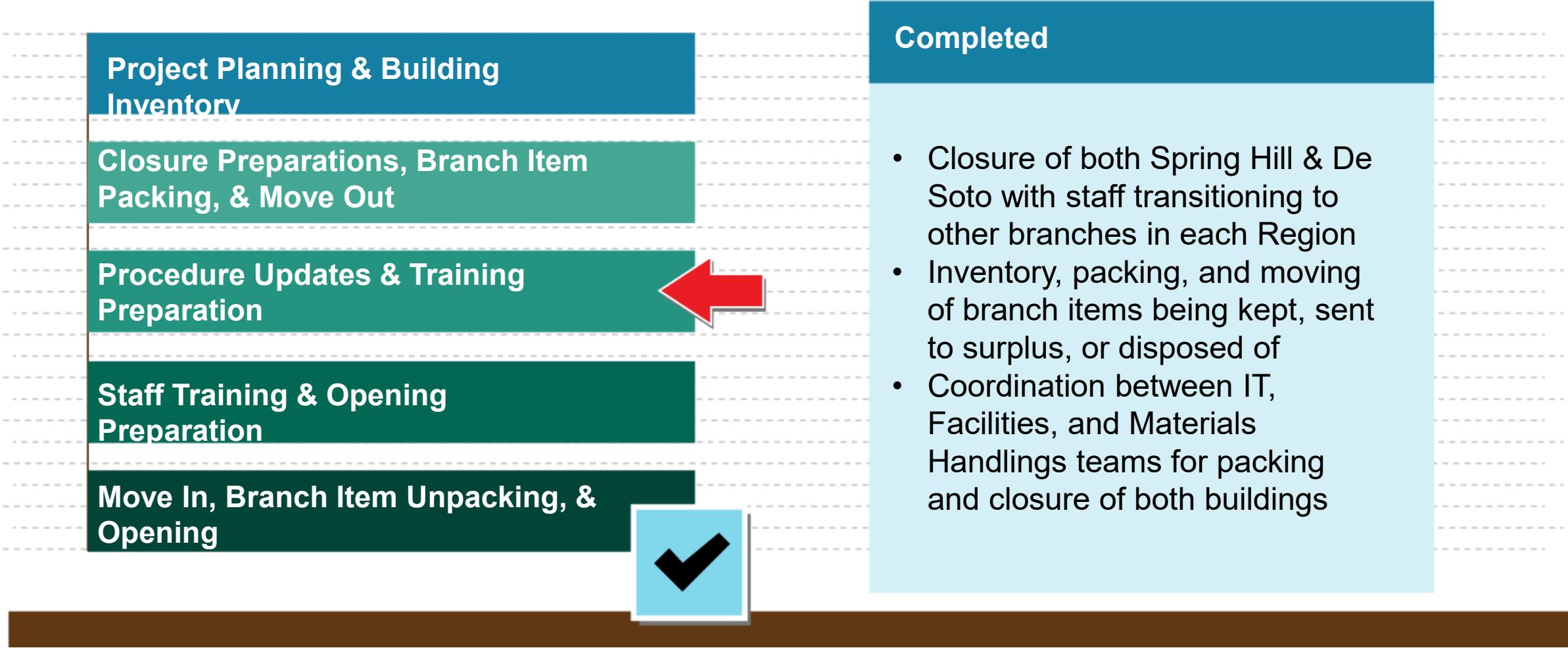
- Inventory all branch items
- Determine items kept, surplus, or disposed of
- Pack and move branch items out & in

Branch Operations

- Communicate with branch staff about project progress
- Determine new processes
- Train staff for new space and equipment



Project Outline



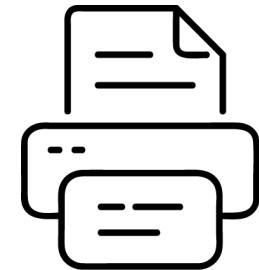
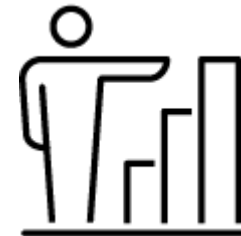
Current Work & Next Steps

Current Work

- Working on branch specific procedure updates
- Prepping staff training needs and tools with IT and Learning & Development

Next Steps

- Deliver staff training
- Transition staff back into buildings
- Move & unpack branch items



Questions?



"I'm really going to miss you all! I live 2 blocks from the library. Looking forward to seeing you when you open back up!"

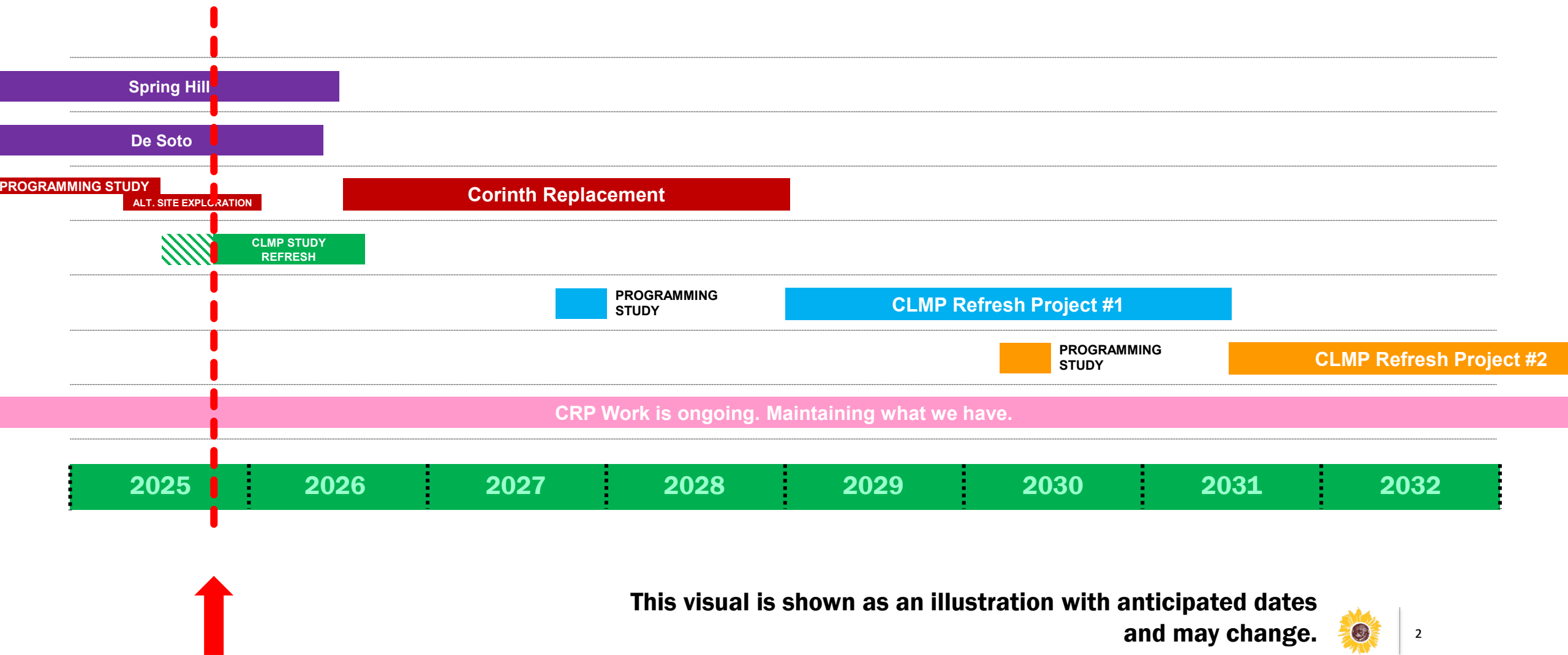


Capital Projects: Timeline Summary

October 2025



Capital Improvement Projects: Anticipated Timeline

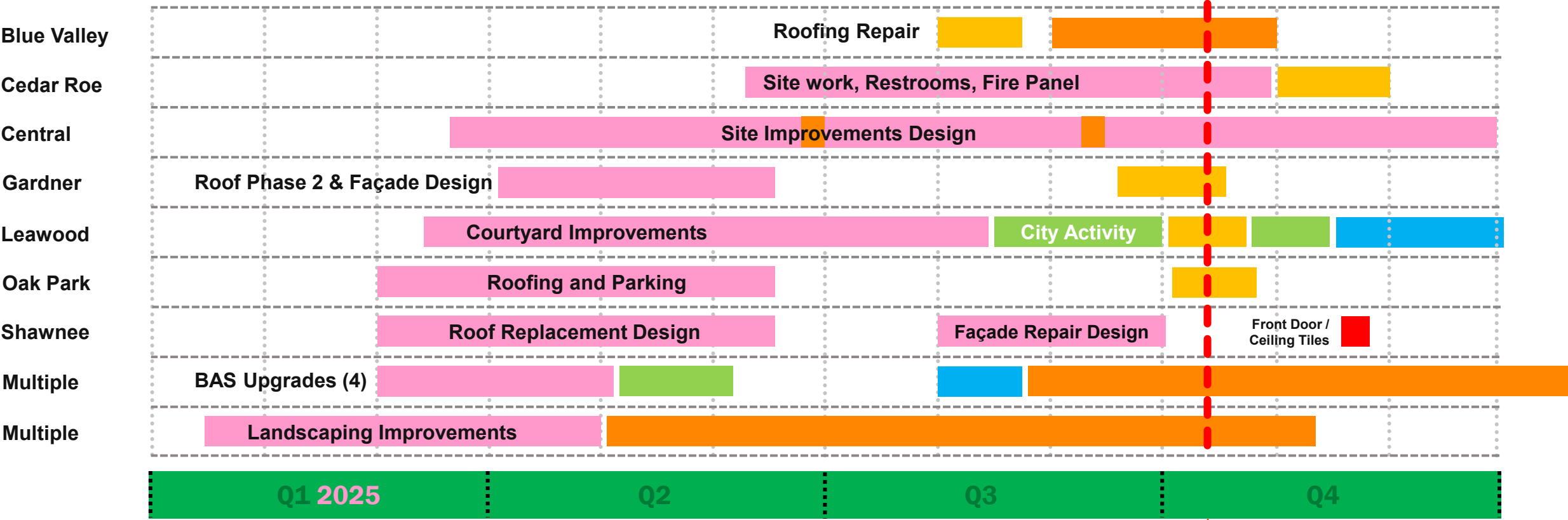


This visual is shown as an illustration with anticipated dates
and may change.



