



**Board Report
July 9, 2026**

AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS
REGULAR MEETING, JULY 9, 2026
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. Public Comments.....	4
III. Remarks	
A. Members of the Johnson County Library Board of Directors	
B. Board Chair, David Sims	
C. Development Department: Written reports presented by Lisa Larsen Bunnell, President, Johnson County Library Foundation.....	6
D. Liaison, Board of County Commissioners, Julie Brewer	
IV. Reports	
A. Board Counsel – Andrew Logan	
1. Review Library Board Authority to set Library Board meeting dates	
2. Comparison between responsibilities of the Library Board with Memorandum of Understanding with City of Edgerton and Memorandum of Understanding with Facilities.	
B. County Librarian Report – Tricia Suellentrop, County Librarian	
1. Finances and Statistics	
a) Financial Report, Dave Vratny, Finance Director.....	10
i. Budget Process Update, Dave Vratny, Finance Director.....	15
b) Department Trend: Facilities Department, Tony Barron, Director of Facilities, and Matt Dedeke, Deputy Director of Facilities.....	16
2. Comprehensive Library Master Plan	
a) Spring Hill and De Soto, John Keogh, Regional Manager.....	37
b) Capital Projects: Timeline Summary, Adisa Collins, Project Coordinator.....	43
c) Comprehensive Library Master Plan Refresh Update, Michelle Olsen, Circulation Manager.....	46
3. Updates – Tricia Suellentrop, County Librarian	
a) Library Board Retreat, Tricia Suellentrop, County Librarian	
b) Corinth Replacement Project Update, Tricia Suellentrop, County Librarian	
c) Review of Election Memorandum of Understanding, Tricia Suellentrop, County Librarian	

V.	Consent Agenda	
	A. Action Items:	
	1. Minutes of the June 11, 2026 Regular Library Board meeting.....	52
	2. Consideration of Contract for Gardner Shelving.....	60
	3. Consideration Administrative Regulation Manual (ARM) policies with revisions.....	66
	a. 10-56-96 Gifts and Fundraising	
	b. 10-56-97 Naming and Sponsorship Policy	
	c. 20-10-11 Holiday Closings	
	d. 20-10-30 Suspension, Denial or Restriction of Library Use; Appeal Procedures	
	e. 20-80-20 Public Forum and Non-Public Forum and Display Spaces	
	. 20-80-24 Picketing and Protests	
	. 30-20-30 Special Collections	
	. 50-20-50 Surplus Property	
	i. 50-30-40 Patron Accounts Receivable	
	j. 60-10-50 Smoking Prohibition	
	B. Information Items	
	1. Financial and Personnel	
	a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for May 2026 were handled in accordance with library and County policy.	
	b) The May 2026 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.....	107
VI.	Old Business	
	A. Action Item: Consideration of closure for Gardner roofing and building envelope, Adisa Collins, Project Coordinator.....	108
VII.	New Business	
	A. Information Item: Consideration of Closure for Blue Valley Mechanical Equipment Replacement, Adisa Collins, Project Coordinator.....	109
	B. Information Item: Consideration of Closure for Leawood Rooftop Units, Adisa Collins, Project Coordinator.....	110
	C. Information Item: Consideration of Revision to 2027 Library Board Dates, Patti Kangethe, Executive Assistant.....	111
	D. Information Item: Formation of Budget Review Committee, David Sims, Board Chair.....	112
VIII.	Adjournment	

PUBLIC COMMENTS

July 2026

June 15, 2026

The Public Library is a daily necessity for the public and all efforts to keep the facilities open should be applied. I find it disgraceful that the public library mission statement has been perverted with the additional days off to regular holidays. I've been visiting the public library since 1989 and have experienced all the changes to the Joco Public library system. The management and standard theme / intent of the public library has been turned upside down....you have focused more on silently and stealthy taking off more days around the Holidays. This should not be allowed, you took the job knowing that this is a public service commitment and you will have to do your part to the best of your ability keep library resources available to the public at all times. If you can't keep the unwritten Oath to serve the public and find yourselves thinking about how you can squeeze more time off, then you have failed the basic Librarian responsibilities. Very disappointed.

June 15, 2026

Good afternoon. My family and I frequent the Central Resource branch. We were in there today, I think my first time this month, and were greeted front and center with a display of gay pride books, some of which I did not feel were appropriate to be shoved in folks faces as soon as they walk in the door, but I know that is a moot point. My question is why is there not a display drawing attention to other awareness causes for the month of June, namely men's mental health and PTSD awareness? As an area police officer, I encounter far more men (including fellow first responders as well as veterans) struggling with mental health issues (including PTSD and suicidal thoughts and part of my mission as a member of our peer support team is battling the stigma associated with it) than I encounter members of the LGBT community that are oppressed or mistreated. Something to think about since everyone in the community utilizes your libraries.

June 22, 2026

Hello,

My name is Joshua Pearson, a videographer, filmmaker, and video editor based in the Kansas City area. I wanted to introduce myself and see if your organization has any current or future needs for videography, video production, or content creation.

I have experience producing live event coverage, interviews, promotional videos, social media content, sports coverage, corporate productions, and documentary-style projects. My background also includes audiovisual production and event support, allowing me to work effectively in fast-paced environments.

As Kansas City continues to grow and prepare for opportunities surrounding the 2026 FIFA World Cup, I am seeking new partnerships and projects throughout the region. If your team ever needs assistance with event coverage, marketing content, interviews, or promotional videos, I would welcome the opportunity to connect. Thank you for your time and consideration.

Best regards,

Joshua D. Pearson

PUBLIC COMMENTS

July 2026

June 30, 2026

I am from Prairie Village and am very interested in any new proposal for the new library in Prairie Village. I think the city property where the community center now stands would be a great location. Please keep me updated on this.



Monthly Report of the
Volunteer & Friends Engagement Coordinator to the
Board of Directors of Johnson County Library
July 2026

Summer Volunteers

All 14 branches and the Friends of Johnson County Library are busy this summer with volunteers. In addition to our weekly adult volunteers, we had 20 volunteer opportunities in the month of June, with 580 volunteer slots filled. As always, we are especially grateful for the teen volunteers who helped us fill many of the new daytime opportunities. Volunteering provides important life skills that teens need as they obtain their first jobs, including customer service, teamwork, communication, accuracy, and dependability. We truly appreciate the adult volunteers who serve alongside teens in some of our programs. Since the beginning of the year, we have welcomed 313 new active library volunteers. This includes both teens and adults.

Library Lets Loose Volunteers

It's that time of year again when we are getting into the full swing of Library Lets Loose volunteer recruitment. Our primary focus right now is recruiting Lead Volunteers. This role was an amazing addition to our volunteer program in 2025. These volunteers are trained to ensure certain tasks are completed with the assistance of a small group of episodic volunteers. This makes our volunteer process more efficient by decreasing downtime between tasks for volunteers who would otherwise be waiting to ask staff for their next assignment. If you know anyone who might make a great Lead Volunteer, please have them contact Volunteer and Friends Engagement Coordinator Amber Bourek Slater.

Volunteer Trends

Earlier this year in my board report, I discussed the trend of micro-volunteering and flexibility. Another popular trend that aligns with this is the desire for volunteers to participate in hybrid and virtual roles. These opportunities allow individuals to contribute from home or maintain a more flexible schedule.

Some of the newer volunteer positions that utilize this approach include reading teen book reviews and awarding service hours, driving to pick up donations for Library Lets Loose, curating online book lists to help the Friends sell more books, and reviewing translated documents. For example, volunteers fluent in 10 different languages compared translations with the original documents to ensure the translated versions capture the spirit of the originals and feel natural in the target language. In the first six months of 2026, these hybrid and virtual roles have generated 4,366 hours of service for the Library.



Monthly Report of the
Friends Board President, Lauren Plumlee to the
Board of Directors of Johnson County Library
July 2026

New Staff Hired

The Friends have hired two new staff members. Operation Assistant Ida Kythe just moved to Kansas from New Jersey in April. Our volunteers are the best recruiters as Ida learned about this position from her father-in-law who leads the Johnson County Library Memory Lab volunteers. Ida fills the role previously held by August Sparro.

We are excited to have Lyra Johnson fill the role of our Temporary Operations Support Assistant. Lyra is a senior at Shawnee Mission North and has been an exemplary teen Book Nook volunteer for the past two years. She will be supervising our Sorting and Shelving volunteers this summer as Rich Lucero transitions to working on the weekends. Although Lyra hasn't picked a college yet, she is planning on being Pre-Med.

Bookmark Contest Underway

The annual Friends of Johnson County bookmark contest is underway. We are pleased to partner with the Library on this opportunity. The contest includes two winners selected from 7 categories from Pre-K/Kindergarten through Adults. The contest runs from June 1 – July 31, 2026 to encourage reading and creativity during the summer months. Winners will be announced at the October Library Board Meeting to coincide with National Friends Appreciation Week. Winning bookmarks will be distributed to library patrons at all 14 branches.

Legislation Updates

- **JCL Budget Presentation**

In June, the Friends emailed our 1,200 members to ask for their support of the Library's 2027 budget proposal to the Board of County Commissioners. Members were asked to submit written comments to commissioners ahead of the board meeting or to attend the presentation on Thursday, June 18. We are grateful to our members for their participation in supporting the needs of our library.

- **FY 2027 federal library funding – American Library Association is fighting for Institute of Museum and Library Services (IMLS) funding.**

The White House released a FY 2027 budget calling for the complete eliminations of IMLS. On June 5, the House Appropriation Subcommittee approved a funding level of \$291.8 million. The Senate budget is still in process. ALA is asking people to advocate their Senators on the

Appropriation Committee to fund IMLS. If funding is cut or eliminated, it would have impacts on the Kansas State Library funding which would impact money distributed to Johnson County Library.

- **H.R. 2616 Passed and Referred to Senate**

Status: Passed the House on May 20, 2026 with a vote of 217 - 198; received by the Senate and referred to the Senate Committee on Health, Education, Labor, and Pensions on May 21, 2026. Continue monitoring for Senate action. ([GovInfo](#); [House Clerk](#))

Bill title: "Stopping Indoctrination and Protecting Kids Act" / "PROTECT Kids Act."

Library/intellectual freedom relevance: would condition Elementary and Secondary Education Act funding for public elementary and middle schools on parental consent before changing a student's gender markers, pronouns, preferred name, or sex-based accommodations.

Monitoring note: school-library and intellectual-freedom relevance is indirect but significant because the bill intersects with federally funded schools, student privacy, local control, LGBTQ+ inclusion, and the broader access-to-information climate.

JOHNSON COUNTY LIBRARY **FOUNDATION**

Monthly Report of the
Johnson County Library Foundation to the
Board of Directors of Johnson County Library
July 2026

Presenting at the Board Meeting – Foundation President Lisa Larson-Bunnell

Foundation President for 2026 is Lisa Larson-Bunnell, who brings thoughtful leadership, deep experience, and a strong belief in the Johnson County Library's role as a vital community resource. Lisa brings a wide range of experience to her role. She is an attorney with the North Kansas City Hospital and has served on nonprofit boards in the past. She is also a former elected official, having served the City of Shawnee Council. "Many of the tools I used during my service to the City of Shawnee are applicable here," Lisa noted, experience that now shapes her thoughtful and strategic leadership.

Thank you, Lisa, for your leadership and vision of how the Foundation can have a meaningful impact!

Library Lets Loose 2026 -- This will be a Blockbuster event you do not want to miss!



Actress, comedian, and writer, **Heidi Gardner is the Honorary Host** of Library Lets Loose 2026. Ms. Gardner will be attending the fundraising event to meet with Library supporters and to show her support of Johnson County Library.

Ms. Gardner is well known for her eight seasons on Saturday Night Live, serving as the longest serving female cast member. She has also been in movies including Life of the Party (2018), Hustle (2022), and Scary Movie (2026). Additionally, she has been on many TV shows including many voice acting credits.

Heidi is originally from the Kansas City area and attended Notre Dame de Sion High School. She currently resides in both Leawood and New York City. Ms. Gardner is known for her love of the Kansas City Chiefs and her work with the annual Big Slick events for Children's Mercy Hospital.

Purchase Library Lets Loose Tickets Early

We are expecting a sellout of Library Lets Loose this year. Please plan to have your tickets purchased by September 1st. We are limited to selling 650 tickets to this event.

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)
May 2026
42% of Year Lapsed

OPERATING FUND

	2026 Budget
Programs	
Revenue	6,688,855
Administrative Services	
Information Technology	
Collection Development	
Branch/Systemwide Services	
Transfer to Capital Projects	4,681,603
Interfund Transfers	
TOTAL OPERATING FUND EXPENDITURES	<u>\$4,681,603</u>
TOTAL .75 INCREASE FUNDS REMAINING OPERATING	<u><u>\$2,007,252</u></u>

SPECIAL USE FUND

	2026 Budget
Revenue:	3,496,675
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	14,185
Transfer to Debt Payment	
Transfer to Debt Payment - CLMP	488,197
Transfer to Capital Projects	
TOTAL SPECIAL USE FUND EXPENDITURES	<u>\$502,382</u>
TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE	<u><u>\$2,994,293</u></u>
TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS	<u><u>\$5,001,545</u></u>

JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

May 2026

42% of Year Lapsed

REVENUE ALL FUNDS	2026 Year to Date	2026 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	28,805,918	51,837,553	56%	56%
Ad Valorem Delinquent	79,694	220,960	36%	36%
Motor Vehicle	1,052,867	3,657,873	29%	28%
Library Generated - Copying/Printing	29,774	108,206	28%	33%
Library Generated - Fees	26,488	42,000	63%	48%
Sale of Library Books	0	50,000	0%	0%
Misc Other	12,769	18,703	68%	96%
Reimbursements	170,092	811,144	21%	14%
Library Generated - Other Charges	0	0	0%	0%
Investment	264,741	912,000	29%	86%
Unencumbered Balance Forward	0	5,850,768	0%	0%
Transfer from Capital Projects	0	0	0%	0%
Sale of Capital Assets	0	0	0%	0%
Recreational Vehicle Tax	9,488	14,098	67%	66%
Commercial Vehicle Tax	51,835	66,967	77%	75%
Heavy Trucks Tax	2,802	4,432	63%	73%
Rental Excise Tax	30,945	79,279	39%	44%
Payment in Lieu of Taxes	247,339	0	0%	0%
State and Federal Grants	164,839	273,607	60%	61%
TOTAL REVENUE	30,949,591	63,947,590	48%	61%

Expenses ALL FUNDS with Collection

Encumbrance

	2026 Year to Date	2026 Budget	% Categories Expended
Salaries and Benefits	11,661,155	30,206,875	39%
Contractual Services	2,866,808	9,226,059	31%
Commodities	4,748,788	6,473,692	73%
Risk Management Charges	274,339	274,279	100%
Capital / Maintenance / Repair	4,681,603	10,532,371	44%
Transfer to Capital Projects	488,197	3,137,170	16%
Grants	164,839	273,607	60%
Interfund Transfer	3,823,537	3,823,537	100%
TOTAL EXPENDITURES	28,709,266	63,947,590	45%

Revenue - Expenses as of May 31, 2026

2,240,325

RESERVES ALL FUNDS

As of 12/31/25

Reserves Operating Fund
Reserves Special Use Fund
Total JCL Reserves

25,691,122
3,364,426
29,055,548

JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category
May 2026
42% Year Lapsed

OPERATING FUND		2026	2026	% Program
	Programs	Year to Date	Budget	Expended
	Administrative Services	1,847,724	7,275,498	25%
	Information Technology	2,208,769	6,616,965	33%
	Collection Development	1,782,912	4,294,139	42%
	Branch/Systemwide Services	10,160,043	27,360,519	37%
	Risk Management Charges	274,339	274,279	100%
	Grants	164,839	273,607	60%
	Transfer to Capital Projects	4,681,603	10,532,371	44%
	Interfund Transfer	3,823,537	3,823,537	100%
TOTAL OPERATING FUND EXPENDITURES		24,943,767	60,450,915	41%

SPECIAL USE FUND		2026	2026	% Budget
		Year to Date	Budget	Expended
	Contractual Services (General Maintenance)	0	202,505	0%
	Commodities (Capital Equipment)	14,185	157,000	9%
	Transfer to Debt Payment	0	0	0%
	Transfer to Capital Projects	488,197	3,137,170	16%
TOTAL SPECIAL USE FUND EXPENDITURES		502,382	3,496,675	14%

TOTAL EXPENDITURES	25,446,149	63,947,590	40%
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JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type
May 2026
42% Year Lapsed

ALL FUNDS		2026	2026	% Categories
	Categories	Year to Date	Budget	Expended
	Salaries and Benefits	11,661,155	30,206,875	39%
	Contractual Services	2,393,495	9,226,059	26%
	Commodities	1,958,984	6,473,692	30%
	Risk Management Charges	274,339	274,279	100%
	Capital / Maintenance / Repair	4,681,603	10,532,371	44%
	Transfer to Debt Payment	0	0	0%
	Transfer to PBC Capital Leases	488,197	3,137,170	16%
	Grants	164,839	273,607	60%
	Interfund Transfer	3,823,537	3,823,537	100%
TOTAL EXPENDITURES		25,446,149	63,947,590	40%

GRANTS*						
	Expenditures through 05/31/2026	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
285000096	2026-State Aid	State	3/9/2026	\$164,838.57	\$164,838.57	\$0.00

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

Expenditure of Friends of the JCL Donations 2026

<i>Expenditure Details</i>	<i>May</i>	<i>YTD</i>
Volunteer Recognition	\$0.00	\$73.94
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	0.00
Board Retreat Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Total Expenditures	\$ -	\$ 73.94

Upcoming 2027 Budget Calendar Dates in 2026

- Thursday, July 16th BOCC Sets Maximum Expenditure Budget for 2027
- Tuesday, August 25th Johnson County 2027 Public Budget Hearing
- Thursday, September 3rd BOCC Adopts 2027 Johnson County Budget
- Thursday, September 10th Library Board Adopts 2027 Revenue Neutral Rate Resolution



Facilities Management Department Update



Facilities by the Numbers

1991 Year department was created

80 Number of buildings in portfolio

14 JCL Buildings

2.8M Amount of square footage managed

307K JCL square footage managed

527 Number of vehicles serviced

6 Dedicated JCL vehicles serviced

202 Number of team members

23 Dedicated FAC support team members to JCL



Corinth Library

Facilities Management Department

Our Mission:

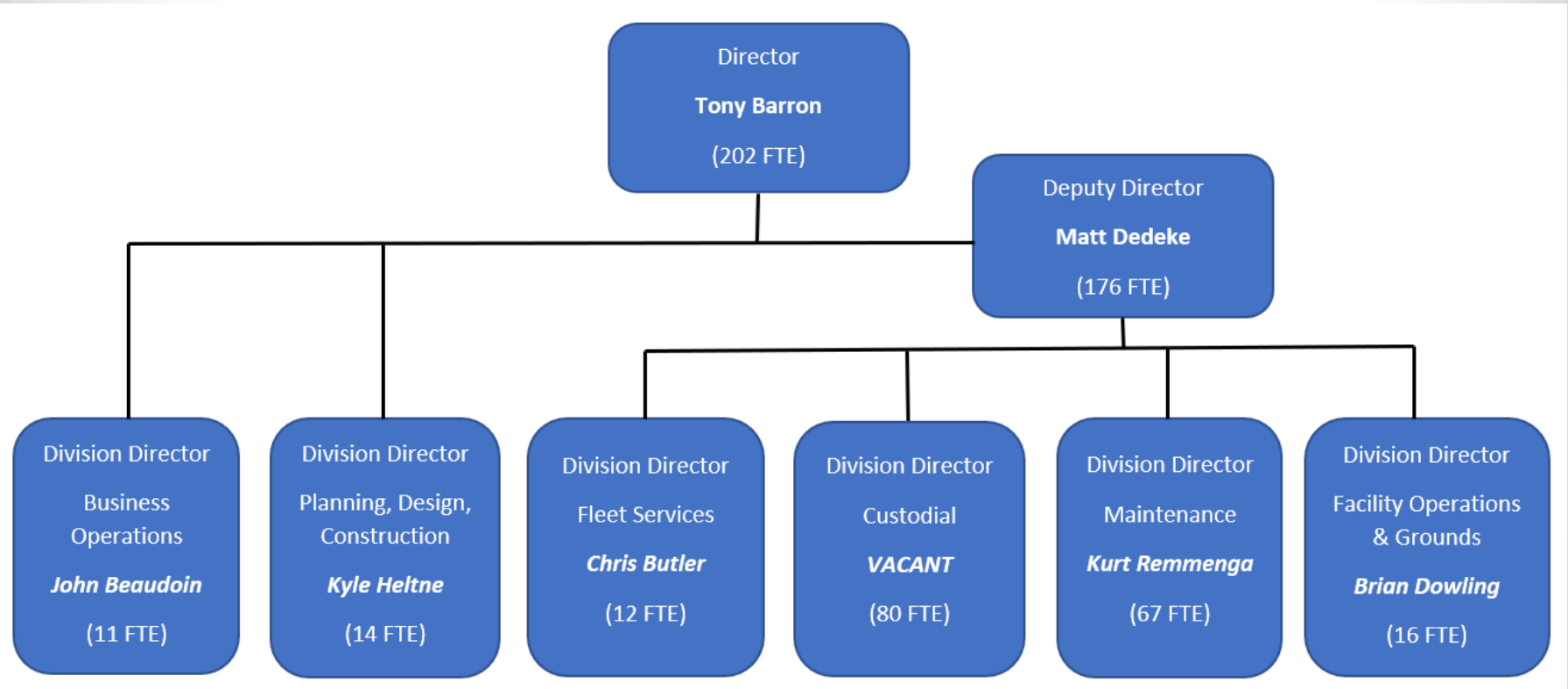
We provide environments and services that support growth, healthy and safe operations, and fiscal responsibility by valuing our customer and employee needs in a culture of continuous improvement.

