

Public Policy List

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Note: Some policies are currently under active review.

000: Internal Policies

001 General Policy Statement and Definition

The policymaking, or legislative function, of the Library District is specifically rested in the Board of Trustees of the Library District by the laws of the State of Missouri. The Board believes that a statement of policy positions about its own operations as included in this series is needed for the following reasons:

1. To acquaint the residents of the Library District and the District's employees with the role and purposes of the Board as defined by law and the Board's own intent.
2. To point out the authorizations which the Board may use and the restraints which it must accept in carrying out its legal mandate to the residents of the Library District.
3. To encourage thoughtful and considerate support from residents and employees in meeting the challenges related to the operation of a public library system.

As used in the foregoing by-laws and the following policy and procedure statements, terms shall be defined as follows:

1. A law is drawn directly from State statute or Federal legislation and places a mandatory obligation, prohibition or direction on the Library Board of Trustees. Thus a law is not subject to change by the Board and can be altered or amended only by the enacting legislative body.
2. A by-law is a rule adopted by the Library Board to govern the way in which the Board is structured and conducts the business of the Library District. A by-law is subordinate to the Missouri Constitution and State statutes affecting the Library District.
3. A policy is a declaration by the Board in respect to a purpose, goal, objective, or other intent or expectation as to how the Board will conduct its business and what results will be achieved through the operation of the Library.
4. A procedure is a declaration adopted by the Library Administration to implement and comply with State or Federal legislation, Board by-law or policy, or to facilitate operation of the Library.

Board Policy 001 (Adopted 6-89)

002 Policy Proposals and Action

In establishing Library Board policy the Board shall consider proposals from its members, from any Board committee, from the Library Administration or employees, or the general public. No policy proposal shall be considered before the Board and/or as having potential policy status until it has been submitted to the Board as an agenda item at a regular meeting of the Board and approved by a favorable vote of a majority of a quorum for placement on the policy calendar.

After a proposal has been on the policy calendar a minimum of ten (10) days, the proposal may be brought before the Board at any regular meeting by a majority vote of a quorum. A proposal may be amended or returned to the policy calendar by a majority vote of a quorum. Any material change in a proposal, by amendment or otherwise, shall cause the

proposal to be returned to the policy calendar for a minimum of ten (10) days. A majority vote of the whole Board shall be required for approval of a policy proposal.

Board Policy 002 (Adopted 6-89)

003 Board Acts as a Body

The Library Board shall have authority only when acting as a Board legally in session. Board members have no legal authority as individuals and can exercise authority only as members of the total Board at official Board meetings. The Board shall not be bound in any way by any statement or action by an individual member except when such statement or action is in pursuance of specific instruction of the Board.

No Board member, by virtue of his office, shall exercise any administrative responsibility with respect to the Library or as an individual command the services of any Library District employee.

Board Policy 003 (Adopted 6-89)

004 Code of Ethics

The Library Board of Trustees and the employees of the Library District shall adhere to the following Code of Ethics:

1. Declaration of Policy. The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure, that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by the Library Board of Trustees and the Library Director of private financial or other interests in matters affecting the Library District.
2. Conflicts of Interest.
 - All members of the Board and the Director must comply with Section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
 - Any member of the Board who has a “substantial or private interest” in action proposed or pending before the Board must disclose that interest to the Secretary of the Board and shall record it in the minutes of the Board. Substantial or private interest is defined as ownership by an individual, his/her

spouse, or his/her dependent children, whether singularly or collectively, directly or indirectly of:

- 10% or more of any business entity, or
- an interest having a value of \$10,000 or more; or
- the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

3. Disclosure Reports. The Director shall disclose the following information by May 1 if any such transactions occurred during the previous calendar year:

- For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties of each transaction with a total value in excess of five hundred dollars (\$500), if any, that such person had with the Library District, other than compensation received as an employee or payment of any tax, fee or penalty due to the District, and other than transfers for no consideration to the District.
- The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred (\$500), if any, that any business entity in which such person had a substantial interest, had with the Library District, other payment of any tax, fee or penalty due to the District, and other than transfers for no consideration to the District.
- The Director shall, by May 1 for the previous calendar year, also disclose the following information:
 - The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
 - The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and address are filed by the partnership or joint venture with the Secretary of State, the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of the class of the outstanding stock or limited partnership units; and the name of the publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests;

- The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.
4. Filing of Reports.
 - The financial interest statements shall be filed by the Director at the following times, but not more than once in any calendar year.
 - The Director shall file a financial statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that the Director may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
 - Each new Director appointed to office by the Board of Trustees shall file the statement within thirty days of such appointment or employment.
 - Financial disclosure reports giving the financial information required in Section 3 shall be filed with the Library District and with the Secretary of State prior to January 1, 1993. After January 1, 1993, reports shall be filed with the Library District and the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.
 5. Chief Purchasing Officer. The Director is hereby designated as the Chief Purchasing Officer of the Kansas City Public Library District.
 6. Filing of Resolution. A certified copy of this policy, adopted prior to September 15, 1991, shall be sent within ten days of its adoption to the Secretary of State's office. A certified copy of any policy adopted on or after January 1, 1993, shall be sent to the Missouri Ethics Commission within ten days of its adoption.
 7. Effective Date. This policy shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board.

Board Policy 004 (Adopted 8-91)

005 Board to Set Goals and Evaluate Results

The Board shall discharge its responsibility for program direction mainly through the adoption of goals and objectives by which the priorities of the Board will be expressed. The Library Administration shall be responsible for submitting to the Board on an annual basis a summary of objectives, tasks and activities which shall further the accomplishment of the goals set by the Board. The Board shall largely discharge its responsibility for the effectiveness of the Library by examining regularly in detail, reports that compare the results being achieved with goals adopted by the Board.

Board Policy 005 (Adopted 6-9)

010 Meetings of the Board-Open/Closed

All meetings, records, votes, actions, and deliberations of the Board of Trustees of the Kansas City Public Library District shall be open to the public unless otherwise provided by law. The Library District shall comply with Sections 610.010 to 610.030, RSMo (the Sunshine Law) as now existing or hereafter amended.

Board Policy 010 (Adopted 6-89 / Amended 9-91)

011 Announcing Meetings of the Board and Committees

Members of the Board and the general public shall be given notice of the time, place, date of each meeting of the Board, committees of the Board, and committees of non-Board members appointed by the Board, at least twenty-four hours in advance. As a minimum, such notice shall include posting on bulletin boards easily accessible to the public at the Main Library and the branch libraries. The notice shall contain a tentative agenda to be considered at the meeting. A copy of the notice and tentative agenda shall be available to any representative of the news media or general public upon request, and to representatives of the news media who have requested to receive all notices of the meetings of the Board or its committees.

In case it is necessary to hold a meeting without having given the minimum twenty-four hour prior notice as specified above, members of the Board may be notified by telephone and the good cause justifying the failure to give the notice shall be noted and stated in the minutes of the meeting.

Board Policy 011 (Leg. Ref.: 610.020 RSMo / Adopted 6-89)

012 Agenda Preparation and Advanced Distribution

The agenda for each regular meeting of the Library Board shall be prepared in advance by the Library Director. A copy shall be sent to each member of the Board and others as determined by the Board at least four days preceding the regular meeting.

The agenda for each special meeting of the Board shall be distributed, as the Board may determine, a sufficient time in advance to enable members to prepare for the meeting. Walk-in items shall be discouraged and shall not be added to the agenda without approval from a majority of the members present.

The minutes of the previous meeting(s), copies of committee reports, information items, and reference items which may be needed for clarification or examination shall be sent to each member of the Board as part of the agenda packet.

Board Policy 012 (Adopted 6-89)

013 Action Limited to Official Board Meetings

All actions of the Library Board of Trustee shall be taken in official meetings called, scheduled and conducted according to the laws of the State of Missouri and in keeping with the Board's by-laws and with policies adopted from time to time by the Board.

Board Policy 013 (Adopted 6-9)

014 Public Hearings and Communications

Any person or delegation desiring to make a presentation to the Board may be placed on the agenda for a regular meeting by making a request to the Board (through the Board President or Library Director) not less than four days before the meeting date and stating his/her name and address. Bring a summary (verbal or written) of the presentation. A presentation not on the agenda may be heard only with the unanimous consent of all Board members present.

Requests to make presentations to the Board will be accepted and listed in the order they are filed with the Library Director in preparing the agenda, except that priority will be given to presentations on:

1. Items on which the Board specifically has invited input.
2. Items earned over by vote of the Board from a previous meeting.
3. Business on the current agenda.

When the time allotted for hearings for a given meeting is filled or consumed, additional items will be listed for hearing at the next regular meeting.

A person listed on the agenda will be recognized by the President of the Board at the proper time during the meeting. Presentations are generally limited to three minutes, except that the Board may occasionally vote to extend the time at the current meeting; or at its option, the Board may vote to continue the subject at the next regular or special meeting. If there are numerous requests to address the Board on the same subject, the President may select representatives to speak on each side of the issue and place a limit on the total time for the presentation. Items not heard at one meeting shall be rescheduled for the next. The

Board may overrule a decision of the President on the above matters by a majority vote of those present.

In the interest of orderly conduct of Board meetings, spontaneous discussion is discouraged. However, the Board by unanimous vote or assent may agree to hear any delegation or individual at any time, notwithstanding the above stated requirement for an advance request.

The Board may ask questions during or after a presentation but generally will not attempt to give definitive answers to matters presented in a public hearing. Instead, such matters generally will be referred to the Library Director for study and recommendation. It is in the interest of the Board that the individual or group making a presentation to the Board shall have a prompt reply from the Library Director.

This policy is adopted in order that the Board may carry out the necessary business of the Library District and yet encourage public participation. The intent is:

1. To provide a means whereby everyone who wishes to address the Board may have a fair and adequate hearing.
2. To allow the Library Director an opportunity to take action, or to recommend action to the Board, when policies have already been established by the Board.
3. To minimize the possibility of the Board's taking ill-advised, illegal or improper actions in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed, or an exception to policy is requested.
4. To control the amount of time devoted to public hearings in order that the Board may be given adequate consideration to the proposals as well as to other business on the agenda.

Board Policy 014 (Adopted 6-89)

015 Access to Public Records

Pursuant to the By-Laws of the Board of Trustees of the Kansas City Public Library District (Ref: Article IV, Section 4), the Library Director and his/her designees shall maintain all proceedings and records on behalf of the Board, its officers, and the Library District and is located at the Administrative Offices of the Kansas City Public Library (5th Floor, Business Office), 311 East 12th Street, Kansas City, Missouri.

The Library Director and his/her designees shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute. Fees to be charged for access to or furnishing copies

of records shall be on the same schedule as those charged to customers requesting information or documents from the Library collection and shall not exceed the actual cost of document search and duplication in compliance with Sections 610.010 to 610.030 RSMo (the Sunshine Law) as now existing or hereafter amended.

Board Policy 015 (Adopted 9-91)

020 Board/Administration Division of Labor

The Library Board determines policy, delegates executive and supervisory authority and responsibility to the Library Director, and appraises the results achieved by reference to the goals it has adopted for Library District operation. The Board shall concern itself primarily with broad questions of policy and with appraisal of results, rather than with administrative details. The application of policy is an administrative task to be performed by the Library Director.

Board Policy 020 (Adopted 6-89)

021 Board Member Request for Information

A substantial amount of information of a current nature is needed from time to time by members of the Board in a satisfactory discharge of their duties. Such information may be in addition to the information provided to the Board in regular reports.

As a general rule Board members will request such additional information from the Library Director at a regular Board meeting. The request shall include a time schedule and permit the Library Director to respond at the next regular meeting except when the need is of an immediate nature. In such instances, it shall be the responsibility of the Library Director to respond promptly and to keep the Board member making the request informed as to the progress of the preparation of the information.

All Board members shall receive a copy of information so requested by and provided to individual members.

Board Policy 021 (Adopted 6-89)

022 Legal Counsel

The Board may employ legal counsel to supply such legal assistance as may be required by the District as a corporate body. Generally, legal counsel shall work through the Library Director. Requests for a legal opinion or a legal review of a particular matter shall be

channeled through the Library Director with the results of such opinion or review shared with all Board members.

Individual Board members shall have no authority to confer or seek a legal opinion directly from the Library's legal counsel, except when so authorized by action of the full Board. In the event that such legal advice is sought on behalf of the Board, the Library Director shall be informed of the request and receive a copy of any written response from legal counsel, except when the issue relates to employment of the Library Director or any matter in which the Board and the Library Director may be in adversarial roles.

The Library District shall not commence litigation as plaintiff without Board action and, except as required to protect Library District interest pending Board action, legal counsel shall not participate in litigation in defense of the District without Board approval. Legal counsel shall provide general services at the request of the Library Director, it being the responsibility of the Library Director to develop procedures which will assure adequate legal advice for himself and his subordinates, but avoid calling upon attorneys for matters which do not require their assistance.

Board Policy 022 (Adopted 6-89)

030 Board Membership Library Associations

The Library Board may hold membership in local, state, regional and national library associations and shall look upon such memberships as an opportunity for growth in board service.

Board Policy 030 (Adopted 6-89)

031 Travel by Members of the Board

The Library Board will approve travel of members for purposes stated below and provide reimbursement for expenses in accordance with procedures adopted from time to time.