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.



Serving De Soto and Spring Hill

October 2025

JOHNSON COUNTY LIBRARY

What Is Outreach?

Outreach extends access beyond traditional library spaces to build relationships connecting communities with library resources.

Outreach Goals:

- Build awareness of library services in the community.
- Build relationships with local communities to empower people.
- Support the development of useful skills for community members.



How do we currently connect with the community?

Staff from our Branch Services, Program Services, Maker Services, and Development Departments all participate in providing outreach to various communities.

Outreach opportunities come from:

- Outreach requests
- Patron interactions
- Staff exploration



Fostering Connections in De Soto and Spring Hill

Outreach is how we remain connected to the De Soto & Spring Hill communities during the renovation closures.

- De Soto Days Parade
- Dia de los Muertos at Force of Nature
- Halloween at the Fest
- Spring Hill Fall Festival Parade
- Spooktacular
- Daffodil Days



Fostering Connections in De Soto and Spring Hill

Outreach is how we remain connected to the De Soto & Spring Hill communities during the renovation closures.

Library staff maintain ongoing relationships with:

- School media specialists
- Parents as Teachers groups
- PTAs
- Local businesses
- Churches and charities
- Assisted living facilities
- And more!



World Cup Engagement Project

October 2025



Project Team

Project Lead:

Tad Twidwell, Physical Security Specialist

Team Members:

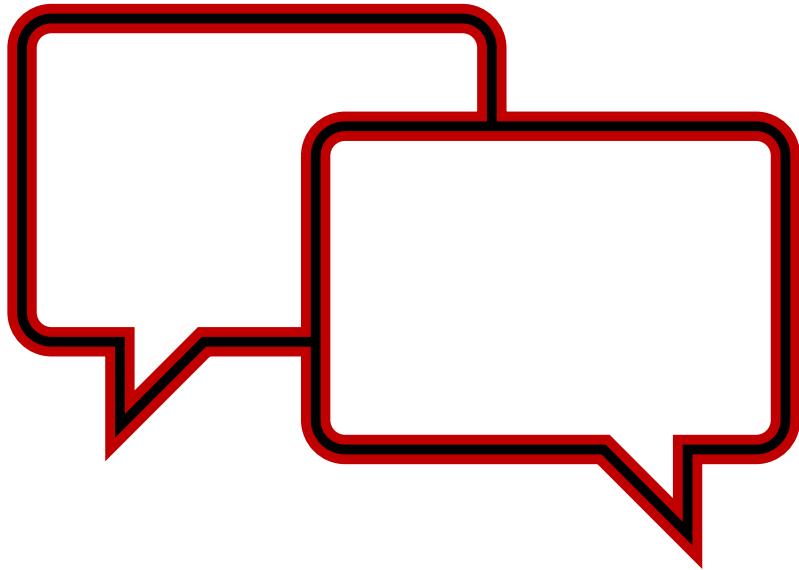
- Michelle Beesley, IT Manager
- Shannon Goebel, Program Operations Manager
- Chris Madrigal, Regional Manager
- Courtney Sammis, Library Web Content Developer
- Ashly Squires, Training Specialist
- Molly Wetta, Operations Manager

Project Sponsor:

Kinsley Riggs, Deputy County Librarian



Organizational Priorities Alignment



Commit to the County's VIBE initiative through facilitating community engagement (staff and public) and prioritizing and implementing action items from the 2022-2023 DEIB work.



Project Purpose Statement

The purpose of this project is to engage the Johnson County community around the 2026 FIFA World Cup. By leveraging the JCL locations as community hubs, this project aims to provide programming and activities that enhance the community's experience of the World Cup and strengthen the libraries' role in the community.



Project Scope

In Scope:

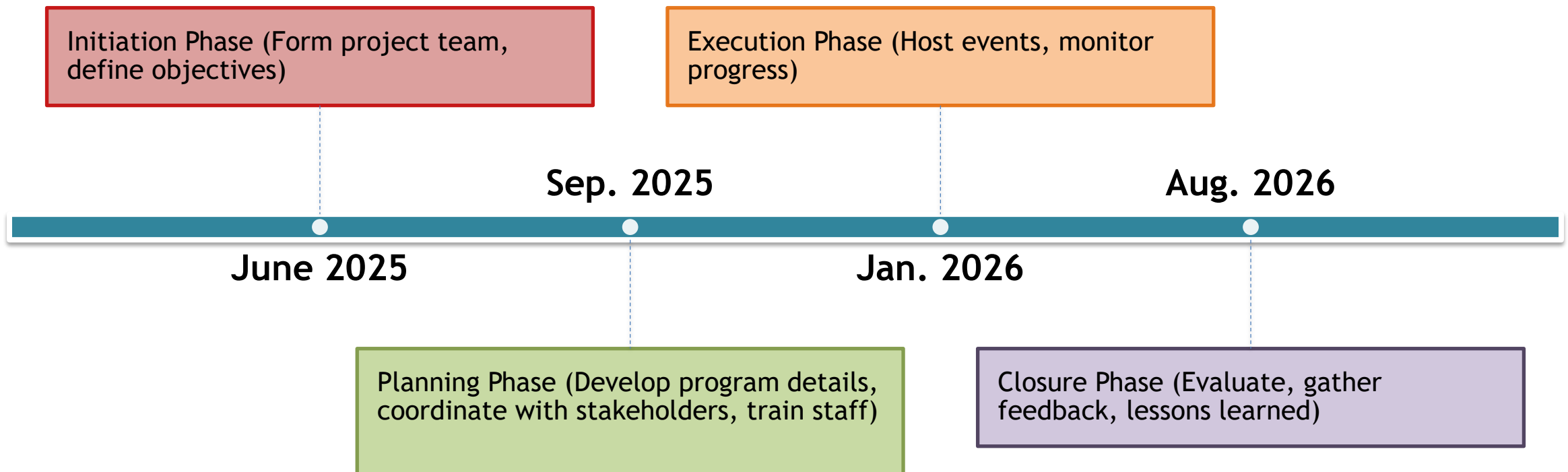
- Programing
- Events
- Staff training

Out of Scope:

- Direct team/athlete sponsorship
- Non-world cup programing
- Political or for-profit endorsements



Anticipated Project Timeline



Printing Allowance

October 2025



History

- PPP (Print Release, Public PC & Point of Sale) Project
 - Updated fee schedule was adopted by Library Board February 13, 2025.
- Library Board Member(s) inquired about the possibility of JCL offering a printing allowance as of April 2025.



Data Gathering

- 6 months of usage data with our new vendor, TBS (March – August).
 - This does not include a full tax season.
- Gathering data on library systems nationwide & in the metro comparable to JCL.
- Data gathered is based on internal information and does not include any community input.



Considerations...

- Regional Managers will determine specifics of this service in alignment with Johnson County Library's values.
- Considerations:
 - Relationship with Olathe Public Library.
 - Deployment of Scan EZ to all branches.
 - World Cup in summer of 2026.
 - ARM 20-10-90 Fee Schedule



Further considerations...

- 2026 Budget – planning for impact.



Proposed Next Steps

- *Move toward a printing allowance for JCL!*
- Gather total of 12 months of data to inform print allowance.
- Build a community engagement plan.



Johnson County Library Strategic Plan Update Second Trimester 2025

October 2025



2024-2028 Strategic Plan

Vision

Johnson County Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.

Mission

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

Key Performance Areas (KPAs)

Community * Convenience * Education * Operations * Communication

2024-25 Organizational Priorities



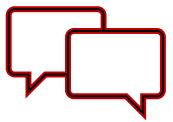
2024-2025 Organizational Priorities



Implement Comprehensive Library Master Plan (CLMP), Capital Replacement Projects (CRP), and Capital Improvement Projects (CIP).



Align staff and resources through implementation of SORT II (Staff Organization Redesign Template II) and Patron Service Standards.



Commit to the County's VIBE (Voices of Inclusion, Belonging and Equity) initiative through facilitating community engagement (staff and public).

