BOARD POLICY

The Policies of the Mid-Continent Public Library Board of Trustees

01/15/2019 last revised
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* The Board By-Laws items 002 and 004 are not Board policies but are listed within this document for consistency. They pertain solely to the Mid-Continent Public Library Board of Trustees and approvals are conducted separately.
002. BOARD BY-LAWS, BOARD ACTS AS A BODY*

The Mid-Continent Public Library Board of Trustees 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 entire 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.

(Adopted 01/2019)

004. BOARD BY-LAWS*

Article I Mission

Section 1. Mission

Mid-Continent Public Library’s mission is to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration.

(Revised 11/16/99, 07/01/2011, 01/2013)

Article II Membership

Section 1. Membership

The Mid-Continent Public Library Board of Trustees shall be composed of twelve members, with four members duly appointed by each county administrative body as outlined in RSMO 182.640.

No Board member shall receive compensation for serving as such.

No Board member nor any of his relatives, whether by blood or marriage or by reason of business or occupation, shall receive any monetary gain from the Mid-Continent Public Library.

When a Board member’s term expires, that member may continue to serve as a duly appointed member until the appropriate county administrative body appoints a replacement.

Any Board member resigning before a term expires shall notify the Board and the appropriate county administrative body. In such cases, the total number of members of the full Board will be decreased until a new member is duly appointed.
The Mid-Continent Public Library Board of Trustees will annually conduct a performance evaluation of the Library Director and CEO and a self-evaluation of Board members.

(Revised 4/17/01, 01/2019)

**Article III  Governance**

Section 1. Officers

The officers of the Mid-Continent Public Library Board of Trustees shall be President, Vice-President, Secretary, and Treasurer.

Section 2. Election of Officers and Term of Office

The officers so designated shall be elected at the regular July meeting of the Board, or as soon thereafter as the Board shall otherwise provide, and upon being so duly elected shall hold office for a term of two (2) years or until their successor be elected. If any officer resigns, is not reappointed by the appointing authority, or becomes so incapacitated to be unable to serve and perform the duties of the office, the Board shall at its next regular meeting elect a successor from other members of the Board to serve for the unexpired term of office.

(Revised 11/21/00, 01/2019)

Section 3. Committees of the Board

Committees of the Board shall be subject to the directions of the Board of Trustees and its constituted officers and shall have no power to act independently unless for a specifically authorized purpose or function. The purpose of the committees is to analyze and scrutinize matters to be brought before the full Mid-Continent Public Library Board of Trustees and to recommend Board action on that matter.

The Board President may appoint any member to serve as committee chair. The Committee Chair’s term will be set by the Board President and serves at the pleasure of the Board President. The Board President may appoint a successor if any Committee Chair resigns, is not reappointed by the appointing authority, or becomes so incapacitated to be unable to serve and perform the duties of his office.

Board committees are public governing bodies and are required to follow Missouri’s Open Records, and Sunshine Laws found in RSMO 610.

The Board President may create new or ad hoc committees as needed.

The following have been the Board’s Standing Committees:

- The Building Committee is responsible for oversight of the construction and maintenance of the Library’s buildings and facilities. This committee is also responsible for the acquisition of property.

- The Fundraising and Development Committee works with the Mid-Continent Public Library Foundation and Mid-Continent Public Library staff to identify needs and to raise private funds to supplement the Library’s tax support.
The Finance and Audit Committee works with the independent auditors to review the annual audit of the Library District. This committee is also responsible for consolidating the budget recommendations and proposing a comprehensive budget to the full Board. Finally, this committee is responsible for the liquidation of assets (e.g., selling surplus real estate).

The Personnel Committee is responsible for oversight of the Library Director and CEO, including evaluation and contracting. This committee also reviews personnel policies and expenses and serves as the point of review for employee grievance.

The Technology Committee is responsible for policies and expenses relating to Library technology and for an annual review of the technology plan.

Section 4. Official Board Records

Official records, documents, and notices are held at the Mid-Continent Public Library’s administrative office. In the event of a conflict, the Online Board Management site take precedent.

Article IV  Duties of Officers

Section 1. President

The President shall preside at all Board meetings; sign in behalf of the District all authorized contracts; sign in behalf of the District all authorized checks for the disbursement of funds of the Mid-Continent Public Library, and appoint committees of the Board as deemed necessary and authorized. The Board President is a de facto member of all committees of the Board.

Section 2. Vice-President

The Vice-President shall perform all the duties of the President of the Board in the absence of the President, and such other duties as may be directed and authorized by the Board.

Section 3. Secretary

The Secretary shall keep a true and accurate account of the proceedings of the Board, shall have custody of all Board records, and shall conduct all Board correspondence. The Secretary shall, when duly authorized, attest the signature of the President to contracts and documents. In addition to Secretary, he shall be included as Custodian of Records.

An individual may be elected Secretary who is not a duly appointed member of the Board. When the Secretary is also the Senior Office Administrator, he may serve as a Custodian of Records.

(Revised 09/15/98, 01/2019)
Section 4. Treasurer

The Treasurer shall countersign with the President all checks for the disbursement of funds of the Mid-Continent Public Library. The Treasurer will also be automatically appointed as a full member of the Finance and Audit Committee.

(Revised 01/2019)

Article V  Meetings of the Board

Section 1. Regular Sessions

The Mid-Continent Public Board of Trustees shall meet in regular session on the third Tuesday of each month at the administrative offices of the Mid-Continent Public Library, or such other place as the Board may designate. The Board shall not be required to meet more than ten times for regular session in any calendar year. There are no limitations on the number of committee meetings or special sessions that can be held in a calendar year.

(Revised 01/2019)

Section 2. Visitors

It is the policy of the Mid-Continent Public Library Board of Trustees to allow any interested person to address the Board at the beginning of any regularly scheduled Board meeting on any subject germane to the operation of Mid-Continent Public Library. All such discussions shall be limited to ten (10) minutes per speaker, and if more than one person wishes to address any one issue, then all such persons shall divide their time so that no more than ten (10) minutes is devoted to a discussion of any one item. Provided, however, if speakers take opposing positions on an issue, then the Board may allow each side ten (10) minutes on that issue; and provided further that if members of the Board have questions for a speaker then the time spent responding to questions will not be counted against the speaker’s time limit.

(Revised 10/15/91)

Section 3. Special Meetings of the Board

Special meetings of the Mid-Continent Public Library Board of Trustees may be called at any time by the President of the Board upon due notice. A special meeting of the Board shall be held when requested, in writing, by at least six (6) members.

Section 4. Quorum

A majority of the full Mid-Continent Public Library Board of Trustees shall constitute a quorum. The affirmative vote of a majority of the full Board of Trustees shall be required to enter into any contract, employ or dismiss the Chief Administrative Officer of the District, effect a merger or consolidation, or approve or amend the annual budget.

(Revised 01/2019)
Section 5. Attendance

Whenever any member of the Board shall without good cause fail to attend six consecutive Board meetings, then such member may be removed by resolution of the Mid-Continent Public Library Board of Trustees. Notification of such removal shall be given to the county administrative body concerned so that a successor may be appointed to fill the vacancy for the unexpired term.

Section 6. Electronic / Telephonic Meetings

One or more Board member may participate in a meeting of the Mid-Continent Public Library Board of Trustees, or of a Committee of the Board, by means of a conference telephone or similar communications equipment. When Board members participate remotely, accommodations must be made to allow the public to observe or participate in the meeting. All members participating by means of conference telephone or similar communications equipment shall be deemed present at the meeting.

(Revised 01/2019)

Section 7. Consent Agenda

A consent agenda will be utilized and will include Minutes, and Reimbursements. A Board member may ask to have any item removed from the consent agenda for discussion and separate action.

(Revised 02/08/03, 01/2019)

Article VI Fiscal Year

Section 1. Fiscal Year

As required in RSMO 182.645 the fiscal year for Consolidated Public Library District No.3 shall be July 1 through June 30.

(Revised 01/2019)

Article VII Personnel - Appointment & Duties

Section 1. Library Director and CEO – Appointment

The Mid-Continent Public Library Board of Trustees shall appoint a Library Director and CEO to serve at the pleasure of the Board, and shall fix the compensation.

Section 2. Library Director and CEO – Duties

The Library Director and CEO shall carry forward the policies and short and long-range objectives adopted by the.

The Library Director and CEO shall have the direction and supervision of all staff members in the performance of their duties and shall be authorized to employ, in the name of the Mid-Continent Public Library Board of Trustees, all staff and employees of the Library and to discharge same subject to the right of any staff member or employee to request and receive a hearing as to their discharge.
The Library Director and CEO shall submit to the Mid-Continent Public Library Board of Trustees recommendations of such policies and procedures that, in his opinion, will promote the efficiency of the Library in its service to the residents of the District.