1. **In-District Travel.** Members of the Board may be allowed mileage at rates in effect for the Library District at the time of the travel for in-district travel to and from:
 - a. Regular and special meetings of the Board.
 - b. Scheduled meetings of committees of the Board which members attend.
 - c. Special assignments or duties having prior Board approval.
 - d. Other official business.
2. **Out-of-District Travel.** The Library Board considers it necessary and appropriate that members of the Board:

- a. Attend meetings sponsored by Library associations and by other organizations interested in finding solutions to the challenges facing library districts throughout the country.
 - b. Attend governmental and other conferences dealing with subjects important to the operation of the Library District.
3. **Approval.** All out-of-district travel for which reimbursement (other than mileage or meal expense) is provided must be approved in advance by a majority vote of the Board.
4. **Reimbursement/Allowance Standards.** The following allowance standards shall prevail for out-of-district travel:
 - a. **Transportation.** Air fare shall be allowed for the lowest price service available for the flight. All costs of travel to and from the airport and kneeling point or hotel may be claimed as transportation expense. Reimbursement for travel by car will be allowed to one member per car at the prevailing mileage rate or Economy air fare, whichever is less. Allowance for travel by car shall be made on the basis of joint use of the same car whenever possible.
 - b. **Reimbursement for accommodations shall be made on the basis of actual receipts.** When two or more members share a room, full allowances may be made to one member or a proportionate allowance to each as requested. When a Board member's spouse or other family member(s) share a room, allowance shall be approved at the establishment's rate for a single room, as evidenced by an official receipt showing payment at such rate.
 - c. **Meals.** Reimbursement or allowance for meals shall be for the exact amount expended as documented by receipt for amounts in excess of \$25.00 or travel log. A Board member is authorized to include meals for a guest(s) who can serve the interest of the District. When this provision is used, the name(s) of the guest(s), a receipt for the expenditure, and a statement of the subject matter covered shall be included in the reimbursement request.
 - d. **Registration Fees.** Registration fees may be paid in advance by the Library directly to the organization sponsoring the activity, or actual registration fees will be reimbursed upon provision of a paid receipt.
 - e. **Miscellaneous Expenses.** Miscellaneous on-site expenses such as transportation, tips, and gratuities will be allowed up to a maximum of \$25.00 per day exclusive of ground transportation for arrival and departure days as itemized on the travel report.

Board Policy 031 (Adopted 6 89 / Rev. 12-90)

032 Board Travel Expenses - Payment

Library Board policy for Board member reimbursement for travel is as follows:

1. **Allowance Requirements.** All allowances shall be for the amount of expenses subject to:
 - a. Prescribed prior authorization or within established maximums.
 - b. Correct reporting.
 - c. Properly presented and substantiated request for funds, advance payment or reimbursement.
 - d. Approval as outlined in procedures established for payments generally.
2. **Reporting and Claiming Reimbursement.** Advance registration and transportation for Board approved travel by members will be paid directly by the Library. Reimbursement for accommodations, meals and other out-of-pocket expenses within the authorized travel allowance determined by the Board shall be based upon documented expenses as recorded and reported on the expense reimbursement claim form. Receipts should be provided for all expenses whenever practical to do so and must be provided for any specific expense in excess of \$25.00 paid as an out-of-pocket expense. Travel records for all Board members and Library staff shall become part of the Library's permanent file and shall be available to public scrutiny under the Open Records Law.
3. **Advances of Expense Money.** Generally, the Library does not advance expense money except through the prepayment of registration or transportation expense. In the event that non-payment of an advance expense allowance would cause undue hardship, such allowance will be provided upon request by Board members at least seven (7) days prior to expected use. The balance of any advance allowance in excess of expenses shall be returned to the District within 30 days along with an accounting of the funds expended using currently adopted reporting forms.
4. **Individual and Group Report.** Generally, each member will be expected to itemize and report his/her own expenses; however, whenever one member pays expenses for another member(s), the name(s) of the member(s) shall be listed and the amount for each shown.
5. **Expense in Excess of Established Limits.** If necessary and desirable expenses exceed any of the limits as specified under Board authorization, a Board member may submit an itemized total to the Board on a regular agenda for action.
6. **Reimbursement Request.** A request for reimbursement of expenses shall be submitted within 30 days after an expense is incurred using currently adopted reporting forms.

7. **Library Director to Monitor Processing and Preparation of Payment.** Requests for an advance allowance for prior registration or transportation payment, or for reimbursement of expenses, together with the required accounting, shall be submitted to the Library Director who shall:
 - a. Check for compliance with all approved regulations.
 - b. Code and otherwise prepare the request for payment.
 - c. Forward to the Finance Department for payment.All necessary forms and directions shall be available in the Library Office and the Library Director or Executive Secretary shall assist Board members as necessary.
1. **Adjustments.** Any difference in opinion with respect to the priority or legality of a request by a member of the Board for an allowance or reimbursement shall be referred without delay to the Treasurer of the Library Board for prompt resolution. If a satisfactory resolution is not achieved, the difference of opinion may be submitted by either party to the Board for a determination.

Board Policy 032 (Adopted 6-89 / Rev. 12-90)

033 Business Related Gratuities

No member of the Board or any employee of the Library District will accept gifts from any person, group or entity doing, or desiring to do business with the Library District. Business-related gratuities are specifically prohibited except widely distributed items of nominal value.

Board Policy 033 (Adopted 6-89)

034 Policy on Suspected Fraud, Dishonesty, and Whistle-Blower Protection

Any person who knows of or has a suspicion about possible fraudulent or dishonest use or misuse of Library property by any director, trustee, officer or employee of the Library, should contact the Human Resources Director. If the alleged wrongdoing concerns the Human Resources Director, then the Chief Executive/Director of the Library or the President or other officer of the Library should be notified instead.

If the Human Resources Director, Chief Executive/Director, President or other officer of the Library receives information about fraud or dishonesty, they shall promptly inform the Chair

of the Board of Trustees Finance and Audit Committee. The Chair shall determine if allegations should be referred to the Chief Executive/Director or taken to the Board of Trustees Finance and Audit Committee to determine the procedure for investigating credible allegations. If referred to the Chief Executive/Director the results of the investigation must be reported to the Finance and Audit Committee at the next scheduled meeting. The Finance and Audit Committee shall retain as a part of the records of the Committee information regarding any such complaints or concerns for a period of at least seven years.

Reports of concerns or complaints, and the investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns or complaints to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in disciplinary action.

There will be no punishment or other retaliation for the reporting of conduct under this policy. Any Director, Trustee, officer, agent, or employee of the Library who knowingly takes any retaliatory actions against a reporting individual for reporting suspected fraud or dishonesty is subject to disciplinary action at the discretion of the Board of Trustees and may be in violation of law.

If the person reporting the information under this policy requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

Board Policy 034 (Adopted 11-11 / Rev. 5-13)

100: Public Services

101 Mission Statement

The Kansas City Public Library cultivates connection through experiences that educate, empower, and celebrate our stories.

Board Policy 101 (Ref.: By-Laws I.1 / Adopted 11-88 / Rev. 7-03, 12-10, 2-26)

102 Roles of the Library System

The Main Library and the Branch System shall adopt different, yet complementary, roles in fulfilling the Library's mission. These primary roles are defined as follows:

- **Main Library Role:** The Main Library shall actively provide timely, accurate, and useful information; support individuals of all ages pursuing a program of independent learning; and assist researchers in conducting in-depth study or investigation in specific subject areas.
- **Branch System Role:** The Branch System shall feature current, high demand, high interest materials and information in a variety of formats for persons of all ages; serve as an access point for information and materials held elsewhere in the system; and become a central focus point for community activities, meetings and services.

Board Policy 102 (Adopted 1-89)

103 Library Goal for Public Service

The Library’s goal for public services shall be to develop and implement through continuous evaluation and adaptation, a program of Library services which effectively meets the informational, educational and recreational needs of residents of the Kansas City Public Library District.

Board Policy 103 (Adopted 1-89)

104 Library Bill of Rights

With regard to all public services, the Kansas City Public Library does adopt as policy and subscribe to The Library Bill of Rights as last amended by the American Library Association Council January 29, 2019, in the following form:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Board Policy 104 (Adopted 9-89 / Rev. 5-23)

105 Public Services Responsibility of the Library Director/Confidentiality of Library Records

The Library Director shall carry forward the policies, goals and objectives adopted by the Board and shall recommend policies and formulate procedures which, in the Director's opinion, will promote the efficiency of the Library in its services to the residents of the District. (Ref: By-Laws VII3)

The Library specifically recognizes any document, record, or other method of storing information retained, received, or generated by the Library that identifies a person or persons having requested, used, or borrowed library material to be confidential. The Library shall not divulge such information to anyone other than the borrower. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. The Library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Board Policy 105 (Adopted 11-88 / Amended 8-99)

105.01 Confidentiality of Email Lists and Email Sharing

The Library maintains a list of individual email addresses gathered in various ways, including when a library patron applies for a card and when someone makes a reservation for an event via email. The Library will use email addresses gathered to communicate back to the patron to inform about upcoming events, activities and speakers. The Library will not share email address information with outside organizations. The only exception to this procedure will be in cases where an individual has clearly consented (via a Library information form or other written communication with the Library) that their email information can be shared with a specific organization(s).

Administrative Procedure 105.01 (Adopted 10-07)

106 Public Service Responsibility of the Library Director

The Library Director shall carry forward the policies, goals and objectives adopted by the Board and shall recommend policies and formulate procedures which, in the Director's opinion, will promote the efficiency of the Library in its services to the residents of the District.

Board Policy 106 (Ref: By-Laws VII.3 / Adopted 11-88)

106.01 Circulation/Registration Manual

The Director of Access Services, working with system staff, administration and committees, shall be responsible for developing, monitoring and maintaining a Circulation/Registration Manual which will contain basic information, regulations, guidelines and procedures for the registration of borrowers and the conditions of loan for all Library materials. Proposed changes in the manual shall be submitted to Management Group and the Library Director for consideration and action.

Administrative Procedure 106.01 (Adopted 11-89)

106.02 Reference Service, Guidelines and Procedures

The Reference Services Coordinator, working with system staff, administration and committees shall be responsible for developing, monitoring and maintaining Reference Service Guidelines and Procedures which will contain basic information, regulations, guidelines and procedures for the public use of the reference collection and the provision of reference services. Proposed changes in the guidelines and procedures shall be submitted to Management Group and the Library Director for consideration and action.

Administrative Procedure 106.02 (Adopted 11-89)

106.03 Americans with Disability Act Compliance Procedures

The ADA Access Coordinator, working with the system staff, administration and committees, shall be responsible for coordinating ADA compliance efforts for the Library, including the investigation of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. All complaints shall be addressed to the attention of the ADA Coordinator who will conduct an informal investigation to resolve each complaint in a prompt and equitable manner and submit a written report to the Library Director. Any complaints not resolved by the ADA Coordinator may be submitted to the Library Director for resolution. The following policies and practices are designed to further insure the full participation of individuals with disabilities in the Library's programs, activities and services:

1. When viewed in their entirety, all Library programs, services and activities (including public meetings) shall provide for the full participation of all individuals, including those with disabilities and shall not, because of physical or other barriers, exclude or limit such individuals from full participation.
2. Library employees will make every effort to ensure that communications with customers, program participants and members of the public with disabilities are as effective as communication with non-disabled people.
3. Appropriate auxiliary aids and services, or readers, interpreters or reading devices will be furnished where necessary and economically feasible to afford individuals with disabilities an equal opportunity to participate in Library programs, services or activities, including but not limited to the following:(a) readers for individuals with visual impairments;(b) interpreters or other alternative communications measures (as appropriate) for individuals with hearing impairments; and(c) transcribers for individuals with manual impairments.
4. Decisions as to whether the furnishing of auxiliary aids, services or devices may fundamentally alter the nature of a Library program, service or activity or a decision that an undue financial or administrative burden will be imposed by Title II of the Americans with Disabilities Act will be made properly and expeditiously by the Library Director.
5. All equipment used as a part of the Library's programs, services or activities, shall be maintained in operable working order and usable by individuals with disabilities, particularly individuals with hearing, visual, and manual impairments.

Administrative Procedure 106.03

107 Customer Courtesy and Conduct

The Kansas City Public Library is a doorway to knowledge for all people in our community. In support of this mission, the Board of Trustees is committed to creating a safe and inviting atmosphere. The Chief Executive shall develop procedures governing expectations of behavior of staff and patrons.

Board Policy 107 (Adopted 09-03 / Rev. 03-09)

107.01 Staff Commitment to Customer Service

The Library exists to provide the best Library service to the taxpayers who support the system and to the patrons who use the Library and its collections and services as they are intended to be used. All Library staff are responsible for providing the best possible customer service in an open and inviting atmosphere. Patrons shall be encouraged to use Library facilities and materials; and staff shall be available to assist customers in finding, using and borrowing materials in a courteous and helpful manner.

Administrative Procedure 107.01 (Adopted 4-84 / Rev. 11-89, Rev. 3-09)

107.02 Employee Rights

Staff have the right to request any person in violation of Library policies or in violation of any state statute or local ordinance to leave Library property immediately. The violation of any federal or state statute or local ordinance will also be regarded as a violation of Library policies. Except in cases of protecting other staff or customers from harm, at no time should public services staff members put themselves in harm's way to such an extent that bodily injury to themselves or other people will result.

Administrative Procedure 107.02 (Adopted 3-09)

107.03 Public Service Desk Problems/Complaints

All Library customers have a right to question Library policies and their personal circulation records, as long as this is done in a reasonable manner. Staff members who deal with these customers should carefully and courteously explain policies and take all necessary steps to insure that customer circulation records are accurate. If customers still have questions or

objections, they should be referred to the staff member's supervisor. In the interest of customer service the supervisor should attempt to resolve problems immediately.

Administrative Procedure 107.03 (Adopted 4-84 / Rev. 11-89, 3-09)

107.04 Children's Use of the Library

Service to children is a major focus of the Library's mission. As long as children act responsibly, they may use any of the Library's resources at any time it is open, consistent with other guidelines regarding Library resources. Parents and caregivers are responsible for the behavior of their children; teachers are responsible for the conduct of their students while they are in the Library for a class visit or tour. Children are expected to follow all the general behavior guidelines outlined in 107.10.

Administrative Procedure 107.04 (Adopted 4-84 / Rev. 3-09)

107.05 Unattended/Unsupervised Children

While the Library is not responsible for caring for, or in any way obligated to take responsibility for, children who are left unattended in the Library or who come to the Library without an adult or other responsible person, under certain circumstances it may be prudent for staff to assist children in getting a ride home or in contacting the police. For the purpose of this procedure, the terms "child" or "children" refer to all persons 16 years of age and younger.