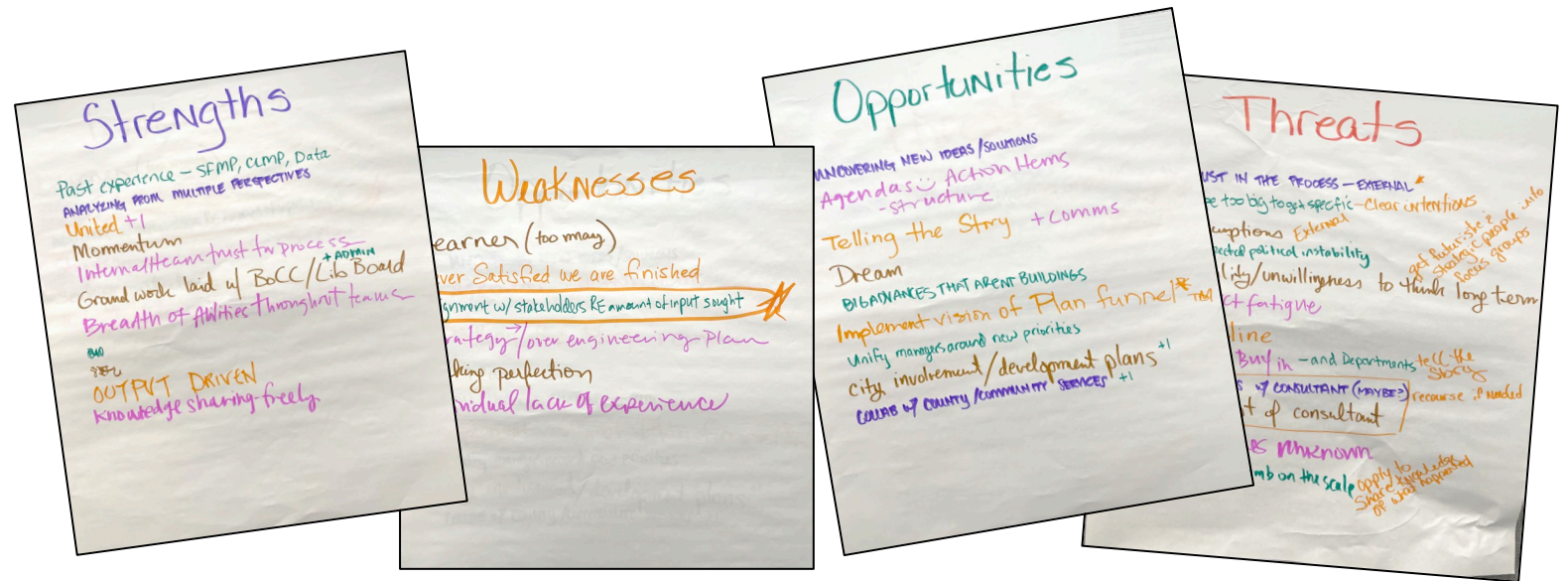




PRIORITY: CIP, CLMP, CRP – *Capital Improvement Plan*

Top Takeaways May - August 2025:

- Comprehensive Library Master Plan (CLMP) Study Refresh RFP scoping and internal informational meetings began
- Corinth Replacement budget was approved by BOCC, staff are exploring potential alternate sites



SUCCESSIONS: Merriam Plaza Library has been recognized with a National Design Excellence Award from the AIA/ALA and LEED Silver certification.

CHALLENGES: Stakeholder alignment on aspects of Corinth Replacement.

UPCOMING: Issue RFP for CLMP Study Refresh consultant, review site options for the Corinth Library replacement.





PRIORITY: CIP, CLMP, CRP

Capital Replacement Plan

Top Takeaways May - August 2025:

- *Roofing Design* was completed for multiple branches – anticipate bidding in fall, work next year
- Installation of new Building Automation System controls is in progress for four library locations
- Landscaping improvements being installed at multiple branches
- *Cedar Roe* bathroom renovations design in progress



SUCCESSIONS: Continue to maintain and upgrade existing buildings.

CHALLENGES: Supply chain uncertainties are still present. Inflation is a concern.

UPCOMING: 2025 CRP focuses primarily on design work in 2025 to continue advancing the program and provide time for the market to stabilize.





PRIORITY: CIP, CLMP, CRP

Spring Hill and De Soto

Top Takeaways, May - August 2025:

- Design development completed
- Construction documents completed
- Library Board approved GMP amendment and closure authority
- Spring Hill City Council approved site design plans
- Permits secured from De Soto and Spring Hill
- Spring Hill closed for construction with De Soto to follow in early September



SUCESSES: Design development and construction documents completed, board and city approvals secured, closure occurred at expected time.

CHALLENGES: Stakeholder alignment, completion of Spring Hill addition before winter weather.

UPCOMING: Construction begins at both locations, teams working on reopening plan.

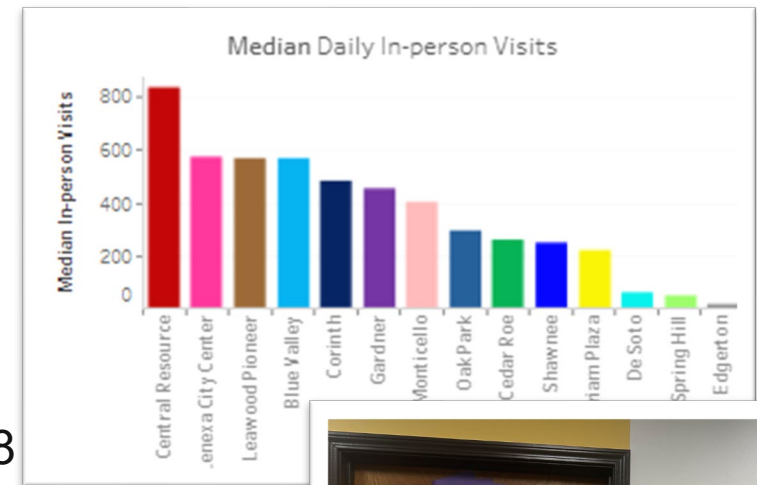




PRIORITY: SORT II *SORT Implementation – Branch Services Department*

Top Takeaways May – August 2025:

- Developed Branch Services Department Work Plan for 2025 to 2028
- Launched dashboard to better inform staffing and scheduling strategy
- Completed Regional Manager and Regional Librarian 90 Day Plans
- Began finalization of the Branch Services Department Charter
- Launched systemwide Branch Operations Manager meetings



SUCCESES: 90 Day Plans helped focus work and development. Branch Operations Managers began defining how they work together across the system.

CHALLENGES: Time, schedules and amount of work. Large scale change: 100+ staff impacted.

UPCOMING: Roll out of Department Charter to front-line staff. Develop assessment plan for six identified services in 2026.





PRIORITY: SORT II

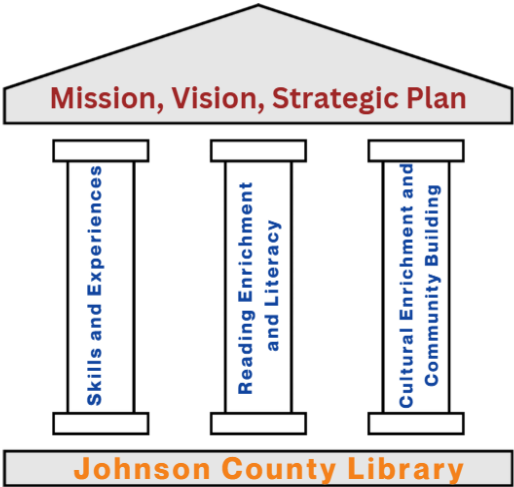
SORT Implementation – Program Department

Co-Design

Top Takeaways May – August 2025

- Summer Reading Program Run of Shows
- Fall 2024 and Spring 2025 Program Evaluation
- Program staff development in areas of communication and collaboration

Experiences and Skill Building	Oversee skill acquiring programs, support workshops, track outcomes.
Reading Enrichment & Literacy Building	Lead reading enrichment initiatives, develop storytime, youth book club, and adult book group programming, track outcomes.
Cultural Enrichment and Community Building	Plan seasonal programs, manage event logistics, coordinate community partners.



SUCSESSES: All Department Trainings. Program Run of Shows will now become the mode of communication.

CHALLENGES: Evaluation of a year's worth of data and using it to make decisions.

UPCOMING: Courier Program Supply Pilot. Kansas Leadership Center Partnership. Storytime and Book Club Training. 2026 Program Engagement Plan.





PRIORITY: SORT II

SORT Implementation – Patron Service Standards

Top Takeaways May – August 2025:

- Project team formed
- Project kick-off meeting July 14
- Benchmarking completed
- First draft created
- Stakeholder feedback sessions scheduled



Customer Service Standards

The customer service standards at the library include four dimensions of service



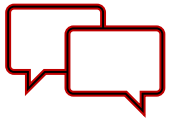
Each of these dimensions of customer service has a general standard that encompasses all aspects of library work. Customer service refers first and foremost to public-facing service to patrons and community members, but also to internal service to our colleagues as well. Our library-wide customer service standards are outlined in this guide.

SUCCESSIONS: First draft of organizational patron service standards are complete.

CHALLENGES: Timeline is optimistic. Everyone is a stakeholder, which complicates development, buy-in and roll-out. Guarding against scope creep.

UPCOMING: Collect stakeholder feedback. Implement communications plan. Develop rollout plan.





PRIORITY: VIBE

Community Engagement

Top Takeaways May - August 2025:

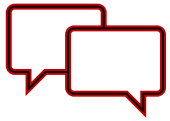
- Website: Staff preview period (June) and public feedback period (July). Feedback incorporated for August 11 launch.
- Brand: Completed brand audit of all branches and shared findings with branch leaders and Facilities.
- Patron Feedback: Conducted online and in-branch survey on Response to World Events (July) and focus groups (August).

SUCCESES: On-time, on-budget website launch; highly collaborative process with patrons and staff. Brand audit insights shared and opened up important conversations about patron experience.