Our M.O.U. Value

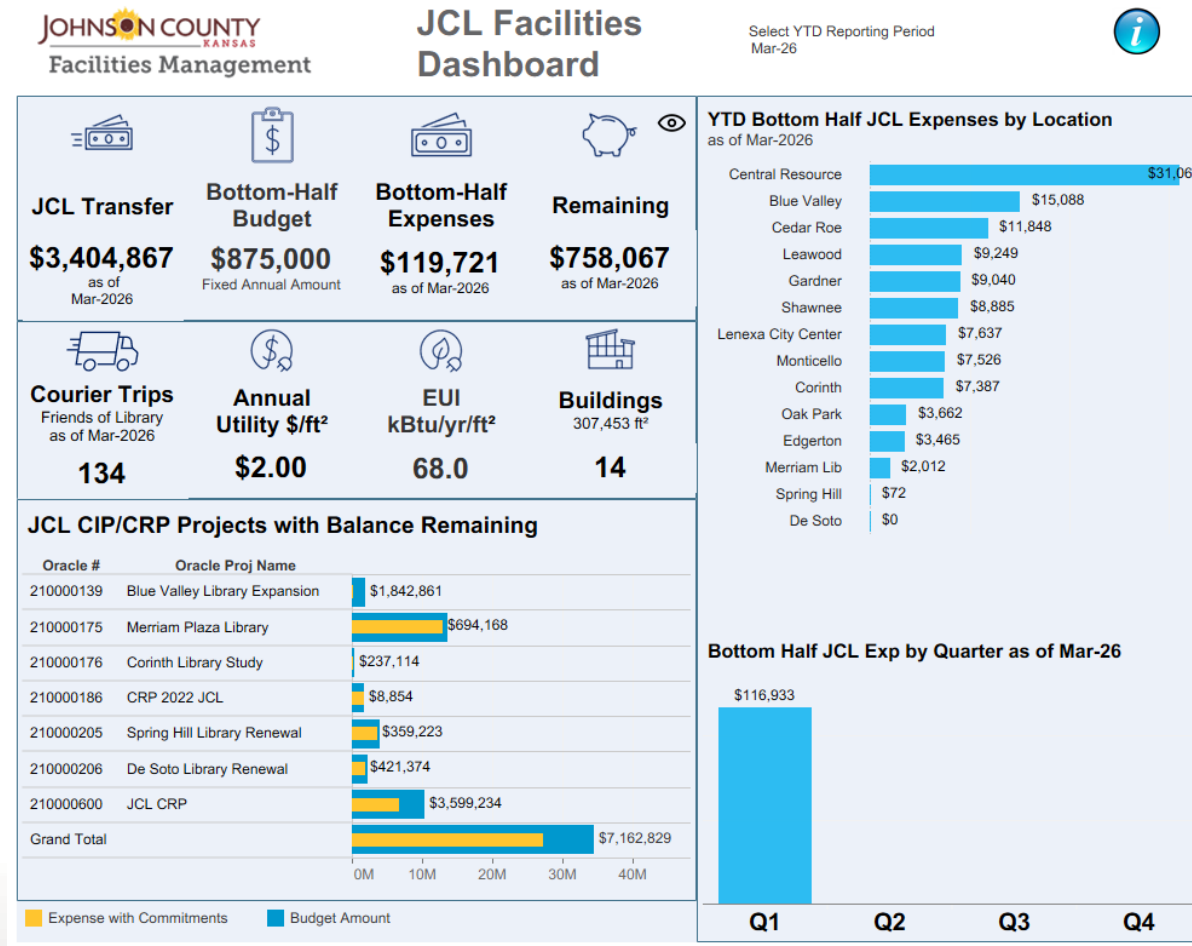
Partnering with Facilities brings value by...

- Taking ownership in the buildings we support
- Centralizing services
- Providing quality work
- Being responsive to needs
- Delivering overall facilities management

Facilities Org Chart



Business Operations



Planning, Design, & Construction Team



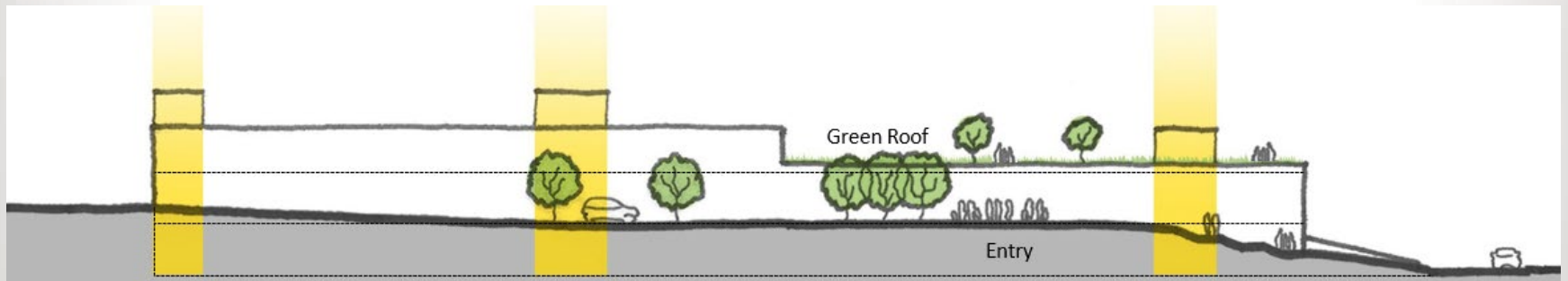
2026 Capital Projects & Studies



Gardner Interior Refresh



CLMP Study



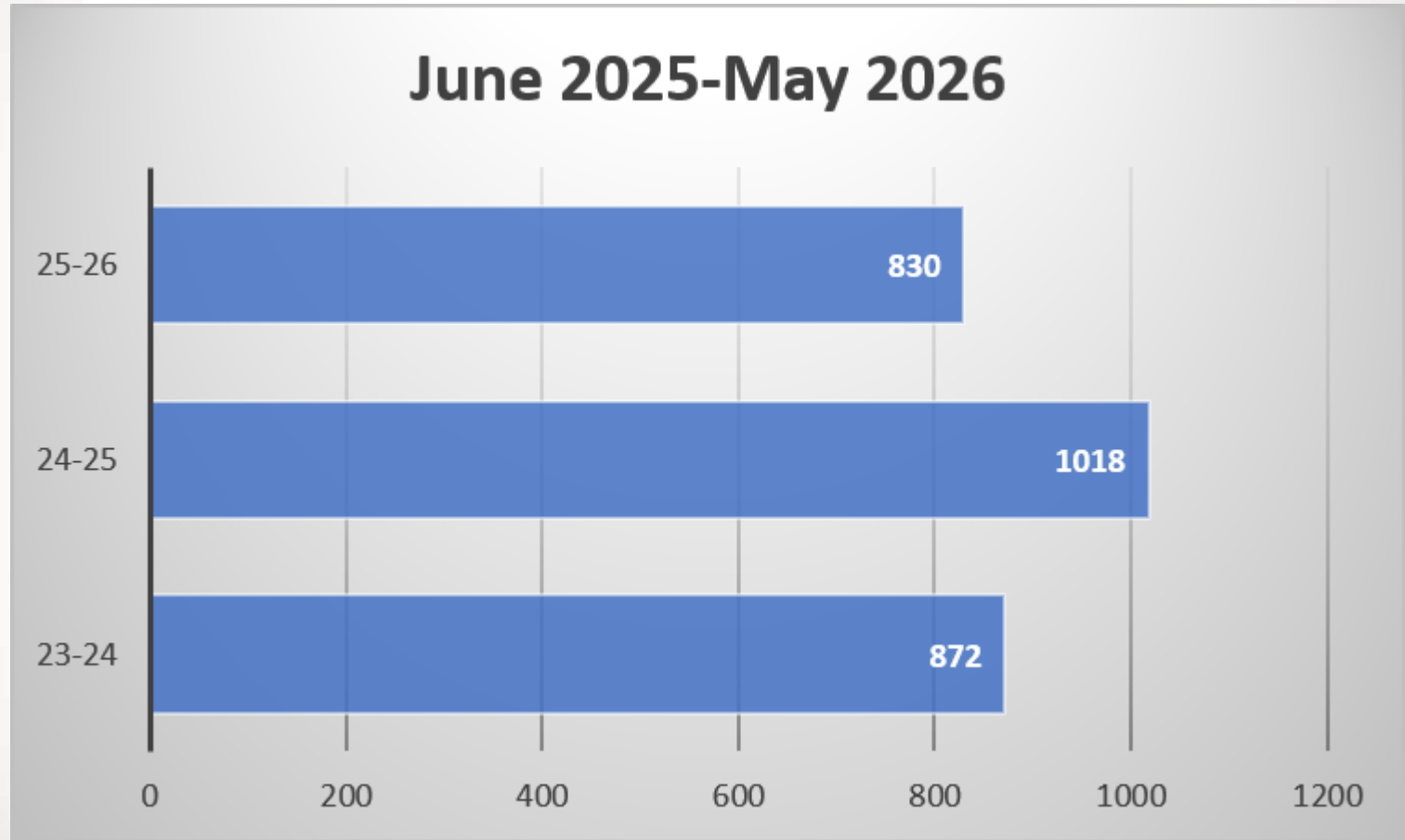
Corinth Branch Site Feasability Study

Custodial

Communication

- FAC Custodial strengthened communication with Library managers by establishing a monthly BOM (Branch Office Manager) + Custodial touch-base meeting
 - These meetings provide a forum to discuss concerns, upcoming events, staffing, coverage, and relationship needs
- Created a call tree with emergency response for custodial, shared with BOM group for distribution with staff
- Creating a quick reference table tent for staff to help identify when and who to contact
- Focus on safety for all occupants
 - Process created to help handle unhoused, soiled items, biohazard concerns and general safety

Custodial Work Orders

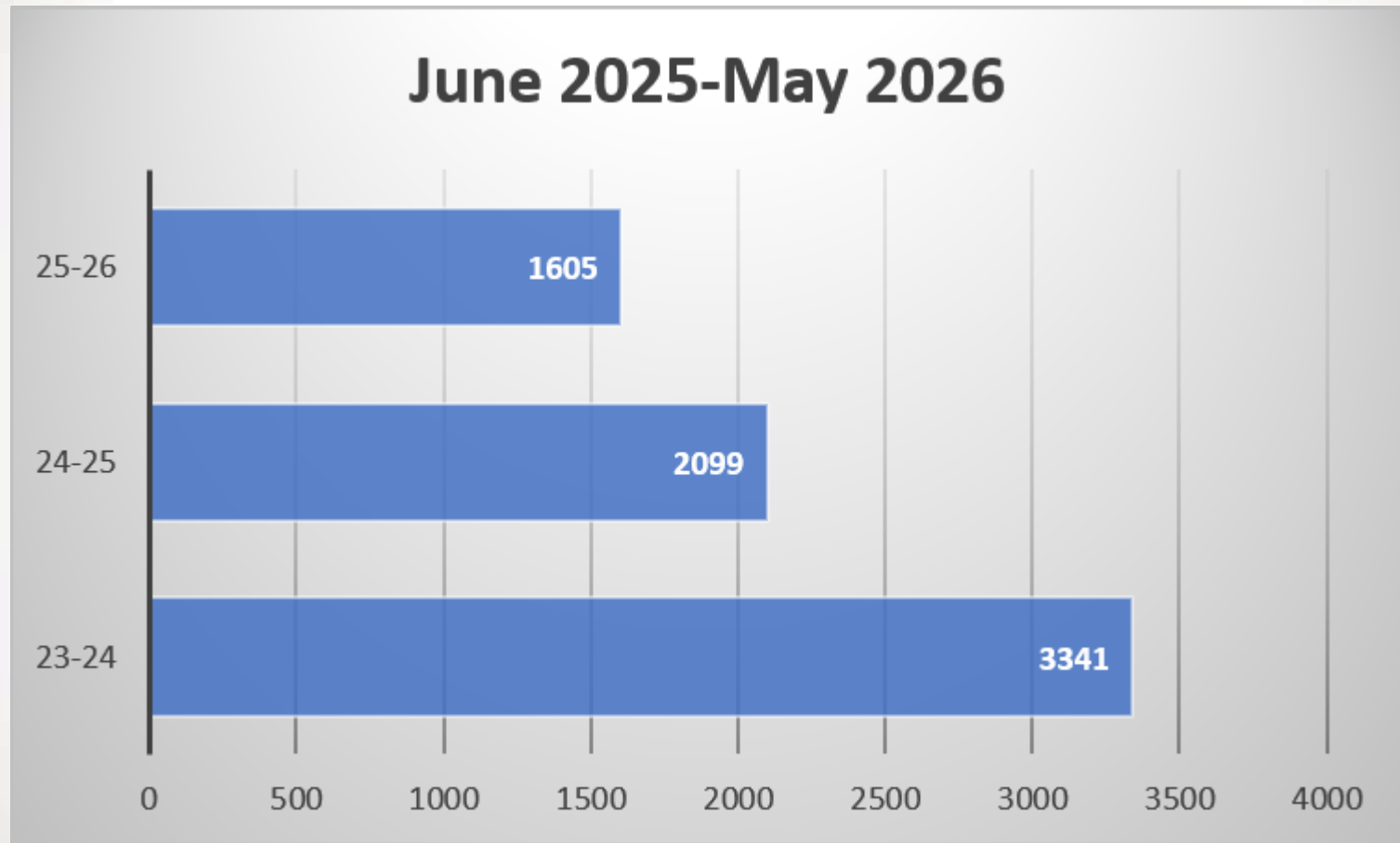


Maintenance

Energy Efficiency and Comfort

- Building Automation Systems added or upgraded at six locations
 - Blue Valley
 - Cedar Roe
 - Edgerton
 - Lenexa
 - Monticello
 - Spring Hill
- HVAC replacment at Shawnee
- Fire alarm upgrade at Gardner
- Envelope improvement at Leawood

Maintenance Work Orders



Grounds

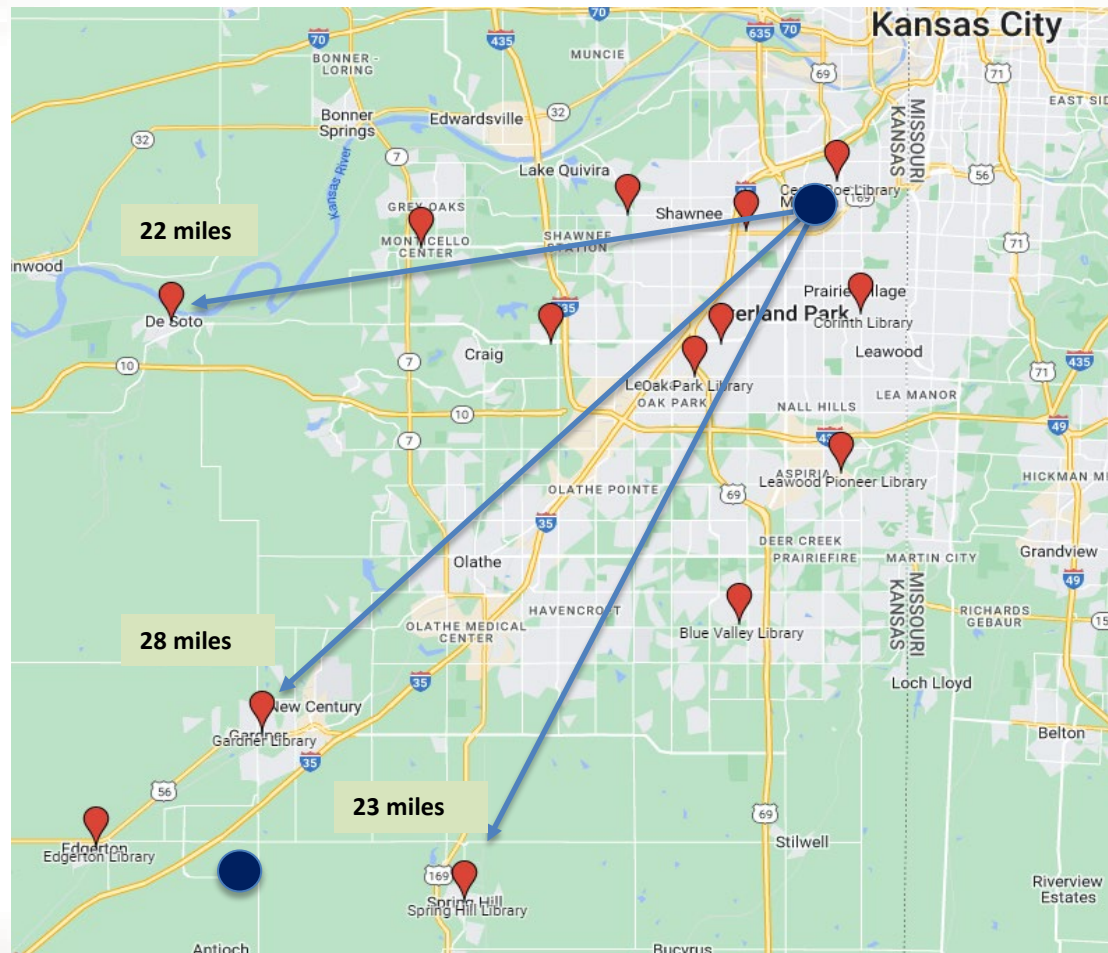
Landscape and correcting water run off



- New or updated landscape at three locations.
 - Desoto
 - Spring Hill
 - Central Resource
- Tree removal
 - Oak Park
- Sod replacement
 - Corinth
- Wall and drain repair
 - Monticello



Map of Johnson County Library Branches



**** JCL Maintenance & Custodial Staff are located at the Northeast Office**

Operations

- Strengths
 - Inclusiveness
 - Sustainability
 - Financial Trust and Transparency
- Growth Opportunities
 - Location and Space for Facility Services
 - Consistent staffing ratios and support

Sustainability



Sustainability

Energy Management Program

- ***Focus Areas***

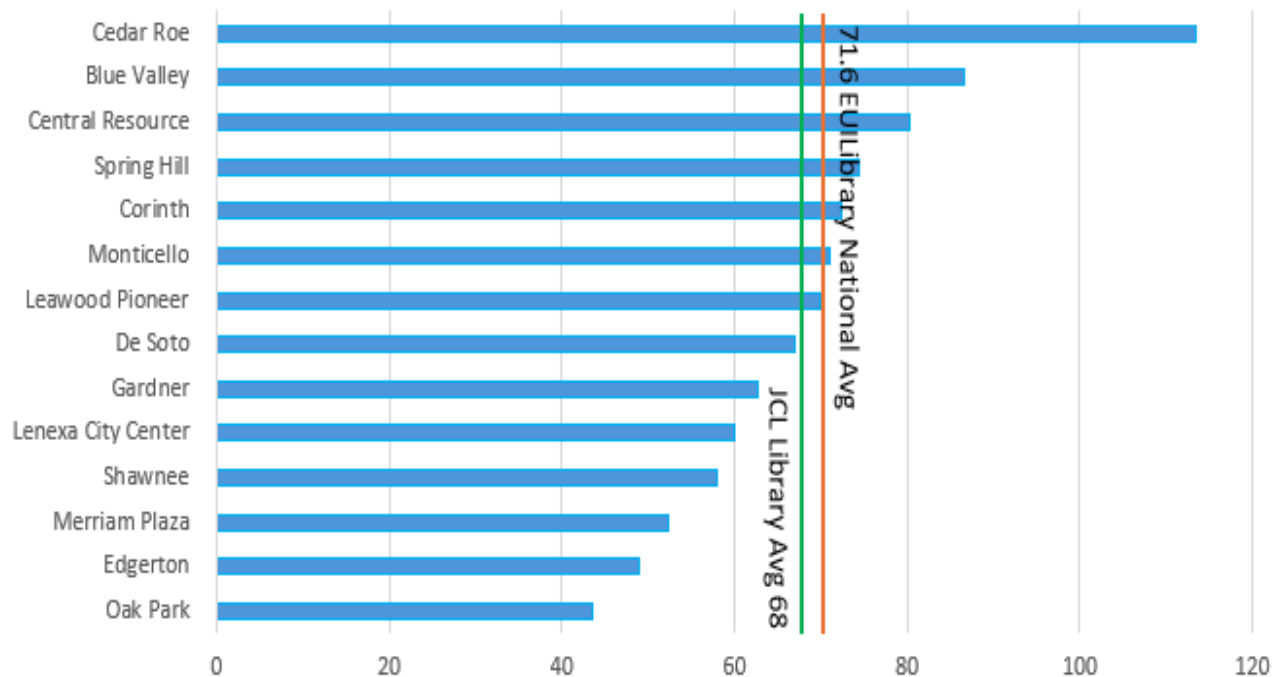
- Energy Use
- Energy Reduction
- Asset Replacement
- Highly Efficient Performance