- Unattended children exhibiting behavior in violation of Library policy or the law may be asked to leave the Library.
- Children being asked to leave Library property or remaining on Library property at closing time may be asked if they need assistance getting home prior to their being allowed to leave.
- Children of any age with mental, physical or emotional problems who require constant supervision must be accompanied by a parent or caregiver at all times.
- At no time or under any circumstances is a child to be taken from Library property by Library staff.
- Police or other appropriate authorities may be contacted when children are left unattended in the library at closing time, if parents or caregivers cannot be reached.
- Unattended children waiting after closing for the arrival of a parent, caregiver, the police, or other appropriate authorities should be accompanied by at least two staff members. An Incident Report must be filed.

- If unattended children leave with police or other authorities after the library closes, staff should place a note on the door of the Library informing the parents or caregivers where they may find their child/children.

Administrative Procedure 107.05 (Adopted 7-02 / Rev. 3-09)

107.06 Inappropriate Use of Children’s Area

The Library has designated specific areas for the benefit and use of children and their accompanying adult supervisors. If an adult in the children's area is not with a child or actively using children's library materials and/or resources and is observed by staff to be spending an unnecessary and unusual amount of time in the children's area, the person will be asked to use other areas of the library.

Administrative Procedure 107.06 (Adopted 4-84 / Rev. 3-09)

107.07 Emergency Situations

An emergency situation is defined as any situation in which a customer's or staff member's actions present an imminent danger to the life or safety of himself or herself or others. Such incidents include crimes of violence or the threat of or attempt to commit such crimes. Any staff member who observes or receives notice of such behavior should call the police immediately and then notify the supervisor. An act of violence will result in an indefinite suspension of privileges. Any circumstances which fit the definition of "emergency situations" should be described in an Incident Report.

Administrative Procedure 107.07 (Adopted 4-84 / Rev. 5-00, 3-09)

107.08 Security Officers and Other Library Staff

It is the primary responsibility of security officers at the Library locations where they are assigned to provide protection and security for the staff and customers of the Library and to protect Library materials against theft and vandalism. Security Officers are authorized to use reasonable force necessary up to and including the use of force to:

- Prevent injury to staff and customers,
- Prevent theft and attempted theft of Library property,
- Remove from Library property customers refusing to comply with the Library's Customer Behavior Expectations.

All Library staff are responsible for the safety of and protection of all Library customers and Library property. In responding to negative customer behavior, see 107.09, staff may, as appropriate, ask customers to leave the Library for the day or call authorities as necessary.

Administrative Procedure 107.08 (Adopted 4-84 / Rev. 5-00, 3-09)

107.09 Detention of Persons Suspected of Theft, Vandalism, or Other Illegal Acts

All Library materials must be properly checked out in accordance with established Library policy. Intentional concealment of Library materials, the removal of or the attempt to remove anti-theft devices from Library materials, or any other circumventions of check out or security procedures are serious violations of Library policies and the law. Any Library staff who has or receives knowledge that a person has stolen or defaced or has attempted to steal or deface Library materials should immediately report the information to Security or a supervisor. At that time, a decision should be made whether to detain the person for the purpose of determining whether there is reasonable cause to believe that the person has committed an illegal act and the police should be called.

Detention of such persons should be conducted in a reasonable manner and for a reasonable period of time sufficient to determine the existence of reasonable cause. Persons so detained should be informed of the reasons for the detention and an attempt should be made to question the person concerning the incident.

In the case of suspected theft, a request may be made that any bags, briefcases, handbags or other similar containers be emptied in a search for stolen Library materials.

Physical force should be used in detaining persons only as a last resort and then only in cases of protecting customers and/or staff from harm.

If the person is determined to be impaired because of alcohol or drug use and poses a threat to himself or herself, he or she may be detained until medical services can be notified and are on the scene.

If it is determined that reasonable cause exists to believe the person has committed an illegal act, the detained person should be so informed and the police should be contacted immediately. While waiting for police to arrive, the detained person may be permitted to make a phone call, if appropriate. Persons committing such acts face suspension of Library privileges and prosecution.

If it is determined that no reasonable cause exists to believe the person has committed an illegal act, he or she will be immediately released. A juvenile may be released to his or her parent or guardian.

Administrative Procedure 107.09 (Adopted 4-84 / Rev. 7-02, 3-09, 6-10)

107.10 Expectations of Customer Behavior Policy

We are committed to fostering a safe and inclusive environment that meets the diverse needs of our community. Patrons are required to act in a courteous, respectful, and understanding manner toward all who use or work in the library. Violation of these rules may result in being asked to leave or a loss of library privileges.

As stewards of the library, staff will exercise their best judgment in determining whether the expectations and behaviors listed are a violation of this policy

107.10.01 Customer Expectations

Be considerate

- Keep the volume of activities, conversations, and electronic devices to a level that is not disruptive to others. Earbuds are available for free from library staff upon request.
- Eat only light snacks and small items in designated spaces. Then dispose of trash when finished. Drinks in closed containers are welcome throughout the library.
- Limit personal belongings to one medium-sized and one small-sized item when entering the library. Exceptions are made for medical equipment or items used to transport library books and materials

Be responsible

- Monitor and supervise the actions and behavior of those within your care.
- Take responsibility for children and vulnerable adults in your care and do not leave them unattended. The library is not responsible for individuals needing particular care, including children, who are left unattended on library premises. (See 107.05 Unattended / Unsupervised Children)
- Take responsibility for your personal belongings as the library is not responsible for missing or damaged personal items.
- Utilize wheelchairs, strollers, and mobility devices safely. Skates, skateboards, or any other smallwheeled items should be carried.

Be respectful

- Respect the personal space and property of others.
- Utilize the spaces and resources within the library for their intended purpose.
- Adults browsing in spaces reserved for children, teens, and adults accompanying them should exit those spaces once browsing is complete.
- Only animals recognized as service animals by the Americans with Disabilities Act may be brought into library buildings.
- Store bicycles in bike racks located outside the library. Bike locks may be available on request.
- Use library furniture and equipment for its intended use only.
- Charge personal devices in designated seating and computer areas.
- Follow all laws and statutes, including applicable health and safety regulations, as mandated or recommended by federal, state, or local health officials.
- Refrain from refusing to follow the direction of library staff, security, or another authorized individual. This includes leaving library grounds when asked.

Be appropriately groomed

- When visiting the library dress appropriately for a public space by wearing a full top, bottoms, and shoes. Undergarments and swimwear alone are not sufficient clothing for the Library.
- Unless worn for religious or health purposes, remove accessories and clothing that will conceal a person's identity. Refusal to remove these items will result in being asked to leave the property.
- Refrain from visiting the library when bodily hygiene is overwhelmingly distracting or if clothing and belongings are soiled with bodily fluids, parasites, or pests.

107.10.02 Prohibited at the Library

Actions

- Entering or attempting to access staff-only areas.
- Meals are prohibited in all areas, except for meals purchased in the Central Library Cafe.
- Sleeping, lying down, or taking up more space than needed. Note: Staff may conduct wellness checks if you appear to be unresponsive.
- Personal items exceeding one medium-sized and one small-sized item.
- Obstructing spaces such as aisles, doorways, emergency equipment, seating areas or stairs.

- Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of others.
- Recording, photographing, or filming patrons in the library or on library property without prior consent.
- Charging personal devices at electric outlets not intended for that purpose.
- Bathing or loitering in the restrooms or other areas of the library.
- Soliciting, distributing, petitioning, or selling goods on library property without prior approval.
- Exhibiting signs and symptoms of being impaired by alcohol, marijuana, or controlled substances.

Behaviors

- Abuse of any kind towards oneself or others such as intimidating, injuring, or engaging in any behavior resulting in harm.
- Brandishing or using items in an unsafe manner that could result in personal injury or property damage.
- Using prejudiced or profane language, including hate speech.
- Harassing conduct or comments of a romantic or sexual nature, including but not limited to, references to a person's body or physical appearance, as well as requests for dates or personal information.
- Damaging or stealing property that does not belong to you. This includes altering library software or hardware configuration.
- Gambling of any form.
- Explicit sexual misconduct that is inclusive of public displays of affection, indecent exposure and touching, explicit materials, or child pornography as outlined in Missouri State Statute, 573.060. (See also section 107.17), Display of Explicit Sexual Material or Child Pornography.
- Carrying or using weapons including unauthorized firearms, knives, clubs, machetes, tasers, dangerous ordinance, and exploding devices.
- Smoking, intoxication, or using intoxicating substances.

Enforcement of Expectations of Behavior

The Library Board and Library staff have the right and responsibility to protect the safety of all Library customers, staff, property and materials and to maintain order on Library property. Occasionally it will be necessary for a guard or other staff member to deal with customers who create a disturbance or violate the rights of others. In such situations, Library personnel should be aware of applicable Library policies and procedures. Violation may result in an individual not being allowed admittance to the Library or in expulsion,

prosecution and suspension of privileges on a temporary or indefinite basis. In all cases of theft, vandalism, disruptive behavior, illegal activities, or injury, an Incident Report shall be filed as soon after the incident as possible, but in no case more than one working day later. The Chief Executive Director or his designee, acting on behalf of the Library Board, may suspend the Library privileges of any person who willfully violates regulations. Suspension periods may vary with the severity and repetition of the offense, with up to but not limited to one-year suspension for acts or threats of violence to staff or customers, in addition to legal remedies and prosecution. Severe violations involving the use of weapons or violence may lead to the indefinite suspension of Library privileges.

Administrative Procedure 107.10 (Rev. 6-24)

107.11 Theft or Attempted Theft

All Library materials must be properly checked out in accordance with established Library policy. Intentional concealment of any Library materials or any attempt to remove materials intentionally by circumventing established checkout or security procedures is a violation of Library policy. Any staff member or guard who observes or receives notice of such behavior should call the police immediately and notify the person in charge of the facility. Customers who commit theft or attempted theft will face Library suspension and prosecution.

Administrative Procedure 107.11 (Adopted 4-84 / Rev. 11-89, 3-09)

107.12 Vandalism and Other Illegal Acts

When a staff member observes or receives a report of a person attempting to maliciously destroy or deface Library materials or property, the incident should be reported to a supervisor immediately. If it is determined that the customer has vandalized property, the incident should be reported to the guard or supervisor and the police should be called. An incident report should be filed. When a staff member observes or receives a report on a customer committing an illegal act (e.g. indecent exposure, using or selling drugs, drinking), the staff member should immediately report the incident to a guard or supervisor. If it is determined that the customer has violated the law, the police should be called and an Incident Report filed. The customer may face suspension of Library privileges on an indefinite or temporary basis and prosecution.

Administrative Procedure 107.12 (Adopted 4-84 / Rev. 3-09)

107.13 Disruptive Behavior

When a customer willfully and intentionally disturbs other customers, a staff member should approach the customer and ask him or her to leave the library. If the customer refuses to leave the Library, the security guard should be called if not already present. If at any time the customer should become threatening or dangerous, the police should be called immediately and measures should be taken to protect customers and Library staff. An Incident Report should be filed. The Library will request the customer to leave at first incident. Library privileges may be suspended incrementally ranging from one week for minor incidents, to more significant periods for repeat or more serious offenses, up to an indefinite suspension.

Administrative Procedure 107.13 (Adopted 4-84/Rev. 7-02, Rev. 3-09)

107.14 Inappropriate Behavior on Library Property

When a customer is using the Library or Library property in violation of Library policy or the law a staff member should approach the customer and inform him or her in a courteous manner to use the Library for its intended purpose or leave. If the customer refuses to leave, the same procedure as for disruptive behavior should be used. Customers may face suspension of Library privileges.

Behavior defined by The Municipal Code of Kansas City, Sec.50-161, is also prohibited, and is defined as loitering, loafing, wandering, standing or remaining idle "either alone or in concert with others in a public place in such manner so as to:

1. Obstruct any public street, public highway or public sidewalk or any other public place or building by hindering or impeding the free and uninterrupted passage of vehicles, traffic or pedestrians.
2. Commit in or upon any public street, public highway, public sidewalk or any other public place or building any act or thing which is an obstruction or interference to the free and uninterrupted use of property or with any business lawfully conducted by anyone in or upon or facing or fronting on any such public street, public highway, public sidewalk or any other public place or building, all of which prevents the free and uninterrupted ingress, egress and regress, therein, thereon and thereto.

Administrative Procedure 107.14 (Adopted 4-84 / Rev. 7-02, 3-09)

107.15 Verbal Abuse

If a customer speaks to a staff member or another customer in an abusive or obscene manner, the staff member should notify the guard and/or supervisor. If the customer continues to be abusive or obscene, the same procedures for disruptive behavior should be followed. Customers may face suspension of Library privileges for verbal abuse.

Administrative Procedure 107.15 (Adopted 4-84 / Rev. 11-89, 3-09)

107.16 Solicitation

No solicitation of funds for individuals, groups or organizations, or sale of candies, cookies, or items for any causes, or panhandling, is permitted in the Library or on Library property. The only exceptions are those activities that are authorized by or on behalf of the Library, or on behalf of its affiliate Friends of the Library organization.

Administrative Procedure 107.16 (Adopted 7-02 / Rev. 1-03, 3-09)

107.17 Display of Explicit Sexual Material or Child Pornography, and Material that is Pornographic for Minors

Public display of explicit sexual material is prohibited. Staff should take prompt action to instruct customers to remove such a display.

Explicit sexual material as defined by Missouri Revised Statutes, Chapter 573, Sec.573.010 is any pictorial or three dimensional material depicting human masturbation, deviate sexual intercourse, sexual intercourse, direct physical stimulation or unclothed genitals, sadomasochistic abuse, or emphasizing the depiction of post-pubertal human genitals; provided, however, that works of art or of anthropological significance shall not be deemed to be within the foregoing definition.

Child pornography as defined by the same statute is any obscene material or performance depicting sexual conduct, sexual contact, or a sexual performance...which has as one of its participants or portrays as an observer of such conduct, contact, or performance a child under the age of eighteen.

Minors are specifically restricted from accessing any Internet material that is pornographic for minors (182.287 RSMo) as defined by Missouri state statutes (573.010 RSMo).