CHALLENGES: Prioritizing ongoing website feedback and updates. Integrating brand audit insights into building improvements and branch operations. Using patron survey data to inform programs in a timely way.

UPCOMING: Website fine-tuning. Phase two work in 2026. Working with Facilities to determine responsibility and timeline for brand updates. Patron survey data turned over to Program Department.





PRIORITY: VIBE

Staff Engagement

Top Takeaways May – August 2025:

- JCL VIBE team supported County Juneteenth, created team charter, honed priorities, supported Town Halls.
- Employee Engagement Pulse Survey results shared with staff and current action items were reconfirmed.
- Engagement Action Items: Town Hall evaluation led team to stay the course; active participation in staff/manager side-by-sides and staff feedback channel; Staff Day planning began.

SUCSESSES: JCL VIBE set its charter and supported County Juneteenth event. Monthly Town Hall engagement is steady: Averaged 40 live, 50 replays, 200 article views.

CHALLENGES: Carving out time for VIBE team to work on priorities. Balancing two-way communications with sharing information on Library direction.

UPCOMING: Staff Day planning, monthly staff updates from Tricia on Library direction, planning for 2026 Town Halls and launch of Engagement Team.



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

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

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

ABSENT: None.

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Brewer.

STAFF: (All JCL, FAC staff) Kinsley Riggs, Adam Wathen, David Vratny, Jennifer Mahnken, Shelley O'Brien, Patti Kangethe, Elisa Andre, Megan Levitt, Scott Sime, Lori Ross, Kyle Heltne, Julie Timmins, Adisa Collins, Michelle Beesley, Angel Tucker, Shannon Goebel, Abigail Wheeler, Jenny Reeves, Joseph Keehn, Elanor Straight, Laura Blair, Cynthia Palacios, Ella Davids, Nathan Hohl, and Hilary Sorio

Board Chair Jeffrey Mendoza called the meeting to order at 4:00 p.m.

CITIZENS COMMENTS:

Included in the September Board Report are citizen comments, submitted in writing.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

None.

DEVELOPMENT DEPARTMENT REPORT

Shelley O'Brien, Development/Foundation Director, presented on behalf of the Development Department combining the Friends of the Johnson County Library, the Johnson County Foundation, and the Johnson County Library Volunteers. This report is included in the September Board Report.

Ms. O'Brien reminded attendees about the upcoming *Library Lets Loose* event on Saturday, September 20. Approximately 400 attendees were already confirmed, with tickets still available. The event will feature 12 restaurants, a silent auction, and raffle prizes, including a chance to win a trip to Hawaii, Jackson Hole, Mexico, or Lake Tahoe. Only 55 of 200 raffle tickets had been sold at the time of the update.

Ms. O'Brien reported that \$100,000 had already been raised in cash, with a goal of \$135,000 for the year. The evening will include entertainment, a scavenger hunt, and possibly a red carpet. Shelley also acknowledged Hills Pet Nutrition for volunteering on September 11, coordinated by Amber Bourek Slater, and encouraged others to consider volunteering or connecting interested individuals with Amber.

In response to a question from Ms. Kilgore, Ms. O'Brien shared that raffle tickets could be purchased ahead of the event or night of the event.

BOARD COUNSEL REPORT

Mr. Andrew Logan, Board counsel, reviewed the Revenue Neutral Rate and Tax Resolution, changes to Bylaws of the Board of Directors and Library Budget Review and Approval Process policies, and Meeting Room and Study Room policy.

Mr. Logan explained that K.S.A. 79-2988, enacted in 2021 and effective in 2022, introduced changes to the budget process, requiring annual approval of revenue increases tied to property tax valuations rather than tax rates. Public notice and hearings were held in August as required. With the Board of County Commissioners having approved the increase, the board was asked to consider ratifying it during the meeting.

Mr. Logan presented updates regarding changes to ARM 10-50-10 Bylaws of the Board of Directors and ARM 10-70-10 Library Budget Review and Approval Process, primarily to align with the Kansas Open Meetings Act (KOMA). The revisions clarified that the organization has two standing committees, Budget and Personnel, and that all subcommittees are advisory in nature, with no decision-making authority on behalf of the board. Due to KOMA requirements, subcommittees must now provide public notice and operate in public session. For the Personnel Committee, which often handles sensitive Human Resource matters, the bylaws now specify that Committee executive sessions may occur because the committee will consist of a quorum of the full board. However, the only formal action permitted is to recess into executive session, with minutes reflecting that limited activity. These changes were intended to ensure compliance with KOMA while preserving confidentiality where permitted under KOMA.

Chair Mendoza requested clarification regarding when full meeting minutes are required when a quorum is present, even if the only action taken is to enter executive session. Mr. Logan confirmed and explained that if no formal action is taken, such as entering executive session, minutes are not required. Mr. Logan emphasized that the Personnel Committee may meet in open session for general discussions, and any formal action must be limited to entering executive session.

Ms. Huff noted that the Personnel Committee had previously operated in an advisory capacity, forwarding recommendations to the board, and that recent changes to KOMA, effective in July, now require stricter compliance. Mr. Logan added that due to requirements in KOMA regarding executive sessions, the recommendation is to ensure a quorum of the Board is present for subcommittee sessions where an executive session is necessary. That will likely only occur for the Personnel Committee. He supported amending the bylaws to clarify that subcommittees cannot make decisions on behalf of the board. Chair Mendoza concluded that the language was amended to narrow the authority of subcommittees, and Ms. Huff agreed with the clarification, affirming that the committee's role remains advisory.

Mr. Logan reviewed policy distinctions between meeting rooms and study rooms under the Administrative Regulations Manual. Meeting rooms were defined as public forums intended for larger gatherings by government or nonprofit organizations, typically for cultural or educational events. These events must remain open to the public and cannot charge admission.

In contrast, study or conference rooms were described as smaller, privately reservable spaces, including for business use, and are not considered public forums. The public does not have a right to attend or speak in these settings. All regulations remain content-neutral, and the library does not take a position on the content or speaker.

Board Chair Mendoza and Ms. Kilgore discussed whether a small group using a study room could advertise their meeting as open to the public. Ms. Riggs and Mr. Logan clarified that while study rooms can be used for such purposes, once a meeting is publicly advertised, it must be open to all and cannot exclude individuals. The distinction between meeting rooms (public forums) and study rooms (private spaces) was emphasized, though flexibility exists depending on group size and intent.

Ms. Dietz expressed concerns about safety, security, and public access in these spaces. It was agreed that a deeper discussion on these topics would be considered for the upcoming board retreat, with a follow-up conversation to be held at a future board meeting.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny presented the Johnson County Library's total revenue report as of the end of July 2025. Revenues totaled approximately 58% of the fiscal year had elapsed, and the library had collected \$53.5 million—about 96% of its anticipated budgeted revenues. This strong performance was supported in part by the sale of the Antioch property. Total expenditures, including encumbrances such as collections, reached \$31.9 million, or 57% of the annual budget, indicating spending was slightly below expectations for this point in the year

Mr. Vratny shared that there was a public budget hearing held on August 20, which was well attended, with approximately 48 members of the public speaking. Following the hearing, the Board of County Commissioners took action on the revenue neutral resolutions. On August 28, the board approved the budget resolution by a 6–1 roll call vote, finalizing the 2026 budget and capital program as submitted by the library. This included full approval of all requested items, notably the Corinth Library replacement project.

Quarterly Statistics Report

Adam Wathen, Associate Director of Branch Services, presented on the Quarterly Statistics Report, these reports are included in the September Board Report.

As of the second quarter of 2025, physical circulation slightly trailed 2024 levels, while digital usage continued its upward trend. Visitation and new library card applications remained consistent with previous years. Active user counts increased steadily, surpassing the year-end total from 2024 following the routine removal of inactive accounts. Overall, usage metrics reflected stable engagement and growth in digital services.

In response to a question from Ms. Dietz, Mr. Wathen explained that a user is considered inactive if they have had no activity, such as logging into computers, accessing digital resources, or checking

out materials, for three years. Inactive users are removed from the system, and reactivation is simple: patrons can obtain a new library card by presenting valid proof of address, including digital documents. It was confirmed that residency in Johnson County is not required to reactivate an account.

Program Services Department Trends

Angel Tucker, Program Manager, and Shannon Goebel, Program Operations Manager, presented on the Program Service Department Trends, these reports are included in the September Board Report.

Ms. Tucker shared that Johnson County Library's Program Department celebrated its first year in August 2025. Since June, the team began evaluating seasonal programming using a full year of data to inform 2026 planning. Programs were categorized into four types; evergreen, seasonal, outreach, and deep dives, aligned with the library's mission and strategic goals. Notable initiatives included inclusive story times, Día de los Muertos events, and the upcoming Writers Conference.

The Program Service department centralized program delivery under one team, improving flexibility and consistency across five regional zones. A new internal Program Services Hub was launched to streamline logistics and feedback. Operationally, staff traveled over 5,000 miles in seven months to deliver programs, prompting efforts to plan more sustainably.

Ms. Goebel shared the attendance data from January 2024 to July 2025 showing strong engagement, especially in early childhood programs, which accounted for the highest number of offerings and attendance. The team acknowledged data limitations and is working with the Patron Insight Manager to improve accuracy. The department emphasized partnerships, such as the Broke-ology performance, and invested in staff development through workshops on facilitation and civic discourse. Looking ahead to fall 2025, the team highlighted Hispanic and Latinx programming and the first agency forum for Spanish-speaking and immigrant-serving organizations. The department expressed gratitude for systemwide support and is committed to refining data, balancing offerings, and deepening community engagement.