The Library Director and CEO shall prepare and submit in final form a proposed annual budget for a public hearing to be held pursuant to RSMO 67.110, and then to be presented at the regular June Board meeting for adoption. This budget shall reflect the anticipated income and expenditures for the coming year. The budget will be examined for any needed adjustments. This budget shall always be made available upon request for public examination. A copy of the approved budget shall be filed with each county administrative office and with the State Auditor.

In addition, the Library Director and CEO shall submit a monthly report to the Board at its regular meeting containing a statement of the condition of the budget, together with a statement of all monies received and disbursements made or sought to be authorized, and report on the operation and progress of the Library.

In accordance with RSMO 182.647, on or before the thirtieth day of September of each year, the Library Director and CEO shall make a report to the Board, stating the condition of the Library and its services as of the thirtieth day of June of preceding fiscal year. This report shall be accompanied by a Comprehensive Annual Financial Report conducted by an independent auditing firm. On or before the thirtieth first day of October, the reports shall be submitted to the county administrative bodies, the State Auditor and the Missouri State Library by the Mid-Continent Public Library Board of Trustees of the consolidated public Library District. This Annual Report and Comprehensive Annual Financial Report shall always be made available to the public upon request.

(Revised 11/21/00, 01/2019)

Section 3. Assistant Library Director and COO - Appointment

The Library Director and CEO may employ, in the name of the Mid-Continent Public Library Board of Trustees, an Assistant Library Director and COO. The Assistant Library Director and COO will act for the Library Director and CEO if he/she is unavailable.

(Revised 11/20/01, 01/2019)

Section 4. Succession Plan

Whether planned or unexpected, in the event the Library Director and CEO becomes incapacitated or is unable to fulfill the duties of the office, the Mid-Continent Public Library Board of Trustees will execute the 2015 Succession Plan as adopted and amended by the Mid-Continent Public Library Board of Trustees.

(Adopted 01/2019)

**Article VIII   Professional Organizations**

Section 1. Professional Organizations

Each member of the Mid-Continent Public Library Board of Trustees shall, when possible, attend the annual conference of the Missouri Library Association as well as local and district meetings. Expenses of attendance shall be paid by the Library.
Further, each member of the Mid-Continent Public Library Board of Trustees shall, when possible, attend the annual conference of the American Library Association or the Public Library Association with expenses of attendance to be paid by the Library.

Membership dues of the Board members to the American Library Association Public Library Association and the Missouri Library Association, shall be paid by the Library.

**Article IX   Amendments**

Section 1. Amendments

The Mid-Continent Public Library Board of Trustees may propose amendments to these bylaws in any regular meeting of the Board. A vote on the proposed amendment must be held no sooner than the next regular meeting of the Board of Trustee in which a quorum is present. The Board Secretary will provide copies of such amendments to all Board members. If any Board members are absent from a meeting where bylaw amendments are proposed, copies shall be mailed to the absent members.

*(Revised 01/2019)*

**Article X   Rules of Order**

Section 1. Voting

In all cases, the President or Board member presiding at the Board meeting and the Board member presiding at a committee meeting shall be entitled to vote on all issues.

Section 2. Rules of Order

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Library in all cases to which they are not inconsistent with these By-Laws and any special rules the Library may adopt.

*(Revised 6/19/2007)*

* The Board By-Laws items 002 and 004 are not Board policies but are listed within this document for consistency. They pertain solely to the Mid-Continent Public Library Board of Trustees and approvals are conducted separately.
006. CODE OF ETHICS

The Mid-Continent Public Library Board of Trustees shall adopt and adhere to the Code of Ethics Resolution, filed in the Fall every two years as outlined by MO Ethics Commission. Designated Senior Administrative staff shall file a financial disclosure statement with the MO Ethics Commission annually.

(Adopted 01/2019)

008. MEETING NOTIFICATIONS

Members of the Mid-Continent Public Library Board of Trustees and the general public shall be given notice of the date, time, and place of each meeting of the Board, at least twenty-four hours in advance. As a minimum, such notice shall include a posting easily accessible to the public at the Administrative Headquarters, online via the Library website, and the online board management site. 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 all.

(Adopted 01/2019)

010. AGENDA PREPARATION AND ADVANCED DISTRIBUTION

The agenda for each regular or committee meeting of the Mid-Continent Public Library Board of Trustees shall be prepared in advance by the Library Director and CEO. A copy shall be made available to each member of the Board and others as determined by the Board. Every effort will be made to have this available no less than four days preceding the regular meeting.

Previous meeting agendas/minutes are archived online via the Library website. www.mymcpl.org. In the event of a conflict, the online board management site take precedent.

(Adopted 01/2019)

012. MEETINGS OF THE BOARD-OPEN/CLOSED

All meetings, records, votes, actions, and deliberations of the Mid-Continent Public Library Board of Trustees 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.

(Adopted 01/2019)
014. ACTION LIMITED TO OFFICIAL BOARD MEETINGS

All actions of the Mid-Continent Public 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.

(Adopted 01/2019)

016. LEGAL COUNSEL

The Mid-Continent Public Library Board of Trustees may employ legal counsel to supply such legal assistance as may be required by the Library as a corporate body. Generally, legal counsel shall work through the Library Director and CEO. Requests for a legal opinion or a legal review of a particular matter shall be channeled through the Library Director and CEO or their designee 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 and CEO 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 and CEO or any matter in which the Board and the Library Director and CEO may be in adversarial roles.

The Library District and CEO 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 and CEO.

(Adopted 01/2019)

018. BOARD MILEAGE

The Mid-Continent Public Library Board of Trustees shall be reimbursed for travel while conducting business on behalf of the Library. Mileage will be calculated according to the current Internal Revenue Service Standard Mileage Rate.

(Adopted 01/2019)

020. TRUSTEES PURCHASING CARDS

The Mid-Continent Public Library Board of Trustees shall have access to purchasing cards for appropriate Library business use typically for out-of-town conference attendance. Credit card purchases shall be substantiated by itemized receipts obtained by the individual to whom the card is issued, and all uses will be appropriately documented with the business purpose of the transaction. Library credit cards will not be used for personal expenditures. Reconciliation of credit card purchases shall be made on or before the balance due date.

(Adopted 01/2019)
022. ACCESS TO PUBLIC RECORDS

The Library Director and CEO or Custodian of Records and his designees shall respond to all requests for access to or copies of a public record within the time period provided by MO statute except in those circumstances authorized by MO statute. Fees to be charged for access to or furnishing copies of records shall be set utilizing the cost of recovery method.

(Adopted 01/2019)

024. RECORD RETENTION

The Mid-Continent Public Library Board of Trustees adheres to the Missouri Secretary of State Library Records Retention Schedules / General Records Retention Schedules as described Missouri Revised Statutes Chapter 109, Section 255.

(Adopted 01/2019)

026. MANAGEMENT POLICIES

The Mid-Continent Public Library Board of Trustees directs the Library Director and CEO to develop and maintain management policies related to public services, personnel, collection development, facilities, administration, development, and community relations.

(Adopted 01/2019)
100 PUBLIC SERVICES

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Appendix

Appendix A. Code of Conduct
100 PUBLIC SERVICES

102. LIBRARY GOAL FOR PUBLIC SERVICES

The goal of the Mid-Continent Public Library Board of Trustees for public services is to develop and implement through continuous evaluation and adaptation, a program of Library services which adequately meets the informational, educational and recreational needs of residents of the Mid-Continent Public Library District.

(Adopted 01/2019)

104. MISSION

The mission of the Mid-Continent Public Library Board of Trustees is to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration.

(Adopted 11/16/99 / Revised 07/01/2011, 01/2013)

106. VISION

Mid-Continent Public Library will provide the best library experience in the United States.

(Adopted 01/2013)

108. LIBRARY CARD

Any person residing, working, attending school, or paying property tax within the Mid-Continent Public Library District (Clay, Jackson, and Platte counties with exceptions for the Kansas City Public Library District and municipality of North Kansas City) are eligible for a Library card.

Cards may also be obtained via Reciprocal Borrowing agreements, Out-of-District paid cards, and Guest cards.

The Library Director and CEO has the discretion to develop other account categories as long as they have no material effect on the Library’s expenditures.

(Adopted 01/2019)

108.1 LIBRARY CARD - ACTIVE MILITARY

Active military stationed at the Fort Leavenworth installation or residing in the Greater Kansas City area are eligible for a Mid-Continent Public Library card.

(Adopted 01/2019)
110. HOURS OF OPERATION

Operating hours of the Administrative headquarters are generally M-F, 8 a.m. to 5 p.m.