Administrative Procedure 107.17 (Adopted 7-02/Rev. 3-09)

107.18 Sexual Misconduct

When a customer is observed engaging in sexual misconduct, acts of exposure, public masturbation, sexual harassment, offensive touching, sexual solicitation, staff should immediately contact Security or a supervisor. If a staff member or another customer can positively identify the offender and describe the activity observed, staff should first contact the police and then Security.

As outlined by Missouri Revised Statutes, Chapter 566, Sec. 566.083, a person commits the crime of sexual misconduct involving a child if the person: (1) Knowingly exposes the person's genitals to a child less than fourteen years of age in a manner that would cause a reasonable adult to believe that the conduct is likely to cause affront or alarm to a child less than fourteen years of age; (2) Knowingly exposes the person's genitals to a child less than fourteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child; or (3) Coerces a child less than fourteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child.

Administrative Procedure 107.18 (Adopted 7-02 / Rev. 3-09)

107.19 Stalking

Stalking is prohibited by The Municipal Code of Kansas City, Sec. 50-9 and is defined as purposely and repeatedly harassing or following with the intent of harassing another person.

Administrative Procedure 107.19

107.20 Review of Suspension

In the event that a patron violates Library policy or applicable law which results in the suspension of Library privileges on a temporary or indefinite basis, the patron whose privileges have been denied may have the decision reviewed by the Chief Executive of the Library, whose decision shall be final and non-appealable, upon written request.

Administrative Procedure 107.20 (Adopted 3-09)

108 Acceptable Use of Electronic Information Systems

The Library shall provide access to electronic information systems (including computers, computer networks and electronic information resources) to staff members and customers as is sufficient for the fulfillment of its mission. In compliance with the Children's Internet

Protection Act, Kansas City Urban Public Library restricts minors from gaining computer access to material that is pornographic in accordance with sections 182.825 and 182.827, RSMo.

All computers shall be equipped with software to limit a minor's ability to gain access to material that is pornographic or to purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is pornographic. Use of these systems shall be consistent with the Library's mission, goals, policies and procedures, and with applicable local, state, federal and international laws. The Library also expects that users of these systems shall not interfere with systems operations, integrity or security, or otherwise inhibit normal Library activities. The Library is responsible for systems operations and integrity, and may develop appropriate procedures to ensure systems efficiency, reliability, and security, and legal and ethical system use.

Board Policy 108 (Adopted 12-1995 / Amended 1-04)

108.01 Statement of Responsibility

The Information Technology Services department (ITS) is responsible for all aspects of electronic information systems development, management, and maintenance. As part of this responsibility, ITS is empowered by the Library Director to authorize access to system elements (including computers and peripheral devices, network components, programs, program elements, files or data), to implement reasonable and appropriate measures to ensure systems reliability, integrity and security, and to enforce related policies and procedures. Attempts to violate or circumvent these policies and procedures will result in disciplinary action, which may include temporary or permanent loss of system access or privileged system use, or civil or criminal legal action.

Administrative Procedure 108.01 (Adopted 11-95)

108.02 Statement of Confidentiality

Transaction logs, electronic mail and other information which could be used to identify users with specific materials or subject matter are considered by the Library to be confidential, and will not be divulged to anyone other than the user. All users are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to criminal, civil, or administrative discovery procedures or legislative investigatory power. The Library resists the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Administrative Procedure 108.02 (Adopted 11-95)

108.03 Systems Security

1. Users may not attempt to add, modify, or remove any system element without the explicit authority to do so, or the express permission of ITS.
2. Users may not attempt or assist unauthorized access to privileged or confidential system elements.
3. User passwords, or any other information related to systems security may not be divulged, shared, or otherwise compromised.
4. Additions or modifications to user access or privilege may not be made without ITS authorization (and, for Library staff, supervisory consent).
5. Use of Library systems to evade security measures on any system is prohibited.

Administrative Procedure 108.03 (Adopted 11-95)

108.04 Systems Reliability

1. Users may not impede systems use through the monopolization or unreasonable consumption of system resources, or by any attempt to delay or halt system operations.
2. System maintenance, including software installations or upgrades, must be performed by ITS or their explicitly authorized agent. No unauthorized software may be downloaded, installed or executed on Library systems.
3. Staff members may not acquire system access, or authorization for the use of any privileged system element, without appropriate training from ITS or their explicitly authorized agent.

Administrative Procedure 108.04 (Adopted 11-95)

108.05 Legal and Ethical Use

1. Users may not attempt to access security-related or otherwise confidential information without the explicit authority to do so.
2. Users may not employ Library systems to falsely identify themselves, falsely represent themselves, the Library or any of its policies, services or practices, or otherwise commit forgery or fraud.
3. Users may not employ Library systems for the purpose of libel, slander, or any form of harassment.

4. Staff members may not systematically employ system resources for the purpose of personal commercial gain.
5. Electronic communications and publications originating from Library systems are considered to be representative of the Library. Staff are to adhere to Library guidelines for public communications, as determined by the Marketing Department and other appropriate Library personnel.

Administrative Procedure 108.05 (Adopted 11-95)

108.06 Electronic Materials

1. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.
2. Electronic materials (including electronic mail) produced by Library employees on Library systems are considered to be works-for-hire and are the Library's intellectual property. However, the Library may not be held responsible or liable for the use of its systems for unsanctioned communications or publications, or any consequences thereof.
3. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Administrative Procedure 108.06 (Adopted 11-95)

108.07 Internet Access by Minors

The Library presents many educational and recreational opportunities for minors including access to the Internet. Just as Library staff select materials for children and young adults, they also select Web sites designed for these age groups. These Web sites are highlighted in YouthZone, both KidLinks and TeenScene.

The Internet provides access to a wide variety of viewpoints on topics of interest. As with other materials, parents may find that some Internet sites may not be appropriate for their children. The Library hopes that parents will take an active role in their children's learning and recreation by helping them select materials and Web sites that are appropriate to their age and interests.

Since all access to the Internet is through a library card, the following guidelines are used when minors apply for a library card.

Children 12 and Under: Parents/guardians of children 12 years or under, when applying for a library card for their children, are required to select one of two types of cards for each child: Restricted Access or Guided Access.

Restricted Access makes accessible only children's software applications such as Creative Writer and software such as Microsoft Office; there is no Internet access. The online catalog, which requires the use of a Web browser, is not accessible, nor are online databases and Web-based services.

Guided Access gives children access to the Library's Youth Zone, including KidLinks, which highlights Web sites designed for children and selected by Library staff, as well as access to all the Library's electronic resources including the Internet. Library card applications must be signed by a parent/guardian.

Young Adults 13 and Over: Young adults must present reasonable identification in order to apply for a library card; they are required to sign the application themselves. Through their library card, young adults age 13 and over have access to the full resources of the Library, including the Internet. They are expected to abide by all Acceptable Use policies.

Administrative Procedure 108.07 (Adopted 1-03)

200: Collection Development

201 Library Goal for Collection Development

The Kansas City Public Library shall select, organize and maintain a quality collection of library materials which will provide a basis for community information, education, recreation and historical preservation in the Library District.

Board Policy 201 (Adopted 1-84)

202 Purpose of the Collection Development/Selection Policy

The purpose of the Kansas City Public Library collection development/materials selection policy is to guide librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from the array of available materials.

Board Policy 202 (Adopted 6-84)

203 Definition of Materials Selection

“Selection” refers to the decision that must be made either to add material to the collection or to retain material already in the collection. “Library materials” and other synonyms as they may appear in this policy have the widest possible meaning; all forms of contemporary, recorded mass communication, from the traditional printed forms to the latest development in non-print media, are therefore included in this definition.

Board Policy 203 (Adopted 6-84)

204 Responsibility for Selection

Responsibility for the initial selection of books and other materials shall lie with the library’s professional staff. The supervisors of Main and branches are responsible for the development of the adult circulating and reference collections, with designated professional staff being responsible for specific areas of the total collection. Other staff members and the general public may recommend materials for consideration. The ultimate responsibility for selection rests with the Library Director, operating within the framework of policies determined by the Board of Trustees of the Kansas City Public Library.

Board Policy 204 (Adopted 6-84)

205 General Process for Selection

Selection shall be based on the merits of a work in relation to the needs, interests and demands of the entire Kansas City community. Basic to this policy are the “Library Bill of Rights,” the “Freedom to Read Statement,” and the “Freedom to View Statement” as adopted by the American Library Association, and to which this library subscribes.

Materials which some portion of the community may find objectionable shall not be automatically rejected. Selection is made on the basis of whether the item presents life in its true proportions, whether characters and situations are realistically presented, whether the item has literary, artistic, or informational merit, and whether the item is representative of a current trend or genre.

Based on the services it is expected to perform, it is the responsibility of the library to provide circulating, reference, and resource material for the general public. Special collections shall be developed and maintained when indicated by community interest.

Board Policy 205 (Adopted 6-84)

205.01 Specific Principles for Selection

The following principles will be taken into consideration when selecting items to be added to the collection:

1. Contemporary significance or permanent value.
2. Accuracy of content.
3. Authority of the author or producer.
4. Relation of the work to the existing collection.
5. Price, format and ease of use.
6. Availability of information in the subject area.
7. Availability of material elsewhere in the community – holdings of other libraries in the area are considered in developing the Library's collection.
8. Adequate coverage of controversial issues.
9. Response to popular demand, including a representative sampling of experimental or ephemeral material.

Administrative Procedure 205.01 (Adopted 6-84)

206 Textbooks

Providing textbooks and curriculum materials is the responsibility of the schools. Textbooks will be purchased for the collection when they supply information in areas in which they may be the best, or the only, source of information on the subject. The public library shall not assume the responsibility for purchasing textbooks for wide and general distribution.

Board Policy 206 (Adopted 6-84)

207 Gifts

A gift for the library collection may consist of materials or funds for the purchase of materials. Funds may be given for acquiring materials recommended by the library staff, or for the purchase of specific items suggested by the donor and recommended by the staff for inclusion. The library encourages gifts not earmarked for specific items to permit the most flexible use of the donation for the enrichment of the collection.

Board Policy 207 (Adopted 6-84)

207.01 Gift Criteria

Gift additions shall meet the same selection criteria as purchased materials. In some cases, titles are received which could not have been acquired from library funds because of budget limitations.

If gifts of marginal value are offered, processing costs and use of shelf space are considered before the gift can be accepted. Any gift accepted by the Library shall be subject to the following conditions:

1. The library retains unconditional ownership of the gift.
2. The library makes the final decision on its own use or other disposition of the gift.
3. The library reserves the right to decide the conditions of display, housing, and access to the materials.

Any offers of substantial worth (i.e., equipment, art objects, special collections, etc.) should be referred to the Library Director. Such offers will be accepted/rejected based on considerations of need, appropriateness, maintenance, precedence, etc. Any gift accepted shall be subject to the conditions of acceptance outlined above.

Administrative Procedure 207.01 (Adopted 6-84)

207.02 Determining Value for Gifts

The library shall not affix a value for income tax purposes to any gift accepted. This is the responsibility of the donor. The library will acknowledge the gift by letter and maintain a file substantiating the type, quantity, condition, etc., of the gift. It is the donor's responsibility to maintain all personal records pertaining to a gift for which s/he is claiming a tax deduction.

Administrative Procedure 207.02 (Adopted 6-84/Rev. 11-89)

208 Collection Maintenance

The Library Director shall establish procedures for maintaining the collection and retaining it in attractive and usable condition.

Board Policy 208 (Adopted 8-89)

208.01 Replacement

It is the library's policy not to automatically replace all books withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by two factors: (1) the

existence of adequate coverage in the field by similar material, especially if there is later and better material; and (2) demand for the specific title.

Administrative Procedure 208.01 (Adopted 6-84)

208.02 Binding and Mending

Keeping materials in good physical condition is essential. Decisions must be made continuously on how to handle worn books – whether to mend, bind or withdraw them. Each decision is based on the condition of the book, current validity of its contents, availability for reorder and cost of binding vs. replacement. Replacement is preferable to binding if costs are comparable. Binding is preferable to mending if a title is expected to have long-term usefulness. Mending is done only when need is detected early and the result is an attractive appearance.

Administrative Procedure 208.02 (Adopted 6-84)

208.03 Weeding

Weeding is selection in reverse – it is the withdrawal of items no longer suitable for or useful in the collection. Weeding is a thorough and conscientious effort to achieve a well-balanced collection and it should be a continuous, consistent process. Factors to be considered in weeding are:

1. Physical condition of the material.
2. Slow-moving material not listed in standard sources; e.g. Fiction Catalog.
3. Items containing subject matter no longer of current interest.
4. Multiple copies of titles no longer in demand.
5. Old editions replaced by later revisions of non-fiction titles.
6. Retention of local materials and materials by Kansas City and Missouri authors.

Administrative Procedure 208.03 (Adopted 6-84)

209 Request for Reconsideration of Library Materials

The Library Director shall establish procedures for evaluating and responding to any citizen's request to expunge or add specific materials to the library collection.

Board Policy 209 (Adopted 3-98)

209.01 Citizen's Request for Reconsideration of Library Materials

The library materials collection provides a basis for community information, education, recreation, and historical preservation in the Library District (201). No one may restrict library patron access to materials in accordance with the Board collection development policy (200), First Amendment, Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. Any person residing in the library taxing district, however, may request a reconsideration of library material for any reason, using the Request for Reconsideration procedure.

The request shall be presented in writing to the Library Director or their designee on a completed Request for Reconsideration of Library Material form. After reading, viewing, or listening to the material in its entirety and understanding its purpose, the requestor shall complete the form in full using their own words. Forms submitted using templates, standardized copies, or similarly created for mass distribution shall not be accepted. An individual shall have one active reconsideration request at a time and shall not exceed a total of three requests per calendar year.

The library review process will begin upon receipt of the completed form by the Library Director. The Library Director or their designee will inform the requestor of the process timeline within 5 business days. A three-to-five-member staff committee, consisting of specialists from appropriate areas will convene to review the request and evaluate the material. The library will bear the library's cost of the process, including staff time, materials in question, and other resources necessary to make a thorough and complete evaluation. The committee will obtain a copy of the material for each member to read, may obtain and consult relevant professional sources, and will reconsider the material in its entirety, using the library's mission statement and library selection policy criteria (205), in addition to their own expertise. Upon completion, they will report their findings to the Library Director. The Library Director will inform the requestor in writing of the reconsideration results within 60 calendar days of receipt of the completed Request for Reconsideration for Library Material form. The decision remains in effect for 10 years unless the relevant Collection Development policy substantially changes and a new request for reconsideration is made.