In response to a question from Board Chair Mendoza, it was confirmed that storytimes are not offered year-round. During summer, resources are reallocated to alternative early childhood programs such as Play Lab and Baby Art Club, as well as community storytimes held in parks to manage high attendance and broaden engagement. These efforts also support programming for elementary-aged children while school is out.

In response to a question from Board Chair Mendoza, it was confirmed that events such as virtual programs like *Nuestra América* are included in the library's online programming data and attendance data.

Ms. Dietz expressed concerns about limited programming in locations such as Spring Hill, Edgerton, De Soto, and Shawnee. The team acknowledged these gaps and shared that Spring Hill is a priority for 2026 engagement. Outreach during branch closures is expected to build partnerships and identify alternative community venues.

Commissioner Brewer suggested collecting location data from virtual program participants to better understand geographic engagement and inform future programming decisions. The team appreciated the idea and committed to exploring it further.

Ms. Riggs expressed her excitement for the great partnerships that will be made with the De Soto and Spring Hill communities while doing outreach in those communities while those libraries are closed.

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 September Board Report.

Website Update

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

Ms. Andre shared that the library's new website officially launched on August 11, 2025. Since launch, the team has addressed user feedback and made functional improvements. While some users expressed frustration with new navigation paths, many praised the site's visual appeal and improved access to library resources. A video walkthrough was released during launch week and received nearly 1,000 views. Additional short videos are planned to highlight features, especially for mobile users.

Ms. Andre reviewed that the new platform enabled faster content creation, including pages for the Writers Conference and book groups. The team is now entering phase two, which includes refining pages, adding fall promotional content, developing staff training materials, and resuming user experience testing. Plans for 2026 include onboarding internal users, exploring translation solutions, and enhancing sections like library history ahead of the 75th anniversary.

In response to a question from Ms. Hrabe, Ms. Andre shared that in response to teen feedback, the team adjusted page layout for better visibility of key content and engaged the teen user group in ongoing testing.

In response to a question from Commissioner Brewer, Ms. Andre shared that translation options are under review, with tools like Google Translate being considered alongside more accurate alternatives. The team emphasized that website development is ongoing and welcomed continued community input.

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 September Board Report.

Ms. Levitt shared that following board and city approvals, the Spring Hill branch officially closed on August 22, and the move-out process was completed successfully. The team cleared the building, packed collections for storage, and removed equipment in preparation for full renovation. Construction mobilization began on September 8, with initial work focused on the addition to the building.

Ms. Levitt reviewed that the De Soto branch closed as scheduled on September 8, and its move-out process was underway. Patrons were notified of the closures, and updates were made across digital platforms. Holds were rerouted to alternate locations as requested. Next steps include completing the De Soto move-out, fencing off the site, and beginning construction mobilization on September 22.

Sub-team presentations on move-out operations are planned for upcoming board meetings. The project is now entering the construction phase.

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 September Board Report.

Mr. Sime reviewed the capital improvement timeline remained unchanged, with Spring Hill and De Soto projects progressing as planned.

Mr. Sime reviewed the capital replacement program with a few updates. Roof repairs at Blue Valley began following rain-related issues, and restroom renovation design work was underway at Cedar Roe. Bidding had started for roof work at Gardner, Oak Park, and Shawnee. Building automation upgrades began at Monticello, with site visits occurring at Lenexa. Parking lot resealing at Monticello was completed.

UPDATES – Kinsley Riggs, Deputy County Librarian

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

Mentioned the list of programs in the Board Report – Hispanic heritage month.

Ms. Riggs reminded the Board of the upcoming retreat on October 30 at Leawood Pioneer Library. Four new or promoted staff members were welcomed to the NEO class. The library also participated in the De Soto Days Parade, distributing materials and engaging with the community, with similar outreach planned for Spring Hill later in the month. Hispanic Heritage Month programming was highlighted, running from September 15 to October 15.

Board Retreat

Ms. Riggs reminded the Board of the upcoming Board Retreat is an annual 4-hour meeting of the Library Board. This will be an open public meeting and will not be recorded or live streamed. Currently the Library Board is scheduled to meet on October 30th from 8am to noon at Leawood Pioneer Library. She asked if any board members have topics they wish discussed, to please share those with Board Chair Mendoza.

Welcome to NEO staff:

Today we have 4 employees joining us for our New Employee class, including 2 new staff and 2 promotions. We welcome new staff to Central, and Merriam Plaza. We have promotions in our Monticello, and Program Services department.

Summer Reading Presentation

Joseph Keehn and Jenny Reeves, Program Coordinators, provided an update on Summer Reading, included in the September Board Report.

Ms. Reeves shared that the 2025 Summer Reading program was a major success, marking the first full season coordinated by the new program department. The team distributed nearly 38,000 books—approximately 14,000 through outreach to 67 schools and 13 community partners,

and 23,000 through in-branch distribution. All Title I schools in Johnson County and all schools in Spring Hill, Gardner, and Edgerton were reached.

Mr. Keehn shared that over 200 programs were offered between June and July, drawing more than 15,000 attendees. These included author visits, creative workshops, early literacy events, teen volunteer opportunities, and expanded adult programming. Highlights included the Summer Festival kickoff at Central and the end-of-summer celebration at Lenexa City Center. The team also launched a new permanent Walk and Read installation at Strang Park and integrated program content into exhibitions.

Ms. Huff suggested advertising opportunities such as AMC theater spots.

Ms. Hrabe and Mr. Sims emphasized the value of the program, with suggestions to expand outreach, and increase promotional efforts. The team expressed appreciation for ongoing support from the board, staff, and the library foundation.

COUNTY COMMISSIONER REPORT:

Commissioner Brewer Commissioner Brewer shared that she was currently reading, *Tomorrow Tomorrow* and her problem is to find time to get through the book, as is it a very busy time at the County.

CONSENT AGENDA

- A. Action Items:
 - 1. Minutes of the August 14, 2025 Regular Library Board meeting
 - 2. Consideration of Memorandum of Understanding between; De Soto Parents as Teachers and Strawberry Week.
 - 3. Consideration to approve revisions Administrative Regulation Manual (ARM) policy:
 - a) ARM 10-10-10 Governance
 - 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

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

Second: Mr. McAllister seconded this motion.

Motion was approved unanimously.

I. Old Business

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

David Vratny, Finance Director, presented the Resolution for 2026 Revenue Neutral Rate briefing sheet, this information is included in the September Board Report.

Motion: Ms. Kilgore 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.

Second: Mr. Sims seconded this motion.

Roll Call Vote:

JCL Board Member	Yes	No	No Vote
Board Chair Mendoza	X		
Board Member Sims	X		
Board Member Huff	X		
Board Member McAllister	X		
Board Member Dietz	X		
Board Member Kilgore	X		
Board Member Hrabe	X		

This motion passes with a vote of 7 to 0.

II. New Business

- A. Action Item: Consideration to approve revisions to Administrative Regulation Manual (ARM) policies:
1. ARM 10-50-10 Bylaws of the Board of Directors
 2. ARM 10-70-10 Library Budget Review and Approval Process

Kinsley Riggs, Deputy County Librarian, presented the revisions to Administrative Regulation Manual (ARM) policies briefing sheet, this information is included in the September Board Report.

Motion: Ms. Huff moved that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: 10-50-10 and 10-70-10.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

- B. Action Item: Amending the Personnel Review Committee

Jeffrey Mendoza, Board Chair, presented the amendment to the Personnel Review Committee briefing sheet, this information is included in the September Board Report.

Motion: Ms. Hrabe moved 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.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

III. Executive Session: Preliminary discussion of the acquisition of real property

Motion: Ms. Kilgore moved, pursuant to K.S.A. 75-4319(b)(6), that the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to engage in preliminary discussion relating to the possible acquisition of real property. The subject of the discussion during the executive session will be issues relating to a possible acquisition of real property in the City of Prairie Village for a new branch facility.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library, Deputy County Librarian Kinsley Riggs, Finance Director Dave Vratny, Associate Director of Branch Services Adam Wathen, Project and Events Manager Scott Sime, Project Coordinator Megan Levett, designated members of the County Facilities staff – Division Director of Planning Design Construction Kyle Heltne, Johnson County Library Counsel Andrew Logan, and Adam Tilton and Joe Giwa with CBRE Capital Markets.

The Library Board will reconvene in this meeting room at 5:50 p.m.

Second: Ms. Hrabe seconded this motion.

Motion was approved unanimously.

Library Board returned at 5:50 p.m.

IV. Executive Session: Personnel Committee

Motion: Mr. Sims moved that pursuant to K.S.A. 75-4319(b)(1), that the Board of Directors of the Johnson County Library recess into executive session for a period of 30 minutes to discuss personnel matters of non-elected personnel. The subject of the discussion during the executive session will be the performance appraisal process of the County Librarian.

Those attending the executive session shall include members of the Board of Directors of the Johnson County Library David Sims, Chrysalyn Huff, Charles McAllister, and Jodie Dietz, and Shala Bloomberg, Human Resource partner.

The attendees will reconvene in this meeting room at 6:22 p.m.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

5:52 – 6:22

Board members Kilgore, Hrabe, and Chair Mendoza left the meeting at 5:52 p.m.

The Personnel Committee executive session attendees returned to the meeting at 6:22 p.m.