- ***Goals***

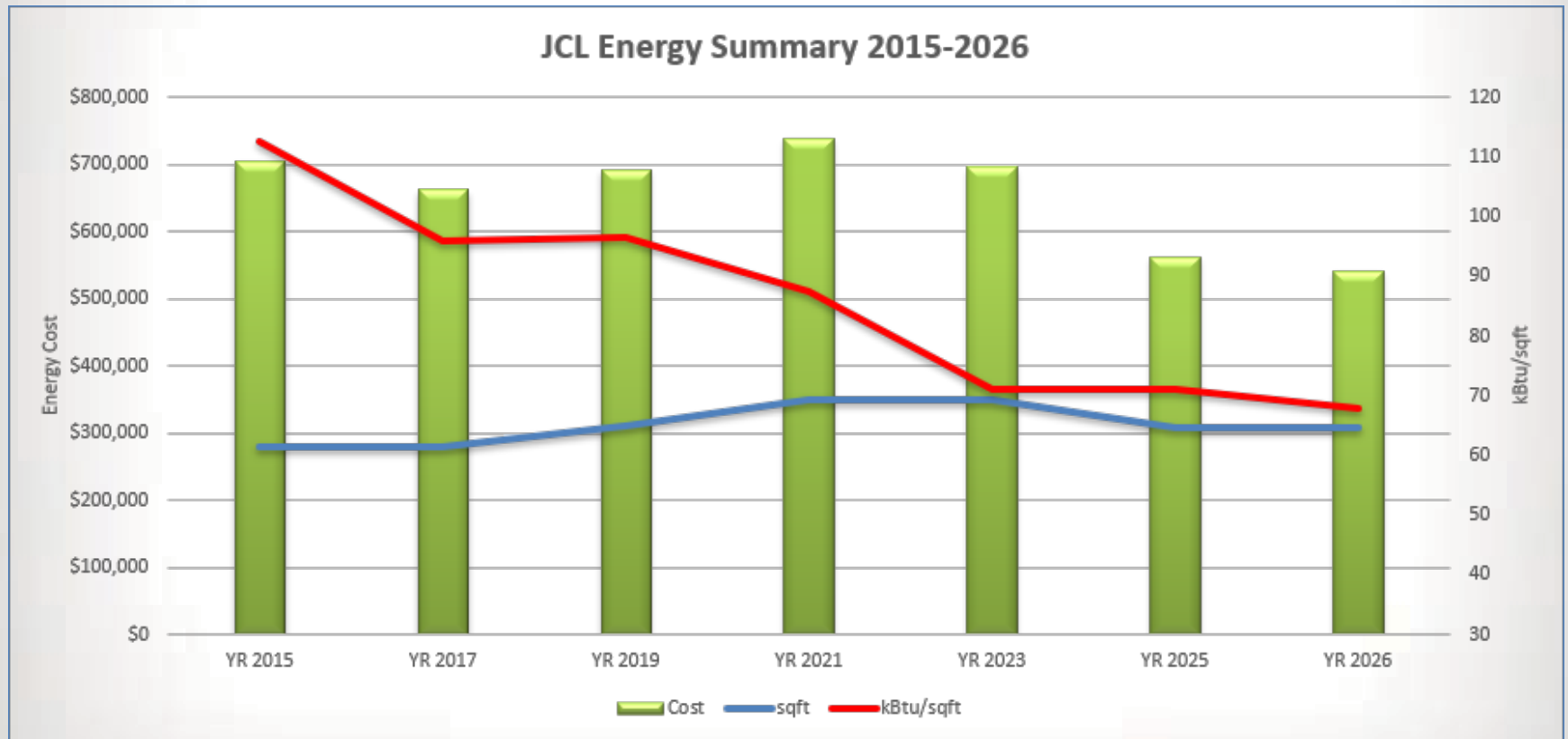
- Reduce future energy consumption
- Minimize long term maintenance costs
- Improve indoor air quality and occupant comfort

Energy Usage Summary - June 2026

Energy Usage Intensity (EUI) by Location
Updated June 2026 - Includes Gas and Electric consumption

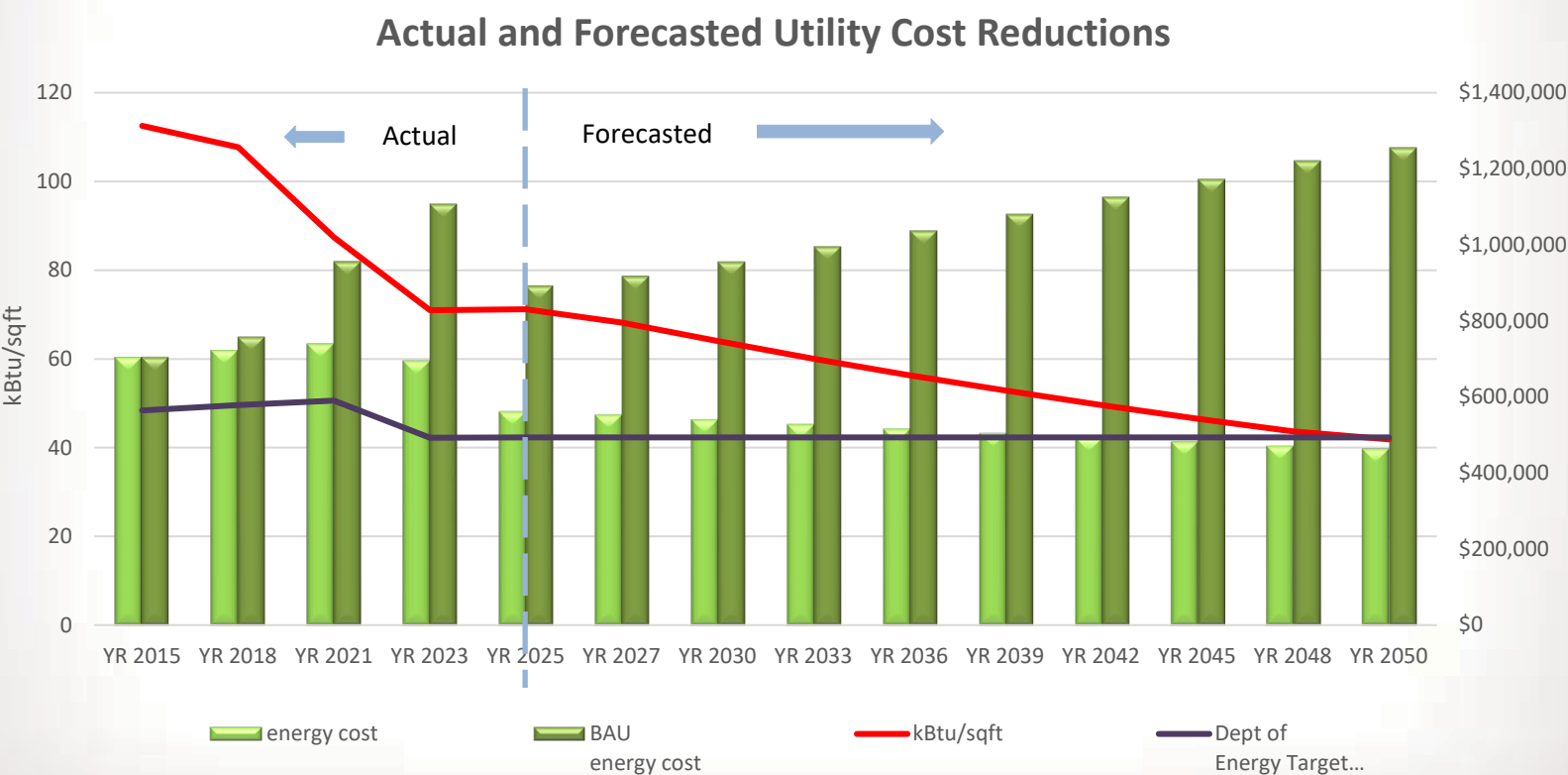


Energy Usage Summary



Energy Usage Summary

Libraries would have spend an additional \$330,302 in 2025 without the Energy Management Program



Questions

De Soto & Spring Hill Libraries Re-Opening

July 2026



De Soto Library

- Re-opened April 23, 2026
- Refreshed interior & exterior
- New shelving
- New furniture
- Added 4-person study room & 8-person conference room
- Over 150 visits opening day
- Over 650 visits the first week



De Soto Library



Spring Hill Library

- Re-opened June 3, 2026
 - Added 1,000 sq ft for new children's area
 - Refreshed interior & exterior
 - New shelving
 - New furniture
 - Added 4-person study room & 8-person conference room
-
- Over 1,000 visits opening day
 - Over 3,000 visits the first week



Spring Hill Library



Spring Hill Library

- Extended Access
- 65 registered users in the first week
- 36 access events in the first week

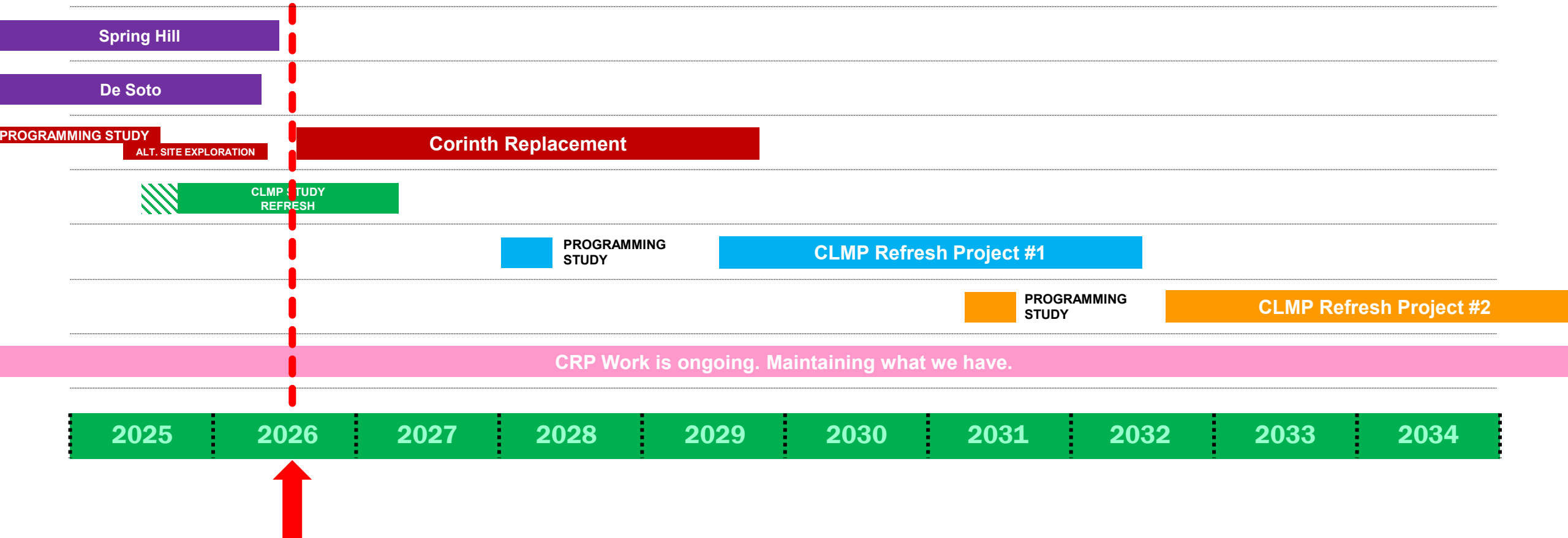


Capital Projects: Timeline Summary

July 2026



Capital Improvement Projects: Updated Timeline

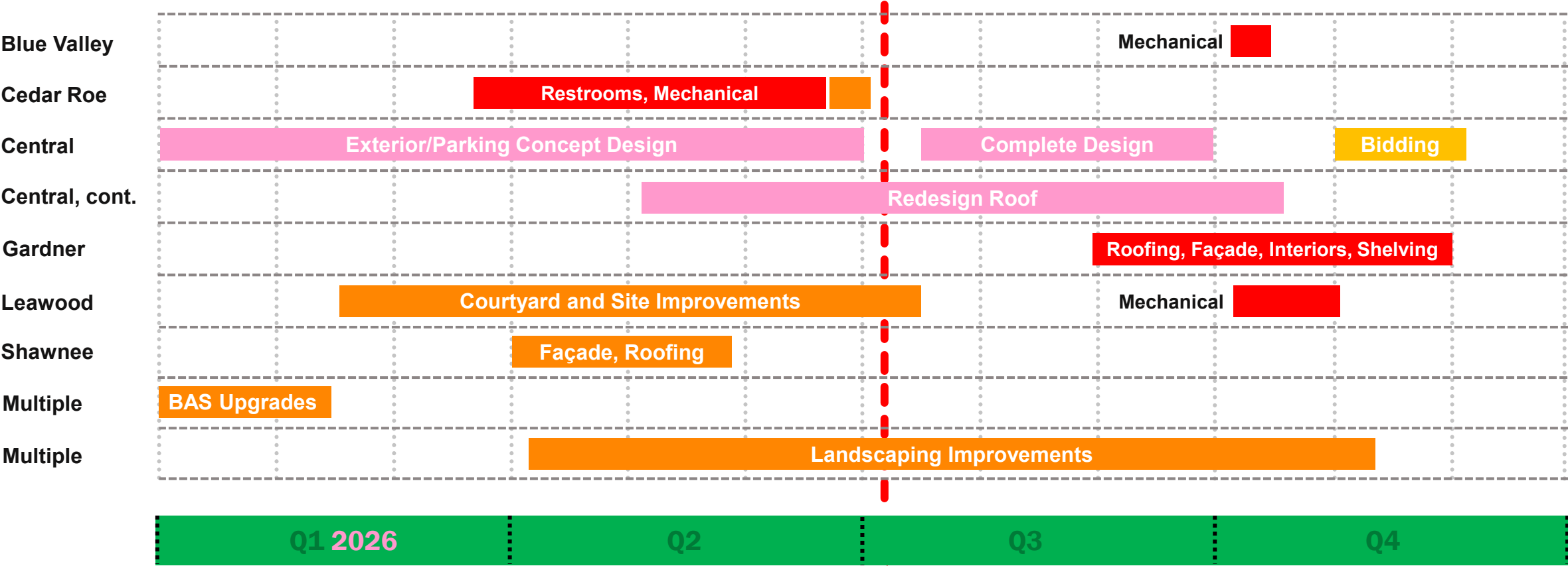


This visual is shown as an illustration with anticipated dates
and will change.



2026 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.





Comprehensive Library Master Plan

July 2026



Comprehensive Library Master Plan Update

Updates:

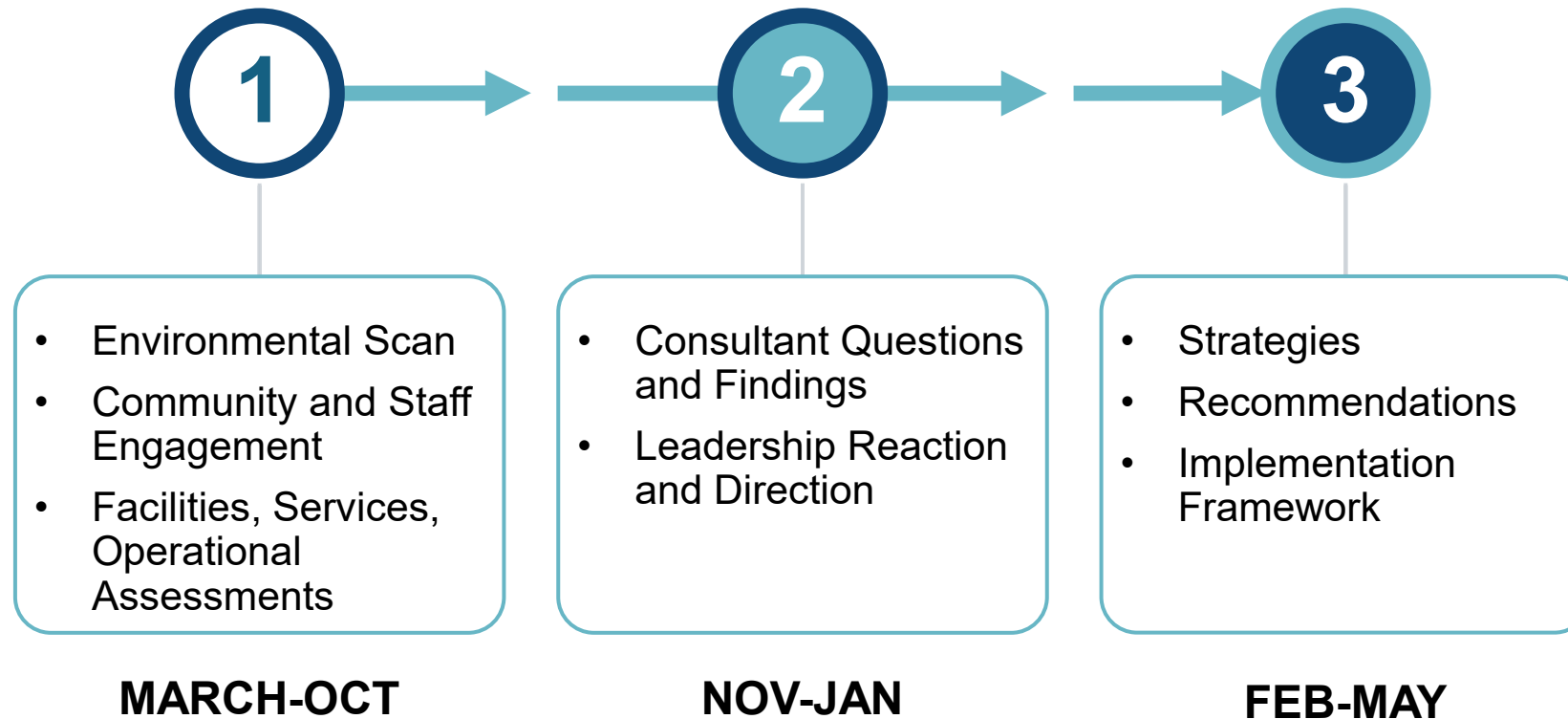
- Big picture refresher
- Public, Staff, and Partner engagement kicking off this month

Next Steps:

- Environmental Scan / Data Review deliverable review by Library Teams
- Continue conducting Public, Partner, and Staff engagement



Comprehensive Library Master Plan Update



Comprehensive Library Master Plan Update

Public Engagement:

- Community events – in person
- Pop-up events, in-branch conversations, and programs – in person
- Online

Partner Engagement:

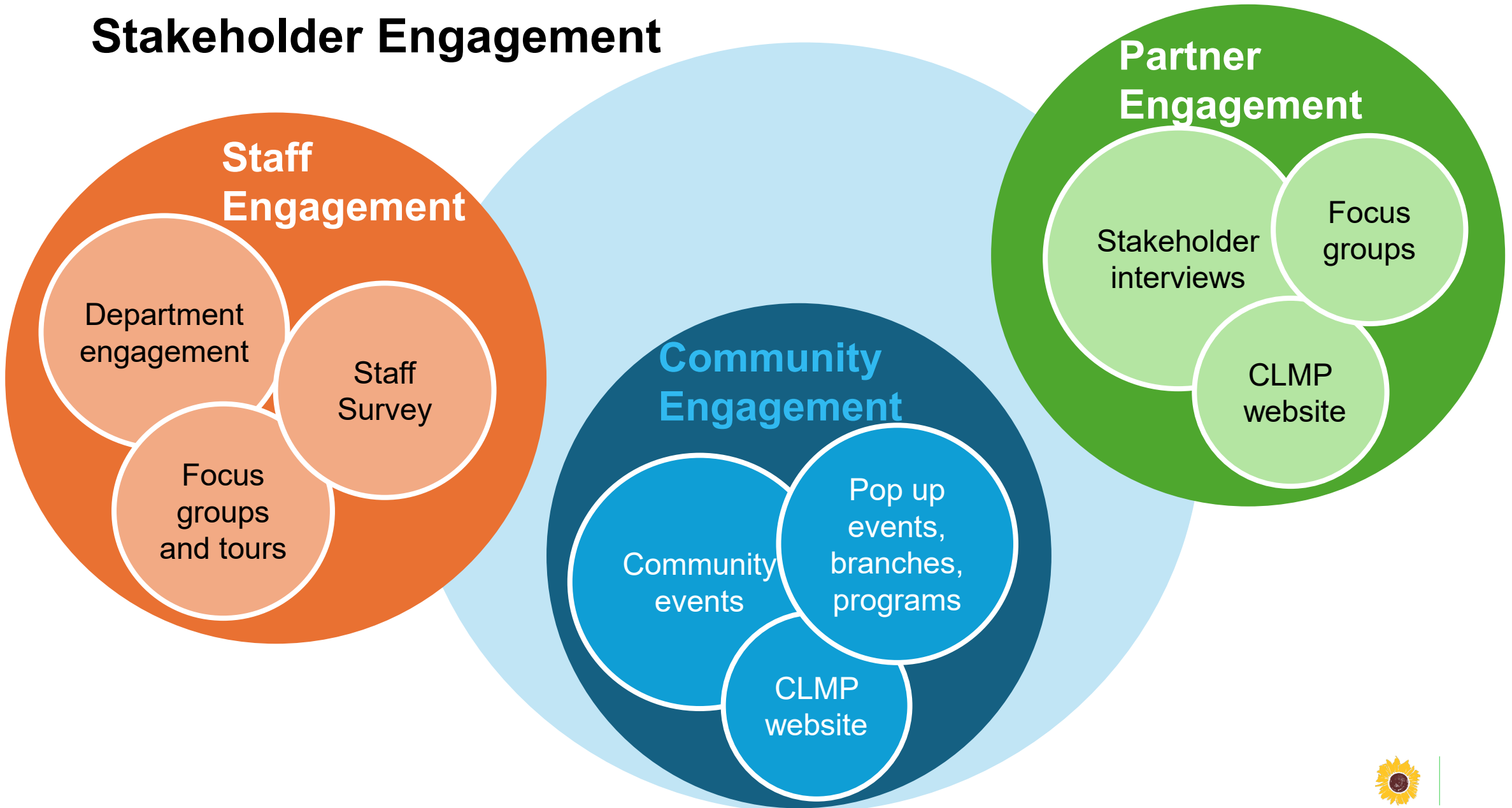
- Focus groups / Stakeholder interviews

Staff Engagement:

- Online Survey
- Department Stakeholder Interviews
- Departmental and Service-based focus groups and tours

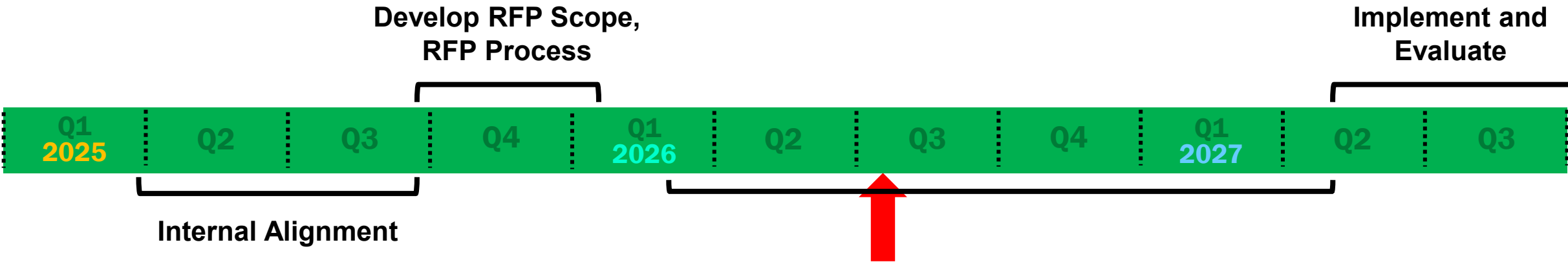


Stakeholder Engagement



CLMP Refresh:

Anticipated Timeline



Study:

- Project Planning
- Environmental Scan, Data Review, Engagement Planning
- Stakeholder Engagement
- Prioritization of Needs and Demands
- Develop and Present Recommendations



**MINUTES JOHNSON COUNTY LIBRARY BOARD
REGULAR MEETING**

June 11, 2026
at Central Resource Library
4:00 p.m.

BOARD: Kelly Kilgore, Charles McAllister (Zoom), David Sims, Chrysalyn Huff, Jodie Dietz, and Amanda Vega-Mavec.

ABSENT: Jennifer Hrabe

BOARD ATTORNEY: Andrew Logan

BOCC: Commissioner Julie Brewer.

STAFF: (All JCL, FAC staff) Tricia Suellentrop, Kinsley Riggs, Adam Wathen, Ben Sunds, David Vratny, Patti Kangethe, Shelley O'Brien, Elissa Andre, Scott Sime, Megan Levitt, Adisa Collins, Juan Lopez-Tamez, Terry Pulliam, Michelle Beesley, Laura Blair, Angle Tucker, Shanta Dickerson, Anna Madrigal, Chris Madrigal, Molly Wetta, Abigail Whitney, Alexis Mijares, Chace Knapp, James McFarlin, Anthony Procaccini, Thomas Lynch, and Erin Barnes.

PUBLIC COMMENTS:

Included in the June Board Report are public comments.

REMARKS FROM THE LIBRARY BOARD OF DIRECTORS:

Ms. Vega stated that after touring the branch a few weeks earlier, she gained new insight into its resources and noted her daughter's continued interest in visiting the MakerSpace. She also toured the Spring Hill branch, observed the extended-access feature, and looked forward to learning more about its impact. She clarified that she voted against sharing the live stream with law enforcement because she believed it could limit public access to the library during those periods.

Ms. Dietz reported that she toured the Spring Hill Library Branch with Commissioner Brewer, the city manager, and the mayor. She noted their enthusiasm for the new branch and highlighted that the mayor received a library card for the first time, which she celebrated as a positive moment.

Mr. McAllister expressed how impressed he is with the Spring Hill Branch and expressed appreciation for the details that go in behind the scenes.

REMARKS FROM THE LIBRARY BOARD CHAIR:

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 June Board Report.

Ms. O'Brien noted that the Friends report included updates on pending federal legislation and invited questions by email while Shanta was on medical leave. She reported new volunteer opportunities available online for teens and adults and recognized Amber Bourek Slater, Volunteer Coordinator, for completing the Leadership program. She added that preparations were underway for the upcoming Library Lets Loose, event themed

around 1980s movies, cars, stars, and video games, with major announcements expected next month and strong ticket demand anticipated.

In response to a question about fundraising priorities from Ms. Dietz, she stated that proceeds had not yet been designated beyond general library support, though a specific “fund-a-need” initiative might be identified by the committee.

BOARD COUNSEL REPORT

Mr. Andrew Logan, Board counsel, reviewed the Library Board of Directors obligation to review Administrative Regulation Manual sections (ARMs) and authority of the Library Board with regards to Acquisition of Property

He noted that Kansas statute assigns the Library Board the authority to establish governing policies, with some exceptions that defer to county policies, such as personnel. He described the ARM’s requirement that each section be reviewed every two years, a process that may involve clarifications, formatting updates, or substantive changes. He added that staff or Board members could propose revisions at any time outside the two-year cycle.

Regarding real estate, he stated that the Library Board, as the governing body of a separate taxing district, had the statutory authority to acquire, hold, sell, or dispose of property. However, all acquisitions or disposals of real property required ratification by the Board of County Commissioners, creating a two-step approval process that had been followed for all branch properties.

COUNTY COMMISSIONER REPORT:

Commissioner Brewer reported that the BOCC continued its budget work.

Commissioner Brewer shared that she has been reading *Theo of Golden*. Commissioner Brewer commended Shelley and Portia for providing an informative tour of the new Spring Hill branch for local officials and a Library Board member. She highlighted the strong community response to the opening, including high attendance and significant interest in extended-hours access, and praised the thoughtful design elements reflecting the Spring Hill community.

Commissioner Brewer also discussed opportunities to strengthen relationships with local organizations, including senior meal programs and homeschool families, and mentioned potential parking partnerships should usage continue to grow. She reported that the county was amid budget hearings and expected a flat budget recommendation in response to current cost pressures, while still prioritizing essential areas such as public safety and infrastructure. Commissioner Brewer encouraged attendance at upcoming budget open houses on June 23 and 24, which would include interactive activities to help residents understand resource-allocation challenges.

COUNTY LIBRARIAN REPORT

Finance Report

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

Mr. Vratny reported that, as of the end of April 2026, the Library had collected \$30.9 million in revenue, representing about 48% of the annual budgeted amount, or roughly 53.2% when excluding the planned use of reserves—aligning with typical performance for this point in the year. He noted that last year’s revenue appeared higher due to the sale of the Antioch properties. On the expenditure side, the library had spent or

obligated \$24.2 million, approximately 38% of the budget, or about 32% when excluding collections and encumbrances. Overall, he stated that revenues and expenditures were tracking as expected.

Quarterly Statistics

Adam Wathen, Associate Director of Branch Services, presented the quarterly statistics for the first quarter of 2026 to the Board, this report is included in the June Board Report.

Mr. Wathen noted recent updates to the statistical report format. He reported that physical circulation had declined 14% over three years, while digital circulation had grown 96%, resulting in an overall 11% increase when combined. He observed that if current patterns continued, digital circulation could surpass physical circulation within the next decade.

Mr. Wathen also reviewed visitation trends, noting a 3% increase over three years and predictable spikes during summer reading. He introduced a new per-capita visitation analysis that compared branch usage relative to each service area's population, offering a clearer picture of community impact. This data suggested, for example, that Blue Valley's large service area may exceed the branch's capacity to meet community demand. Finally, he reported a 10% increase in active users over three years.

In response to comments and questions from Commissioner Brewer, Mr. Wathen acknowledged the value of pairing the new approach with traditional metrics.

Department Trends: Circulation Department

Abby Minard, Assistant Circulation Manager, presented the trends for the Circulation Services Department report to the Board, this report is included in the June Board Report.

Ms. Minard focused on the Interlibrary Loan (ILL) team's work in 2025. She explained that ILL allows libraries to borrow and lend materials across institutions and noted that District residents within Johnson County Library ZIP codes qualified for JCL's ILL services. Only about 2% of District users borrowed items from outside the library system, reflecting the strength of JCL's own collection.

Ms. Minard reported that the ILL team handled more than 29,000 items in 2025, more than the annual circulation of the Edgerton branch. She highlighted the significant resource sharing between JCL and libraries across Kansas, with more than 4,000 items lent and over 5,000 borrowed among roughly 200 libraries statewide. She also described the cost-effective Kansas Library Express courier system, which moved nearly 7,000 items for just over \$2,000, far less than shipping costs.

She reviewed the top borrowed genres, noted frequent academic requests such as *A First Course in Differential Equations*, and described the team's collaboration with Collection Development to determine when items should be purchased instead of borrowed. Ms. Minard concluded that the team's activity demonstrated the library's commitment to broad access and resource sharing.

COMPREHENSIVE LIBRARY MASTER PLAN

Scott Sime, Project and Event Manager, and Megan Levitt, Project Coordinator presented on the Comprehensive Library Master Plan, these reports are included in the June Board Report.

Spring Hill and De Soto

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

Ms. Levitt delivered her final update on the Spring Hill and De Soto projects. She reported that Spring Hill opened on June 3 and saw high early attendance, including 787 checkouts on the first day and 65 patrons enrolled in extended access. She also shared images and highlights from both new branches, noting features such as the expanded children's areas and new 6x6 units funded by the Library Foundation.

Ms. Levitt stated that project operations were being fully transitioned back to branch staff and that John Keogh would provide a final project update next month. She expressed appreciation for the collective effort of library staff, facilities, and external partners, and thanked the Board, liaisons, and community for their support.

Overall Timeline

Scott Sime, Project and Events Manager, reported on the Capital Improvement Plan (CIP) timeline and Capital Replacement Plan (CRP) 2026 timeline are included in the June Board Report.

Mr. Sime reported that the Capital Improvement Project timeline had no changes for the month. He provided updates on several Capital Replacement Program projects. Cedar Roe remained closed for restroom and mechanical upgrades, with additional improvements added during the closure. The branch was expected to reopen on June 16 with temporary restroom arrangements. Design work continued for the Gardner project, and a roof-replacement contract approved in April would require a future closure window, to be announced next month. At Leawood, courtyard construction was underway; recent rain had delayed concrete work, but most of the courtyard had been poured, with sidewalk completion expected the following week. The library remained open with limited parking-lot access.

Comprehensive Library Master Plan Refresh Update

Scott Sime, Project and Events Manager, Comprehensive Library Master Plan Refresh Update, are included in the June Board Report.

Mr. Sime updated the Library Board on the Comprehensive Library Master Plan refresh. Facility assessment tours were completed in May with architects and engineers reviewing building systems. Planning continued for public, partner, and staff engagement, scheduled to run from July through October. An environmental scan compiling relevant data for consultants was in progress.

UPDATES – Tricia Suellentrop, County Librarian

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

Libraries as Cooling and Warming Centers

Ms. Suellentrop reported that Johnson County Library branches were operating as cooling centers for the summer season and encouraged the public to use county-listed locations, noting that libraries would be closed for Juneteenth.

Corinth Replacement Update

Ms. Suellentrop provided an update on the Corinth replacement project, emphasizing that current designs were only test fits to evaluate how a 30,000-square-foot building and required parking might function on the Prairie Village civic campus. She described potential building layouts, parking configurations, and design considerations, including partnerships with the city and upcoming presentations to the Prairie Village City Council. She noted that property acquisition would require approval from both the Library Board and the Board of County Commissioners.

Multi-Lingual Update

Ms. Suellentrop highlighted progress on multilingual initiatives. Core library documents had been translated into six languages and were undergoing cultural and linguistic review. These resources were intended to improve service to non-English-speaking patrons and support preparations for increased international visitation during the World Cup.

Strategic Plan Trimester 1 2026 Report

Kinsley Riggs, Deputy County Librarian, presented the strategic plan report for January through April 2026, included in the June Board Report.

Ms. Riggs reaffirmed the Library's commitment to delivering community-focused services guided by the 2024–2028 strategic plan and its five key performance areas. She reported that organizational priorities for 2026–2027 had been updated, reflecting major cross-department projects.

Ms. Riggs noted progress on several initiatives. Preparations continued for municipal and library system planning efforts and work advanced on potential sites for the Corinth Library replacement. Multiple capital replacement projects moved forward, including restroom and mechanical upgrades at Cedar Roe, exterior work at Leawood, and interior renovation design at Gardner. She highlighted that Spring Hill and De Soto opened on time and on budget.

Branch Services focused on improving collaboration, updating staffing formulas, and implementing a standardized transfer process. Outreach goals targeted increased engagement with teens and older adults. Program Services completed a workplace redesign, continued high-impact programming, and advanced the rollout of new patron service standards.

Ms. Riggs reported successful World Cup readiness efforts, including the use of charging lockers and translation devices. She also described new staff engagement efforts such as employee town halls, small-group conversations, and the formation of a staff engagement team informed by survey feedback. Planning for Staff Day on October 12 was underway.

In response to questions regarding Race Project KC from Ms. Dietz, Ms. Riggs noted that a grant had not been awarded and that a full update would be presented next month.

Ms. Huff expressed excitement regarding the formation of a staff engagement team.

CONSENT AGENDA

I. Consent Agenda

A. Action Items:

1. Minutes of May 14, 2026, Regular Library Board meeting
2. Consideration of reaffirming Administrative Regulation Manual policies as presented with no changes
 - a. 10-30-20 Code of Ethics for JCL Personnel
 - b. 10-50-40 Code of Ethics for the Board
 - c. 10-55-12 Gift Fund
 - d. 10-55-12A Administration of Gift Fund
 - e. 20-10-91 Lost, or Damaged Materials and ILL Fee Schedule
 - f. 20-20-55 Materials Not Returned
 - g. 30-20-50 Gifts
 - h. 60-20-50 Vehicles
3. Consideration of Contract with BiblioCommons
4. Consideration of Memorandum of Understanding with Johnson County Library Foundation
5. Consideration of ARM 10-50-10 Bylaws of Directors of the Library
6. Consideration for Contract of rooftop unit replacement at Leawood Pioneer Library

B. Information Items

1. Financial and Personnel

- a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for April 2026 were handled in accordance with library and County policy.

- b) The April 2026 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. Dietz moved, the Library Board of Directors to approve the consent agenda.

Second: Ms. Kilgore seconded this motion.

Motion was approved unanimously.

II. Old Business

None

III. New Business

A. Informational Item: Consideration of Contract for Gardner Shelving,

Megan Levitt, Project Manager, presented the contract for Gardner shelving briefing sheet, as included in the June Library Board Report.

In response to a question regarding standardization of shelving from Ms. Huff, Ms. Levitt confirmed that Gardner would receive all new shelving that match the standard shorter white shelves.

B. Information Item: Consideration of ARMs with revisions,

10-56-96 Gifts and Fundraising

10-56-97 Naming and Sponsorship Policy

20-10-11 Holiday Closings

20-10-30 Suspension, Denial or Restriction of Library Use; Appeal Procedures

20-80-20 Public Forum and Non-Public Forum and Display Spaces

20-80-24 Picketing and Protests

30-20-30 Special Collections

50-20-50 Surplus Property

50-30-40 Patron Accounts Receivable

60-10-50 Smoking Prohibition

Anna Madrigal, Regional Manager, and Michelle Beesley, IT Department Manager, presented the ARMs with revision briefing sheet, as included in the June Library Board Report.

The Board held an extended discussion on policies related to MOUs, naming and sponsorship, and updates to ARM sections governing petitioning, protests, and meeting conduct. Board Members emphasized the importance of safeguarding the library's brand, ensuring strong vetting processes, maintaining clear staff guidance, and preserving institutional knowledge for future boards. Staff explained how current policies, training, and legal review supported consistent decision-making, while acknowledging the need for continued clarity and communication.

In response to question from Commissioner Brewer, Ms. Madrigal explained that MOUs were appropriate when both the library and the partnering organization benefited, and that new parameters were being developed to support consistent evaluation.

In response to question from Ms. Dietz regarding naming-rights vetting, Ms. Suellentrop and Ms. O'Brien described safeguards including sunset clauses, legal review, and Foundation due-diligence practices designed to protect the Library's reputation. In response to follow-up on future consistency, Ms. O'Brien noted that due-diligence expectations were embedded in Foundation policy and reinforced by legal oversight.

In response to concern from Ms. Huff about preserving institutional knowledge, Ms. Suellentrop agreed that orientation materials could explicitly include guidance on naming-rights practices and policy history.

In response to question from Mr. Sims regarding disruptions and ARM updates, Ms. Suellentrop and Mr. Logan stated that revised ARM language clarified expectations, strengthened the Library's authority to redirect petitioning to designated areas, and aligned with staff training under the patron code of behavior. In response to follow-up from Commissioner Brewer on staff decision-making, Mr. Logan explained that staff relied on established training and standards to differentiate between attendance and disruptive behavior, using ARM guidance and posted expectations to redirect patrons appropriately.

Ms. Tricia Suellentrop, County Librarian, welcomed the New Employee Orientation class that was attending the Library Board meeting.

EXECUTIVE SESSION Non-Elected Personnel Matter

Motion: **Ms. Dietz** 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 ongoing performance appraisal process of the County Librarian.

Those attending the executive session shall include all present members of the Board of Directors of the Johnson County Library, and Patricia Suellentrop, County Librarian.

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

Motion approved unanimously. *Library Board will return at: 5:51 p.m.*

The Library Board returned to session at: 5:51 p.m.

EXECUTIVE SESSION Acquisition of real property

Motion: **Ms. Dietz** 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 15 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, County Librarian Tricia Suellentrop, Deputy County Librarian Kinsley Riggs, Associate Director of Customer Experience Ben Sunds, Project and Events Manager Scott Sime, Project Coordinator Megan Levett, Facilities Project Manager III Juan Lopez-Tamez, and Johnson County Library Counsel Andrew Logan and Sofia Dominguez.

Second: Ms. Veg seconded this motion.

Motion approved unanimously. *Library Board will return at: 6:06 p.m.*

The Library Board returned to session at: 6:06 p.m.