Operating hours of the Library locations are generally 9 a.m. to 9 p.m. and set by the Library Director and CEO. Depending on the day of the week and various aspects of the location and community, closing hours may vary.

Operating hours of the Library branches and Administrative headquarters may be curtailed by the Library Director and CEO or designated representative due to the weather, civil disorders, building conditions, etc.

Library-To-Go location’s hours of operation will be in accordance with the partnering organizations hours of operation.

The virtual branch is available twenty-four hours a day.

(Revised 05/20/2008, 01/2019)

112. CUSTOMER CONFIDENTIALITY AND PRIVACY

The Mid-Continent Public Library Board of Trustees recognizes that the intellectual pursuit of knowledge and enlightenment is a personal and private endeavor.

It is the policy of the Board that the names of individuals, having pursued a particular intellectual endeavor or the subject matter having been read by a particular list of individuals, shall be considered private and confidential.

Disclosing information about a customer including name, address, and other contact information, demographic information, internet usage or materials borrowed or accessed is prohibited as outlined in RSMO.

Accessing a customer’s information for any reason other than the regular course and scope of work duties is prohibited.

Requests by courts, law enforcement or any other outside entity should be directed to the Custodian of Records or the Library Director and CEO.

Employees who violate this policy will be subject to disciplinary action up to and including immediate termination of employment. (Ref: 182.815.1, 182.817.1 RSMO).

(Adopted 01/2019)
114. CONFIDENTIALITY OF EMAIL LISTS AND EMAIL SHARING

Mid-Continent Public Library maintains a list of individual email addresses consistent with a Library record. The Library will use email addresses gathered to communicate with the customer 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 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).

(Adopted 01/2019)

116. ROOM USE

The Mid-Continent Public Library Board of Trustees welcomes the public use of its community halls, and collaboration and conference rooms in keeping with the Library’s mission “to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration.”

It is the policy of the Mid-Continent Public Library Board of Trustees, and in accordance with the Library’s strategic goals, to allow individuals, organizations, and groups to use Library community halls/collaboration and conference rooms when those facilities are not needed for use, activities or programs sponsored in whole or in part by the Library, and when such use does not disrupt the Library’s programs and activities. Such permission is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on the availability of space, availability of staff, the frequency of use, or as further outlined in the Library Facilities and Community/Conference Room Guidelines. Permission to use a Library community/conference room does not imply Library endorsement of the aims, policies, or activities by any individual, group, or organization.

- Individuals, organizations and groups using Library spaces, agree to adhere to the Library’s Code of Conduct.
- The Library Director and CEO may charge fees for setup, cleaning, and another cost recovery for use.

In accordance with Article VI of the Library Bill of Rights, the Library makes facilities available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Library premises.

This policy grants the Library Director and CEO with authority to review and modify permission to use Library facilities. The Board delegates to the Library Director and CEO or his/her designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy. The Mid-Continent Public Library Board of Trustees shall have final authority in granting or refusing permission for the use of Library facilities and or community/conference rooms.

Appendix A. Code of Conduct

(Adopted 10/2008 / Revised 01/2015, 01/2019)
118. DISPLAYS & EXHIBITS

Exhibitions and displays of art or other collections approved by outside organizations or persons shall be part of the Library’s program. Such exhibits and displays are subject to the limitation of space, facility, and staff time. All exhibits shall be limited to 28 days in duration unless specified otherwise by written request.

Exhibits may be sponsored by either local groups or individual shows in any branch of the Mid-Continent Public Library, with a signed agreement between both parties and the approval of the Library Director and CEO or designated representative.

The Library will not be responsible for loss or damage to items of an exhibit.

(Adopted 06/2008 / Revised 01/2019)

120. SOLICITATION

Persons or groups wishing to solicit Library customers to sign petitions or give customers information on various viewpoints may do so on Library property as long as they do so outside of the Library. They may not obstruct the doorway and must remain at least 25 feet from the entrances to the building. They may not obstruct Library customers but, can make themselves available for the interested customers to approach them. The solicitor may place a printed sign on their vehicle and make themselves available for inquiry.

(Adopted 11/2002 / Revised 01/2019)

122. ABUSIVE, DISRUPTIVE AND UNSAFE BEHAVIOR

The Library strives to provide its customers with a safe environment in which to utilize the Library’s resources, free from unnecessary distractions and threats to personal safety.

In the event a Library customer engages in abusive or disruptive behavior or behavior that poses a danger of harm to customers or Library personnel, or that threatens to cause damage to the property of a customer or the Library, the customer will be asked to leave Library property, or law enforcement will be contacted. Under no circumstances, shall any Library personnel place themselves in a position of danger.

No firearms or other weapons may be brought into a Library facility either by a customer or Library staff member except as permitted by MO law. This policy applies explicitly to concealed firearms regardless of whether the person with the weapon has a permit to carry it.

Following and or during any event, Senior Administration will be notified, and a formal report filed.

Appendix A. Code of Conduct

(Adopted 01/2019)
124.  SAFE PLACE

Mid-Continent Public Library is a partner of the National Safe Place and provides its facilities as safe locations for the public. Safe Place is a national youth outreach and prevention program for young people in need of immediate help and safety.

(Adopted 09/2008)

126.  VANDALISM AND OTHER ILLEGAL ACTS

All Mid-Continent Public 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 will result in an indefinite suspension of privileges.

(Adopted 01/2019)

128.  EMERGENCY SITUATIONS - CRIMES AGAINST PERSONS OR PROPERTY

An emergency is defined as any situation in which a person’s or group’s actions present an imminent danger to the life or safety of themselves or others. Such incidents include crimes of violence or the threat of or attempt to commit such crimes. An act of violence will not be tolerated by the Mid-Continent Public Library Board of Trustees and may result in immediate ejection, an indefinite suspension of privileges and the appropriate authorities being notified.

(Adopted 01/2019)
Appendix A. Code of Conduct

In order to provide an atmosphere conducive to the appropriate use of Mid-Continent Public Library (MCPL) services and facilities, customers are required to comply with this policy while on MCPL property. MCPL property includes all buildings, entryways, sidewalks, parking lots, and surrounding grounds unless otherwise noted. Children under the age of six must be supervised by someone 14 or older.

The following actions are prohibited. Failure to comply with MCPL’s established rules and regulations may result in permanent expulsion from the property and/or in arrest and prosecution:

- Any behavior that is disruptive to MCPL customers or staff.
- Any other conduct that violates Federal, State, or local law, ordinance, regulation, or MCPL policy.
- Selling and soliciting for services, money, or items.
- Possessing a weapon of any kind, unless authorized by law.
- Theft or damage of Library materials.
- Soliciting customers to sign petitions or give them information on various viewpoints unless at least 25 feet away from MCPL entrances. Solicitors may not approach customers but may display signs and make themselves available for inquiry outside the 25-foot limit. Political signage may not be left on MCPL property except on an election day if the branch is a polling location.
- Trespassing on MCPL property.
- Violation of the MCPL Acceptable Use of Electronic Resources Policy.
- Distributing unapproved printed materials/literature.
- Possessing, consuming or being under the influence of alcohol or illegal drugs.
- Smoking, tobacco use, or electronic cigarette use in MCPL buildings or within 25 feet of entryways, operational windows, or air intakes. Woodneath Library Center operates a tobacco-free campus.
- Consuming snacks near Library equipment or beverages not in MCPL-approved containers.
- Sleeping and/or misusing or rearranging MCPL furniture.
- Not wearing shoes or shirt, or wearing clothing deemed offensive.
- Bringing animals into the MCPL buildings other than assistance animals.
- Leaving any person in need of transportation, including a child, at any MCPL facility after closing time in accordance with the MCPL closing procedures.
- Misuse of restrooms. No changing of clothes, shaving, or bathing is allowed.

(Adopted 1/2019)
200 COLLECTION DEVELOPMENT

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200 COLLECTION DEVELOPMENT

202. LIBRARY GOAL FOR COLLECTION DEVELOPMENT

The Mid-Continent Public Library Board of Trustees goal for collection development is to provide materials (books, ebooks, and audiovisual items) to customers of the Mid-Continent Public Library in a timely and cost-effect manner. Materials are purchased to meet the needs, wants and demands of the customers of the Library.

(Adopted 01/2019)

204. GIFT MATERIALS

The Mid-Continent Public Library Board of Trustees accepts all Library materials unconditionally with the understanding that the Library staff will use its discretion in handling the material and its final disposition.

(Adopted 11/2002)

206. COLLECTION MANAGEMENT

Mid-Continent Public Library offers materials with choices of format, treatment, language, and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and digital formats. "Collection" is defined as materials selected for the Library system; those selected materials might be owned, housed, leased by the Library, made accessible via download, or may be accessed via the Library’s website. "Selection" refers to the decision that must be made to add a given item to the Library’s collection. The Library gives preference to materials based on popular demand, availability, and space.