ADJOURNMENT

Motion: Ms. Huff moved to adjourn the meeting.

Second: Mr. McAllister seconded this motion.

Motion approved unanimously.

Meeting adjourned at 6:23 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: October 9, 2025
Re: **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 AARP for the year 2026.

I move that the Johnson County Library Board of Directors approve memoranda of understanding with Catholic Charities of Kansas City for the year 2026.

I move that the Johnson County Library Board of Directors approve memoranda of understanding with Johnson County Department of Health and Environment 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:

- AARP
- Catholic Charities of Kansas City
- Johnson County Department of Health and Environment

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 (MOU) between the Johnson County Library and AARP Foundation

This MOU is intended to document the relationship between the Johnson County Library and AARP Foundation Tax-Aide Program.

Tax Year 2025 (February 2 – April 15, 2026)

Training:

- Johnson County Library ("JCL") will provide meeting space for the training of AARP Foundation - Kansas Tax-Aide volunteers in the Central Carmack Community Room and Logan Room, and the Oak Park Large Meeting Room. This training will take place primarily in December of 2025 and January of 2026.

Tax Preparation:

- Johnson County Library will provide two rooms, the Oak Park Large meeting room (capacity of 60) and the Conference Room (capacity of 8), at the Oak Park Library (9500 Bluejacket St., Overland Park, KS 66214). The room will be used exclusively by the AARP Foundation Tax-Aide volunteers from January 30, 2026 until April 17, 2026.
- JCL will furnish an internet connection, wired or wireless, to which an AARP provided router can be connected.
- AARP Foundation Tax-Aide Program will provide services by appointment (but may allow a limited number of walk-ins) at the Oak Park Library.
- AARP Foundation Tax-Aide Program will provide all the computer hardware and software needed for its program volunteers to prepare taxes.
- AARP will provide all the safety and personal protective equipment (e.g. masks, hand sanitizer and anti-bacterial wipes) required by AARP Foundation Tax-Aide Program to keep the volunteers and clients safe.
- JCL will provide internal key card access for volunteers to the Oak Park Library to access the staff breakroom and restrooms, as well as tables and chairs.

Communication:

- AARP Foundation Tax-Aide Program will provide content on tax tips and FAQs to JCL for inclusion on the library website.
- JCL will print the handouts provided by AARP Foundation Tax-Aide Program for the tax preparations sites (content provided by AARP Foundation – Tax-Aide Program) which may include information on tax preparation and the AARP Foundation Tax-Aide Program.
- JCL will promote the AARP Foundation Tax-Aide Program services on its website.
- JCL staff will make appointments for prospective/current program participants and/or direct patrons/individuals to the AARP Foundation Tax-Aide Program website and phone lines to make appointments.

End of Year Celebration:

- If AARP Foundation Tax-Aide volunteers decide to hold a celebration at the end of the tax season, JCL will provide the Oak Park Library Meeting Room with chairs and tables to hold the AARP Foundation Tax-Aide volunteer celebration on April 30, from 12:00 – 5:00 pm. JCL staff will reserve the room and set up the A-V technology. AARP will provide any laptop needed, treats/food and consumables/beverages used for the event.

Patricia D. Shannon, CFO & SVP

Tricia Suellentrop, County Librarian
Jeffrey Mendoza, Johnson County Library Board Chair

AARP Foundation Representative
County Library

Tricia Suellentrop, County Librarian, Johnson

Date

Date

William (Bill) Kelm, District 27 Coordinator

AARP Foundation –Kansas Tax-Aide Program Representative Bkelm61@gmail.com

Memorandum of Understanding (MOU) between the Johnson County Library and AARP Foundation

This MOU is intended to document the relationship between the Johnson County Library and AARP Foundation Tax-Aide Program.

Tax Year 2025 (February 2 – April 15, 2026)

Training:

- Johnson County Library (“JCL”) will provide meeting space for the training of AARP Foundation - Kansas Tax-Aide volunteers in the Central Carmack Community Room and Logan Room, and the Oak Park Large Meeting Room. This training will take place primarily in December of 2025 and January of 2026.

Tax Preparation:

- Johnson County Library will provide two rooms, the Oak Park Large meeting room (capacity of 60) and the Conference Room (capacity of 8), at the Oak Park Library (9500 Bluejacket St., Overland Park, KS 66214). The room will be used exclusively by the AARP Foundation Tax-Aide volunteers from January 30, 2026 until April 17, 2026.
- JCL will furnish internet connection, wired or wireless, to which an AARP provided router can be connected.
- AARP Foundation Tax-Aide Program will provide services by appointment (but may allow a limited number of walk-ins) at the Oak Park Library.
- AARP Foundation Tax-Aide Program will provide all the computer hardware and software needed for its program volunteers to prepare taxes.
- AARP will provide all the safety and personal protective equipment (e.g. masks, hand sanitizer and anti-bacterial wipes) required by AARP Foundation Tax-Aide Program to keep the volunteers and clients safe.
- JCL will provide internal key card access for volunteers to the Oak Park Library to access the staff breakroom and restrooms, as well as tables and chairs.

Communication:

- AARP Foundation Tax-Aide Program will provide content on tax tips and FAQs to JCL for inclusion on the library website.
- JCL will print handouts provided by AARP Foundation Tax-Aide Program for the tax preparations sites which may include information on tax preparation and the AARP Foundation Tax-Aide Program.
- JCL will promote the AARP Foundation Tax-Aide Program services on its website.
- JCL staff will make appointments for prospective/current program participants and/or direct individuals to the AARP Foundation Tax-Aide Program website and phone lines to make appointments.

End of Year Celebration:

- If AARP Foundation Tax-Aide volunteers decide to hold a celebration at the end of the tax season, JCL will provide the Oak Park Library Meeting Room with chairs and tables to hold the AARP Foundation Tax-Aide volunteer celebration on April 30, from 12:00 – 5:00 pm. JCL staff will reserve the room and set up the A-V technology. AARP will provide any laptop needed, food and beverages for the event.

Patricia D. Shannon, CFO & SVP
AARP Foundation

Jeffrey Mendoza, Johnson County Library Board Chair

Date

Date

William (Bill) Kelm, District 27 Coordinator
AARP Foundation –Kansas Tax-Aide Program Representative Bkelm61@gmail.com



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CATHOLIC CHARITIES OF NORTHEAST KANSAS
AND
JOHNSON COUNTY LIBRARY**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Johnson County Library, hereinafter referred to as JCL and Catholic Charities of Northeast Kansas, hereinafter referred to as CCNEK. This document sets forth the intentions, roles and terms under which both parties agree to operate/manage the collaboration.

A. PURPOSE AND SCOPE:

The purpose of this understanding is to outline the partnership between CCNEK and JCL to provide the Summer Food Service Program (SFSP) to youth between ages 1-18 living in or around Johnson County, regardless of need, and at no cost. This partnership will serve as a way for CCNEK to accomplish their mission of serving all brothers and sisters in need and for JCL to fulfill their mission to provide access to ideas, information, experiences and materials that support and enrich people's lives. This MOU will outline both parties' expectations to ensure a clear understanding of the partnership.

B. ROLES AND RESPONSIBILITIES:

a. CCNEK SHALL:

- (1) Provide JCL with summer meals that fully meet SFSP meal pattern requirements as laid out by the United States Department of Agriculture (USDA) and Kansas State Department of Education (KSDE)
- (2) Deliver meals to the JCL facility regularly, monthly or daily – as needed, to ensure uninterrupted food service during program operations
- (3) Maintain all federal applications and paperwork necessary to remain in good standing with the SFSP
- (4) Assign a site coordinator(s) to oversee daily program operations and manage site volunteers
- (5) Recruit and train volunteers to assist with daily program operations
- (6) Facilitate all required trainings and provide technical support to program volunteers and JCL staff, as needed, to ensure compliance with SFSP regulations
- (7) Provide and distribute marketing materials to JCL staff and patrons to promote SFSP, which includes but is not limited to flyers, bookmarks and yard signs
- (8) Conduct a minimum of two (2) site visits as mandated by the USDA and KSDE

b. JCL SHALL:

- (1) Provide an adequate space to serve weekly meals to all youth between the ages of 1-18, regardless of need, and at no cost that complies with all SFSP regulations as laid out by the USDA and KSDE
- (2) Communicate any space conflicts, site closures, etc...that will ~~effect~~affect and/or result in a change of service days and/or times of the SFSP to CCNEK prior to implementation of schedule change
- (3) Allow for CCNEK to promote the SFSP to library patrons during program operations, which includes but may not be limited to flyers, bookmarks and yard signs

C. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION OR TERMINATION. The Memorandum of Understanding may be modified, revised, extended, or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all parties prior to any changes being performed.

Any party of the Memorandum of Understanding may terminate their participation in this Memorandum of Understanding by giving a 30-day written notice of intent to terminate to each of the participating parties. **Programming may be required to continue by either or both parties for previously engaged participants, if specified in above part C.

2. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts CCNEK or JCL from participating in similar activities with other public or private agencies, organizations, and individuals.
3. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

JOHNSON COUNTY LIBRARY Contact:

Chris Koppenhaver
Regional Librarian
(o) 913.826.4600
(e) koppenhaverc@jocolibrary.org

CCNEK Contact:

~~Amanda DeYoung~~ Trent Gaddie
Rural and Food Access Coordinator
(o) 913.433.2048
(e) adeyoung@catholiccharitiesks.org(e) tgaddie@catholiccharitiesks.org

4. NON-FUND OBLIGATING DOCUMENT. This agreement is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this agreement will be handled in accordance with applicable laws, regulations, and procedures. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate agency authority. This agreement does not

provide such authority. Each party shall be fiscally responsible for their own portion work performed under the Memorandum of Understanding.