Administrative Procedure 209.01 (Adopted 6-84/Rev 1-24)

209.02 Request to Challenge an Age-Appropriate Designation for Materials

Any parent or guardian, who is a library district resident, may dispute or challenge the age suitability of any material or material display in the library by completing a Request to Challenge an Age-Appropriate Designation form available at any Library location. Forms

submitted using templates, standardized copies, or similarly created for mass distribution shall not be accepted. An individual shall have one active reconsideration request at a time and shall not exceed a total of three requests per calendar year.

The library review process will begin upon receipt of the form by the Library Director or designee. A three-to-five-member staff committee will be formed to evaluate the material. The Library Director or their designee will inform the requestor of the process timeline within 5 business days. The committee will obtain a copy of the material for each member to read, may obtain and consult relevant professional sources, and will reconsider the material in its entirety, using the library's mission statement and library selection policy criteria (205), in addition to their own expertise. Upon completion, they will report their findings to the Library Director. The library will bear the library's cost of the process, including staff time, materials in question, and other resources necessary to make a thorough and complete evaluation. The results of the challenge will be posted on the Library's website and communicated to the requestor within 60 days.

Administrative Procedure 209.02 (Adopted 7-23)

210 Level of Expenditures for Materials

As a matter of policy, the Board of Trustees shall annually commit a minimum of 15% of the Library's operating budget (exclusive of capital commitments or expenditures) for the purchase of library materials.

Board Policy 210 (Adopted 2-91)

211 Gift, Grant of Endowment Earnings as Enhancement Funds for Materials

Any additional funds received during the year as gifts, grants, endowment earnings, etc. shall be considered as enhancement funds and such funds shall not be used to replace or reduce the minimum commitment for Library materials.

Board Policy 211 (Adopted 2-91)

300: Personnel & Staff

The 300-series policies are designed for internal employee use and are maintained on the Library's employee-facing website.

400: Facilities & Equipment

401 Library Goal for Facilities and Equipment

A goal of the Kansas City Public Library is to ensure that staff members and customers of the Library shall have adequate facilities and equipment made available to them to support a program of library service designed to successfully meet their needs.

Board Policy 401 (Adopted 1-89)

401.01 Evaluating Existing Buildings

All existing library facilities will be evaluated at least each three years as to space, acoustics, equipment, appearance, and accessibility by individuals with disabilities in terms of adequacy for supporting desired library use, for economic efficiency, and for compliance with ADA Title II Accessibility Guidelines. Established need for major rehabilitation and remodeling will be added annually to the Library Development Projection.

Administrative Procedure 401.01 (Adopted 4-90 / Rev. 12-94)

402 Community Use of Library Facilities

Library facilities and grounds may be used as permitted by law for worthwhile educational, recreational, civic and cultural activities when such use does not interfere with the regular library program. Such community use of Library facilities shall be controlled by regulations issued by the Library Director.

Board Policy 402 (Adopted 4-90)

405 General Policy Statement - Operation and Maintenance

The Board of Trustees expects utilization, operation and maintenance of library plant and equipment to set high standards of safety, to promote the health of customers and staff, to reflect the moral and cultural aspirations of the community and to support environmentally the efforts of the staff to provide excellent library services.

Board Policy 405 (Adopted 4-90)

405.01 General Policy

The Kansas City Public Library places the highest priority on the safety and well-being of its staff, who are its most important asset. With that in mind, it is the responsibility of each staff member, and most particularly the responsibility of each member in a leadership position, to help maintain the highest safety standards, and the constant encouragement of safe work practices. As a public facility, it is the responsibility of each of us to maintain an equally safe and hazard-free environment at all our locations for the customers who are our reason for being.

Administrative Procedure 405.01 (Adopted 9-97)

405.02 Compliance

Safety rules and procedures exist to protect our staff and our customers from needless risks and harm. Deliberate violations of safety rules, or repeated accidents indicating that a member is not doing all that could reasonably be done to prevent an accident, may result in disciplinary action.

Administrative Procedure 405.02 (Adopted 9-97)

405.03 Public Areas

All public areas must be maintained in a clean and orderly manner, free of hazards. It is the responsibility of all staff members to be alert for potential safety hazards, and to report them when seen. Furniture, chairs, books and other items must not be placed in such a manner as to obstruct free movement. Spills or trash on floors must be cleaned up immediately. No equipment or materials may overhang public areas without being secured. All lights in public areas must be in working condition, and burned out bulbs must be replaced immediately. When potential hazards are noted, they should be reported to maintenance staff or the building attendants without delay. All staff members should be familiar with the locations of fire hoses, fire extinguishers and fire exits.

Administrative Procedure 405.03 (Adopted 9-97)

405.04 Staff Working Areas

All staff working areas must be maintained in as clean a manner as public areas, and properly lighted whenever occupied. Telephone or computer cords must not be allowed to cross floor areas unless properly anchored and covered. Carpets must be tightly anchored,

with no loose ends, threads or wrinkles, and must not be worn to the point of creating tripping hazards.

Office equipment must be firmly placed on stable platforms, not capable of being inadvertently tipped over. Desk, cabinet and file drawers must be kept closed when not attended. File drawers should be opened one at a time to prevent them from tipping over. All electrical equipment should be properly grounded, and all power cords should be in good condition, without breaks in the insulation, or frayed areas. All tools, equipment and machinery must be kept clean, maintained in good working condition, and used only for their correct purpose. All staff members should be familiar with the locations of fire hoses, fire extinguishers and fire exits in and around their working areas.

Administrative Procedure 405.04 (Adopted 9-97)

405.05 Maintenance Areas

All maintenance areas should be kept free of trash, with all containers tightly closed. Storage of flammable substances must be in appropriate fire-rated cabinets. Tools and working equipment must be properly stored in such a manner as not to cause damage or injury. Items stored should be in stable configuration, and should not create tipping hazards. All cabinets above floor level should be equipped with locking devices to prevent their inadvertent opening.

Administrative Procedure 405.05 (Adopted 9-97)

405.06 Ladders

Ladders must be appropriately rated, and, when used, properly stabilized. Step ladders must be equipped with a metal spreader or locking device to securely hold the front and back sides in position. The top two steps must never be used to stand on. Whenever possible, straight ladders should be tied off at the top, to prevent movement. Ladders should be inspected prior to each use, and any defective ladder should be removed from service immediately. Crates, boxes, or other materials should never be used in place of the appropriate ladder or stepstool.

Administrative Procedure 405.06 (Adopted 9-97)

405.07 Electrical Equipment

Before service or maintenance is performed on any machinery, equipment or electrical circuits capable of the unexpected release of energy, turn them off, disconnect them from

the energy source, and either lock or tag out the equipment until such maintenance is completed. (This standard does not apply when servicing cord or plug connected electrical equipment which will be under the exclusive control of the staff member, so long as the power source is visible to that person.)

Administrative Procedure 405.07 (Adopted 9-97)

405.08 Hazardous Materials

The library does not normally maintain a large stock of hazardous materials, but for those items for which a Material Safety Data Sheet has been supplied, the MSDS must be maintained convenient to the place of usage, and available to the staff member for review. Use of hazardous materials requires wearing of appropriate personal protective equipment. A book of MSDS's is maintained by the Security and Safety Manager.

Administrative Procedure 405.08 (Adopted 9-97)

405.09 Bloodborne Pathogens

As a public facility, the library is open to all persons, some of whom may have been exposed to infectious diseases. The most dangerous bloodborne hazards are Human Immunodeficiency Virus (HIV) and Hepatitis B. These can only be transmitted through bodily fluids, and normal contact is not considered a hazard. HIV virus is extremely delicate, and cannot survive outside the body for appreciable periods of time, or at room temperatures. Hepatitis B is hardy, and can survive for up to 12 days. It can survive in a dried state, reactivating when moistened. Staff who may need to clean up blood or other fluid spills should not do so with bare hands, as entry into the bloodstream may be effected through small cuts, abrasions or rashes of the skin. Any fluids cleaned up should be considered contaminated, and rubber gloves should be worn. Fluids should be cleaned up using a solution of 9 parts water to 1 part Clorox. This solution has a shelf life of only 8 hours, so must be made fresh for each need. Because of the risk of needle sticks, staff should never handle restroom wastes barehanded, nor attempt to use hands to compress the contents of waste bags.

Administrative Procedure 405.09 (Adopted 9-97)

405.10 Lifting and Working Methods

Although the library makes every effort not to create fully loaded boxes, staff members should at all times be aware of proper lifting methods. All loads should be picked up using legs rather than the back, and should be carried only in the erect position. So-called "back

belts," while not classified as personal protective equipment, may provide some aid in avoiding back problems, but they must be worn properly. They should be worn low over the hips, and sufficiently snug to prevent uncomfortable bending. They are no substitute for proper conditioning, or correct lifting posture. Back belts are provided by the library upon supervisory request. Staff should avoid long periods of repetitive small motions of the hands, without varying activities. Keyboarded equipment, when staff are using them for long periods, should be equipped with wrist rests or other devices to prevent irritation of wrist and hand tissues. Chairs intended for all-day use of staff should be properly sized and adjusted to prevent fatigue and strain.

Administrative Procedure 405.10 (Adopted 9-97)

405.11 Vehicle Operations

The operation of library vehicles, as well as personal vehicles for library purposes, must be governed by the highest rules of care and caution. No one may drive a library vehicle unless properly authorized, and in possession of a valid driver's license. Supervisors are responsible for assuring that all staff members assigned to drive have valid licenses, and shall periodically check for currency. All vehicles should be inspected prior to use, and safety-related defects should be attended to immediately. Seat belts must be worn by all occupants when driving or riding in a vehicle so equipped. Proper observance of traffic rules is not only a legal issue, but a safety issue as well. Courtesy in driving costs nothing, very rarely results in any appreciable delays, and helps to avoid accidents. If any accident occurs involving a library vehicle, police must be notified, and it must be reported immediately through Library channels, as well.

Administrative Procedure 405.11 (Adopted 9-97)

410 Determining Extent of New Construction

The need for and the extent of new construction shall be determined by the Board of Trustees based upon changing library programs, by the condition of existing facilities, and by present and projected financial resources.

Board Policy 410 (Adopted 4-90)

410.01 ADA Accessibility Standards

Language shall be included in all contracts for the construction/alteration of Library facilities to ensure that each facility is readily accessible to and usable by individuals with disabilities and complies in all respects with ADA Title II Accessibility Guidelines.

Administrative Procedure 410.01 (Adopted 12-94)

411 Responsibility for Library Site Selection

Local library boards in the State of Missouri are charged with the sole responsibility for selecting library sites and the authority for approval cannot be delegated. The Library Director shall establish such criteria and procedures as are necessary to assure the Board that the best possible sites are considered and/or acquired for the expenditure of public funds.

Board Policy 411 (Adopted 4-90)

412 Library Site Development

The manner and extent to which a site serves library needs shall be considered the prime measure of suitability; however, potential for supporting other cultural functions in the community shall be considered in site selection.

Board Policy 412 (Adopted 4-90)

413 Library-Input - Other Agencies and Governmental Units

The Board of Trustees, while exercising the sovereign powers delegated to it by statute for governing the affairs of the Library District, will consult with other governmental and interested non-governmental bodies in locating library sites and constructing library buildings so as to enhance the long-term welfare of the community in the best possible manner.

Board Policy 413 (Adopted 4-90)

414 Real Estate and Other Property-Acquisition

The Board of Trustees, by an affirmative vote at least a majority of the whole Board, may:

1. Select, direct and authorize the purchase of sites for and authorize the construction of libraries, offices, and other facilities to be used in the operation and maintenance of the libraries.
2. Direct and authorize the purchase of additional ground needed for library purposes.

Board Policy 414 (Adopted 4-90)

415 Real Estate and Other Property-Acquisition of Land and/or Buildings

Acquisition of property for Library purposes shall proceed in the following manner:

1. The Board of Trustees shall receive a study by the Library Director showing:
 - The need to purchase property-real estate and/or a building(s), and
 - A suitable financial plan to make the purchase.
2. The Board of Trustees shall approve an authorization for the Library Director to proceed in respect to specified property.
3. The property shall be appraised at current market value by two appraisers who shall be members of the American Institute of Real Estate Appraisers, the Society of Real Estate Appraisers, or a certifying body which subscribes to a similar code of ethics.
4. The Library Director shall recommend to the Board of Trustees an appraiser for each tract or for adjoining tracts proposed for purchase.
5. Negotiations with the owner on the basis of the appraisals shall be made, using professional assistance as approved by the Board of Trustees.
6. The purchase shall be consummated or condemnation proceedings shall be instituted by a favorable vote of at least a majority of the whole Board.
7. All legal considerations shall be adequately covered at each point in the transaction.
8. The Board's general policy regarding affirmative action shall apply wherever practical.

Board Policy 415 (Adopted 4-90)

416 Condemnation of Land

If the Library District seeks to acquire real property for any purpose for which the Library is authorized by law to acquire the property and cannot agree with the owner on the purchase price, or for any other cause cannot secure a title to the property, the Library may condemn the property in the manner provided in sections 523.010 to 523.100, RSMo, and upon condemnation and payment of the appraisal as provided, the fee simple title of the real property shall vest in the Library. (Ref: 182.705 RSMo)

Board Policy 416 (Adopted 4-90)

418 Naming Library Facilities

The Board of Trustees shall have sole responsibility for naming or renaming Library facilities and/or subunits of facilities. Generally, facilities shall be named with a preference for geographic or functional designations. Exceptions may be considered when there is a

strong community desire for a specific name for a facility, when the Board desires to honor an individual for outstanding contributions in keeping with the nature and mission of the Library, or when a donor or donors desire a specific designation for a facility and contributes significantly to the construction cost of the facility or makes an equivalent contribution to the Library endowment. The Chief Executive shall be responsible for developing guidelines and administrative procedures to effectively consider such exceptions.