Materials are de-selected from the collection to maintain the collection’s usefulness, currency, and relevance. The disposition of de-selected materials will be based on the needs of the Library system.

Materials Selection. The Library will offer a wide-ranging collection that represents a diversity of age, background, religion, ethnicity, culture, education, socio-economic level, and lifestyle. The Library will provide without bias a collection of print, non-print and electronically accessed materials to meet the informational, educational, recreational and cultural needs of all customers within our service area. The Library’s collection is fundamental to its ability to achieve its mission, vision, values, and goals.

When selecting materials for the Library, the needs and desires of the customers are placed above the personal views or objection of the material selector. Selection of particular materials does not imply that the Library agrees with, or endorses the contents in any form.

Every effort is made to have materials representative of, and of interest to, the Library system’s various customer groups, even when the content or views expressed in these materials may be unpopular or may be deemed inappropriate by some users or Library staff. The responsibility to choose to read/view or not read/view specific materials found in
the Library rests with the individual customer. No Library staff member or any other person, group, or organization should be allowed to restrict an individual’s access to materials. The responsibility for selecting what a minor may read or view lies solely with the parent or legal guardian.

The following are officially subscribed to by Mid-Continent Public Library Board of Trustees as expressed in the official Library Board policies:

- **Library Bill of Rights** *American Library Association (ALA)* (Appendix A)
- **The Freedom to Read Statement** (ALA) (Appendix B)
- **Access to Electronic Information Services and Networks: An Interpretation of the Library Bill of Rights** (ALA) (Appendix C)
- **Privacy Policy** (Mid-Continent Public Library) (Appendix D)
- **Acceptable Use of Electronic Resources: Public Background and Philosophy** (Mid-Continent Public Library) (Appendix E)
- **Code of Ethics of the American Library Association** (ALA) (Appendix F)

*(Revised 01/2019)*
Appendix A. Library Bill of Rights

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

1. 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.

2. 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.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

6. 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.


(By official action of the Council on February 3, 1951, the Library Bill of Rights shall be interpreted to apply to all materials and media of communication used or collected by libraries.)
Appendix B. Freedom To Read Statement

(Statement prepared by the Westchester Conference of the American Library Association and the American Book Publishers Council, May 2 and 3, 1953)

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.

4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers or librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, and the answer to a bad idea is a good one.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and AAP Freedom to Read Committee.)
Appendix C. Access to Electronic Information Services and Networks; An Interpretation of the Library Bill of Rights.

INTRODUCTION

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and Librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its interpretations. These serve to guide librarians and Library governing bodies in addressing issues of intellectual freedom that arise when the Library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the internet, allow Libraries to fulfill this responsibility better than ever before.

Issues arising from the digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each Library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.


THE RIGHTS OF USERS

All Library system and network policies, procedures or regulations to electronic resources and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities. Users’ access should not be restricted or denied access for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.
Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Non-print Materials).²

Libraries should use technology to enhance, not deny access to information. Users have the right to be free of unreasonable limitations or conditions set by Libraries, Librarians, system, administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by Libraries on behalf of their users should not violate this right. Libraries should provide Library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The Library should uphold these rights by policy, procedure, and practice in accordance with Privacy: An Interpretation of the Library Bill of Rights.


EQUITY OF ACCESS

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the Library should be equally, readily and equitably accessible to all Library users. American Library Association policies oppose the charging of user fees for the provision of information services by all Libraries and information services that receive their major support, from public funds (50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives). All Libraries should develop policies concerning access to electronic information that are consistent with ALA’s policy statements, including Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights, and Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities, and Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment.

INFORMATION RESOURCES AND ACCESS

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a Library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a Library’s selection or Collection Development Policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal
guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, Libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs, or fear of confrontation. Furthermore, Libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded Libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or Library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a Library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. In a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the Library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.3

In order to prevent the loss of information, and to preserve the cultural record, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

3 See: "If some Libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case.” United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: Questions and Answers on Access to Electronic Information. Services and Networks: an Interpretation of the Library Bill of Rights.

Adopted by the ALA Council, January 24, 1996; amended January 19, 2005.
Appendix D. Privacy Policy

WHEREAS, the Mid-Continent Public Library Board of Trustees of Consolidated Public Library District No.3 realizing that all official papers such as minutes of Board meetings, agendas, list of checks, budgets, comprehensive annual financial reports, and annual reports are official documents and public papers and will be made available for inspection to any citizen at a reasonable time upon a reasonable request. The items are also available on the Library’s Online Board Management System; and

WHEREAS, the Mid-Continent Public Library Board of Trustees of the Mid-Continent Public Library and the Administration wish to, at all times, be cooperative with all other official bodies and individuals in the proper pursuit of duties; and

WHEREAS, the Mid-Continent Public Library Board of Trustees and the Administration of the Mid-Continent Public Library recognize that the intellectual pursuit of knowledge and enlightenment is a personal and private endeavor;

WHEREAS, the Mid-Continent Public Library Board of Trustees adheres to Missouri Revised Statues (Ref: 182.815.1 /182.817.1)

NOW, THEREFORE, BE IT RESOLVED that it is the policy of the Mid-Continent Public Library Board of Trustees that the names of individuals, having pursued a particular intellectual endeavor or the subject matter having been read by a particular list of individuals, shall be considered private and confidential and that such records shall not be made available to any agency of state, federal, or local government, or to any individual, 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. And to resist theissuant or enforcement of any such process, order or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

(Adopted 01/2019)
Appendix E. Acceptable Use of Electronic Resources: Public Background and Philosophy

MISSION

Mid-Continent Public Library’s mission is to enrich our citizens and communities through expanding access to innovation, information, ideas, and inspiration. The Library extends the same high quality of service, although at different levels, at all locations despite community size. In an attempt to create an equal opportunity for information and to create collection diversity, the Library provides access to the Internet for the public.

ACCOUNTABILITY

Library users should use care when using the Internet or using automated resources. The Mid-Continent Public Library Board of Trustees places responsibility for how automated resources are used and viewed on the Library user. Generally, the Internet is an unregulated medium. However, certain laws and regulations do apply to the way information may be used that is found on the Internet. Mid-Continent Public Library requires that Library users follow all international, federal, state and local laws when using the Library’s Internet and automated resources.

RESOURCES

Not all sources on the Internet provide information that is current, accurate, or complete. The Mid-Continent Public Library Board of Trustees is unable to control or monitor the content of materials on the Internet that changes quickly and without warning. Library users should evaluate Internet resources just as they do printed publications, questioning the validity of the information. Endorsement of any commercial site or its products or services is neither expressed nor implied. The views and opinions expressed in any referenced Internet document do not necessarily reflect those of the Mid-Continent Public Library Board of Trustees.

APPROPRIATE MATERIAL

The Mid-Continent Public Library Board of Trustees adheres to the standards required by Federal and State laws regarding restricting access to materials deemed harmful to minors or obscene through the use of content filtering software.

PHILOSOPHY

The Mid-Continent Public Library Board of Trustees supports the following American Library Association statements on access to information; The Library Bill of Rights, The Freedom to Read Statement, Access to Electronic Information Services and Resources Interpretation of the Library Bill of Rights.

Mid-Continent Public Library requests the following from those who wish to use the Internet:

- A valid Mid-Continent Public Library account is required to sign up for Internet use.
- Library users are required to sign in before each use of the Internet. Personally identifying information will be destroyed promptly.
- Time Limits will be set at each location depending upon demands for limited resources.
• All users must agree to the Acceptable Use Policy every time access is granted whether by signature or electronic agreement.
• If Library users share computers, all users must agree to the Library’s policies.
• No more than two persons may use a workstation at once unless by special arrangement.
• The Library strongly encourages that children using the Internet should be supervised by a parent, guardian, or a legal care giver.
• Adults using the computer-based resources are responsible for the behavior of any accompanying children.
• Only Mid-Continent Public Library employees may restart the computers. Library users may not reboot the computers and should report technical difficulties to Library staff immediately.

The following is considered inappropriate Internet use and will not be tolerated by Mid-Continent Public Library;

• Violation of any applicable international, federal, state, or local laws, ordinances, rules or regulations.
• Harassment of other persons or parties.
• Viewing and / or printing materials not reasonably suitable for public distribution in the open forum provided by the Library.
• Deliberately bypassing the content filtering software without appropriate Library staff authorization.
• Destruction of or damage to equipment, software, or data belonging to the Library or other users.
• Gaining or attempting to gain unauthorized access to any computing, information or communications devices or resources.
• Unauthorized copying of copyright or other protected materials.
• Violation of any computer system security.
• Use of computer facilities in ways that purposefully and unnecessarily impede the computing activities of others.
• Engaging in any activity that is deliberately and maliciously offensive, libelous, or slanderous.
• Installing or attempting to install any software permanently on Mid-Continent Public Library computers.