5. CONFIDENTIALITY NON DISCLOSURE.

- a. For purposes of this Agreement, "Confidential Information" shall mean any and all non-public information, including, without limitation, technical, developmental, marketing, sales, operating, performance, cost, know-how, business plans, business methods, and process information, disclosed to the Recipient. For convenience, the Disclosing Party may, but is not required to, mark written Confidential Information with the legend "Confidential" or an equivalent designation.
- b. All Confidential Information disclosed to the Recipient will be used solely for the MOU Purpose and for no other purpose whatsoever. The Recipient agrees to keep the Disclosing Party's Confidential Information confidential and to protect the confidentiality of such Confidential Information with the same degree of care with which it protects the confidentiality of its own confidential information, but in no event with less than a reasonable degree of care. Recipient may disclose Confidential Information only to its employees, agents, consultants and contractors on a need-to-know basis, and only if such employees, agents, consultants and contractors have executed appropriate written agreements with Recipient sufficient to enable Recipient to enforce all the provisions of this Agreement. Recipient shall not make any copies of Disclosing Party's Confidential Information except as needed for the Programming Purpose. At the request of Disclosing Party, Recipient shall return to Disclosing Party all Confidential Information of Disclosing Party (including any copies thereof) or certify the destruction thereof.
- c. The obligations and limitations set forth herein regarding Confidential Information shall not apply to information which is: (a) at any time in the public domain, other than by a breach on the part of the Recipient; or (b) at any time rightfully received from a third party which had the right to and transmits it to the Recipient without any obligation of confidentiality.

6. COMPLIANCE. The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration as well as all other applicable laws.

7. LIABILITIES. It is understood that neither party to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or clients (if applicable), howsoever caused, to the extent allowed by their respective state laws.

8. INSURANCE. All parties agree to maintain Worker's Compensation and General Liability insurance for the duration of this Memorandum of Understanding and provide each other with certificates of insurance as proof prior to the initiation of activities.

9. COMPLIANCE TO POLICIES. All parties to this Memorandum of Understanding agree to abide by the safety and security when providing services at or visiting a collaborator's place of business. Applicable policies will be communicated to each party by the respective collaborators prior to the delivery of services or commencement of visitations.
10. INTELLECTUAL PROPERTY. All intellectual property brought by each party to the relationship under this Memorandum remains in the ownership of that party.
11. DATA MANAGEMENT SHARING. Pertinent data will be collected as specified in the roles and responsibilities section. This information will be shared between both parties at the following intervals: on a weekly basis.
12. BRAND AND LOGOS. All parties agree not to use each other's company brand or logo as part of a marketing campaign or included on any public facing media without the written consent and agreement of all parties involved.
13. NON-BINDING MEMORANDUM OF UNDERSTANDING. The Parties enter into this Memorandum of Understanding while wishing to maintain their own separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation among the Parties as outlined in this Memorandum of Understanding shall not be construed as a partnership or other type of legal entity or personality. Each Party shall accept full and sole responsibility for any and all expenses incurred by itself relating to this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be construed as superseding or interfering in any way with any agreements or contracts entered into among the Parties, either prior to or subsequent to the signing of this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be construed as an exclusive working relationship. The Parties specifically acknowledge that this Memorandum of Understanding is not an obligation of funds, nor does it constitute a legally binding commitment by any Party or create any rights in any third party.
14. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of last signature and is effective through August 31, 2025~~5~~6 at which time it will expire unless extended by both parties in writing.

15. SIGNATURES: We, the undersigned, confirm that we are ready, willing and able to participate in this Memorandum of Understanding. We have read and agreed to the above terms.

Date: _____

Lauren Solidum

~~Patricia~~

President & CEO

Board Chair

Date: _____

~~Suellentrop~~

Jeffrey Mendoza

~~County Librarian~~ Johnson County Library

CCNEK Representative Signature

JCL Representative Signature



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CATHOLIC CHARITIES OF NORTHEAST KANSAS
AND
JOHNSON COUNTY LIBRARY**

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Johnson County Library, hereinafter referred to as JCL and Catholic Charities of Northeast Kansas, hereinafter referred to as CCNEK. This document sets forth the intentions, roles and terms under which both parties agree to operate/manage the collaboration.

A. PURPOSE AND SCOPE:

The purpose of this understanding is to outline the partnership between CCNEK and JCL to provide the Summer Food Service Program (SFSP) to youth between ages 1-18 living in or around Johnson County, regardless of need, and at no cost. This partnership will serve as a way for CCNEK to accomplish their mission of serving all brothers and sisters in need and for JCL to fulfill their mission to provide access to ideas, information, experiences and materials that support and enrich people's lives. This MOU will outline both parties' expectations to ensure a clear understanding of the partnership.

B. ROLES AND RESPONSIBILITIES:

a. CCNEK SHALL:

- (1) Provide JCL with summer meals that fully meet SFSP meal pattern requirements as laid out by the United States Department of Agriculture (USDA) and Kansas State Department of Education (KSDE)
- (2) Deliver meals to the JCL facility regularly, monthly or daily – as needed, to ensure uninterrupted food service during program operations
- (3) Maintain all federal applications and paperwork necessary to remain in good standing with the SFSP
- (4) Assign a site coordinator(s) to oversee daily program operations and manage site volunteers
- (5) Recruit and train volunteers to assist with daily program operations
- (6) Facilitate all required trainings and provide technical support to program volunteers and JCL staff, as needed, to ensure compliance with SFSP regulations
- (7) Provide and distribute marketing materials to JCL staff and patrons to promote SFSP, which includes but is not limited to flyers, bookmarks and yard signs
- (8) Conduct a minimum of two (2) site visits as mandated by the USDA and KSDE

b. JCL SHALL:

- (1) Provide an adequate space to serve weekly meals to all youth between the ages of 1-18, regardless of need, and at no cost that complies with all SFSP regulations as laid out by the USDA and KSDE
- (2) Communicate any space conflicts, site closures, etc...that will affect and/or result in a change of service days and/or times of the SFSP to CCNEK prior to implementation of schedule change
- (3) Allow for CCNEK to promote the SFSP to library patrons during program operations, which includes but may not be limited to flyers, bookmarks and yard signs

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Chris Koppenhaver

Regional Librarian

(o) 913.826.4600

(e) koppenhaverc@jocolibrary.org

CCNEK Contact:

Trent Gaddie

Rural and Food Access Coordinator

(o) 913.433.2048

(e) tgaddie@catholiccharitiesks.org

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9. COMPLIANCE TO POLICIES. All parties to this Memorandum of Understanding agree to abide by the safety and security when providing services at or visiting a collaborator's place of business. Applicable policies will be communicated to each party by the respective collaborators prior to the delivery of services or commencement of visitations.
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13. NON-BINDING MEMORANDUM OF UNDERSTANDING. The Parties enter into this Memorandum of Understanding while wishing to maintain their own separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation among the Parties as outlined in this Memorandum of Understanding shall not be construed as a partnership or other type of legal entity or personality. Each Party shall accept full and sole responsibility for any and all expenses incurred by itself relating to this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be construed as superseding or interfering in any way with any agreements or contracts entered into among the Parties, either prior to or subsequent to the signing of this Memorandum of Understanding. Nothing in this Memorandum of Understanding shall be construed as an exclusive working relationship. The Parties specifically acknowledge that this Memorandum of Understanding is not an obligation of funds, nor does it constitute a legally binding commitment by any Party or create any rights in any third party.
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15. SIGNATURES: We, the undersigned, confirm that we are ready, willing and able to participate in this Memorandum of Understanding. We have read and agreed to the above terms.

Date: _____

Lauren Solidum
President & CEO

Date: _____

Jeffrey Mendoza
Johnson County Library Board Chair

CCNEK Representative Signature

JCL Representative Signature

**Memorandum of Understanding between the Johnson County Library and Johnson County
Department of Health and Environment**

This **Memorandum of Understanding** ("MOU") made and entered into as of the date of last signature below. It is entered into by and between **Johnson County Library** ("JCL") and **Johnson County Department of Health and Environment** ("JCDHE"), both departments of Johnson County, Kansas government (collectively, "Parties").

RECITALS

- A. JCL operates fourteen libraries.
- B. JCDHE has public health resources, such as public health supplies, programs, and presentations, that it wishes to make available at the libraries.
- C. The Parties wish to collaborate on the items below.

In consideration of the above and foregoing recitals, the mutual parties understand the following for January 1, ~~2024~~2026 – December 31, ~~2024~~2026. (Note: This MOU is contingent upon normal operations for both organizations.)

1. Space:

- a. JCL will provide use of appropriate spaces, including study, conference, or meeting rooms at Johnson County Libraries for public health supplies, programs, and presentations from JCDHE.
- b. JCL will provide space at library locations for patrons to pick up public health supplies on a first-come, first-served basis, while supplies last, contingent upon continued Federal, State & Local Funding and available supply. Distribution locations will be developed and assessed jointly with JCDHE and JCL.

2. Staffing and Resources:

- a. JCDHE is exclusively responsible for staffing their programs at the Library.
- b. JCL staff will act as on-site resources for questions JCDHE has about library space usage and requests.
- c. JCDHE will provide public health supplies to Johnson County Libraries on a first-come, first-served basis, while supplies last, contingent upon continued Federal, State & Local Funding and available supply. Distribution locations will be developed and assessed jointly with JCDHE and JCL.