All naming requests will be brought before the Board for their approval with exceptions to policy explicitly noted.

The Chief Executive will provide background material on the designee, proposed wording for recognition, reasons for the recognition, and justification of costs and donations at a Board meeting for approval at a future Board of Trustees meeting.

Board Policy 418 (Adopted 2-91/Rev. 7-07)

418.01 Naming Library Facilities in Recognition of Donors

New or geographically named Library facilities may be named or renamed as designated by a donor who makes a significant monetary contribution to the Library. Donors who wish to name such facilities and have the unit bear their desired name exclusively, must provide 75% to 100% of the cost of construction and equipment.

Donors who will allow subunits of the facility or site to include other naming opportunities must provide 50% of the cost of construction. In either instance, the "cost of construction" will be the actual cost expended, if the amount of the contribution is negotiated within three (3) years of actual construction, or the current replacement/construction cost if the facility is more than three years old.

Other naming opportunities within a facility will include such areas as auditoriums, meeting rooms, special use areas, collections and equipment. Appropriate contributions for such naming opportunities will be determined by square footage cost, actual cost of equipment, on-going operating cost, etc., depending on the specific area or item. Such naming opportunities should be available to donors for 50% to 100% of the actual cost.

Named facilities or areas within facilities shall bear a plaque citing the significant role of the donor in expanding the scope of Library services. Plaques or other commemorative items will be provided by the Library.

In consultation with the Board of Trustees, the Library Director will establish and periodically update a listing of minimum contributions required to name Library facilities or subunits. Final decisions on naming facilities and/or accepting any offers of contributions to name facilities shall rest with the Board of Trustees.

Administrative Procedure 418.01 (Adopted 2-91)

418.02 Tribute, Memorial or Community Initiated Naming of Library Facilities

When there is significant community interest in naming a new library facility or portion of a library facility or in renaming a geographically designated library facility, the Library Director will recommend to the Board of Trustees the formation of a committee composed of citizens, staff and representatives of local community groups. The committee will be charged with the task of determining the desirability of any suggested names, making alternative suggestions for name possibilities and/or recommending that no name change be made or that a geographic designation be used.

In considering potential names for facilities to honor or memorialize individuals, persons appropriate for consideration would include those who have attained local or national prominence in the field of education, science, art, statesmanship, political service, industry, etc.; and whose contributions are consistent with the nature and mission of the Library.

The committee will make its recommendations to the Library Director, who will then report to the Library Board. The Board of Trustees will have the final responsibility for naming any Library facility.

Administrative Procedure 418.02 (Adopted 2-91)

419 Renaming Library Facilities

If a distinctive named Library facility is relocated, substantially remodeled, or converted to use other than its original use, the facility may be renamed to reflect the association of changed geography, new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.

The Board of Trustees shall have sole responsibility for renaming Library facilities and/or subunits of facilities, and all such requests will be brought to the Board as outlined in Board Policy 418.

Board Policy 419 (Adopted 7-07)

420 Real Estate-Sale of Properties

The Board of Trustees shall consider disposal of any real estate owned by the Library District but no longer needed for library purposes. Disposal of such property shall be in the manner prescribed by state law and in keeping with other appropriate real estate procedures.

The Board of Trustees by an affirmative vote of at least a majority of the whole Board, may direct and authorize the sale and transfer of any real estate belonging to the Library District Sale or disposal of property other than real estate is set forth in Board Policy 550.

Real Estate when sold shall be:

1. To the highest bidder after public notice; or
2. To a state agency, municipal corporation, or other governmental subdivision, after notice, by negotiation; or
3. To a public institution of higher learning by negotiation.

Whenever the Board of Trustees approves the sale of real estate owned by the Library, it shall be the policy of the Board:

1. To seek the maximum legal financial return from the sale; however, this general objective shall not preclude transactions made on a negotiated basis when permitted by law.
2. To utilize the assistance of people who have expertise in the sale of such property including appraisals and marketing.
3. In the event that the District shall require special commitments or documentation from bidders the Board of Trustees may review such commitments or documents or refer them to a committee of its members for review and recommendation to the Board of Trustees.
4. To reserve the right to reject all bids whenever the Board of Trustees decides the price offered to be too low.

Board Policy 420 (Adopted 4-90)

421 Posting of Proposed Sale of Real Estate

Whenever the Board of Trustees determines that real estate owned by the Library is likely to be of no further use to the Library, such property shall be declared surplus and subject to

possible sale. No formal offer of sale of such property shall be made in respect to any building and ground for at least thirty days after action by the Trustees declaring it surplus.

Board Policy 421 (Adopted 4-90)

422 Real Estate and Other Property-Sale-Specified Cases

In the sale of other disposition of surplus real or personal property, it shall be the policy of the Kansas City, Missouri Public Library to secure the written commitment of the party acquiring the property that the property is not to be sold to or to be used by any entity engaging in discrimination in any form which would be unlawful if practiced by a public library district.

Board Policy 422 (Adopted 4-90)

423 Leasing of Library Property

Any library real estate, after having been declared surplus by the Board and after such action has been posted for at least thirty (30) days, may be leased in accordance with Board Policies 420 and 421 wherever applicable.

Specifically the following shall apply:

1. The Library will pursue the maximum legal financial return.
2. The maximum term of any lease shall be three years.
3. All agreements and conditions specified in a lease shall comply with law and Library policy regarding contracts.
4. Property shall not be leased for use contrary to Library purposes and constraints.
5. The Library shall approve the lease by a favorable vote of at least a majority of the whole Board of Trustees.

Board Policy 423 (Adopted 4-90)

424 Public Art

The Library's mission to help educate, enrich, entertain and inform can be visually demonstrated through the incorporation of public art in library facilities. The Library Board sees public art as a tangible expression of community, an inspiration to citizens and a statement of civic pride. As a standard practice, the Library Board will seek to incorporate fine art (that is, visual art such as paintings, sculpture, photographs, graphics, etc. created

primarily for aesthetic purposes and judged for its beauty and meaningfulness) and artistic architectural elements in Library buildings when constructing facilities.

Fine art that no longer has a relevant place in the Library art collection and which has been owned for at least two years may be deaccessioned and disposed of as follows:

A majority vote of the Library Board is required to authorize the deaccession and disposal of art (or multiple art pieces) with an appraised or estimated value of more than \$10,000;

The Executive Director may authorize the deaccession and disposal of art with an appraised or estimated value of \$10,000 or less;

Should the deaccessioned art be sold, the funds received will be allocated to the Library Art Fund, unless directed to alternative allocations by a majority vote of the Library Board.

No member of the Library Board, staff, or anyone whose association with the Library might give them an advantage in acquiring the art work shall be permitted to acquire directly or indirectly a work deaccessioned by the Library, or otherwise benefit from its sale or trade.

The Executive Director shall establish and maintain procedures to implement and enforce all art deaccession and disposal policies.

Board Policy 424 (Adopted 9-01, Revised 3-16)

424.01 Procedures for Deaccession and Disposal of Public Art

The process of deaccessioning and disposal for fine art will be initiated by the appropriate staff and any recommendations, with full justification, presented to the Executive Director for review. As part of this process, staff will conduct a review of all records to determine donor intent, clear title, donor restrictions, and current market value of the art. In determining the current market value, third-party appraisal will be used for works with an estimated substantial value. If the Executive Director determines that deaccessioning is appropriate, the proposal shall be presented to the Library Board or its designee for authorization.

When feasible, the Library will notify the donor of a work under consideration for deaccession and disposal, and circumstances may warrant extending similar courtesy to the heirs of a donor.

All fine art will be deaccessioned and disposed of in accordance with any special prior agreements between the Library and a donor. If no such agreements exist, the art will be disposed of in accordance with the Library's disposal policies for obsolete books, materials,

and supplies (Library Policy 534). Preferred methods of disposal are sale or transfer to, or exchange with another public institution, sale through publicly advertised auction, and sale or exchange through a reputable, established dealer.

In the case of a work of fine art by a living artist, consideration may be given to notifying the artist of the deaccession, and consideration may be given to an exchange with the artist.

Administrative Procedure 424.01 (Adopted 3-16)

500: Administration & Support

501 Administrative and Support Services Goal

A goal of the Kansas City Public Library is to attain and maintain the most efficient and effective utilization levels of the human, monetary and physical resources available for conducting the program of library services.

Board Policy 501 (Adopted 2-90)

502 Planning Process

The Library Director shall develop a process for producing an annual plan for the Library District. The plan shall encompass all areas of proposed operation and project Library objectives and activities over a multi-year time span. The Board of Trustees shall annually review, modify and adopt the plan consistent with the Library's mission and goals.

Board Policy 502 (Adopted 2-90)

511 Business Operations General Policy Statements

The Board of Trustees recognizes that effective financial management is vital to the operation of the public library system. It is basic policy of the Board that such management shall maintain fiscal soundness, encourage advance planning, explore all practical sources of income and require top quality business management. The Library Director is directed to implement procedures to assure the achievement of these objectives.

Board Policy 511 (Adopted 2-90)

512 Uniform System of Accounting

The Library Director, for and on behalf of the Board of Trustees, shall keep or cause to be kept financial records and accounts according to generally accepted standards. (Ref: 182.713(2) RSMo)

The Library District's moneys shall be disbursed by the Treasurer by appropriate instrument of payment only upon due authorization of the Board of Trustees and duly certified for payment by the President. The certification shall specify the amount to be paid, to whom payment is to be made and the purpose for which payment is being made. The Board of Trustees by resolution may direct that the signature of the President and/or Treasurer be a facsimile signature in the manner prescribed by law. (Ref: 182.711(3) RSMo)

Board Policy 512 (Adopted 2-90)

513 Establishment of Funds and Classification of Accounts

All funds of the Library District derived from local taxation to be used for normal operations of the district shall be kept in a library Operating Fund. All funds belonging to the district which are to be used for building purposes shall be kept in a library Building Fund; and the Board of Trustees may establish any other funds that it deems necessary. (Ref: 187.711(2) RSMo)

The Library shall use a system of receipt codes and expenditure classifications necessary to comply with laws of the State of Missouri and with the current guidelines established by the U.S. Department of Health and Human Services. This classification system shall include, as a minimum, receipts and expenditure coding by legal fund, by activity and by object. Special codes and accounts shall be added as required.

Board Policy 513 (Adopted 2-90)

514 Financial Statements

The Library Director shall furnish to the Board of Trustees or any member thereof the financial records and accounts, or summaries thereof, that the Board of Trustees or any member thereof may request. (Ref: 182.713(2) RSMo)

Board Policy 514 (Adopted 2-90)

515 Auditing

On or before the thirty-first day of August of each year, the Library Director shall make a report to the Board of Trustees stating the condition of the library and its services as of the thirtieth day of June of the preceding fiscal year. This report shall be accompanied by an audit conducted by an independent auditing firm. Interim audits shall be made when deemed necessary and without prior notification. The Library Director may conduct internal administrative audits as deemed necessary. (Ref: 182.713(3) RSMo)

Board Policy 515 (Adopted 2-90)

516 The Annual Budget

The fiscal year for the Kansas City, Missouri Public Library shall be July first to June thirtieth. The Library Director shall prepare an annual budget which shall present a complete financial plan for the ensuing budget year and shall include at least the following information:

1. a budget message describing the important features of the budget and major changes from the proceeding year;
2. estimated revenues to be received from all sources for the budget year, with a comparative statement of actual or estimated revenues for at least the proceeding two years, itemized by year, fund and source;
3. proposed expenditures for each department, office and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the proceeding two years itemized by year, fund and activity;
4. the amount required for the payment of interest, amortization, and redemption charges on the debt of the Library; and
5. a general budget summary. In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received, plus any unencumbered balance, and transfers into the fund, less any deficit estimated for the beginning of the budget year. (Ref: 67.010 RSMo)

The budget document shall also contain statistical information arranged to facilitate a rational examination of receipts, expenditures and objectives by members of the Board of Trustees, lay citizens, Library staff, and auditors.

Board Policy 516 (Adopted 2-90)

517 The Budget Process

The budget process of the Library shall be a year-round activity involving broad participation by personnel throughout the system. The product of the process must harmonize available resources with the priorities of the Board of Trustees and the administrative objectives for responding to the priorities. As such the budget process shall be viewed as an integral element in all Library planning and projections. A budget calendar shall be developed annually and approved by the Board.

The Board of Trustees shall, before the beginning of the fiscal year, approve a preliminary budget and adopt such resolutions as may be required to authorize the budgeted expenditures and produce the revenues estimated in the budget. The board may, on its own motion or at the request of the Library Director, from time to time, amend or modify the approved budget.

On or before the 1st day of October of each year the Board of Trustees shall adopt a final budget for the year and fix its ad valorem property tax rates to produce the revenue required to meet the amounts contained in the budget. (Ref: 67.110 RSMo)

The budget or resolution required to authorize the expenditures proposed in the budget as finally adopted and any resolutions to amend or modify the approved budget shall remain on file for three years and shall be public records and open to inspection. (Ref: 67.060 RSMo)

Board Policy 517 (Adopted 2-90 / Rev. 11-17)

518 Spending Level Prior to Budget Adoption

In the event that the budget is not approved by the Board prior to the beginning of the fiscal year, the amounts authorized in the expenditure resolution for the next preceding fiscal year shall be deemed to be re-appropriated for the purposes specified in said expenditure resolutions, until such time as the budget and the expenditure resolutions for the current fiscal year are adopted by the Board. (Ref: 67.070 RSMo)

Board Policy 518 (Adopted 2-90)

519 Budget Administration

Public Library funds shall be expended as provided in the budget summary adopted by the Board of Trustees. The Library Director shall establish and direct a system of fiscal control to govern the administration of the budget and the expenditure of funds in conformity with

law and adopted policy of the Board. The Board shall have sole authority to amend the budget for amounts in excess of \$50,000 through formal action. The Library Director shall have authority to amend the budget by inter-line transfer of amounts of \$50,000 or less which affect the budget summary. Such amendments shall be reported on the monthly financial summary. Programmatic modifications may be made by the Library Director in any amount as long as they have no impact on the budget summary.