Violation of these guidelines may result in appropriate action including revocation of Library privileges.

(Adopted 01/2019)
Appendix F. Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.
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358. RETIREMENT HEALTH INSURANCE
360. CIVIC LEAVE
362. TUITION REIMBURSEMENT
364. JAMES A LEATHERS SCHOLARSHIP
366. CHANGES TO PERSONNEL POLICIES
300 PERSONNEL

302. LIBRARY GOAL FOR PERSONNEL

The Mid-Continent Public Library Board of Trustees is committed to providing employment opportunities and a working environment and compensation that are fair and equitable, which will attract and retain personnel with superior capabilities and motivation to excel.

(Adopted 01/2019)

304. GENERAL EMPLOYMENT

The Mid-Continent Public Library Board of Trustees employment policies are presented to provide information about the job, working conditions, benefits, and practices. The contents are presented as a matter of information only, and should not be construed as creating any contractual rights or as guaranteeing any employee continued employment. All employees are employed at the will of Mid-Continent Public Library and the employees. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Library.

(Revised 01/2019)

306. DIVERSITY

The Mid-Continent Public Library Board of Trustees provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The Library complies with applicable state and local laws governing nondiscrimination in employment in every location and branch Library. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

(Adopted 01/2019)

308. RECRUITMENT

The Mid-Continent Public Library Board of Trustees shall recruit at local, state or national levels as appropriate, using appropriate means of advertising. The Library's commitment to cultural diversity may be taken into account in all job recruitment. Any expenses for recruitment outside those identified in the annual budget must be authorized and approved in advance by the Human Resources Department and the Board.

(Revised 01/2019)
310. VOLUNTEERS

The Mid-Continent Public Library Board of Trustees encourage those who desire to share their time and efforts in volunteering and community service at the Library.

Those interested in volunteering/community service are subject to an onboarding process that will include a background check for volunteers age 18 and older.

Interested persons may submit a Volunteer Application form for approval.

Current Mid-Continent Public Library employees are not eligible to be an unpaid volunteer for the Library

(Revised 01/2019)

312. NEPOTISM

The Mid-Continent Public Library Board of Trustees permits immediate family members of employees other than the Senior Leadership Team to be considered and may be hired, providing:

- The employees and candidate not be employed in the same department or managed by the same Manager;
- Subject to the review and approval of the Library Director and CEO or designate.

Relatives of the Senior Leadership Team within the third degree whether by consanguinity or affinity (by blood or by marriage) are ineligible for hire. The Library reserves the right to apply this policy and or applicable laws to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

 Relatives of Board members are not eligible for hire. (RSMO 182.640.5)

(Adopted 01/2019)

314. BACKGROUND AND REFERENCE CHECKS

It is the policy of the Mid-Continent Public Library Board of Trustees to conduct pre-employment background checks on all applicants 18 years of age and older who accept an offer of employment. Background checks may include verification of any information on the applicant’s resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report’s accuracy. Background checks may include a criminal
record check, although a criminal conviction does not automatically bar an applicant from employment.

(Adopted 01/2019)

316. **AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The Mid-Continent Public Library Board of Trustees complies with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, the Library does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The Library will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and or if the accommodation creates an undue hardship to the Library.

(Adopted 01/2019)

318. **EMPLOYEE DISCIPLINE**

The Mid-Continent Public Library Board of Trustees supports the use of progressive discipline to address issues such as poor work performance or misconduct. The progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and or performance issues. Its design is consistent with the Library’s organizational values, Human Resources’ best practices, and employment laws.

The Library reserves the right to determine the appropriate level of discipline for poor work performance and or inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

(Adopted 01/2019)

320. **ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE**

The Mid-Continent Public Library Board of Trustees is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Library
expects that all relationships among persons in the workplace be business-like and free of bias, prejudice, and harassment.

The Library ensures equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Any such discrimination or harassment is prohibited.

The Library requires reporting of all perceived incidents of discrimination or harassment. Reports should be made to a manager or the Human Resources department. It is the policy of the Library to promptly and thoroughly investigate such reports. The Library prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

(Revised 01/2019)

322. EMPLOYEE GRIEVANCES

The Mid-Continent Public Library Board of Trustees provides an atmosphere in which all employees feel free to express grievances. All grievances should be made to the immediate manager who will attempt to make the necessary adjustment. If no solution is reached, the employee should be referred to the next level of the chain of command. If no solution is reached via the managers in the employee’s chain of command, the employee can make an appointment with the Human Resources Director or a designated representative of the Human Resources staff. If the matter remains unresolved, the Human Resources Director will make an appointment with the Library Director and CEO. If the matter still remains unresolved, the Library Director and CEO will have the matter placed on the agenda of the Personnel Committee of the Library Board. If the matter still remains unresolved, the Library Director and CEO will have the matter placed on the agenda of the Mid-Continent Public Library Board of Trustees.

(Revised 01/2019)

324. EMPLOYMENT CLASSIFICATION CATEGORIES

The Mid-Continent Public Library Board of Trustees adheres to standard criteria set by the Department of Labor. All employees of the Library are designated as either nonexempt or exempt under state and federal wage and hours laws. Further, employees are either Full-time, Half-time or Part-time.

(Revised 10/09/2013, 01/2019)
326. SUCCESSION PLANNING

The Mid-Continent Public Library Board of Trustees succession plan is outlined as follows and only refers to the position of Library Director and CEO:

Planned Succession

Planned succession is activated following a scheduled departure of retirement, resignation or other employee initiated activity resulting in a voluntary separation of the Library Director and CEO.

The date of departure will be mutually agreed to by Board President and Library Director and CEO and will provide sufficient transition time to conduct a search, interview, and orientation of the new Library Director and CEO. The transition shall be a period of no more than six months.

Steps for transition are as follows:

1. Library Director and CEO notify the Board President and Chair of Personnel Committee.
2. The Board President and Personnel Committee Chair shall create an Ad Hoc Search Committee of Board members. The committee shall consider the strategy to identify candidates and hire a replacement Library Director and CEO. They will also determine whether an external or internal search will be exercised. If an external search is desired, the committee will interview potential candidates and select one based on the Board’s professional services engagement practices. The Library Director and CEO may be asked to assist in the recruitment process, but will not be part of the committee.
3. Communication of the pending transition shall be made public utilizing external and internal means.
4. The final candidates will be interviewed by the Search Committee, will give a public presentation, and will be interviewed by the full Library Board.
5. The Personnel Chair and Board President, in consultation with the Board Attorney, will negotiate an annual contract with the finalist.

Following separation from service, the outgoing Library Director and CEO may be hired as a consultant to allow additional time to orient the new Library Director and CEO or to help with any other transition needs.

Emergency Succession

Emergency succession is activated following an unplanned or unexpected departure of the Library Director and CEO. This departure may be due to death, immediate resignation, immediate termination, or any separation where less than 60 days’ notice was given by the Library Director and CEO or the Library Board.

During an emergency succession, the Assistant Library Director and COO will become the Acting Library Director and CEO and will take on responsibilities as soon as the Board designates the transfer of power. Under no circumstance will the Acting Library Director and CEO and outgoing Library Director and CEO overlap in executive authority.
Emergency Succession where the Library Director and CEO is in place

An emergency succession where the Library Director and CEO is in place is likely activated following prior notices of performance failures. These notices should be written and delivered to the Library Director and CEO before any separation of service unless the action in question is expressly mentioned in the Library Director and CEO’s contract.

General Emergency Succession

Steps for transition are as follows:

1. The Board President and Personnel Committee Chair will determine if there is a need to appoint a long-term Interim Library Director and CEO. A long-term Interim Library Director and CEO will be in place for more than 60 days and will not be a candidate for the permanent Library Director and CEO appointment.

2. If it is decided to appoint an Interim Director, the Board President, and Personnel Committee Chair will create an Ad Hoc Search Committee of Board members. The committee shall consider the strategy to identify candidates and hire a replacement Director. They will also determine whether an external or internal search will be exercised. If an external search is desired, the committee will interview potential candidates and select one based on the Board’s professional services engagement practices.

The interim Library Director and CEO may be asked to assist Ad Hoc Search Committee and search firm in the recruitment process, but will not be part of the committee.

3. Communication of pending transition shall be made public utilizing external and internal means.

4. The final candidates will be interviewed by the Ad Hoc Search Committee, will give a public presentation, and will be interviewed by the Board.

5. A finalist will be selected by the full Board and will be notified.

6. The Personnel Chair and Board President, in consultation with the Board Attorney, will negotiate an annual contract with the finalist.