ADJOURNMENT

Motion: Ms. Vega moved to adjourn the meeting.

Second: Ms. Dietz seconded this motion.

Motion approved unanimously.

Meeting adjourned at 6:07 p.m.

SECRETARY _____
Charles McAllister

CHAIR _____
David Sims

SIGNED _____
Tricia Suellentrop, County Librarian

To: Library Board of Directors
From: Tricia Suellentrop, County Librarian
Date: July 9, 2026
Re: Gardner CRP: Contract Approval for Shelving Replacement

Issue: Consider authorizing the purchase of replacement shelving for the Gardner Library.

Suggested Motion: I move to authorize the purchase of replacement shelving for the Gardner Library from Southwest Solutions Group in an amount not to exceed \$238,414.39, per Sourcewell Cooperative Contract No. 110923-SPC.

Background: Capital Replacement Program (CRP) work planned for Gardner includes interior painting, shelving and flooring replacement, and other interior improvements.

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

This shelving replacement utilizes a cooperative contract administered by a government entity and provides access to prequalified vendors with competitively established pricing for public agencies.

Use of this contract is an approved procurement method by County Purchasing and is a standard approach utilized by both the Library and the County. We have utilized this contract and this vendor for replacement shelving at Spring Hill, De Soto, and Shawnee libraries.

Analysis: Our Facilities partners are communicating with the vendors to schedule this work during the planned Gardner CRP closure from September through November 2026.

Funding Overview: This work is funded from approved 2026 CRP funds.

Alternatives: 1) Not approve the contract.

Recommendation: Authorize the purchase of replacement shelving for the Gardner Library from Southwest Solutions Group in an amount not to exceed \$238,414.39 per Sourcewell Cooperative Contract No. 110923-SPC.

Purchasing Review: FMA-Purchasing has reviewed this procurement ensuring the recommendation meets the requirements of the County's purchasing policies and concurs with the recommendation.

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

Legal Review: Library legal counsel has approved the contract as to form.

Southwest Solutions Group, Inc.

8049 Bond Street
Lenexa, KS 66214
Phone: (913) 345-0289
Fax: (913) 345-9758



Quote # 163552

Date: July 1, 2026
Project # 139603
Page 1 of 5
Quote valid for 30 days.

SouthwestSolutions.com

BILL TO:

Lisa Davis
Johnson County Library
137 E Shawnee St
Gardner, KS 66030

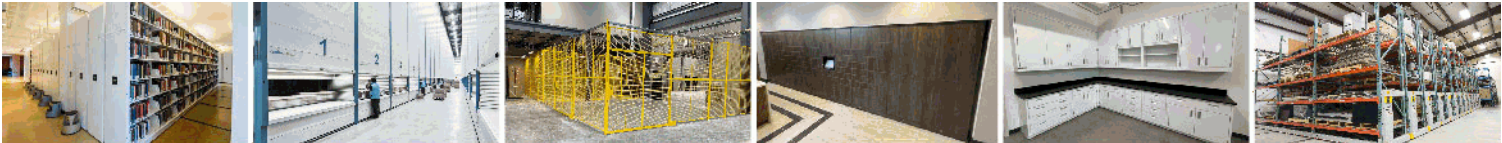
INSTALL TO:

Lisa Davis
Johnson County Library
137 E Shawnee St
Gardner, KS 66030

SALESPERSON	QUOTE NAME	PAYMENT TERMS	LEAD TIME
Connor Brady Mobile (816) 953-4744 cbrady@southwestsolituions.com	Quote- Library Shelving- Johnson County Library-Gardner Branch	Net 30 - Billable upon shipment, payment due in 30 days	12 to 14 weeks (after receipt of order)

139603 - 2: Sourcewell: Library Shelving - Install

#	DESCRIPTION	
1	Per Drawing: 139603 - 2	\$238,414.39
	Qty (12) Cantilever Shelving; 36"W x 11"D x 84"H	
	- YELLOW SINGLE FACED	
	- 9"D Shelves; Slotted	
	- (7) Openings; (2) Bottom Shelves are Slanted	
	- (2) File Dividers per Shelf	
	- Flush Base	
	Qty (30) Cantilever Shelving; 36"W x 24"D x 66"H	
	- RED DOUBLE FACED	
	- 11"D Shelves; Plain with integrated back stop	
	- (6) Openings; Bottom Shelf Slanted	
	- (2) Clip-on Dividers per Shelf	
	- Flush Base	
	Qty (11) Cantilever Shelving; 36"W x 25"D x 66"H	
	- GREEN DOUBLE FACED	
	- 11"D / 12"D Shelves; Plain with integrated back stop	
	- (6) Openings	
	- (2) Clip-on Dividers per Shelf	
	- Flush Base	
	Qty (57) Cantilever Shelving; 36"W x 22"D x 66"H	
	- BLUE DOUBLE FACED	
	- 10"D Shelves; Plain with integrated back stops	
	- (5) Openings	
	- (2) Clip-on Dividers per Shelf	
	- Flush Base	
	Qty (31) Cantilever Shelving; 36"W x 12"D x 66"H	
	- BLUE SINGLE FACED	
	- 10"D Shelves; Plain with integrated back stops	
	- (5) Openings	
	- (2) Clip-on Dividers per Shelf	
	- Flush Base	
	Qty (2) Cantilever Shelving; 36"W x 24"D x 66"H	
	- PINK DOUBLE FACED	
	West Side	
	- 10"D Shelves; Plain with integrated back stops	
	- (5) Openings	
	- (2) Clip-on Dividers per Shelf	
	- Flush Base	



Space Savings Time Savings Security Efficiency Productivity Energy Savings

Southwest Solutions Group, Inc.

8049 Bond Street
Lenexa, KS 66214
Phone: (913) 345-0289
Fax: (913) 345-9758



Quote # 163552

Date: July 1, 2026
Project # 139603
Page 2 of 5
Quote valid for 30 days.

SouthwestSolutions.com

BILL TO:

Lisa Davis
Johnson County Library
137 E Shawnee St
Gardner, KS 66030

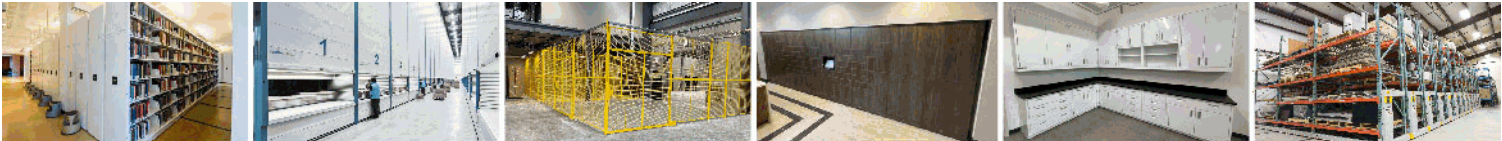
INSTALL TO:

Lisa Davis
Johnson County Library
137 E Shawnee St
Gardner, KS 66030

SALESPERSON	QUOTE NAME	PAYMENT TERMS	LEAD TIME
Connor Brady Mobile (816) 953-4744 cbrady@southwestsolituions.com	Quote- Library Shelving- Johnson County Library-Gardner Branch	Net 30 - Billable upon shipment, payment due in 30 days	12 to 14 weeks (after receipt of order)

139603 - 2: Sourcewell: Library Shelving - Install

#	DESCRIPTION
	East Side - 12"D Shelves; Hinged Display Shelves - (4) Openings - Flush Base
Qty (4)	Cantilever Shelving; 36"W x 14"D x 66"H - DARK PURPLE SINGLE FACED - 12"D Browsing Boxes; Retractable - (5) Openings - (5) Dividers per Browsing Box - Flush Base
Qty (2)	Cantilever Shelving; 36"W x 12"D x 48"H - LIGHT PURPLE SINGLE FACED - 10"D Shelves; Plain with integrated back stops - (3) Openings - (2) Clip-on Dividers per Shelf - Flush Base - Canopy Tops
Qty (5)	Cantilever Shelving; 36"W x 12"D x 48"H - ORANGE SINGLE FACED - 10"D Shelves; Plain with integrated back stops - (4) Openings - (2) Clip-on Dividers per Shelf - Flush Base - Canopy Tops
Qty (20)	Cantilever Shelving; 36"W x 22"D x 48"H - ORANGE SINGLE FACED - 10"D Shelves; Plain with integrated back stops - (4) Openings - (2) Clip-on Dividers per Shelf - Flush Base - Canopy Tops
	All exposed ends will be provided with a laminate end panel.
	Please view drawing 139603 - 2 Plan View for more details.
	Includes all design services, manufacturing, packaging, freight, inside delivery, installation by factory certified (non-union/non-prevailing wage) technicians during normal business hours, cleanup of area, removal of all debris, and



Space Savings Time Savings Security Efficiency Productivity Energy Savings

Southwest Solutions Group, Inc.

8049 Bond Street
 Lenexa, KS 66214
 Phone: (913) 345-0289
 Fax: (913) 345-9758

**Quote # 163552**

Date: July 1, 2026

Project # 139603

Page 3 of 5

Quote valid for 30 days.

SouthwestSolutions.com**BILL TO:**

Lisa Davis
 Johnson County Library
 137 E Shawnee St
 Gardner, KS 66030

INSTALL TO:

Lisa Davis
 Johnson County Library
 137 E Shawnee St
 Gardner, KS 66030

SALESPERSON	QUOTE NAME	PAYMENT TERMS	LEAD TIME
Connor Brady Mobile (816) 953-4744 cbrady@southwestsolutions.com	Quote- Library Shelving- Johnson County Library-Gardner Branch	Net 30 - Billable upon shipment, payment due in 30 days	12 to 14 weeks (after receipt of order)

139603 - 2: Sourcewell: Library Shelving - Install**# DESCRIPTION**

warranty. Assumes clear access to all loading docks, elevators and installation sites. Seismic-rated equipment, calculations and permitting are not included unless otherwise specified.

Pricing quoted combines the economies to scale to offer you the most favorable pricing. If all quoted equipment or areas are not ordered, shipped and installed together, changes to your quote will result.

Because of market volatility impacting freight/shipping rates, fuel, and steel, this quote is valid for 30 days. Orders placed after that will be subject to a 5% price increase. Lead times are subject to change until time of purchase.

Lead Times:

Lead times are subject to change until the time of purchase. Lead time refers to the estimated time required for material shipment only and begins once the following have been received: Signed shop drawings, Final color selections, Receipt of down payment (as outlined in the payment terms) Installation scheduling will be coordinated separately based on project availability and in collaboration with your assigned SSG Project Manager.

Per Sourcewell Contract, orders are to be placed with:

Southwest Solutions Group
 2535 East State Highway 121, Suite 110-B
 Lewisville, TX 75056

So that we may process your order in a timely manner, please address contract as shown above.

Sourcewell Contract No: 110923-SPC
 Valid thru 12/29/2027

Subtotal: \$238,414.39

Plus, Applicable Sales Tax:**Total: \$238,414.39**

Financing options available. [Click here to apply.](#)

[We accept Credit Cards and eChecks.](#)

Add sales tax and tariffs if applicable.

Credit Card payments over \$25,000 are subject to a 2.50% Convenience Fee. No Convenience Fee on eChecks. Southwest Solutions Federal Tax ID #: 75-2703228

Authorized Signature: _____

Date: _____

P.O. #: _____

**Space Savings****Time Savings****Security****Efficiency****Productivity****Energy Savings**

Southwest Solutions Group, Inc.

8049 Bond Street
Lenexa, KS 66214
Phone: (913) 345-0289
Fax: (913) 345-9758



Quote # 163552

Date: July 1, 2026
Project # 139603

Page 4 of 5

Quote valid for 30 days.

SouthwestSolutions.com

Scope of Work

The following are the responsibilities of Southwest Solutions Group (SSG) and Client to ensure the completion of the project in an efficient, timely manner. The items and services listed in this section, unless otherwise specified herein, have not been included in the equipment or services pricing and will be the responsibility and at the expense and liability of Client.

TYPE	DESCRIPTION
General	All charges associated and incurred for manufacturing, freight, local delivery, installation, cleanup, staff training, and warranty, unless specified otherwise.
Installation	Complete turnkey installation services by factory certified technicians and training of staff. All installation to take place during normal business hours (8:00 a.m. to 5:00 p.m. Monday-Friday). If work is required outside of these hours, overtime charges will apply.
Warehouse Storage	Provide two (2) weeks cost-free storage at local warehouse. When additional storage time is needed due to a change in customer requirements, warehouse storage charges will be accrued at the rate of: \$5.00 per hundred weight per month up to 90 days. \$7.50 per hundred weight per month over 90 days.
Direct Ship	Coordinate manufacturing to meet required delivery schedules. Includes all charges associated and incurred for freight, dock to dock delivery and warranty.
Design	Provide accurate representations of equipment in the client's space, based on site verification or CAD/Revit created layouts. Includes recessed rail detail, power requirements, data requirements and/or floor loading information as available and applicable.
Project Management	Assign a designated Project Manager to communicate and coordinate logistics and delivery of material ship dates with manufacturer. Communicate, update and revise project timelines when applicable. Schedule installation crews based on material arrival dates.
Recessed Rail Requirements	Will provide rail centers and trough requirements to contractor as applicable.
Installation Technicians	Provide trained technicians to complete installation of equipment per the approved drawing. Technicians shall perform work in a professional, safe and courteous manner, and according to predetermined and agreed upon completion dates.
Service	Provide training, on-site and phone support as needed for repairs and preventative maintenance of equipment. (Outside of Warranty/Service Agreement normal hourly rates, travel and parts apply)
Extended Warranty/Service Agreements	Offer an optional extended warranty and service agreement. Maintain equipment through a purchased service program after the original Manufacturer's warranty expires.

BY CLIENT

TYPE	DESCRIPTION
Receipt of Freight	Quote is based on standard truck delivery directed to a dock facility that is designed to receive freight. All other special services, such as, but not limited to: Pre-notification prior to delivery, limited access/non-commercial, residential, government, school deliveries, lift gate, inside deliveries, etc. are available for additional charges and will be billed accordingly.
Direct Ship	Indicate any lift gate, limited access, special delivery requirements to SSG for coordination of freight services.
Drawing Approval	Approve and sign SSG provided design drawing so that materials can be ordered to meet delivery and installation schedule. Design drawing will include "in space" representation of the equipment and its requirements. Lead times begin after receipt of drawing approval.
Access to Work Area	Provide unobstructed space within the site of installation to permit the incorporation of the systems as shown on any drawings that form a part of this Agreement. Prepare the work site to permit the unloading, installation, testing and acceptance of the equipment. If area is not precleared prior to installer's arrival, additional charges will be applied. Provide hoisting and elevator services for SSG equipment and personnel.
Building Obstructions	Remove and/or relocate any building obstructions, such as ducting, lighting fixtures and wiring, drains, piping, structural steel, electrical wiring, conduit, etc. which interfere with the equipment clearances. Provide sprinkler and fire safety devices including sprinkler design. Ensure that all equipment will pass through building access doors or other openings as necessary.
Foundation Preparation	Provide verification through facility management or other certified engineer of floor's weight carrying capacity to properly hold equipment (floor load). Provide location information of any conduit running through concrete floors (drilling may be required).
Modifications to Room Dimensions	If room dimensions differ from those provided in proposal, it is the responsibility of the client to inform SSG at least 4 weeks prior to shipping time to delay shipment from factory. Modifications after purchase orders (change orders) are processed by SSG are subject to delayed shipment and installation, and price increases.
Project Delays	It is the responsibility of the client to inform SSG at least 4 weeks prior to acknowledged ship date. If the installation site is not ready when scheduled work is to be performed and our technicians have been dispatched, a \$325.00 trip charge will be added. Please provide a minimum of 72 hours notice to reschedule installation. Modifications after purchase orders (change orders) are processed by SSG are subject to delayed shipment and installation, and price increases.
Loading of Contents	Transfer contents of existing system into new system unless option chosen to have movement of material handled by SSG's moving teams.
Product Training	Provide personnel for a scheduled product training session. Includes one training session for staff.

HIGH-CAPACITY STORAGE SYSTEM WITH RAIL INSTALLATION, IF APPLICABLE

TYPE	DESCRIPTION
Floorless Requirements	Floorless High-Capacity System should be installed on solid concrete floor or VCT covered concrete floor. Any existing carpet must be removed prior to installation at the rail's locations. Floor levelness should meet standard General Contractor code of 1/8" over 10'. If your floor does not meet these minimum standards, it will result in a different rail/subfloor system being provided, or your existing concrete floor leveled to meet the standard at your expense.
Recessed Rail Requirements/Foundation Preparation	Provide backfill of cement into troughs. Provide verification through facility management or other certified engineer of floor's weight carrying capacity to properly hold equipment. It is recommended that the slab have a minimum thickness of 5" with a capacity rating of 4,000 PSI. Verify that the concrete slab possesses the minimum levelness specification of 1/4" over a 20' span. Provide location information of any conduit or post-tension cables running through concrete floors (drilling may be required). Sonogramming or X-Ray of floor not included.
Electrical Preparation	If hardwired electrical system is selected, provide dedicated 120 VAC, 60 HZ, 20-amp circuit that must be hardwired by a certified electrician compliant with local Electrical Codes. If plug in electrical system is selected, provide dedicated/isolated 120 VAC, 60 HZ, 20-amp circuit with a 20-amp outlet that must be hardwired by a certified electrician compliant with local Electrical Codes. Multiple outlets may be required based on moving system design.

CAROUSEL AND LIFT INSTALLATION, IF APPLICABLE

TYPE	DESCRIPTION
Electrical Preparation	Provide all electrical utility outlets and wiring as required and as noted on drawing supplied by SSG. Provide suitable electric current, lighting, compressed air, water, heat, precise power, and air drop locations as required for installation, testing, acceptance, and operation of the system. Client is to supply power drops from the plant power supply up to, and including, disconnects at each control panel. All power and hardware shall be in accordance with the applicable electrical codes.
Material Handling Responsibilities	Perform unloading and carting of materials and equipment by appropriate personnel from the common carrier to a safe storage area at the installation site. (Unless this service is accepted as proposed on the price page of this Agreement.) Machine crates to remain unopened until technicians' arrival. Collect and remove all packing materials from equipment shipping. SSG is responsible to maintain a clean work area and place trash in Client provided containers. SSG personnel will provide and operate lift truck equipment within Client's facility. Provide hoisting and elevator services for SSG equipment and personnel.
Vertical Storage Training	Ensure that Client's personnel attend and participate in scheduled training sessions. Includes one training session for staff.
Loading of Vertical Storage	Perform installation of any trays, totes, dividers, drawers, or other accessories in the storage unit after the installation is completed. Provide for the physical loading of inventory and any containers into the system, stock counting, building the inventory database and back-up systems and procedures for use in integrating the system into the existing operation.



SouthwestSolutions.com

Terms, Conditions & Warranty

The following terms and conditions form a part of the agreement between Southwest Solutions Group, Inc. ("SSG") and the party executing this proposal ("Customer") relating to the installation of that certain equipment more fully described above (collectively, the "Equipment").