Board Policy 519 (Adopted 2-90 / Rev. 9-04, 11-17)

520 Limitations on Use of Public Funds

The Library District shall not own or subscribe for stock in any corporation or association, or lend its credit or grant money or things of value to or in aid of any corporation, association or individual, except as provided for by law. (Ref: Art. VI, Sec. 23, Constitution, State of Missouri)

No Library District funds or other assets shall be spent or used so as to benefit directly or indirectly any political party, candidate for political office, or other political cause.

Board Policy 520 (Adopted 2-90)

521 Deposits

All monies collected by Library employees shall be receipted, accounted for and directed without delay to an approved depository selected by the Board of Trustees. Such depository shall be a "full service" financial institution, chartered under the laws of the State of Missouri. Selection of the District's banking depository shall be made every five years on the basis of competitive bids from all such financial institutions located within the vicinity of the Library's business office. (Ref.: 182.711(2) RSMo)

Board Policy 521 (Adopted 2-90)

522 Investments

The Library Director may invest all or any parts of the funds of the District in obligations, redeemable at maturity at par, of the state of Missouri or any political subdivision thereof, or of the United States or of any wholly owned corporation of the United States, or certificates of deposit or time deposits of any financial institution if the financial institution has deposited securities under the provisions of sections 110.010 and 110.020, RSMo; except that, no funds shall be invested in obligations which are to mature beyond the date that the funds are needed for purposes for which they were received by the Library District. Interest

or earnings derived from the funds shall belong to the District and may be disbursed and expended for the same purposes and in the same manner as other funds belonging to the District. (Ref: 182.705(7) RSMo)

Board Policy 522 (Adopted 2-90)

523 Borrowing

The Library Director, with the advice of the District's Treasurer, shall be responsible for the borrowing of money, including the issuance of Tax Anticipation notes. The Director shall negotiate or submit for bid the rate of interest and amounts of all District obligations. In all borrowing situations the Director shall proceed with the advice of the District's Treasurer and within the restrictions and limitations established by state law. (Ref: 165.131, 165.141 RSMo)

All tax anticipation notes may be issued only between July 1 and December 31 of the fiscal year. The aggregate principal amount of such notes may not exceed 50% of the total operating budget. The term of these notes may not exceed six months from date of issuance at a rate of interest not to exceed the legal rate per annum payable at maturity.

Board Policy 523 (Adopted 2-90)

526 Inventories

The Library Board of Trustees shall exercise the sole and exclusive control over all of the property and things of value owned or possessed by the District. The Library Director shall devise and maintain a system of inventories which will identify, locate, control, and properly account for all property, equipment and goods of the Library, including but not limited to a clear record of all additions to and deletions from Library holdings. The inventory system shall state clearly the responsibility delegated to departments and individual staff members for inventory and inventory control purposes. It shall also provide accurate records of Library books, movable equipment such as tools, machinery, audiovisual equipment, typewriters and the like, including losses of equipment and supplies not consumed in the process of use. (Ref: 182.705(10) RSMo)

The Library Director shall inform the Board in the event of loss or theft of any material amount.

Board Policy 526 (Adopted 2-90)

526.01 Notification of Loss or Theft of Any Material Amount

Any property, equipment, or materials which are lost, stolen or damaged should be reported to the appropriate Associate Director or Director by the Department Manager. For any such item which is listed on the fixed asset inventory, an "Asset Transfer/Retirement" form should be completed. The Library Director shall inform the Board in the event of loss or theft of any property, equipment, or materials with a value of \$5,000 or more.

Administrative Procedure 526.01 (Adopted 6-90)

527 State and Federal Grants or Aid

In order to bring the full benefit of state and federal aid programs to bear upon the needs of the Library District, the Library shall maintain close liaison with the State Library and other appropriate state and federal agencies and cooperate with them in providing improved library services. As required by law or administrative regulation, acceptance of a notice of a grant award by any state or federal agency, shall be by favorable action of the Board of Trustees. (Ref: 182.705 (12) (13) RSMo)

Board Policy 527 (Approved 2-90 / Rev. 1-98)

528 Private Grants or Gifts or Unanticipated Revenues

The Library District shall actively encourage grants and gifts, including real and personal property, from private sources which will further its mission and goals in serving the public. Such grants or gifts in support of existing programs and projects shall be routinely accepted and acknowledged by the Library Director and subsequently reported to the Library Board of Trustees.

Any offer of grant or gift funds from a private source which includes conditions or commitments on the part of the Library District outside the scope of established programs, projects or policies shall be accepted only by favorable action of the Board of Trustees.

Any one-time unrestricted and unanticipated revenue ("windfall") shall be recorded under appropriate revenue accounts of the Library's General Fund upon receipt. Some or all of the revenue may be allocated between the restoration of any shortfall to the fund balance and/or currently unfunded projects, subject to the approval of the Board of Trustees.

Board Policy 528 (Adopted 2-91 / Rev. 9-01 / Amended 2-04); See also: Board Policy 207, 211, 611, 612 and 613

531 Procurement

Policy Statement

All purchases for the Library shall be accomplished in accordance with good business practices to assure that goods and services are procured efficiently, effectively, and at the most favorable prices available to the Library; to promote full and open competition in procurement and contracting; to provide safeguards for maintaining a system of quality and integrity; and to assure that Library purchasing actions are in full compliance with state law and federal guidelines.

All purchases for the Library shall be accomplished in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers.

The Library Director shall establish and maintain procedures to implement and enforce all purchasing policies.

Authority to Purchase

The Board of Trustees delegates to the Library Director, or Director's designee, the authority to purchase, without specific Board action, goods or services of \$50,000 or lesser value, so long as said purchases are pursuant to a budget previously approved by the Board. The purchase of all other goods or services with a value in excess of \$50,000 shall be authorized by specific action of the Board in formal session.

Bidding Limits

Purchases of goods or services of less than \$1,000 in a fiscal year shall not require a bid.

Unless exempted by policy, purchases of goods or services with an amount equal to or greater than \$1,000 but not more than \$10,000 shall require informal bids.

Unless exempted by policy, purchases of goods or services exceeding \$10,000 shall require a formal competitive bid solicitation.

To determine whether an item will need to be bid, the cost of goods and services that are purchased on a repetitive basis will be considered as an aggregate expense for the fiscal year.

Bidding Exemptions

Bid procedures need not be utilized for the following:

- Sole source items or services
- Consulting services (services which provide only professional or expert knowledge, advice, or information)
- Legal services
- Insurance services (these services will be solicited by a broker – the broker services will need to be bid)
- Purchases through State contracts or other government bid contracts
- Purchases from non-profit organizations that provide goods or services that support the Library's mission or activities
- Library materials (books, databases, etc.), so long as one book or material item does not exceed \$10,000
- Emergencies
- Special Circumstances as approved by the Library Director or Board of Trustees – as described below

Emergency Purchases

The Library may waive the requirement of competitive bids or proposals for goods and services when it has been determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to Library property in order to protect against further loss or damage, or to prevent or minimize serious disruption to Library services. Emergency procurements shall be made with as much competition as is practicable under the circumstances. (Ref. 34.045 RSMo)

In the event of an emergency, the Library Director, or Director's designee may authorize immediate action to purchase necessary supplies or services without bidding or prior specific approval of the Board. For products or services with a value in excess of \$50,000, the Board of Trustees will be informed in writing of the emergency purchases within forty-eight (48) hours of the emergency and the products or services shall be submitted for formal approval at the next meeting of the Board.

Special Circumstances

The Library Director may waive the bid requirements for goods or services when existing contractual services, workflow, supplies, materials or equipment make consideration of another product or service impractical, unfeasible, or cost prohibitive under the current circumstances. Such exemptions and the reasons for the exemption will be documented, and will be reviewed annually. For goods or services over \$50,000, these exemptions must be approved by formal action of the Board of Trustees.

Purchasing Preferences for Minority, Women, and Local Business Enterprises

It is the policy of the Library to provide equal opportunities in all its activities in a manner that will not discriminate against any contractor or subcontractor because of race, religion, creed, national origin, age, sex or handicap. It is also the policy of the Library to provide maximum opportunity to minority and women business enterprises (M/WBE) to ensure their participation in the performance of Library contracts for the procurement of supplies and materials, construction projects, professional services, and any other services required by the Library.

For purchases of goods and services, a preference will be given to M/WBE and local businesses. The Library Director shall establish goals for M/WBE and local business selection, and report to the Board at least annually on the goals for M/WBE and local business selection.

M/WBE Program Administration

The Library Director or Director's designee shall monitor the M/WBE program and will ensure that the Library's annual goals are consistently achieved. The Library will prepare and incorporate into its bid solicitations conditions for M/WBE participation. Said conditions will be incorporated, as a material provision, into all contracts let pursuant to such solicited bids.

Preference for Missouri Businesses

In letting contracts for the performance of any job or service, the Library shall give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less. (Ref. 34.073 RSMo)

To the extent permitted by federal laws and regulations, whenever the Library shall let for bid any contract to a contractor for any public works or product of \$5,000 or more, the contractor or bidder domiciled outside the boundaries of the state of Missouri shall be required, in order to be successful, to submit a bid the same percent less than the lowest bid submitted by a responsible contractor or bidder domiciled in Missouri as would be required for such a Missouri domiciled contractor or bidder to succeed over the bidding contractor or bidder domiciled outside Missouri on a like contract or bid being let in the person's domiciliary state and, further, the contractor or bidder domiciled outside the boundaries of Missouri shall be required to submit an audited financial statement as would be required of a Missouri domiciled contractor or bidder on a like contract or bid being let in the domiciliary state of that contractor or bidder. (Ref. 34.076 RSMo)

Purchasing Prohibitions

No purchase of goods or services on behalf of the Library shall be made from (1) any current Board member or a member of a current Board member's immediate household; or (2) any employee or member of an employee's immediate household; or (3) any business in which a current Board member's or an employee's immediate household holds a substantial interest.

Board Policy 531 (Adopted 2-90 / Rev. 4-03, 6-11, 11-17)

532 Authority to Contract

Delegation of Authority to Contract

The Board of Trustees delegates to the Library Director the authority to contract on behalf of the Library for the purchase of goods or services when the annual aggregate amount of the contract is \$50,000 or lesser value and said purchases are pursuant to a budget previously approved by the Board. Contracts committing the Library to amounts in excess of \$50,000 annually shall be approved by specific action of the Board in formal session.

No contract or order imposing any financial obligation on the Library shall be binding upon the Library unless it is in writing, signed by the President and the Secretary of the Board of Trustees, or by the Library Director, or Director's specifically authorized designee, or other agent of the Library specifically authorized to sign on behalf of the District.

Contracting for Architectural, Engineering or Land Surveying Services

The Library Director shall establish procedures to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices. (Ref. 8.285, 8.291 RSMo)

Contracting for Guaranteed Energy Cost Savings

The Library Director shall establish procedures for awarding contracts for guaranteed energy cost savings. (Ref. 8.231 RSMo)

Employment of Unauthorized Aliens Prohibited

For any contract over \$5,000 for work done in the state of Missouri, no contractor with the Library shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. For such contracts, contractors will be required to execute a notarized affidavit to affirm that these conditions are met. (Ref. 285.530 RSMo, 285.525 – 285.550 RSMo)

Board Policy 532 (Adopted 2-90 / Rev. 12-98, 6-11, 11-17)

533 Construction of Facilities

All contracts for facility construction projects, the cost of which exceeds \$100,000, shall be let to the lowest responsive, responsible bidder or bidders based on pre-established criteria after notice and publication of an advertisement for five days in a daily newspaper in the District, or at least twice over a period of ten days or more in a newspaper in the District is located and in one daily newspaper in the state which does not have less than fifty thousand daily circulation and by such other means as determined to be most likely to reach potential bidders. For all contracts for projects between \$25,000 and \$100,000, a minimum of three contractors shall be solicited with the award being made to the lowest responsive, responsible bidder based on pre-established criteria. (Ref. 8.250 RSMo)

The number of such public bids shall not be restricted or curtailed, but shall be open to all persons complying with the terms upon which the bids are requested or solicited unless debarred for cause. No contract shall be awarded when the amount appropriated for same is not sufficient to complete the work ready for service. (Ref. 8.250 RSMo)

When contracting for the purpose of constructing, repairing or remodeling facilities, and purchases of tangible property and materials to be incorporated into or consumed in the

construction of the project are to be made on a tax-exempt basis, the Library shall furnish to the contractor an exemption certificate authorizing such purchases for the construction, repair or remodeling project. (Ref. 144.062 RSMo)

Board Policy 533 (Adopted 2-90 / Rev. 6-11)

534 Disposal of Obsolete Books, Equipment, and Supplies

The Library Director shall establish procedures for identification and disposal of books equipment and supplies which are obsolete or otherwise not needed for Library purposes. All Library materials declared surplus shall be divided into two categories:

1. Material considered to have substantial resale value; and
2. Material due to obsolescence or wear that would be considered unusable.

Disposition of the two categories of material shall be as follows:

1. Saleable material shall be advertised as being declared surplus by the Library. An itemized listing of titles will not be required unless considered necessary by size, cost and/or condition of the item. Timing and character of sale shall be at the discretion of the Library Director; and
2. Material classified as unusable shall be given away or destroyed.

Board Policy 534 (Adopted 2-90)

600: Community Relations

601 Library Goal for Community Relations

Kansas City Public Library shall establish an effective community relations program which will both communicate the availability of current library services and promote the integral role and relationship of information, education, ideas and libraries in our society and community.

Board Policy 601 (Adopted 1-89)

602 Responsibility for Public Relations/Information

The Library Executive Director shall have the responsibility for coordinating the Kansas City Public Library's public relations and public information activities.

Board Policy 602 (Adopted 5-90)

603 Customer Courtesy

The Library Executive Director shall make available to Library staff members training sessions, workshops and other aids to assure courteous, efficient and friendly contact with library customers and the general public.

Board Policy 603 (Adopted 5-90)

604 Local Media

Local media shall be utilized to keep the public aware of and informed about the Kansas City Public Library's resources and services.