(Adopted 01/2019)

328. DRUG AND ALCOHOL USE

The Mid-Continent Public Library Board of Trustees strictly prohibit the manufacture, distribution, dispensing, possession, use or sale of a controlled substance, including any of the following items by any individuals while on Library premises, operating a Library vehicle or conducting work-related business:

1. Illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) and any other chemical substances that may affect an individual’s mood, senses, responses or motor functions or alter or affect a person’s perception, performance, judgment, reactions or senses.
2. Prescription or over-the-counter drugs (OTC) that may adversely influence performance or behavior when taken in prescribed quantities.

   - This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Unless specifically authorized by the Library, the carrying, use or possession of the following items is also prohibited while on Library premises, operating a vehicle or conducting work-related business:

- Alcohol or intoxicating beverages, with the exception of work-related or Library-sponsored gatherings approved by the Library Director or the Director’s designated representative
- Illegal drug-related paraphernalia.

It is also the policy of Mid-Continent Public Library Board of Trustees to strictly prohibit employees and others working on Library premises from reporting to work or working under the influence of detectable levels of unauthorized or illegal drugs or alcoholic beverages.

Employees who have violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee’s work, history/record, the Library may offer an employee who violates this policy the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms.

Employees who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The Library reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. 

(Adopted 01/2019)

330. VIOLENCE IN THE WORKPLACE

The Mid-Continent Public Library Board of Trustees requires that all persons must be treated with courtesy and respect at all times and are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens intimidates or coerces another person will not be tolerated. Library resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Library treats threats coming from an abusive personal relationship as it does other forms of violence.

Anyone found to be responsible for threats of or actual violence, or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Library encourages employees to bring their disputes to the attention of their manager before the situation escalates.  

(Adopted 01/2019)
332. WORKPLACE SAFETY AND EMPLOYEE ACCIDENTS

The Mid-Continent Public Library Board of Trustees abides by all applicable, federal, state and local laws regarding workplace safety and Worker’s Compensation insurance coverage.

Employee accidents must be reported immediately to a supervisor, even if medical attention is not required or requested.

(Adopted 01/2019)

334. PERSONNEL RECORDS

The Mid-Continent Public Library Board of Trustees secures its personnel records. The records are maintained by the Human Resource Department and are considered confidential. Managers may only have access to personnel file information on a need-to-know basis.

A Manager considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Personnel records access by current employees, and former employees are subject to federal, state and local laws. If access is allowed, personnel records can be reviewed in the Human Resources Department with a member of the HR staff present. Personnel records may not be taken outside the Department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Personnel records are retained and archived according to federal, state and local laws.

(Adopted 01/2019)

336. PERFORMANCE AND SALARY REVIEW

The Mid-Continent Public Library Board of Trustees requires that performance reviews of employees be conducted annually. Employees will receive a performance review by a designated date each year. The performance review will be discussed, by both the employee and manager. Performance evaluation forms will be retained in the employee’s personnel file.

Base pay increases and lump sum performance payments are based on money designated in the annual Library budget and are not guaranteed. A performance review does not always result in an automatic salary increase.

Employees who are engaged in the progressive discipline process within the previous 12 months are not eligible for a base pay increase or a lump sum performance payment.

(Revised 01/2019)
338. MEAL PERIODS AND REST BREAKS

The Mid-Continent Public Library Board of Trustees requires that all staff be provided with meal periods and or rest breaks. The employee’s immediate Manager sets the scheduling of meal periods and rests breaks with the goal of providing the least possible disruption to customer service and the operations of the organization.

(Revised 01/2019)

340. HOLIDAY PAY

The Mid-Continent Public Library Board of Trustees recognizes the following holidays each year. All Library locations are closed on the following days:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Exempt and Non-exempt Full-time employees will be paid 8 hours for each holiday. Non-exempt Half-time employees will be paid 4 hours for each holiday. Non-exempt, Part-time employees are not paid for any holidays.

Mid-Continent Public Library locations are also closed on Easter and close at 5:00 p.m. on the day before Thanksgiving and New Year’s Eve. Easter, Thanksgiving Eve and New Year’s Eve are not paid holidays for any staff.

(Revised 01/2019)

342. BEREAVEMENT

The Mid-Continent Public Library Board of Trustees authorizes paid bereavement leave for Full-time and Half-time employees. Non-exempt Part-time employees may take unpaid bereavement leave. The Library reserves the right to require an obituary or other proof of death in order to receive the paid benefit.

(Revised 01/2019)
344. PERSONAL DAYS

The Mid-Continent Public Library Board of Trustees authorizes Exempt and Non-exempt Full-time employees 3, 8-hour days of paid Personal time annually; and Non-exempt Half-time employees 3, 4-hour days of paid Personal time annually.

Personal Days will be granted on the first day of the fiscal year and cannot be carried over from one year to the next.

Non-Exempt, Part-time employees are not eligible.

(Revised 01/2019)

346. SICK LEAVE

The Mid-Continent Public Library Board of Trustees authorizes Sick Leave as a paid allowance to be used only for the personal illness or medical disability of the employee, spouse, domestic partner, parent, child (natural, adopted, step, foster or the child of domestic partner), or person for whom the employee is the legal guardian. Paid sick leave can also be approved in advance by the employee’s manager to attend medical, dental, or similar appointments that cannot be scheduled except during Library hours for themselves or the family members noted above.

Full-time employees are granted 8 hours of paid sick leave per month. Full-time employees can accumulate up to 960 hours of sick leave.

Non-exempt Half-time employees are granted 4 hours of paid sick leave per month. Half-time employees can accumulate up to 480 hours of sick leave.

Non-exempt Part-time employees are not granted paid sick leave.

(Revised 01/2019)

348. VACATION LEAVE

The Mid-Continent Public Library Board of Trustees authorizes Vacation Leave as a paid time-off allowance that must be approved in advance.

Exempt and Non-exempt Full-time employees accrue vacation hours as follows:

<table>
<thead>
<tr>
<th>Years of Benefits-Eligible Service</th>
<th>Monthly Vacation Hours Accrued</th>
<th>Annual Vacation Hours Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 Years</td>
<td>6 Hours and 40 Minutes</td>
<td>80 Hours (2 Weeks)</td>
</tr>
<tr>
<td>2 plus – 5 Years</td>
<td>10 Hours</td>
<td>120 Hours (3 Weeks)</td>
</tr>
<tr>
<td>5 plus – 15 Years</td>
<td>13 Hours and 20 Minutes</td>
<td>160 Hours (4 Weeks)</td>
</tr>
<tr>
<td>15 plus Years</td>
<td>16 Hours and 40 Minutes</td>
<td>200 Hours (5 Weeks)</td>
</tr>
</tbody>
</table>
Non-exempt Half-time employees accrue vacation hours as follows:

<table>
<thead>
<tr>
<th>Years of Benefits-Eligible Service</th>
<th>Monthly Vacation Hours Accrued</th>
<th>Annual Vacation Hours Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 Years</td>
<td>3 Hours and 20 Minutes</td>
<td>40 Hours (2 Weeks)</td>
</tr>
<tr>
<td>2 plus – 5 Years</td>
<td>5 Hours</td>
<td>60 Hours (3 Weeks)</td>
</tr>
<tr>
<td>5 plus – 15 Years</td>
<td>6 Hours and 40 Minutes</td>
<td>80 Hours (4 Weeks)</td>
</tr>
<tr>
<td>15 plus Years</td>
<td>8 Hours and 20 Minutes</td>
<td>100 Hours (5 Weeks)</td>
</tr>
</tbody>
</table>

The total amount of vacation carried over on June 30 may not exceed the employee’s current annual vacation accrual rate.

Non-exempt, Part-time employees do not accumulate paid vacation.

(Revised 01/2019)

350. HONORARIUM LEAVE

Employees who speak or serve to represent Mid-Continent Public Library for another organization will be allowed leave with pay provided the employee deposits honorariums received for such duties with the Library. If the employee keeps the honorarium, annual leave must be taken to cover the time off.

Employees who serve as a consultation shall not do so on Library time. Annual leave must be taken.

(Revised 01/2019)

352. LEAVES OF ABSENCE

The Mid-Continent Public Library Board of Trustees allows Leaves of Absence for employees. Leaves of absence for medical, family, military and personal reasons are available to employees who are unable to work for a period of time either continuously or intermittently. The maximum amount of leave time available to an employee is six (6) months in any 12-month period except where more leave is required by law.

The Library adheres to all laws related to leaves of absence including the Family Medical Leave Act (FMLA), Amended Americans with Disabilities Act (AAADA), Fair Labor Standards Act (FLSA) and Uniformed Services Employment and Re-Employment Act (USERRA).