1. **WARRANTY.**
 - (a) The Equipment is provided to Customer with a limited warranty on parts and materials, excluding usual wear and tear.
 - (b) Except as provided for above, SSG hereby disclaims all warranties and representations with respect to the Equipment or SSG's installation services, whether express, implied, or otherwise, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, TITLE, USE, OR QUIET ENJOYMENT. No rights or remedies referred to in Article 2A of the Uniform Commercial Code, including any variations thereon as may be in effect in the state in which Customer is located, will be conferred on Customer unless expressly granted herein. No oral or written information or advice given by SSG or its owners, agents, or employees shall create a warranty or in any way increase the scope of any warranty provided herein. SSG shall have no responsibility if the Equipment has been altered or misused by any party other than SSG in any way.
2. **LIMITATION OF LIABILITY.**
 - (a) SSG shall not be liable to Customer or any third party for any indirect, special, incidental, punitive, cover, or consequential damages (including, but not limited to, damages for the inability to use equipment or access data, loss of business, loss of profits, business interruption, or the like), arising out of the use of, or inability to use, the Equipment, and based on any theory of liability including breach of contract, breach of warranty, tort (including negligence), product liability, or otherwise, even if SSG had or should have had any knowledge, actual or constructive, of the possibility of such damages and even if a remedy set forth herein is found to have failed of its essential purpose.
 - (b) SSG's total liability to user for actual damages for any cause whatsoever will be limited to the amount actually paid by Customer to SSG for the Equipment. The foregoing limitations on liability are intended to apply to all aspects of this proposal.
3. **BASIS OF BARGAIN.** The foregoing warranty disclaimers and limitations on liability are fundamental elements of the basis of this proposal and agreement between SSG and Customer. SSG would not be able to provide the Equipment and associated installation services on an economic basis without such limitations. Such warranty disclaimers and limitations on liability inure to the benefit of the suppliers of the Equipment.
4. **INDEMNIFICATION.** Customer hereby agrees to indemnify, defend, and hold harmless SSG from and against any and all claims, suits, causes, actions, liabilities, damages, expenses, legal fees, and obligations of any kind arising out of or from, either directly or indirectly, Customer's breach of any provision, term, or condition of this proposal.
5. **NOTICE.** All notices or other communication required or permitted by this proposal to be served on or given to either party to this proposal by the other party must be in writing to primary address of party as indicated in this proposal and shall be deemed duly served and given when personally delivered, by receipted delivery, to the party to whom it is directed or, in lieu of such personal service, when sent by confirmed facsimile transmission, by registered or certified U.S. mail, or overnight delivery.
6. **SECURITY INTEREST.** Until such time as SSG has been paid in full for the Equipment and all related installation services, regardless of whether or not any invoice may be disputed by Customer, Customer hereby grants to SSG a security interest in the Equipment and authorizes SSG to perfect such security interest through the filing of Uniform Commercial Code financing statements. Customer agrees to cooperate with all reasonable requests of SSG relating to the granted security interest and, should SSG opt to exercise its rights of recovery of the Equipment for failure of Customer to pay for the same, Customer shall permit SSG entrance to the facilities where the Equipment is located upon reasonable notice of the same and during reasonable hours.
7. **MISCELLANEOUS.**
 - (a) **Governing Law; Venue.** This proposal shall be construed and enforced under and in accordance with the laws of the State of Texas, without regard to conflicts of laws principles. The language in this proposal shall be interpreted as to its fair meaning and not strictly for or against any party. Any dispute arising under this Agreement shall be subject to exclusive jurisdiction and venue in Denton County, Texas.
 - (b) **Late Fees; Disputes.** All overdue payments to SSG shall incur interest in the amount of 1.5% per month, or such lesser rate as may otherwise be required by law. Customer agrees SSG shall be entitled to recover reasonable attorneys' fees and court costs expended in connection with any litigation or legal action initiated to enforce the provisions of this proposal.
 - (c) **Entire Agreement.** This proposal constitutes the entire agreement of the parties and supersede any prior understandings or written or oral agreements between the parties respecting this subject matter, including, but not limited to, any representations made in any presentation or proposal submitted or provided prior to the execution date of this proposal. Except as otherwise expressly referenced herein, there are no other understandings or agreements between the parties regarding this subject matter.
 - (d) **Amendment.** This proposal may not be amended or modified except by a written instrument executed by each party's respective authorized representatives.
 - (e) **Successors and Assigns; Assignment.** This proposal shall bind and inure to the benefit of and be enforceable by the parties hereto and their respective successors, heirs and personal and legal representatives, but no assignment shall relieve any party of its obligations hereunder. Customer may not assign this Agreement or any portion thereof without the prior written consent of SSG. SSG may assign this proposal or any portion thereof without providing written notice to Customer. Any attempted assignment in violation of this will be null and void. SSG shall be permitted to subcontract or delegate to third parties the performance of any or all of the services contemplated herein.
 - (f) **Waiver.** No provision hereof shall be deemed waived unless such waiver shall be in writing and signed by an officer of the waiving party. Any failure by a party to require strict performance by the other party or any waiver by a party of any breach of any provision of this proposal shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or a different provision of this proposal.
 - (g) **Severability.** In case any one or more of the provisions contained in this proposal shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this proposal, and this proposal must be construed as if the invalid, illegal, or unenforceable provision had never been contained in this proposal.
 - (h) **Survival.** Except as otherwise expressly provided in this proposal, each of the representations and warranties of the parties contained in this proposal, or in any certificate, document, or other instrument furnished or to be furnished under this proposal, and any action arising out of any thereof, including without limitation any cause of action for failure of any such representation to be true when made or as of the execution date of this proposal, and the parties' covenants, agreements, and obligations set forth in this proposal, shall survive in perpetuity beyond the execution date and termination of this proposal.
8. **CANCELLATIONS.** Southwest Solutions Group, Inc. will accept cancellation of firm orders prior to completion of delivery and installation, subject to the following conditions:
 - (a) The notice of cancellation must be in writing by the customer to SSG.
 - (b) SSG will use reasonable commercial efforts to cancel any firm order(s) for materials which have been submitted by SSG to the manufacturer or supplier related to the cancelled customer order:
 - (i) To the extent that any firm order(s) for materials to the manufacturer or supplier are cancelled without cost to SSG, the same will be cancelled and removed from the customer order. Otherwise, any cost of such cancellation will be borne by the customer.
 - (ii) Please note that automated solutions are custom designed to meet the customer's exact specifications. As such factories often impose cancellation fees after an order has been placed with the manufacturer. Any such cancellation fees will be borne by the customer.
 - (iii) For products that have shipped from the source for which a return is allowed by the manufacturer or supplier, the cost of return shipping shall also be borne by the customer.
 - (c) If the cancelled order included delivery and installation, the cost of all delivery and installation services provided up to the date of cancellation will be borne by the customer.
 - (d) A minimum charge of 50% of the original purchase order price will be imposed for changes or cancellation.
 - (e) Southwest Solutions Group, Inc. will not accept returns for materials delivered to the customer and installed (whether by SSG or others).

To: Johnson County Library Board of Directors

From: Tricia Suellentrop

Date: July 9, 2025

Re: *Consent Agenda: Updated ARMs*

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

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

I move that the Johnson County Library Board of Directors approve revisions to Administrative Regulation Manual policies: ARM 10-56-96, ARM 10-56-97, ARM 20-10-11, ARM 20-10-30, ARM 20-80-20, ARM 20-80-24, ARM 30-20-30, ARM 50-20-50, ARM 50-30-40, and ARM 60-10-50.

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

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

ARM 10-56-96 Gifts and Fundraising: Remove the word “any” and update “the Library” to “Johnson County Library”.

ARM 10-56-97 Naming and Sponsorship Policy: Added language to clarify the process for naming a facility after a person, persons, or a business; updated language for consistency throughout.

ARM 20-10-11 Holiday Closings: Updated language for clarity.

ARM 20-10-30 Suspension, Denial or Restriction of Library Use; Appeal Procedures: Updated language to clarify the makeup of an appeal panel.

ARM 20-80-20 Public Forum and Non-Public Forum and Display Spaces: Updated language to match

ARM 20-80-24 Picketing and Protests: Updated title from “Picketing and Protests” to “Petitioning and Protests”; added language to define allowable locations for exterior and interior demonstrations, as well as clearer statements of Library staff authority and consequences for violations; added language to clarify the rights of organizations with MOUs with the Library; grammatical updates for consistency.

ARM 30-20-30 Special Collections: Updated language to enhance clarity.

ARM 50-20-50 Surplus Property: Updated language to clarify Board member permission to purchase materials through the Friends of the Library; added language to clarify authority to dispose of gifts.

ARM 50-30-40 Patron Accounts Receivable: Updated title of related ARM 20-10-91 for accuracy; grammatical updates to enhance clarity.

ARM 60-10-50 Smoking Prohibition: Updated prohibited distance from 10 feet to 25 feet from entry or exit doors.

Funding Overview: No costs were affected.

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

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

Budget Review: None needed.

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

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER 10-56-96

SECTION: Resolution by Library Board of Directors

SUBJECT: GIFTS AND FUNDRAISING

SUMMARY

K.S.A. 12-1226 authorizes the Library Board to receive and accept any gift or donation to Johnson County Library ~~the Library~~ and administer the same. This document describes Library Board policy and intent regarding fundraising and gifts, and solicitation of goods and services from private sources.

Effective Date:

October 4, 2017

Reviewed:

October 27, 2021

October 12, 2023

June 11, 2026

POLICY

a. The Library is an important public institution and public revenues should be expended to maintain the highest level of service. Solicitation of gifts will not supplant public funding. Any gift-sponsored activity will remain within the control of ~~the~~ Johnson County Library. All gift funds received by ~~the~~ Johnson County Library shall be maintained in a separate library gift fund by the County Treasurer. Library gift funds shall not be commingled with county general funds.

DIRECTION TO STAFF

b. The Board directs the County Librarian to establish and maintain procedures for the solicitation of monetary gifts, goods and services to benefit Library programs and service.

AUTHORITY TO ACCEPT

c. ~~The~~ Board of Directors authorizes the County Librarian to accept monetary gifts, goods and services in support of the Library. Gifts to the Library collection are covered in "Gifts of Library Materials" (ARM 30-20-50). The County Librarian shall report all gifts on a monthly basis to the Library Board.

GIFTS ARE UNRESTRICTED

d. A gift to the Library is considered to be made without restrictions unless it is made with restrictions that are stated in writing and approved by the County Librarian at the time the gift is made.

~~October 12, 2023~~ June 11, 2026

ARM 10-56-96 End

Administrative Regulation: Gifts and Fundraising
Document Number: ARM 10-56-96

Tab: Governance

Section: Resolution by Library Board of Directors

Subject: Gifts and Fundraising

Summary

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Reviewed/Reaffirmed: October 27, 2021
October 12, 2023
June 11, 2026

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Direction of Staff

b. The Board directs the County Librarian to establish and maintain procedures for the solicitation of monetary gifts, goods and services to benefit Library programs and service.

Authority to Accept

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Gifts are Unrestricted

d. A gift to the Library is considered to be made without restrictions unless it is made with restrictions that are stated in writing and approved by the County Librarian at the time the gift is made.

Review Date: June 11, 2026

ARM 10-56-96 END

ADMINISTRATIVE REGULATIONS

TAB: Governance

DOCUMENT NUMBER: 10-56-97

SECTION: Resolution by Library Board of Directors

SUBJECT: NAMING AND SPONSORSHIP POLICY; WORKING WITH THE JOHNSON COUNTY LIBRARY FOUNDATION

SUMMARY

The Library and the Johnson County Library Foundation work closely together to develop private donations and funding for the benefit of Library programs and facilities. This document describes Library Board policy and intent regarding those cooperative efforts.

Effective Date:

January 10, 2018

Reviewed:

October 27, 2021

October 12, 2023

July 9, 2026

POLICY:

a. The Library Board appreciates and encourages private donations made to support Library programs and facilities and views such contributions as vital to achieving the level of excellence desired by our community.

Because the Johnson County Library Foundation (“the Foundation”) maintains an established system to solicit, track, acknowledge, receive and recognize private gifts, the Library Board authorizes the Foundation to develop and manage naming and sponsorship opportunities for Library facilities and programs.

The Library Board has authorized other forms of fundraising and recognition in partnership with others as appropriate. See ARM 10-56-96, “Gifts and Fundraising.”

DEFINITIONS:

b. For the purposes of this document, sponsorship and naming opportunities are defined as follows:

- Facility: Library interior and exterior areas, spaces, and rooms
- Sponsorship: Giving a donation. Sponsorship may be applied to a program (e.g. speakers, events, presentations, and other programming), or facilities (e.g. interior and exterior areas, spaces, rooms) and may or may not be exclusive as designated by the donor agreement.

AUTHORIZATION
TO THE COUNTY
LIBRARIAN AND
THE FOUNDATION

- Naming: ~~Naming, whether after a person or persons or an business organization or entity,~~ may be applied only to facilities ~~and (e.g. interior and exterior areas, spaces, rooms),~~ will be exclusive, and must be approved by the Library Board. ~~Facility naming through sponsorship requires the approval of both the Library Board and the Johnson County Library Foundation Board. Naming in honor of a significant, non-monetary contribution to the Library requires only the approval of the Library Board.~~

c. The Library Board authorizes the County Librarian and the Foundation to develop a mutually agreeable plan to designate ~~interior and exterior areas, spaces, rooms and facilities~~ ("Facility/Facilities") ~~Facilities~~ as available for Naming, and to define Sponsorship opportunities for programs, speakers, events, presentations, and other programming.

The Library Board authorizes the County Librarian and the Foundation to develop minimum contribution levels for Naming and Sponsorship opportunities.

For a Naming to be approved, the County Librarian and the Foundation will present (i) a formal recommendation at an open meeting of the Library Board for review and approval or disapproval and (ii) an agreement executed by the donor and the Foundation relating to the terms of the donation. The agreement shall recite that the proposed Name is contingent on Library Board approval. No proposed Name will be formally announced until it is approved by the Library Board, although the proposed Name may appear in materials presented to the Library Board prior to its meeting pursuant to the terms of the Kansas Open Records Act. Naming recognition will be presented as part of the recommendation and will be described in the donor agreement.

Donations resulting in Naming or Sponsorship rights will be paid to and managed by the Foundation. Each Naming or Sponsorship will be finalized through a formal written agreement between the donor and the Foundation. Naming rights will not be offered in perpetuity; rather, the duration of Naming rights will be specified in a formal written agreement between the donor and the Foundation.

The Library Board will entertain requests from corporations and other legal entities to rename areas in cases of corporate or entity renaming but will not guarantee approval of such renaming requests.

MEMORANDUM
OF UNDERSTANDING

d. On the recommendation of the County Librarian, the Library Board may enter into a Memorandum of Understanding with the Foundation that provides operational and procedural details on Naming and Sponsorship opportunities.

~~October 12, 2023~~ July 9, 2026
End

ARM 10-56-97

Administrative Regulation: Naming and Sponsorship Policy; Working with the Johnson County Library Foundation

Document Number: ARM 10-56-97

Tab: Governance

Section: Resolution by Library Board of Directors

Subject: Naming and Sponsorship Policy; Working with the Johnson County Library Foundation

Summary

The Library and the Johnson County Library Foundation work closely together to develop private donations and funding for the benefit of Library programs and facilities. This document describes Library Board policy and intent regarding those cooperative efforts.

Effective Date: January 10, 2018

Reviewed/Reaffirmed: October 27, 2021
October 12, 2023
July 9, 2026

Policy

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Because the Johnson County Library Foundation ("the Foundation") maintains an established system to solicit, track, acknowledge, receive and recognize private gifts, the Library Board authorizes the Foundation to develop and manage naming and sponsorship opportunities for Library facilities and programs.

The Library Board has authorized other forms of fundraising and recognition in partnership with others as appropriate. See ARM 10-56-96, "Gifts and Fundraising."

Definitions

- b. For the purposes of this document, sponsorship and naming opportunities are defined as follows:
- Facility: Library interior and exterior areas, spaces, and rooms
 - Sponsorship: Giving a donation. Sponsorship may be applied to a program (e.g. speakers, events, presentations, and other programming), or facilities (e.g. interior and exterior areas, spaces, rooms) and may or may not be exclusive as designated by the donor agreement.
 - Naming: Naming, whether after a person or persons or an organization or entity, may be applied only to facilities and will be exclusive, and must be approved by the Library Board.

Authorization to the County Librarian and the Foundation

c. The Library Board authorizes the County Librarian and the Foundation to develop a mutually agreeable plan to designate Facilities as available for Naming, and to define Sponsorship opportunities for programs, speakers, events, presentations, and other programming.

Administrative Regulation: Naming and Sponsorship Policy; Working with the Johnson County Library Foundation

Document Number: ARM 10-56-97

The Library Board authorizes the County Librarian and the Foundation to develop minimum contribution levels for Naming and Sponsorship opportunities.

For a Naming to be approved, the County Librarian and the Foundation will present (i) a formal recommendation at an open meeting of the Library Board for review and approval or disapproval and (ii) an agreement executed by the donor and the Foundation relating to the terms of the donation. The agreement shall recite that the proposed Name is contingent on Library Board approval. No proposed Name will be formally announced until it is approved by the Library Board, although the proposed Name may appear in materials presented to the Library Board prior to its meeting pursuant to the terms of the Kansas Open Records Act. Naming recognition will be presented as part of the recommendation and will be described in the donor agreement.

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The Library Board will entertain requests from corporations and other legal entities to rename areas in cases of corporate or entity renaming but will not guarantee approval of such renaming requests.

Memorandum of Understanding

d. On the recommendation of the County Librarian, the Library Board may enter into a Memorandum of Understanding with the Foundation that provides operational and procedural details on Naming and Sponsorship opportunities.

Review Date: June 11, 2026

ARM 10-56-97 END

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-11

SECTION: General Patron Services

SUBJECT: HOLIDAY CLOSINGS

SUMMARY

This document describes the policy of the Library Board in closing the library in observance of holidays.

Effective Date:

September 10, 2015

Reviewed:

October 4, 2017
October 27, 2021
November 9, 2023
July 9, 2026

POLICY

Regulation
Purpose

a. It is the policy of Johnson County Library to adhere to the holiday schedule promulgated by the Board of County Commissioners. This regulation is necessary to cover holiday closings on the evenings and weekends not addressed by the BOCC.

Closing on
Adjacent Days

b. Johnson County Library will close on Easter Sunday and on Sundays occurring the day before BOCC-designated holidays that apply to the Library, with the exception of Martin Luther King Jr. Day and Juneteenth. However, if a ~~contiguous~~ consecutive Monday and Tuesday are BOCC-designated holidays, the Library will keep regular hours on the Sunday immediately before. If Independence Day, Christmas, or New Year's Day fall on Saturday or Sunday, the Library will be closed on the day of the holiday and the day of any BOCC-designated observance that applies to the Library.

Early Closings

c. Johnson County Library will close at 5:00 p.m. on July 3, December 24, and December 31, if the date falls on Monday, Tuesday, Wednesday, Thursday, or Friday. If July 3,

December 24, or December 31 are designated holidays by the BOCC, the Library will keep regular hours on July 2, December 23, and December 30.

Thanksgiving

d. Thanksgiving Day and the Friday following are designated official County holidays. The Library will close at 5:00 p.m. on the Wednesday preceding Thanksgiving and reopen on Saturday morning.

Other Deviations

e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on the day before other BOCC-designated holidays that apply to the Library.

ARM 20-10-11 End

**~~November 9,~~
~~2023~~July 9, 2026**

Administrative Regulation: Holiday Closings
Document Number: ARM 20-10-11

Tab: Patron Services
Section: General Patron Services
Subject: Holiday Closings

Summary

The document describes the policy of the Library Board in closing the library in observance of holidays.

Effective Date: September 10, 2015

Reviewed/Reaffirmed: October 4, 2017
October 27, 2021
October 12, 2023
July 9, 2026

Policy

Regulation Purpose

a. It is the policy of Johnson County Library to adhere to the holiday schedule promulgated by the Board of County Commissioners. This regulation is necessary to cover holiday closings on the evenings and weekends not addressed by the BOCC.

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Thanksgiving

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Other Deviations

Administrative Regulation: Holiday Closings

Document Number: ARM 20-10-11

- e. These are the only deviations from the regular hours of operation as defined in ARM 20-10-10 Hours of Service that may occur regarding holidays, except that the County Librarian may authorize early closings on the day before other BOCC-designated holidays that apply to the Library.

Review Date: July 9, 2026

ARM 20-10-11 END

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-30

SECTION: General Patron Services

SUBJECT: SUSPENSION, DENIAL OR RESTRICTION OF LIBRARY USE; APPEAL PROCEDURES

SUMMARY

The purpose of this document is to establish the authority and procedures under which the County Librarian and the Library Board may suspend library privileges or deny or restrict library use.

Effective Date:

September 10, 2015

Review Date:

January 9, 2020
February 11, 2021
October 12, 2023
July 9, 2026

STATUTORY AUTHORITY

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

OPEN ACCESS

b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.

c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

SUSPENSION, DENIAL OR RESTRICTION POLICY & PROCEDURE

d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or the County Librarian's expressly designated representative.

APPEAL PROCEDURE AND
APPLICATION FOR
REINSTATEMENT

The County Librarian or the County Librarian's designee is authorized to suspend, deny, or restrict an individual's library privileges for

(1) violation of federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an individual's library privileges, the County Librarian may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

e. The Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:

1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.

2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised of ~~at least three~~ Library staff ~~members of the administrative team~~ to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.

3. The individual whose Library privileges are under consideration shall be invited to provide written material or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.

4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the

public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.

5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").

6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter. Contents of the Administrative Record are confidential, unless the individual appeals the County Librarians' decision and appears before the Library Board in public meeting, as described in subsection 8 below, in which event the Administrative Record shall be submitted to the Library Board and shall become a public record.

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.

8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. The County Librarian may withdraw or modify the order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present a case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. The Library Board shall have the entire Administrative Record. The

Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of judgment.

9. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of that individual's library privileges or modification of the order denying or restricting that individual's library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of Directors, whichever is later, by using the Library's Appeal Form.