Board Policy 604 (Adopted 5-90)

605 Promotional Materials

The Library shall produce and distribute to the public through effective methods, newsletters, brochures and other promotional materials which will communicate the availability of Library services.

Board Policy 605 (Adopted 5-90)

605.01 Distribution of Community Materials

As a service to the public, the Library will display and distribute informational and promotional materials deemed to be of public interest from both non-profit and for-profit organizations. Materials produced by for-profit organizations will be distributed if the organization regularly promotes Library programs or if Library customers demonstrate an interest in the material. It is the responsibility of the organization to provide materials for distribution and to replace supplies as needed. Materials are available only for customer pick-up. They will not be mailed or otherwise distributed by the Library. All materials displayed within the Library should be presented in an attractive and tasteful manner. Questions pertaining to the suitability of materials should be referred to the Director of Marketing. The Library Executive Director will make all final decisions about materials which may not clearly fall within existing guidelines. Staff will remove date sensitive materials from display racks and tables weekly and retain existing materials on a space available basis. Materials will usually not be distributed for longer than one month.

Administrative Procedure 605.01 (Adopted 10-92 / Rev. 4-98)

605.02 Availability of Auxiliary Aids, Services, & Equipment

All printed materials promoting the Library's programs, services and activities shall include a statement informing individuals with disabilities that auxiliary aids and services will be provided if they notify the Library at least 3 business days prior to the event. Telephone and TTY access shall be clearly indicated on all promotional materials.

Administrative Procedure 605.02 (Adopted 12-94 / Rev. 10-23)

606 Community Organization Contact

The Library Board and staff shall maintain both formal and informal contact with government officials, opinion leaders, service clubs, civic associations and other community organizations to promote the Library and its services and to cooperate in the pursuit of common goals and objectives. The Board President with Board approval, may appoint members of the Board to represent the Library District and promote communication with community groups or organizations. The Library Executive Director, within the scope of his/her administrative responsibilities, may appoint staff members to represent the Library and promote communication with community groups and organizations.

Board Policy 606 (Adopted 5-90)

607 Program Sponsorship

The Kansas City Public Library may sponsor programs, classes, exhibits, displays and other library-centered activities and shall cooperate with other groups in organizing such events to fulfill the community's needs for informational, educational, cultural or recreational opportunities.

Board Policy 607 (Adopted 5-90)

607.01 Age Appropriateness of Programs, Events, Exhibits

All library sponsored programs are open to all regardless of origin, age, background, or views. In cases of individual programs that may be too mature for some audiences, promotion of those programs will indicate the content may only be suitable for those 18 and older.

Administrative Procedure 607.01 (Adopted 07-23)

607.02 Request to Challenge an Age Appropriate Designation for Programs, Events, Exhibits

Any parent or guardian, who is a library district resident, may dispute or challenge the age suitability of a presentation, event, or exhibit in the library by completing a Request to Challenge an Age-Appropriate Designation form available at any Library location. The requestor shall complete the form in full using their own words. Forms submitted using templates, standardized copies, or similarly created for mass distribution shall not be accepted. An individual shall have one active reconsideration request at a time and shall not exceed a total of three requests per calendar year.

The library review process will begin upon receipt of the form by the Library Director or designee. The Library Director or their designee will inform the requestor of the process timeline within 5 business days. A three-to-five-member staff committee will be formed to evaluate the program, event or exhibit. The library will bear the library's cost of the process, including staff time, materials in question, and other resources necessary to make a thorough and complete evaluation. Upon completion, they will report their findings to the Library Director. The results of the challenge will be posted on the Library's website and communicated to the requestor within 60 days.

Administrative Procedure 607.02 (Adopted 07-23)

608 Meeting Rooms and Other Facilities

Consistent with the Library Bill of Rights, the Library shall make its meeting rooms and exhibit spaces available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

While the Library encourages the use of its facilities for political events which involve discussion and debate of ideas and public policies, the Library does not permit the use of its facilities for political fundraising events.

Board Policy 608 (Adopted 5-90 / Rev. 9-07)

608.01 Meeting Room Availability

Library meeting rooms and other spaces will be available for use by the community. The Library reserves the right to review each prospective use and determine whether that use meets Kansas City Public Library meeting room and facility guidelines. Various facilities and meeting rooms will be available for use before and/or after regular Library hours. Fees will apply; see the Meeting Room and Staff Requirement fee schedule for rates.

Administrative Procedure 608.01 (Adopted 10-92 / Rev. 1-02)

608.02 Reservation Priority

The Library has first priority on all dates. The Library also has the right to preempt any event for Library use. In such rare instances, the Library will make every reasonable effort to assist the group in reserving another date or Library facility or meeting room.

Administrative Procedure 608.02 (Adopted 10-92 / Rev. 1-02)

608.03 Use Guidelines

Meeting rooms are not intended to be used for regular, consecutive meetings by clubs or organizations since such use prohibits general availability to the public. Facilities and meeting rooms may be booked for up to four consecutive gatherings; longer booking periods are possible for classes and programs that have been approved in advance by a branch manager or the Special Events Coordinator at Central Library. The Library will also determine the number of events to be held simultaneously.

Administrative Procedure 608.03 (Adopted 10-92 / Rev. 1-02)

608.04 Group/Library Responsibilities

A completed and signed Kansas City Public Library Application for Use of Meeting Rooms and Facilities must be submitted by all applicants planning to use a facility, meeting room or other space. A hold or tentative reservation on a facility, meeting room or other space can be made if there is space available. When a fee is involved, the tentative reservation is subject to cancellation if the applicant does not respond to the 45-day deadline to submit room and/or staff fees.

The group sponsoring the gathering will be responsible for the orderly conduct of the group and for any damage to Library property, equipment and/or exhibits. The individual initiating the original request for meeting room space, or the facilitator of the event, will be considered the official representative of the group and will assume the responsibility for communicating Library guidelines to the group.

All persons, groups or organizations using Library facilities take the premises "as is" and assume all risks of injury, including death or property damage, to members of the group, organization, event participants and event spectators which might arise out of activities or out of conditions present on the facilities and groups.

There should be no charges, fees or solicitations for meeting attendees. Exceptions would be sponsoring groups that are nonprofit organizations or educational institutions for approved classes, seminars or similar activities. Questions should be referred to the Special Events Coordinator or appropriate Deputy Director for approval.

Meeting rooms will have a standard configuration of chairs/tables (often auditorium style). In spaces with moveable furniture, rearranging chairs/tables (and returning them to the original arrangement) will be the responsibility of the group using them.

When requested in advance, the Library will provide needed audiovisual equipment dependent on its availability at the requested site.

Food and beverage may be served if approved in advance. (See Food and Beverage section of Guidelines for Use of Meeting Rooms and Facilities for terms.) The group serving will be responsible for clean-up.

Administrative Procedure 608.04 (Adopted 10-92 / Rev. 1-01)

608.05 Fees

Room fees and staffing requirement fees vary depending on the requested facility, nature of event, staff involved and requested rental equipment. See the Meeting Room and Staff Requirement fee schedules for specific rates. Some room and facility use may qualify for the waiving of rental fees. See Guidelines for Use of Meeting Rooms and Facilities for those exceptions.

Administrative Procedure 608.05 (Adopted 10-92 / Rev. 1-01)

608.06 Displays and Exhibits

Display cases and areas within the Library will be available to promote both community and Library related interests. Branch managers are responsible for coordinating displays at their locations; the Main Associate Director or designee will coordinate displays at Main except for the entrance windows, which will be scheduled by the Marketing Department. Displays will usually be housed for one month. Major exhibits will be scheduled and programmed through the Marketing Department's Program Services Officer at sites throughout the system with the approval of the site supervisor.

Administrative Procedure 608.06 (Adopted 10-92)

608.07 Complementary Programming

Complementary programming should be planned by all locations to support and publicize major exhibits scheduled by the Marketing Department. When possible, programs and exhibits should incorporate community groups for support and expanded library market potential; partnerships with such organizations are highly desirable goals for all sites.

Administrative Procedure 608.07 (Adopted 10-92)

611 Gifts and Grants to the Library District

The Board of Trustees actively encourages and solicits gifts, grants and contributions to the Library which will further its mission and goals in serving the public.

Board Policy 611 (Adopted 5-90)

612 Fund Raising Development

The Chief Executive shall be responsible for working with the Board, the Staff and the community to establish formal channels for soliciting and receiving gifts and grants as part of an ongoing development program.

Board Policy 612 (Adopted 5-90 / Rev. 7-07)

612.01 Donor Recognition Opportunities

As part of its on-going fund raising and development program, the Library will offer donor recognition opportunities which will include options for commemorative naming of facilities, areas within facilities, equipment and furnishings, collections, named endowments or funds, etc. In consultation with the Board of Trustees, the Library Executive Director will establish and periodically update a listing of such donor recognition opportunities. General guidelines are as follows:

1. Donor Recognition Through Named Facilities or Areas Within Facilities. Policies, procedures and guidelines for this option are detailed in sections 418 and 419 of the Policy and Procedure Manual.
2. Named Collections or Departments. At the discretion of the Board of Trustees and upon the recommendation and advice of the Library Executive Director and staff, an existing department or collection may be named as designated by a donor for a contribution to the Library's endowment fund that will provide earnings equivalent to: half of a department's current operating budget; or half of the current annual

acquisitions budget for a specific collection. The minimum contribution for a named collection will be \$100,000.

3. Commemorative Equipment or Furnishings. Commemorative options for the purchase of equipment, shelving, furniture, fixtures, etc. are available to donors for 100% of the actual cost. In the event that such items have already been purchased out of Library funds, a contribution of an equivalent amount of the Library endowment will earn the donor the desired commemorative opportunity.
4. Named Endowment Funds. For a minimum endowment contribution of \$10,000, a commemorative fund will be established within the Library's endowment with annual earnings from the fund used to benefit a specific collection, program or facility as designated by the donor. Such designations, however, must be consistent with the current or anticipated collections, programs or projects as established by the Library.
5. Endowment Plaque. Endowment gifts of \$2,500 or more will be acknowledged on a perpetual plaque which will hang at the Main Library. If such gift is made in the name of a group, husband and wife, or a family, that name may be used in lieu of an individual citation. Multiple individual names, however, require gifts of \$2,500 each for such inscribed acknowledgement.
6. Memorials. Memorial gifts will be accepted and acknowledgement cards sent to the surviving family member specified by the donor. When memorial contributions honoring an individual reach an aggregate amount of \$500 or more, the name of that individual will be inscribed on a Memorial Plaque which will hang at the Main Library.

Administrative Procedure 612.01 (Adopted 2-91)

613 Gift and Grant Funds Held by the Library District

The Board of Trustees of the Kansas City Public Library District intends to accept and receive designated funds from donors only to the extent that it is appropriate, practical and in the best interests of the Library to accomplish the donors intentions. If over time, the intent of the donor for the earnings from any fund or the corpus of any funds or property held by the Library becomes obsolete, impractical or inappropriate, the Board of Trustees reserves the right to redirect earnings or to re-designate the corpus in a manner consistent with the needs of the Library. (Ref: 182.705 (10) RSMo)

Board Policy 613 (Adopted 2-91)

614 Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations.

Board Policy 614 (Adopted 1-09)

615 Third Party Public Outreach

In accordance with the Library Goal for Community Relations and the Library Bill of Rights of the American Library Association, which affirms that all libraries are forums for information and ideas, third party public outreach, including the collection of signatures for

ballot initiatives, may occur on the property of or within the facilities of The Kansas City Public Library. The Chief Executive shall develop procedures governing the time, place, and manner of such activity, remembering that quiet enjoyment of the Library is the right of all patrons.

Board Policy 615 (Adopted 6-09)

615.01 Outreach Requests

A request to use a Library facility or facilities for third party public outreach should be made to the respective branch director or manager.

Administrative Procedure 615.01 (Adopted 6-09)

615.02 Limits on Third Party Public Outreach Activities

In keeping with the Library’s commitment to customer service and the provision of a safe and inviting atmosphere, as well as unimpeded access, the respective Library director or manager may set limits on the time allowed for third party public outreach, the number of people participating in this activity at any one time, the display of materials or presentation of petitions, and the places where this activity may occur.

Administrative Procedure 615.02 (Adopted 6-09)

615.03 Compliance with Guidelines

Any individual involved in third party outreach will be expected to comply with any and all guidelines for behavior and not to engage in any activity in violation of Federal, State, local, or other applicable law, or Library policy.

Administrative Procedure 615.03 (Adopted 6-09)

700: Interagency Cooperation

701 Interagency Cooperation

The Kansas City Public Library shall cooperate with other libraries, governmental units, organizations and service agencies to improve the quality and efficiency of library services for the greater Kansas City metropolitan area.

Board Policy 701 (Adopted 1-89)

702 Reciprocity for Metropolitan Library Access

The Kansas City Public Library shall work cooperatively on service programs and establish agreements with any public library district in the metropolitan area for reciprocal lending or usage which will improve the community's access to library resources.

Board Policy 702 (Adopted 5-90)

703 Extension of Borrowing Privileges to Any Missouri Resident

The Kansas City Public Library recognizes both its role as a resource library within the State of Missouri; and the necessity of State support for the fulfillment of this role. Consistent with adequate and appropriate support, the Kansas City Public Library shall extend borrowing privileges (through the issuance of a borrower's card) to any Missouri resident complying with established procedures for its issuance and usage.

Board Policy 703 (Adopted 5-90)

705 Cooperative Efforts for Resource Sharing

The Kansas City Public Library shall cooperate with other libraries and consortia at the local, regional and national level to develop the most efficient and effective methods for bibliographic control and resource sharing.

Board Policy 705 (Adopted 5-90)

711 Legislative Effort to Improve Library Service

The Board of Trustees and Staff of the Kansas City Public Library shall work with local, state and federal officials and legislators to develop legislation, funding and other mechanisms to achieve the highest quality of library service within the Kansas City Library District.

Board Policy 711 (Adopted 5-90)

716 Cooperative Efforts with Community and Cultural Agencies and Organizations

The Kansas City Public Library through its Board and Staff shall develop formal and informal relationships with community and cultural agencies and organizations which complement the mission and goals of the Library District.

Board Policy 716 (Adopted 5-90)