Leaves of Absence are unpaid unless the employee has applicable paid leave available to use. Applicable paid leave runs concurrently with an approved leave of absence and must be exhausted before a leave of absence converts to unpaid.

(Revised 01/2019)
354. GROUP INSURANCE BENEFIT PLANS

The Mid-Continent Public Library Board of Trustees offers health, dental and vision insurance to Full-time employees and Half-time employees.

The Library subsidizes individual insurance coverage for Full-time employees. The Library does not subsidize individual insurance coverage for Half-time employees.

The Library provides Life Insurance and Long-term Disability Insurance to Full-time employees only.

Non-exempt Part-time employees are not eligible for the Library group insurance plans.

(Revised 01/2019)

356. RETIREMENT PLAN

The Mid-Continent Public Library Trustees participates in the Missouri Local Government Employees Retirement System (LAGERS). The Library is an employer participant of LAGERS.

Employees working 1,000 hours annually or more are eligible to participate in LAGERS through the Library.

Non-exempt Part-time employees are not eligible to participate in LAGERS.

The following is the retirement benefit classification for vested employees:

- Non-Contributory
- Benefit Plan L-6 (2 percent of final average salary x years of service)
- 3-year Final Average Salary
- Early Retirement Provision

The Mid-Continent Public Board of Trustees reserves the right to change these benefit elections in accordance with the LAGERS rules and regulations and any applicable federal, state and local laws.

An employee must have five years of credited service vesting before being eligible to receive any LAGERS retirement benefit.

Retirement benefits are calculated and paid according to the LAGERS plan documents and in accordance with federal, state and local laws.

(Revised 12/01/2000, 12/01/2003, 01/2019)
358. **RETIREMENT HEALTH INSURANCE**

The Mid-Continent Public Library Board of Trustees offers paid individual health insurance coverage to employees retiring from the Library who meet the following qualifications at the time of retirement from the Library:

- Be at least 60 years of age but not yet Medicare eligible; and
- Be employed by Library for a minimum of 20 consecutive years as a Full-time employee at the time of retirement.

**OR**

- Be employed by the Library for at least 30 years with a minimum of 20 years of Full-time service and be eligible for a monthly LAGERS retirement benefit

The health coverage the Library will provide will be the same coverage that is currently offered to active employees.

Retirees are no longer eligible for retiree insurance on the Library’s plan when they become eligible for Medicare or eligible for affordable coverage from another employer. Affordability will be determined by the guidelines contained in the Patient Protection and Affordable Care Act (2010).

If retiree health insurance is dropped post-retirement due to eligibility for Medicare or coverage with another employer, re-enrollment in the Library health plan is not allowed.

It is the responsibility of the Retiree to keep the Human Resources Department updated with current contact information and Medicare status in order to continue to be covered by the Library health plan.

*(Revised 01/2019)*

360. **CIVIC LEAVE**

The Mid-Continent Public Library Board of Trustees recognizes Civic Leave for employees of the Library.

*(Revised 01/2019)*

**Time to Vote**

Time off to vote will be given to all Mid-Continent Public Library employees to vote in elections, as defined by section 115.639 of the Missouri Revised Statutes.

Benefits-eligible employees will be paid for their scheduled time off to vote if needed to comply with the statute above.

*(Revised 07/01/2005, 01/2019)*
Jury Duty
Mid-Continent Public Library allows leave with pay for employees required to serve on juries or as witnesses in court other than personal affairs.
(Revised 01/2019)

362. TUITION REIMBURSEMENT

The Mid-Continent Public Library Board of Trustees provides Tuition Reimbursement for Exempt and non-exempt Full-time or Half-time who have been employed in a position for at least six (6) months.

1. Employees must be accepted and enrolled in either a Master of Library Science degree program, library-related coursework, job-related degree program, job-related professional certification program, or a job-related license program as determined by the Library Director or designated representative.

2. Courses must be taken from accredited higher education institutions or reputable companies/organizations providing coursework for degree programs, job-related certifications or licensing. Courses or the degree sought should enable an employee to advance within the Library’s structure. The Library has the right to accept or reject any educational institution.

3. Participation is solely on the employee’s own time.

4. Reimbursement will be at the rate of fifty percent (50%) and only for tuition and fees which have not been paid through any other grant or scholarship.

5. A Tuition Reimbursement application must be approved in advance of course work.

Tuition Reimbursement is limited to funding availability and will be reimbursed on a first come, first serve basis.
(Revised 07/01/2005, 01/2019)

364. JAMES A LEATHERS SCHOLARSHIP

The James A. Leathers Scholarship is available in the amount of $2,000.00 to any student working toward a graduate degree in Library Science.

Guidelines:

1. Missouri resident.
2. Financial need.
3. Scholastic ability and achievement.
4. Full-time student as defined by The University of Missouri-Columbia Graduate School
5. Must be interested in entering the public Library field.

Preference is given to any Mid-Continent Public Library Employee.
(Revised 07/01/2005, 07/2016, 01/2019)
366. CHANGES TO PERSONNEL POLICIES

These policies and guidelines have been reviewed and accepted by the Personnel Committee of the Mid-Continent Public Library Board of Trustees, and adopted by the full Board. The Personnel Committee and the Board must approve any changes to or deviations from these policies unless following the policy is in violation of federal, state or local laws. If deviation from a Personnel Policy is required to comply with the law, the Personnel Committee will be notified by the Library Director and CEO or designated representative and a policy change will be submitted for review and referral to the Board at the next Personnel Committee meeting.

(Adopted 01/2019)
400 FACILITIES

402. LIBRARY GOAL FOR FACILITIES

404. CAPITAL PLAN

406. REAL ESTATE AND OTHER PROPERTY-ACQUISITION OF LAND AND/OR BUILDINGS

408. REAL ESTATE DISPOSAL

410. LEASING OF LIBRARY PROPERTY/SPACE

412. NAMING / RENAMING LIBRARY FACILITIES

414. GENERAL STATEMENT - OPERATION AND MAINTENANCE

416. ENVIRONMENTAL TOBACCO AND SMOKE CONTROL

418. CHANGES TO FACILITIES POLICIES

Appendices

Appendix A. Sustainability
Appendix B. Energy Use
Appendix C. Green Cleaning
Appendix D. Minimum Indoor Plumbing Fixture and Fitting Efficiency
Appendix E. Solid Waste Management
400 FACILITIES

402. LIBRARY GOAL FOR FACILITIES

The goal of the Mid-Continent Public Library Board of Trustees is to provide first class facilities, services, and amenities, and to remain relevant and vital to the communities it serves.

(Adopted 01/2019)

404. CAPITAL PLAN

The Mid-Continent Public Library Board of Trustees routinely approves a Capital Plan based upon a complete analysis of its facilities including an evaluation of ancillary properties in order to improve Library access and experiences for the communities it serves.

(01/2019)

406. REAL ESTATE AND OTHER PROPERTY – ACQUISITION OF REAL ESTATE AND OR NEW CONSTRUCTION

The Mid-Continent Public Library Board of Trustees shall approve the acquisition of real estate and or new construction based upon community need and financial resources. An acquisition may include a lease to own. The Library Director and CEO, in consultation with the appropriate Board committees, will utilize criteria and measurements set forth by the Mid-Continent Public Library Strategic and Capital Plans to assure that the best possible sites are considered.

(Adopted 01/2019)

408. REAL ESTATE DISPOSAL

The Mid-Continent Public Library Board of Trustees upon a recommendation of the Library Director and CEO may approve of the disposal of real estate utilizing criteria set forth by the Library’s Strategic and Capital Plans.

(Adopted 01/2019)
410. LEASING OF LIBRARY PROPERTY/SPACE

Although ownership is always the first preference, the Mid-Continent Public Library Board of Trustees may direct the Library Director and CEO to enter into lease agreements of its properties to provide additional financial resources or to promote Library resources or when unique conditions present themselves.

The following shall apply:

1. The lease shall be of benefit to Mid-Continent Public Libraries operations and or its services.
2. All leases will be subject to annual appropriations.
3. All agreements and conditions specified in a lease shall comply with the law.
4. The Library shall approve the lease by a favorable majority vote of the Mid-Continent Public Library Board of Trustees.

(Adopted 01/2019)

412. NAMING / RENAMING LIBRARY FACILITIES

The Mid-Continent Public Library 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 or historical significance.

Exceptions may be considered in accordance with the Donor Recognition and Naming Opportunities Policy.

If a distinctively 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, functionality, historical significance, or in accordance with the Donor Recognition and Naming Opportunities Policy.

(Adopted 01/2019)

414. GENERAL STATEMENT - OPERATION AND MAINTENANCE

The Mid-Continent Public Library Board of Trustees expects utilization, operation, and maintenance of Library facilities and equipment to set high standards of safety and sustainability. The Board places priority on the promotion of the health of customers and staff as well as the environmental efforts in order to provide excellent Library services.