REMOVAL FROM
LIBRARY PREMISES
AND TEMPORARY
SUSPENSION OF
PRIVILEGES

Library staff are authorized to cause an individual to be removed immediately from any Library branch facility or particular Library service area, or from all Library branch facilities or premises for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

Library staff may cause an individual to be removed from Library branch facilities, services, or premises and the County Librarian, upon issuance of a written notice, may suspend temporarily, for a period not to exceed thirty (30) days, an individual's Library privileges when the patron's behavior is particularly flagrant or a threat to public safety, including but not limited to (1) making threats of violence or endangering the safety of Library staff or patrons, (2) giving Library staff reason to contact police, or (3) interfering with the ability of other patrons to make use of the Library or access information. When the County Librarian or the County Librarian's designee temporarily suspends the individual's Library privileges under this subsection f, the suspension procedure described in subsections d and e shall be commenced by the Library, unless such a suspension procedure has already been commenced with respect to the individual's Library privileges.

Administrative Regulation: Suspension, Denial or Restriction of Library Use; Appeal Procedures
Document Number: ARM 20-10-30

Tab: Patron Services

Section: General Patron Services

Subject: Suspension, Denial or Restriction of Library Use; Appeal Procedures

Summary

The purpose of this document is to establish the authority and procedures under which the County Librarian and the Library Board may suspend library privileges or deny or restrict library use.

Effective Date: September 10, 2015

Reviewed/Reaffirmed: January 9, 2020
February 11, 2021
October 12, 2023
July 9, 2026

Statutory Authority

a. K.S.A. 12-1227 states:

"Every library established under, or governed by, the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the Library Board may adopt, and said board may exclude from the use of said library any and all persons who willfully violate such rules."

Open Access

- b. The right of free access to information for all individuals is basic to all aspects of library service. The policy of the Johnson County Library is to extend the free use of its services as far as possible.
- c. No general restrictions on circulation of materials or the provision of information may be made except as expressed directly in this Administrative Regulations Manual or in procedures authorized by it.

Suspension, Denial or Restriction Policy & Procedure

- d. The library rights and privileges of individuals described by statute or by Johnson County Library policies or regulations may only be suspended, denied or restricted by decision of the County Librarian or the County Librarian's expressly designated representative.

The County Librarian or the County Librarian's designee is authorized to suspend, deny, or restrict an individual's library privileges for

(1) violation of federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, or (3) posing an immediate health hazard or risk of an immediate health hazard to the Library or other Library patrons. The suspension, denial, or restriction of library privileges may be indefinite or for a definite period of time. When the County Librarian suspends, denies, or restricts an

Administrative Regulation: Suspension, Denial or Restriction of Library Use; Appeal Procedures
Document Number: ARM 20-10-30

individual's library privileges, the County Librarian may share information about the suspension, denial, or restriction of library privileges with law enforcement agencies.

- e. The Library follows the following procedure for suspension, restriction, and denial of privileges and appeal by an individual:
1. A written report prepared by Library staff is submitted according to Library procedure recommending the individual for suspension, restriction, or denial of privileges. Additional evidence and supporting material may be provided by staff during the administrative process to be included along with the staff recommendation as part of the administrative record for consideration by the County Librarian.
 2. Upon receipt of the recommendation for suspension, restriction, or denial of privileges, the County Librarian shall convene a Library Administration panel comprised of three Library staff members to review the underlying causes or rationale for suspension, restriction, or denial of Library privileges and to interview relevant Library staff and the individual.
 3. The individual whose Library privileges are under consideration shall be invited to provide written material or evidence the individual believes is pertinent for consideration. The Administration panel will review the evidence of underlying conduct or rationale for the individual's suspension, denial, or restriction, including but not limited to written incident reports or evidence from staff, interviews with staff, and written documentation or responses from the individual. Any evidence provided by the individual or staff to the Administration panel will become part of the administrative record on this matter.
 4. The Library Administration panel shall also invite individuals to request a meeting and interview with the Administration panel to discuss the individual's appeal. The minutes of this meeting shall be incorporated into the public administrative record. The Library encourages individuals to engage the Administrative Panel in dialogue in consideration of the suspension, restriction, or denial.
 5. Upon completion of this administrative proceeding, after the individual's opportunity to meet with the Administration panel and the panel's consideration of the administrative record, the panel shall make a recommendation to the County Librarian for determination of the individual's suspension, restriction, or denial of privileges. The Administration panel's recommendation shall be accompanied by all written documents of any kind, including memoranda, statements, and letters, developed during the course of the proceeding (the "Administrative Record").
 6. Upon receipt of the Administration panel's recommendation and the Administrative Record, the County Librarian shall review the Administrative Record, determine the appropriate action, and issue an order for suspension, denial, or restriction of the individual's privileges, or dismissal of the proceedings. The County Librarian shall inform the individual of the decision in a certified letter. Contents of the Administrative Record are confidential, unless the individual appeals the County Librarians' decision and appears before the Library Board in public meeting, as described in subsection 8 below, in which event the Administrative Record shall be submitted to the Library Board and shall become a public record.

Administrative Regulation: Suspension, Denial or Restriction of Library Use; Appeal Procedures
Document Number: ARM 20-10-30

7. Should the individuals' privileges be suspended, restricted, or denied, the individual shall then have ten days from the date of receipt of the certified letter for the County Librarian's order, to file an appeal to the Library Board of Directors by filing a notice of appeal with Library Administration in writing or in substantially the form of the Library's Appeal Form.
8. The Library Board shall hear the appeal at its next regular meeting in the form of an administrative hearing. The Library Board shall be provided prior to the hearing, the County Librarian's written letter of suspension, restriction, or denial of privileges, the Administrative Record, and any material or documents submitted by the individual. The County Librarian may withdraw or modify the order at any time prior to the hearing before the Library Board. The individual making the appeal shall have the right to present a case to the Library Board and the Library Board shall uphold, reverse, or modify the County Librarian's order suspending, denying or restricting the individual's library privileges. The Library Board shall have the entire Administrative Record. The Administrative Record will be made public as part of the Library Board meeting packet except patron borrowing records as described in ARM 20-20-20 unless those records are directly material to the suspension, restriction, or denial of privileges. And the hearing will be conducted in public during a Library Board meeting held on the second Thursday of the month. The Library Board shall consider the County Librarian's decision under an arbitrary and capricious standard of review whereby the decision may be reversed only when it is contrary to the facts of the administrative record and a clear error of judgment.
9. An individual whose library privileges have been suspended, denied or restricted may apply to the County Librarian for reinstatement of that individual's library privileges or modification of the order denying or restricting that individual's library privileges at any time after six months from the entry of the order of the County Librarian or the Library Board of Directors, whichever is later, by using the Library's Appeal Form.

Removal From Library Premises and Temporary Suspension of Privileges

Library staff are authorized to cause an individual to be removed immediately from any Library branch facility or particular Library service area, or from all Library branch facilities or premises for the remainder of that day's Library branch operating hours when the individual is (1) violating federal or state law, local codes, or library regulations, (2) interfering with the access of others to information, (3) posing an immediate health hazard, or (4) breaking the terms of a County Librarian order for suspension, denial, or restriction of the individual.

Library staff may cause an individual to be removed from Library branch facilities, services, or premises and the County Librarian, upon issuance of a written notice, may suspend temporarily, for a period not to exceed thirty (30) days, an individual's Library privileges when the patron's behavior is particularly flagrant or a threat to public safety, including but not limited to (1) making threats of violence or endangering the safety of Library staff or patrons, (2) giving Library staff reason to

Administrative Regulation: Suspension, Denial or Restriction of Library Use; Appeal Procedures
Document Number: ARM 20-10-30

contact police, or (3) interfering with the ability of other patrons to make use of the Library or access information.

When the County Librarian or the County Librarian's designee temporarily suspends the individual's Library privileges under this subsection f, the suspension procedure described in subsections d and e shall be commenced by the Library, unless such a suspension procedure has already been commenced with respect to the individual's Library privileges.

Review Date: July 9, 2026

ARM 20-10-30 END

DRAFT

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-20

SECTION: Facility Usage

SUBJECT: PUBLIC FORUM AND NON-PUBLIC FORUM AND DISPLAY SPACES

SUMMARY

This regulation sets forth rationale and criteria on which designation of public and non-public spaces and displays therein are based. As part of its mission, Johnson County Library makes available in all branch locations handouts, displays, ~~and~~ exhibit areas, and bulletin boards. The use of these areas is intended to increase public awareness of the broad range of information available in the library collection and to make available information created by and of interest to the local community. However, display and distribution areas are subject to designations as public forum or non-public forum spaces with specific criteria for use.

Effective Date:

April 12, 2014

Reviewed:

October 4, 2017
February 11, 2021
November 9, 2023
July 9, 2026

DESIGNATIONS

Public Forum
Spaces

a. Public forum spaces are those spaces created by government designation for the use of the public at large for assembly or communication. Materials displayed or distributed in such areas may advocate a position, but the display and distribution do not constitute endorsement of the material's content by the library. ~~Materials~~ cannot be excluded from public forum spaces based on content unless the exclusion is necessary to serve a compelling governmental interest which cannot be served by less restrictive action.

~~a.~~

1. Public Forum: All meeting rooms booked for public use and community information spaces such as handout areas and non-governmental bulletin boards are public forum spaces.

2. Public forum space is available for use by ~~government agencies and non-profit groups engaged in educational, cultural, intellectual, or charitable activities~~ government agencies and not for profit groups engaged in educational, cultural, intellectual, recreational, or charitable activities, within policies set forth in regulation and within procedures established by the County Librarian.

Non-public Forum
Spaces

- b. Pursuant to ARM 20-80-27, all study rooms and conference rooms are non-public forums. All displays, exhibits, and exhibitions are designated as non-public forum spaces. The Library offers no public forum spaces for displays and exhibits.

DEFINITIONS

Displays

- c. Displays are defined as presentations on open shelves or fixtures of materials from the library collection which are available for lending, and/or materials or information about materials created or on loan to the Library by government units or from private citizens or groups. Displays are often topical in nature- and are covered by the intellectual freedom policies of the Library and are not a public forum.

~~e.~~

Exhibits

- d. Exhibits are more formal presentations of Library and governmental materials and/or regalia. Exhibits and exhibit cases are covered by the intellectual freedom policies of the library and are not a public forum.

Art Spaces

- e. The Library offers limited space for displays of works of art. These spaces are designated by the County Librarian and constitute a library program and are not a public forum.

Community
Information

- f. In accordance with ARM 20-80-23, community information spaces for handouts, posters, and other information relevant to the local community are available in most libraries as a public forum. The exception to this is during

Spaces

election time if the Library Branch is a polling place. No election material will be displayed within 250 feet of the entrance. _____

PROCEDURES

g. The Library maintains a current list (reviewed annually) of its display, exhibit, handout and bulletin board areas accompanied by the designation "public forum" or "non-public forum." The designation as a non-public or public forum space may be changed at any time by the County Librarian, pursuant to written procedures that the County Librarian adopts to implement this policy.

~~g.~~

h. The County Librarian will establish criteria and procedures as guidelines for implementing non-public forum displays, exhibits, and art displays.

AUTHORITY

i. ~~i.~~ Final authority for all materials displayed and made available in public forum and non-public forum spaces rests with the County Librarian, or their designee. The County Librarian is directed to adopt written procedures to implement the terms of this policy. The County Librarian is directed to develop guidelines and criteria to assist with the execution of powers granted herein.

~~November 9, 2023~~ July 9,
2026

ARM 20-80-20 END

Administrative Regulation: Public Forum and Non-Public Forum and Display Spaces
Document Number: ARM 20-80-20

Tab: Patron Services

Section: Facility Usage

Subject: Public Forum and Non-Public Forum and Display Spaces

Summary

This regulation sets forth rationale and criteria on which designation of public and non-public spaces and displays therein are based. As part of its mission, Johnson County Library makes available in all branch locations handouts, displays, exhibit areas, and bulletin boards. The use of these areas is intended to increase public awareness of the broad range of information available in the library collection and to make available information created by and of interest to the local community. However, display and distribution areas are subject to designations as public forum or non-public forum spaces with specific criteria for use.

Effective Date: April 12, 2014

Reviewed/Reaffirmed: October 4, 2017
February 11, 2021
November 9, 2023
July 9, 2026

Designations

Public Forum Spaces

a. Public forum spaces are those spaces created by government designation for the use of the public at large for assembly or communication. Materials displayed or distributed in such areas may advocate a position, but the display and distribution do not constitute endorsement of the material's content by the library. Materials cannot be excluded from public forum spaces based on content unless the exclusion is necessary to serve a compelling governmental interest which cannot be served by less restrictive action

1. Public Forum: All meeting rooms booked for public use and community information spaces such as handout areas and non-governmental bulletin boards are public forum spaces.
2. Public forum space is available for use by government agencies and not for profit groups engaged in educational, cultural, intellectual, recreational, or charitable activities. within policies set forth in regulation and within procedures established by the County Librarian.

Non-public Forum Spaces

b. Pursuant to ARM 20-80-27, all study rooms and conference rooms are non-public forums. All displays, exhibits, and exhibitions are designated as non-public forum spaces. The Library offers no public forum spaces for displays and exhibits.

Definitions

Displays

Administrative Regulation: Public Forum and Non-Public Forum and Display Spaces
Document Number: ARM 20-80-20

c. Displays are defined as presentations on open shelves or fixtures of materials from the library collection which are available for lending, and/or materials or information about materials created or on loan to the Library by government units or from private citizens or groups. Displays are often topical in nature and are covered by the intellectual freedom policies of the Library and are not a public forum.

Exhibits

d. Exhibits are more formal presentations of Library and governmental materials and/or regalia. Exhibits and exhibit cases are covered by the intellectual freedom policies of the library and are not a public forum.

Art Spaces

e. The Library offers limited space for displays of works of art. These spaces are designated by the County Librarian and constitute a library program and are not a public forum.

Community Information Spaces

f. In accordance with ARM 20-80-23, community information spaces for handouts, posters, and other information relevant to the local community are available in most libraries as a public forum. The exception to this is during election time if the Library Branch is a polling place. No election material will be displayed within 250 feet of the entrance.

Procedures

g. The Library maintains a current list (reviewed annually) of its display, exhibit, handout and bulletin board areas accompanied by the designation "public forum" or "non-public forum." The designation as a non-public or public forum space may be changed at any time by the County Librarian, pursuant to written procedures that the County Librarian adopts to implement this policy.

h. The County Librarian will establish criteria and procedures as guidelines for implementing non-public forum displays, exhibits, and art displays.

Authority

i. Final authority for all materials displayed and made available in public forum and non-public forum spaces rests with the County Librarian, or their designee. The County Librarian is directed to adopt written procedures to implement the terms of this policy. The County Librarian is directed to develop guidelines and criteria to assist with the execution of powers granted herein.

Review Date: July 9, 2026

ARM 20-80-20 END

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-80-24

SECTION: Facility Usage

SUBJECT: PETITIONING, PICKETING AND PROTESTS

SUMMARY

This regulation describes the Library Board's policy on reacting to public demonstrations within designated petitioning zones on ~~library~~ Library property, which may include protests, petitioning for signatures, personal campaigning, and distribution of literature.

Effective Date:

August 17, 2011

Reviewed:

October 4, 2017

October 27, 2021

July 14, 2022

April 29, 2025

July 9, 2026

POLICY

PICKETING
AND
PROTESTING

a. Petitioning for signatures and distribution of literature is permitted on Library property in areas designated by Library administration staff the County Librarian, or the County Librarian's designee, unless the activity obstructs traffic or interferes with Library patrons' use of the Library.

b. ~~a.~~ Peaceful demonstrations and picketing or protesting are permitted on Library property outside Library buildings in petitioning zone areas designated by the County Librarian, or the County Librarian's designee by staff Library administration staff, unless the activity obstructs traffic or interferes with Library patrons' use of the Library. – Peaceful demonstrations and picketing or protesting are not permitted inside Library buildings, protesters may demonstrate only in the context of except during scheduled meetings in Library meeting rooms in accordance with ARM 20-80-26–, provided, Pprotesters may not stand outside of Library meeting rooms to protest. Notwithstanding the foregoing, if peaceful demonstrations and picketing or

~~protesting Library uses and/or traffic is obstructed~~
~~meeting intent or traffic is disrupted~~
~~a meeting's purpose or activities,~~
~~Library personnel may redirect protesters to the exterior petitioning zone or will~~
~~may call local police, pursuant to our Patron Code of Behavior 20-10-50.~~

LIMITED
EXCEPTIONS
FOR
PETITIONING
AND
DISTRIBUTION
OF
LITERATURE

~~Petitioning for signatures is allowed in designated areas outside of library buildings. Inside of library buildings, petitioners may demonstrate only in the context of scheduled meetings in library meeting rooms. Petitioners may not stand outside of library meeting rooms to protest. Literature may be distributed in the designated petitioning zone outside of library buildings but must not impede traffic. Local, state and federal government agencies and Nnot-for-profit organizations withthat enter established MOUs or partnership agreements with the Library and local, state and federal government agencies who wish to distribute informational literature are not required to remain in~~
~~may conduct such activities outside designated petitioning zones, pursuant to the regulations established in ARM 20-80-20.~~

LEGAL

c. ~~Demonstrators, protesters, and picketers are responsible for following~~
~~complying with and following the Library Administrative Regulation Manual and all laws, including municipal rules and regulations.~~

EXCEPTION
FOR
ELECTIONS

d. ~~At any time when a Johnson County Library facility is used as a polling place on election day or as an advance voting site during the time period allowed by law for casting a ballot by advance voting, Tthe County Librarian maywill, on Election Day and/or during Advanced Voting, direct staff to temporarily relocate or close a library's designated area~~
~~petitioning zone if the area~~
~~petitioning zone is within a radius of 250 feet from the entrance is too near a polling place~~
~~of the~~

LIBRARY IS
NEUTRAL

library facility, pursuant to in accordance with KSA 25-2430; provided, to the extent relocation on library property is not reasonably feasible, the County Librarian will temporarily close the designated petitioning zone for the period when the facility is used a polling place.

e. Johnson County Library maintains a content and viewpoint neutral position regarding any activity that takes place in the petitioning zones on library property and consistent with our Patron Code of Behavior 20-10-50.

PROCEDURES

The County Librarian maintains written procedures to implement the terms of this policy.

~~July 14, 2022~~
~~April 29,~~
~~2025~~ July 9, 2026

ARM 20-80-24 End

Administrative Regulation: Petitioning and Protests**Document Number: ARM 20-80-24****Tab:** Patron Services**Section:** Facilities Usage**Subject:** Petitioning and Protests**Summary**

This regulation describes the Library Board's policy on reacting to public demonstrations within designated petitioning zones on Library property, which may include protests. petitioning for signatures, personal campaigning, and distribution of literature.

Effective Date: August 17, 2011

Reviewed/Reaffirmed: October 4, 2017
October 27, 2021
July 14, 2022
April 29, 2025
June 11, 2026

Policy

- a. Petitioning for signatures and distribution of literature is permitted on Library property in areas designated by the County Librarian, or the County Librarian's designee, unless the activity obstructs traffic or interferes with Library patrons' use of the Library.
- b. Peaceful demonstrations and picketing or protesting are permitted on Library property outside Library buildings in petitioning zone areas designated by the County Librarian, or the County Librarian's designee, unless the activity obstructs traffic or interferes with Library patrons' use of the Library. Peaceful demonstrations and picketing or protesting are not permitted inside Library buildings, except during scheduled meetings in Library meeting rooms in accordance with ARM 20-80-26, provided, protesters may not stand outside of Library meeting rooms to protest. Notwithstanding the foregoing, if peaceful demonstrations and picketing or protesting disrupt a meeting's purpose or activities, Library personnel may redirect protesters to the exterior petitioning zone or may call local police, pursuant to our Patron Code of Behavior 20-10-50

Limited Expectations for Petitioning and Distribution of Literature

Not-for-profit organizations that enter MOUs or partnership agreements with the Library and local, state and federal government agencies who wish to distribute informational literature may conduct such activities outside designated petitioning zones, pursuant to the regulations established in ARM 20-80-20.

Legal

- c. Demonstrators, protesters, and picketers are responsible for complying with and following the Library Administrative Regulation Manual and all laws, including municipal rules and regulations.

Exception for Elections

Administrative Regulation: Petitioning and Protests

Document Number: ARM 20-80-24

d. At any time when a Johnson County Library facility is used as a polling place on election day or as an advance voting site during the time period allowed by law for casting a ballot by advance voting, the County Librarian will temporarily relocate a library's designated petitioning zone if the petitioning zone is within a radius of 250 feet from the entrance of the library facility, in accordance with KSA 25-2430; provided, to the extent relocation on library property is not reasonably feasible, the County Librarian will temporarily close the designated petitioning zone for the period when the facility is used a polling place.

Library is Neutral

e. Johnson County Library maintains a content and viewpoint neutral position regarding any activity that takes place on library property.

Procedures

The County Librarian maintains written procedures to implement the terms of this policy.