3. Communication:

- a. JCL will feature JCDHE programs hosted in library spaces on their website and events calendar, in JCL's public program publication The Guide (published 3x per year), and in their social media channels as needed (both shared and original content).
- b. JCL will provide in-branch signage for timely promotion of JCDHE programs and distribution of public health supplies hosted in library spaces.

- c. JCDHE will cross-promote the partnership with JCL on their website, publications, and in their social media channels as needed.
- d. JCDHE will provide educational materials for the public related to distribution of public health supplies.

Johnson County Library

Johnson County Department Health and
Environment

~~Tricia Suellentrop~~Jeffrey Mendoza, JCL, County
Librarian, JCL Board Chair

Charlie Hunt, Director of Health & Environment

DATE: _____

DATE: _____

Approved as to Form

Approved as to Form

~~Fred Andrew~~ Logan

Assistant County Counselor

**Memorandum of Understanding between the Johnson County Library and Johnson County
Department of Health and Environment**

This **Memorandum of Understanding** (“MOU”) made and entered into as of the date of last signature below. It is entered into by and between **Johnson County Library** (“JCL”) and **Johnson County Department of Health and Environment** (“JCDHE”), both departments of Johnson County, Kansas government (collectively, “Parties”).

RECITALS

- A. JCL operates fourteen libraries.
- B. JCDHE has public health resources, such as public health supplies, programs, and presentations, that it wishes to make available at the libraries.
- C. The Parties wish to collaborate on the items below.

In consideration of the above and foregoing recitals, the mutual parties understand the following for January 1, 2026 – December 31, 2026. (Note: This MOU is contingent upon normal operations for both organizations.)

1. Space:

- a. JCL will provide use of appropriate spaces, including study, conference, or meeting rooms at Johnson County Libraries for public health supplies, programs, and presentations from JCDHE.
- b. JCL will provide space at library locations for patrons to pick up public health supplies on a first-come, first-served basis, while supplies last, contingent upon continued Federal, State & Local Funding and available supply. Distribution locations will be developed and assessed jointly with JCDHE and JCL.

2. Staffing and Resources:

- a. JCDHE is exclusively responsible for staffing their programs at the Library.
- b. JCL staff will act as on-site resources for questions JCDHE has about library space usage and requests.
- c. JCDHE will provide public health supplies to Johnson County Libraries on a first-come, first-served basis, while supplies last, contingent upon continued Federal, State & Local Funding and available supply. Distribution locations will be developed and assessed jointly with JCDHE and JCL.

3. Communication:

- a. JCL will feature JCDHE programs hosted in library spaces on their website and events calendar, in JCL’s public program publication The Guide (published 3x per year), and in their social media channels as needed (both shared and original content).
- b. JCL will provide in-branch signage for timely promotion of JCDHE programs and distribution of public health supplies hosted in library spaces.

- c. JCDHE will cross-promote the partnership with JCL on their website, publications, and in their social media channels as needed.
- d. JCDHE will provide educational materials for the public related to distribution of public health supplies.

Johnson County Library

Johnson County Department Health and
Environment

Jeffrey Mendoza, JCL Board Chair

Charlie Hunt, Director of Health & Environment

DATE: _____

DATE: _____

Approved as to Form

Approved as to Form

Andrew Logan

Assistant County Counselor

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: October 1, 2025

Re: *Consent:* Library Lets Loose -- Close early for September 19, 2026

Issue: Library Lets Loose is planned for Saturday, September 19, 2026. We would recommend closing the Central Resource Library at 2:00 pm that day to set up for the event which starts at 6:00 pm.

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 early closing of the Central Resource Library for 2:00 pm on Saturday, September 19, 2026 for the fundraiser, Library Lets Loose.

Background: Library Lets Loose is the annual fundraiser for the Johnson County Library and Library Foundation. The festive event brings in over 500 guests and raises over \$135,000 each year. These funds support the Foundation, the Library, and the Foundation's endowment. In the past, Library Lets Loose has closed the Central Resource Library for the entire day, but we believe that three hours provides the necessary time needed for set up.

Analysis: The Central Resource Library typically closes at 5:00 pm on Saturdays. This request would close the Library 3 hours early at 2:00 pm to prepare for the event.

Funding Overview: Raises funding for the Johnson County Library Foundation

Alternatives: Do not approve the closure or approve a full day closure of the Central Resource Library

Recommendation: Approve Central Resource Library closure for 2:00 pm on Saturday, September 19, 2026

Purchasing Review:

Budget Review:

Legal Review:

To: Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: October 1, 2025
Re: *Consent:* Staff Day Closure for October 12, 2026

Issue: Johnson County Library would recommend library branch closure to host staff day on Monday, October 12, 2026. Recently, a project team has been formed, and planning is underway. The event will be offsite and would require all 14 Johnson County Library branches to be closed that day.

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 closing of all 14 branches on Monday, October 12, 2026 for employees to participate in a staff day offsite.

Background: In the past, the Johnson County Library has hosted staff day for employee appreciation, training, inspirational speakers, and employee comradery. JCL has not hosted this event post 2020 pandemic. As part of the employee engagement committee, employees have expressed interest and suggested the project team formation.

Monday, October 12, 2026 was selected because it is Columbus Day and Indigenous People's Day in the U.S. While Johnson County Government does not observe either holiday, many organizations in our community do. Therefore, library patrons would be more apt to check online to see if the Library was open that day.

Analysis: There are many benefits to hosting a staff day for employees including fostering better communication, increasing internal networking, deepen connections among colleagues, showing appreciation of staff, and providing a day offsite to think about our work in a new way.

Angel Tucker is the project team lead with Shelley O'Brien as the sponsor. The project team will be formed in the Fall of 2025 with a goal of signing an event space contract before the end of the year.

Funding Overview: All 14 libraries would be closed for one day 9:00 am to 8:00 pm. While the closure would have no direct funding impact, buildings would be closed with no access for patrons.

Alternatives: To approve a half day closure. Not recommended because it could cause more confusion with library patrons.

Recommendation: To approve the closure of all 14 libraries on Monday, October 12, 2026.

Purchasing Review:

Budget Review:

Legal Review:

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

			Receipts	Payments	Balance
	Opening cash balance				\$109,311.08
		Add Receipts	\$563.42		
		Less Payments		\$6,076.53	
	Ending Cash balance				\$103,797.97
		Less Liabilities		\$1,281.57	
	Unobligated cash balance				\$102,516.40

APPROVED: _____

DATE: _____

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: October 9, 2025
Re: Shawnee: Temporary Closure for Front Door and Ceiling Tile Replacement

Issue: Consider authorizing a closure for up to one week between November and December at the Shawnee Library for replacement of front entry doors and glass, and ceiling tiles throughout the interior.

Suggested Motion: Informational today, for approval at November 2025 Library Board meeting.

I move to authorize a closure for up to one week between November and December at the Shawnee Library for replacement of front entry doors and glass, and ceiling tiles throughout the interior.

Background: Recent upgrades to building systems and finishes at Shawnee in 2024 did not include the front entry doors or replacement of ceiling tiles due to expected longer lifespans. The entry doors were expected to be replaced in 2029 and on review of recent problem tickets, our Facilities partners have prioritized the replacement of the entry doors sooner.

Ceiling tile replacement is needed and can be performed at the same time as the front door replacement.

Analysis: Because the front door work will make the public entry and exiting path unavailable, staff recommend the library be closed for the duration of this work. During the closure, interior ceiling tiles can be replaced more efficiently than while we are open. Dust and other particulates will be in the air while the ceiling tiles are replaced. Having staff and patrons out of the building while this work occurs is recommended. The contractor will protect the collection and computers with plastic sheeting while the work is occurring. After the work is completed, Facilities Custodial will perform a final clean before opening. Both the front entry door replacement and ceiling tile work are expected to take one week to complete.

Funding Overview: Funding for this work is included in the CRP budget.

Alternatives: Not approve the closure and not complete this work. Future front entry door issues would continue to be handled by vendor service calls.

Recommendation: Informational today, for approval at November 2025 Library Board meeting. To authorize a closure for up to one week between November and December at the Shawnee Library for replacement of front entry doors and glass, and ceiling tiles throughout the interior.

Purchasing Review: This work is being completed under existing vendor contracts.

Budget Review: The Finance Director and Facilities partners have reviewed the cost for this work.

Legal Review: N/A

To: Johnson County Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: 10/09/2025

Re: Consideration of New ARM 50-20-30 Filming and Photography in Library Spaces

Issue: Consideration of creating the new Administrative Regulation Manual policy 50-20-30 Filming and Photography in Library Spaces.

Suggested Motion: Informational today, for Approval at November 2025 Library Board meeting.

I move that the Johnson County Library Board of Directors approve the Administrative Regulation Manual policy 50-20-30 Filming and Photography in Library Spaces.

Background: This policy aims to balance patron entitlements with the need for a safe, welcoming environment in the Library, allowing filming and photography under specific conditions.

Analysis: The policy permits casual filming in public areas, restricts commercial use without permission, and prohibits filming private information and in private spaces. It also allows for Library recording of events for promotional purposes while ensuring compliance with the Patron Code of Behavior and relevant laws.

Alternatives:

The Library Board of Directors may request further discussion on specific policy elements if desired.

Attachment(s): Policy proposal on Filming and Photography in Library Spaces.

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

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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

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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