Review Date: July 9, 2026

ARM 20-80-24 END

ADMINISTRATIVE REGULATIONS

TAB: Collections

DOCUMENT NUMBER: 30-20-30

SECTION: Library Collections

SUBJECT: SPECIAL COLLECTIONS

SUMMARY

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued ~~_, and lists currently authorized special collections.~~

Effective Date:

June 15, 2005

Reviewed:

October 4, 2017

October 27, 2021

October 12, 2023

DEFINITION

a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.

Exclusions

b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

AUTHORITY

c. Collections are listed and established or abandoned based on specifications within the Johnson County Library Collection Development Policy.

October 12, 2023

ARM 30-20-30 End

Administrative Regulation: Special Collections
Document Number: ARM 30-20-30

Tab: Collections
Section: Library Collections
Subject: Special Collections

Summary

This document defines the basis for establishing a special collection, describes how such collections are proposed, adopted, and continued.

Effective Date: June 15, 2005

Reviewed/Reaffirmed: October 4, 2017
October 27, 2021
October 12, 2023
July 9, 2026

Definitions

a. A special collection is a group of materials housed and classified separately from the general, circulating, reference, or periodical collections, brought together for a specific purpose or to serve a particular clientele.

Exclusions

b. The Library does not maintain a separate collection of rare books. The County Librarian may make provision for the separate storage and protection of rare and unusual items which relate to areas of special emphasis within the Library's general or special collections.

Authority

c. Collections are listed and established or abandoned based on specifications within the Johnson County Library Collection Development Policy.

Review Date: July 9, 2026

ARM 30-20-30 END

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-50

SECTION: Administrative Services

SUBJECT: SURPLUS PROPERTY; CONVEYANCE OF WEEDED MATERIALS TO FRIENDS OF THE JOHNSON COUNTY LIBRARY

SUMMARY

This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date:

Reaffirmed
Reviewed

September 10, 2015
October 11, 2018
October 22, 2020
October 12, 2023
July 9, 2026

POLICY

a. Library property may be disposed of only in accordance with this regulation and appropriate statutes, regulations, and policies.

LIBRARY MATERIALS

Weeding

b. Cataloged library materials may be continuously evaluated for accuracy, currency, and responsiveness to user needs, and withdrawn or “weeded” from the collection in accordance with the Collection Development Policy. The County Librarian will establish procedures to implement a weeding process in accordance with that policy.

With Intrinsic
Value

c. Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends of the Johnson County Library for the purpose of offering them for sale to the public. These materials are then no longer library property. The Friends shall pay to and for the benefit of the Library an annual fee for such items, determined by the County Librarian on the basis of the resale market value of such weeded materials.

Legal Notice

d. Appropriate legal notice of the sales, if required, will be published by staff of the Johnson County Library.

Purchase by
Employees and
Library Board
Members

e. Employees of the Johnson County Library may not purchase materials sold by the Friends of the Library. Library Board members, as a type of an appointed volunteer, may purchase items from the Friends of the Library on the same terms offered to the general public.

~~All sales to Library Board members must take place at a Friends of the Library location or at scheduled book sales.~~

Without Intrinsic Value

f. Undamaged Library materials which maintain no intrinsic value, and are no longer needed by the library will, under the authority of the County Librarian, be made available free of charge to the general public on an equitable basis at a prearranged and publicized time and place.

GIFTS

g. Disposal of gifts must be handled in accordance with any approved pre-conditions. Provided, however, in the absence of pre-conditions, gifts may be disposed in accordance with other tangible library property.

TANGIBLE PROPERTY

h. Other tangible library property, may be disposed of in accordance with the procedures adopted by the County Librarian that, for more valuable items, include notice to the public and an opportunity for purchase by the general public in the manner described by state law and library regulation.

AGREEMENT WITH FRIENDS

i. The Library and the Friends shall enter into a written agreement that specifies terms consistent with this regulation.

~~October 12, 2023~~ July 9, 2026

ARM 50-20-50 End

Administrative Regulation: Surplus Property; Conveyance of Weeded Materials to Friends of the Johnson County Library
Document Number: ARM 50-20-50

Tab: Administration

Section: Administrative Services

Subject: Surplus Property; Conveyance of Weeded Materials to Friends of the Johnson County Library

Summary

This document describes policy and procedures for disposing of various types of property acquired by the Library.

Effective Date: September 10, 2015

Reviewed/Reaffirmed: October 11, 2015
October 11, 2018
October 22, 2020
October 12, 2023
July 9, 2026

Policy

- a. Library property may be disposed of only in accordance with this regulation and appropriate statutes, regulations, and policies.

Library Materials

Weeding

- b. Cataloged library materials may be continuously evaluated for accuracy, currency, and responsiveness to user needs, and withdrawn or “weeded” from the collection in accordance with the Collection Development Policy. The County Librarian will establish procedures to implement a weeding process in accordance with that policy.

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- c. Library materials which maintain an intrinsic value, but have been withdrawn or weeded from the library collections will be conveyed to the Friends of the Johnson County Library for the purpose of offering them for sale to the public. These materials are then no longer library property. The Friends shall pay to and for the benefit of the Library an annual fee for such items, determined by the County Librarian on the basis of the resale market value of such weeded materials.

Legal Notice

- d. Appropriate legal notice of the sales, if required, will be published by staff of the Johnson County Library.

Purchase by Employees and Library Board Members

- e. Employees of the Johnson County Library may not purchase materials sold by the Friends of the Library. Library Board members, as an appointed volunteer, may purchase items from the Friends of the Library on the same terms offered to the general public.

Administrative Regulation: Surplus Property; Conveyance of Weeded Materials to Friends of the Johnson County Library
Document Number: ARM 50-20-50

Without Intrinsic Value

f. Undamaged Library materials which maintain no intrinsic value, and are no longer needed by the library will, under the authority of the County Librarian, be made available free of charge to the general public on an equitable basis at a prearranged and publicized time and place.

Gifts

g. Disposal of gifts must be handled in accordance with any approved pre-conditions. Provided, however, in the absence of pre-conditions, gifts may be disposed in accordance with other tangible library property.

Tangible Property

h. Other tangible library property, may be disposed of in accordance with the procedures adopted by the County Librarian that, for more valuable items, include notice to the public and an opportunity for purchase by the general public in the manner described by state law and library regulation.

Agreement with Friends

i. The Library and the Friends shall enter into a written agreement that specifies terms consistent with this regulation.

Review Date: July 9, 2026

ARM 50-20-50 END

ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-30-40

SECTION: Finance

SUBJECT: PATRON ACCOUNTS RECEIVABLE

SUMMARY

This regulation defines a "Patron Account Receivable" and authorizes the County Librarian to adopt procedures with respect to such accounts; and specifies when Patron Account Receivable may be written off as doubtful or uncollectible.

REVIEW DATE:

October 11, 2018

October 22, 2020

April 13, 2023

~~March 27~~ July 9, 2026

DEFINITION OF PATRON ACCOUNT RECEIVABLE

A Patron Account Receivable is an account that represents the overall balance of funds due the Library from a patron. The balance of funds may include fees owed by the patron pursuant to ARM 20-10-90, "Fee Schedule", replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, "~~Overdue,~~ Lost or Damaged Materials ~~and ILL Materials~~ Fee Schedule," and any other fees or charges owed by the patron pursuant to these regulations.

AUTHORIZATION FOR COUNTY LIBRARIAN TO ADOPT PROCEDURES ON PATRON ACCOUNTS RECEIVABLE

The County Librarian is authorized to adopt procedures for accounting for, reconciling, and reporting on, Patron Accounts Receivable in accordance with GASB rules. Such procedures may include appropriate definitions; rules governing accounts receivable ledgers and reports; procedures relating to reports on aged accounts receivable; and rules governing the handling of doubtful or uncollectible Patron Accounts Receivable in accordance with this regulation.

ALLOWANCE FOR DOUBTFUL OR UNCOLLECTIBLE ACCOUNTS RECEIVABLE

A patron Account Receivable is deemed to be doubtful or uncollectible when it is more than three years old and less than \$100 in value. Patron Accounts Receivable meeting these criteria shall be written off the accounts receivable ledger in the manner specified in procedures adopted by the County Librarian. When such accounts receivable are written off, the debt of the patron to the Library is not eliminated and remains in full force and subject to collection. After seven (7) years, the patron fees will be deemed uncollectable and ~~eliminated-waived~~ from the patron account per ARM 20-10-95, ~~(Waiving Aged Patron Accounts Receivable)~~.

~~April 13 2023~~ ~~March 27~~ July 9, 2026

ARM 50-30-40 End

Administrative Regulation: Patron Accounts Receivable
Document Number: ARM 50-30-40

Tab: Administration
Section: Finance
Subject: Patron Accounts Receivable

Summary

This regulation defines a "Patron Account Receivable" and authorizes the County Librarian to adopt procedures with respect to such accounts; and specifies when Patron Account Receivable may be written off as doubtful or uncollectible.

Effective Date: October 11, 2018

Reviewed/Reaffirmed: October 22, 2020
April 13, 2023
July 9, 2026

Definition of Patron Account Receivable

A Patron Account Receivable is an account that represents the overall balance of funds due the Library from a patron. The balance of funds may include fees owed by the patron pursuant to ARM 20-10-90, Fee Schedule, replacement charges, and fees owed by the patron pursuant to ARM 20-10-91, Lost or Damaged Materials and ILL Materials Fee Schedule, and any other fees or charges owed by the patron pursuant to these regulations.

Authorization for County Librarian to Adopt Procedures on Patron Accounts Receivable

The County Librarian is authorized to adopt procedures for accounting for, reconciling, and reporting on, Patron Accounts Receivable in accordance with GASB rules. Such procedures may include appropriate definitions; rules governing accounts receivable ledgers and reports; procedures relating to reports on aged accounts receivable; and rules governing the handling of doubtful or uncollectible Patron Accounts Receivable in accordance with this regulation.

Allowance for Doubtful or Uncollectible Accounts Receivable

A patron Account Receivable is deemed to be doubtful or uncollectible when it is more than three years old and less than \$100 in value. Patron Accounts Receivable meeting these criteria shall be written off the accounts receivable ledger in the manner specified in procedures adopted by the County Librarian. When such accounts receivable are written off, the debt of the patron to the Library is not eliminated and remains in full force and subject to collection. After seven (7) years, the patron fees will be deemed uncollectable and waived from the patron account per ARM 20-10-95, Waiving Aged Patron Accounts Receivable.

Review Date: July 9, 2026

ARM 50-30-40 END

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-10-50

SECTION: Building and Grounds

SUBJECT: SMOKING PROHIBITION

SUMMARY

This document describes the Library Board's policy on prohibiting smoking in Library facilities.

Effective Date:

June 12, 2014

Reviewed:

October 27, 2021

November 9, 2023

June/July 119, 2026

PROHIBITION

a. Smoking/tobacco use, including but not limited to cigarettes, cigars, pipes, smokeless or chewing tobacco, electronic cigarettes, personal vaporizers that dispense nicotine, and electronic nicotine delivery systems generally, is prohibited inside all Johnson County Library facilities, including all public, work, staff lounge, and warehouse areas. Smoking/tobacco use is additionally prohibited at any location within ~~1025~~ feet of a Johnson County Library facility entry or exit door, operable windows that open and close, or air intake systems.—Smoking/tobacco use is also prohibited in library vehicles.

SIGNAGE

b. In accordance with State law and County policy, the County Librarian will post “Smoking Prohibited” signs in each facility.

~~November 9,
2023~~June/July
119, 2026

ARM 60-10-50 End

Administrative Regulation: Smoking Prohibition

Document Number: ARM 60-10-50

Tab: Facilities

Section: Building and Grounds

Subject: Smoking Prohibition

Summary

This document describes the Library Board's policy on prohibiting smoking in Library facilities.

Effective Date: June 12, 2014

Reviewed/Reaffirmed: October 27, 2021

November 9, 2023

July 9, 2026

Prohibition

a. Smoking/tobacco use, including but not limited to cigarettes, cigars, pipes, smokeless or chewing tobacco, electronic cigarettes, personal vaporizers that dispense nicotine, and electronic nicotine delivery systems generally, is prohibited inside all Johnson County Library facilities, including all public, work, staff lounge, and warehouse areas. Smoking/tobacco use is additionally prohibited at any location within 25 feet of a Johnson County Library facility entry or exit door, operable windows that open and close, or air intake systems. Smoking/tobacco use is also prohibited in library vehicles.

Signage

b. In accordance with State law and County policy, the County Librarian will post "Smoking Prohibited" signs in each facility.

Review Date: July 9, 2026

ARM 60-10-50 END

**JOHNSON COUNTY LIBRARY
GIFT FUND
TREASURER'S REPORT**
Period: MAY-2026

			Receipts	Payments	Balance
	Opening cash balance				\$172,030.28
		Add Receipts	\$5,120.99		
		Less Payments		\$4,799.06	
	Ending Cash balance				\$172,352.21
		Less Liabilities		\$1,803.21	
	Unobligated cash balance				\$170,549.00

APPROVED: _____

DATE: _____

Briefing Sheet

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: July 9, 2026

Re: Gardner: Consideration of Temporary Closure for Interior and Roofing Work

Issue: Consider authorizing a temporary closure for up to three (3) months, between September 1 through November for the replacement of a section of the roof, interior shelving and carpet replacement, and other associated improvements at the Gardner Library.

Suggested Motion: I move to authorize a temporary closure for up to three (3) months, between September 1 through November for the replacement of a section of the roof, interior shelving and carpet replacement, and other associated improvements at the Gardner Library.

Background: This briefing sheet came for information to the Library Board in March 2026. Roofing replacement needs to occur at Gardner Library. This work has been held off because of the recent closure at Spring Hill and not wanting to close both locations at the same time. In addition, interior work that includes updating the original shelving fixtures and layout and flooring would be most efficiently done while the building is closed. The parking lot at Gardner is shared with the City Hall through a cross-parking easement.

Analysis: Roofing tear-off is noisy and both the interior and exterior scopes will require work crews and material staging, in addition to a dumpster on the site. Glue and paint, while low-VOC still have an odor that some find offensive. These factors lead staff to recommend a temporary closure of Gardner for the duration of the work. The contractors will protect the collection and computers while the work is occurring. After the work is completed, Facilities Custodial will perform a final clean before opening. Staff who typically work at the Gardner Library will be temporarily reassigned at other branches within the southwest region.

Funding Overview: Funding for this work is included in the 2025 and 2026 CRP budget.

Alternatives: Do not authorize the closure, which would lower quality of library services for patrons and quality of workspaces for staff. Parking will be challenging for patrons. Sections of the collection would be inaccessible while work occurs and construction would need to be phased which would bring a higher labor cost and a longer duration of the work.

Recommendation: I move to authorize a temporary closure for up to three (3) months, between September 1 through November for the replacement of a section of the roof, interior shelving and carpet replacement, and other associated improvements at the Gardner Library.

Purchasing Review: This work is being completed under existing vendor contracts. FMA-Purchasing has reviewed this procurement, ensuring the recommendation meets the requirements of the county's purchasing policies and concurs with the recommendation.

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

Legal Review: Library legal counsel has reviewed the approved the contract as to form.

Briefing Sheet

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: July 9, 2026

Re: Blue Valley: Consideration of Temporary Closure for Fan Wall Replacement

Issue: Consider authorizing a temporary closure for up to one (1) week in October, for the replacement of mechanical systems at the Blue Valley Library.

Suggested Motion: *This topic is being presented as an informational item this month.* I move to authorize a temporary closure for up to one (1) week, for the replacement of mechanical systems at the Blue Valley Library.

Background: The Blue Valley Library was constructed in 1998. The fan wall, which is integrated into the HVAC system, at the Blue Valley Library, is nearing the end of its operational lifespan and our Facilities partners recommend replacement prior to its failure. Replacing now is considered preventive maintenance and is also expected to enhance both energy efficiency and serviceability. The new fan wall is expected to require little to no preventive maintenance. This project is under the cost threshold needed for Board approval so the Board will not see a contract for this work.

Analysis: While the work is occurring, the building will not have heating or cooling. Because of this, staff recommend closing the building to both public and staff use. Blue Valley staff would be reassigned temporarily to other branches. Facilities Custodial will conduct a final cleaning before reopening.

Funding Overview: Funding for this work is included in the 2026 CRP budget.

Alternatives: Do not authorize the closure, which would postpone the work and require an emergency closing if the equipment fails.

Recommendation: *This topic is being presented as an informational item this month.* I move to authorize a temporary closure for up to one (1) week, for the replacement of mechanical systems at the Blue Valley Library.

Purchasing Review: This work is being completed under existing vendor contracts. FMA-Purchasing has reviewed this procurement, ensuring the recommendation meets the requirements of the county's purchasing policies and concurs with the recommendation.

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

Legal Review: Library legal counsel will review and approve the contract as to form prior to Library Board approval.

To: Library Board of Directors

From: Tricia Suellentrop, County Librarian

Date: July 9, 2026

Re: Leawood Pioneer: Consideration of Temporary Closure for HVAC Replacement

Issue: Consider authorizing a temporary closure for up to four (4) weeks, between October and November for the replacement of the rooftop Heating, Ventilation, and Air Conditioning (HVAC) units at the Leawood Pioneer Library.

Suggested Motion: *This topic is being presented as an informational item this month.* I move to authorize a temporary closure for up to four (4) weeks, between October and November for the replacement of the heating, ventilation, and air conditioning units at the Leawood Pioneer Library.

Background: The Leawood Pioneer Library was renovated and expanded in 2008-2009. The heating, ventilation, and air conditioning rooftop units at the Leawood Pioneer Library have reached the end of their operational lifespan and require replacement. In June, the Library Board approved a contract with Carrier Corporation to replace the units. Staff is now working with Facilities partners and the contractor to schedule a closure, which we expect to bring back in August.

Analysis: The building will not be conditioned or have consistent power while the work is occurring. Contractor machinery and equipment staging will occur onsite including demolition and a crane. Because of these factors, staff's recommendation is to temporarily close until the work is completed. Leawood Pioneer staff would be reassigned temporarily to other branches. Contractors will protect the collection and computers throughout the project. Facilities Custodial will conduct a final cleaning before reopening.

Funding Overview: Funding for this work is included in the 2026 CRP budget.

Alternatives: Do not authorize the closure, which would postpone the work and require an emergency closure if the equipment fails.

Recommendation: *This topic is being presented as an informational item this month.* I move to authorize a temporary closure for four (4) weeks, between October and November for the replacement of the rooftop Heating, Ventilation, and Air Conditioning (HVAC) units at the Leawood Pioneer Library.

Purchasing Review: This work is being completed under existing vendor contracts. FMA-Purchasing has reviewed this procurement, ensuring the recommendation meets the requirements of the county's purchasing policies and concurs with the recommendation.

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

Legal Review: Library legal counsel has reviewed and approved the associated contract as to form.

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: July 9, 2026
Re: Revision to 2027 Library Board Dates

Issue: Consideration to approve revisions to 2027 Library Board Dates.

Suggested Motion: *This topic is being presented as an informational item this month.*

I move that the Johnson County Library Board of Directors approve revisions to the 2027 Library Board date, moving the November meeting to Wednesday, November 10th 2027.

Background: ARM 10-50-10 Bylaws of the Board of Directors sets out that regular meetings should take place ‘at least one time each month at such time and place as it shall determine. The Board may make such determination by the adoption of an annual calendar setting forth the usual date, time and place of such regular monthly meeting.’ The Library Board meets regularly on the second Thursday of each month.

In 2027 the November Library Board meeting is scheduled to take place on the same day as an observed holiday, Veteran’s Day. In cases when this has happened in the past, the Library Board meeting has been moved to a day prior.

Changes to regular meetings can be made, as outlined in ARM 10-50-10 Bylaws of the Board of Directors. ‘The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the directors present and voting at the regular meeting prior to the meeting affected.’

Analysis:

2027 Regular Library Board Meeting Dates	
January 14	July 8
February 11	August 12
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December 9

November 11th is the only date that falls on a holiday that is observed by the Johnson County Library and needs to be moved.

Funding Overview: No costs were affected.

Alternatives: Suggest another date for the 2027 November Library Board meeting to take place.

Recommendation: Adopt revisions to 2027 Library Board dates, moving the November meeting to Wednesday, November 10th 2027.

Budget Review: None needed.

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

Briefing Sheet

To: Johnson County Library Board of Directors
From: Tricia Suellentrop
Date: July 9, 2026
Re: Formation of Budget Review Committee

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

Suggested Motion: This is informational for July with action for forming the Budget Review Committee at the August Library Board

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

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

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

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

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

Funding Overview: N/A

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

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

Purchasing Review: N/A

Budget Review: The Library Budget Committee will be reviewing the FY 2028 Library Budget proposal.

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