The Board has adopted Sustainable Operating Policies and endorsed staff to create sustainable operating procedures. See Appendices A through E for the Sustainability, Energy Use, Green Cleaning, Minimum Indoor Plumbing Fixture and Fitting Efficiency, and Solid Waste Management policies.

(Revised 01/2019)
416. ENVIRONMENTAL TOBACCO AND SMOKE CONTROL

In order to avoid health risks to employees and customers related to environmental tobacco smoke, the Mid-Continent Public Library Board of Trustees does not permit smoking, the use of tobacco in any form, or vaping of any substance in any of its facilities. On-property smoking is prohibited within 25 feet of building entries, outdoor air intakes, and operable windows.

For USGBC LEED Certification, the Woodneath Library Center is a smoke-free campus. On-property smoking, the use of tobacco in any form, or vaping of any substance is strictly prohibited.

All Mid-Continent Public Library buildings have door lettering that articulates this prohibition.

Appendix A. Sustainability

(Adopted 07/2013 / Revised 01/2019)

418. CHANGES TO FACILITIES POLICIES

These policies and guidelines have been reviewed and accepted by the Building Committee of the Mid-Continent Public Library Board of Trustees, and adopted by the full Board. The Building Committee and the Board must approve any changes to or deviations from these policies unless following the policy is in violation of federal, state or local laws. If deviation from a Facility Policy is required to comply with the law, the Building Committee will be notified by the Library Director and CEO or designated representative and a policy change will be submitted for review and referral to the Board at the next Building Committee meeting.

(Adopted 01/2019)
Appendix A. Sustainability

The Mid-Continent Public Library Board of Trustees are committed to strive to achieve environmental and social sustainability by allocating our resources more efficiently, and considering our financial resources and the environmental and social impacts of everything it does.

This Sustainability Policy encompasses the following specific operational policies and procedures:

- Environmental Tobacco Smoke Control Policy (See 416. Environmental Tobacco and Smoke Control Policy)
- Energy Use Policy
- Green Cleaning Policy
- Minimum Indoor Plumbing Fixture and Fitting Efficiency Policy
- Solid Waste Management Policy
- Sustainable Purchasing Policy (See 534. Purchasing Policy, Appendix G)

See Appendices A through E for the Sustainability, Energy Use, Green Cleaning, Minimum Indoor Plumbing Fixture and Fitting Efficiency, and Solid Waste Management policies.

(Adopted 5/19/15 / Revised 01/2019)
Appendix B. Energy Use

The Mid-Continent Public Library Board of Trustees are committed to promoting energy efficiency and conservation to benefit library customers, employees, and the communities in which we serve.

The Library Director and CEO shall develop energy conservation practices and requirements for renovation and construction projects; and encourage staff ideas for additional energy savings.

(Adopted 5/19/15)
Appendix C. Green Cleaning

The Mid-Continent Public Library Board of Trustees are committed to keeping its facilities healthy, clean, and sanitary for customers and staff. The Green Cleaning Policy outlines cleaning processes with an emphasis on employee and customer health, purchasing standards, performance metrics, environmental benefits, and education and training. This policy is not intended to supersede state or federal regulations.

(Adopted 05/19/15)
Appendix D. Minimum Indoor Plumbing Fixture and Fitting Efficiency

The Economic Assessment Policy for Plumbing Fixture Conversion applies to the conversion of plumbing fixtures and fittings and for any facility of the Mid-Continent Public Library.

It is the intention of Mid-Continent Public Library Board of Trustees to ensure that for any retrofit/renovation that includes indoor plumbing renovations or replacement it will consider converting old fixtures to high-efficiency models to reduce potable water use of indoor plumbing fixtures and fittings. It will also assess cost savings of conversions.

(Adopted 05/19/15)
Appendix E. Solid Waste Management

The Mid-Continent Public Library Board of Trustees are committed to reducing ongoing waste and toxins generated by building occupants and building operations that are hauled to and disposed of in landfills or incineration facilities.

The policy encompasses all consumables, durables goods, and materials used during facility alterations and additions as described below.

Reuse or recycling of materials will be used when feasible.

(Adopted 5/19/15)
500 ADMINISTRATION

502. ADMINISTRATION GOAL

504. ACCOUNTING AND FINANCIAL REPORTING

506. ESTABLISHMENT OF FUNDS AND CLASSIFICATION OF ACCOUNTS

508. ANNUAL FINANCIAL REPORT

510. ANNUAL AUDIT

512. ANNUAL BUDGET

514. LIMITATIONS ON USE OF PUBLIC FUNDS

516. INVESTMENT

518. CAPITALIZATION OF ASSETS

520. BOND

522. TAX ABATEMENT

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526. DEBT

528. DISBURSMENT

530. DEPOSITS

532. AUTHORITY TO CONTRACT

534. PURCHASING

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536.1 FEES - OUT OF LIBRARY DISTRICT

536.2 FEES - OTHER SERVICES

538. PETTY CASH

540. MILEAGE REIMBURSEMENT

542. TRAVEL

544. SUSPECTED FRAUD, DISHONESTY AND WHISTLE-BLOWER PROTECTION

546. CHANGES TO ADMINISTRATION POLICIES
500 ADMINISTRATION

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Appendix B. Capital Project Fund
Appendix C. Budget Calendar
Appendix D. Investment Policy
Appendix E. Non-Cash Donations (In Excess of $5,000)
Appendix F. Debt Policy
Appendix G. Purchasing
Appendix H. Travel
500 ADMINISTRATION

502. ADMINISTRATION GOAL

The Mid-Continent Public Library Board of Trustees strives to attain and maintain the most efficient and effective utilization levels of the human, monetary and physical resources available for conducting Library services.

(Adopted 01/2019)

504. ACCOUNTING AND FINANCIAL REPORTING

The Mid-Continent Public Library’s accounting system shall organize on a fund basis. Each fund is a separate self-balancing accounting entity. The accounting and financial reporting of the Library shall conform to generally accepted accounting principles in the United States of America (GAAP), established by the Governmental Accounting Standards Board (GASB) (Ref 182.713(3) RSMO).

At regular meetings of the Mid-Continent Public Library Board of Trustees, the Library Director and CEO will make a report of the Library’s financial position in the previous month.

On or before the thirtieth day of September of each year, the Library Director and CEO shall make a report to the Mid-Continent Public Library Board of Trustees stating the financial condition of the Library as of the thirtieth day of June of the preceding fiscal year. This report shall be accompanied by a Comprehensive Annual Financial Report conducted by an independent auditing firm. (RSMO 182.713(2).

(Adopted 01/2019)

506. ESTABLISHMENT OF FUNDS AND CLASSIFICATION OF ACCOUNTS

All funds of Mid-Continent Public Library derived from local taxation to be used for normal operations of the District shall be kept in the Library’s General Fund, the principal operating fund. A Capital Project Fund shall be used for major capital acquisitions and or major improvements. The Mid-Continent Public Library 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 generally accepted accounting principles. This classification system shall include, as a minimum, receipts and expenditure coding by the legal fund, by activity, and by the object. Special codes and accounts shall be added as required.

(Adopted 01/2019)
508. ANNUAL FINANCIAL REPORT

On or before the thirtieth day of September of each year, the Library Director and CEO shall submit the independent Comprehensive Annual Financial Report with an opinion on the Library’s financial report to the Mid-Continent Public Library Board of Trustees, as of the thirtieth day of June of the preceding fiscal year. RSMO 182.647

On or before the thirty-first day of October, the annual financial reports shall be submitted to the Clay and Platte County commissions, the Jackson County Executive Office, the Missouri State Library, and the Missouri State Auditors. RSMO 182.647

This report shall also be accompanied by the Library’s Annual Audit.

(Adopted 01/2019)

510. ANNUAL AUDIT

The Mid-Continent Public Library Board of Trustees will review the independent auditor’s with an opinion on the Library’s financial report as of the thirtieth day of June of the preceding fiscal year.

On or before the thirty-first day of October, the annual Comprehensive Annual Financial Report shall be submitted to the Clay and Platte County commissions and the Jackson County Executive Office.

This report shall also be accompanied by the Library’s Annual Financial Report.

(Adopted 01/2019)

512. ANNUAL BUDGET

The Mid-Continent Public Library Board of Trustees are required by Missouri Revised Statutes to prepare budgets for all funds. The final budget for the year must be filed with the County Commission or County Executive Office of Clay, Jackson, and Platte Counties and the Missouri State Library.

- On the third Tuesday of May, the Library Director and CEO submits to Board a proposed budget for the fiscal year commencing the following July 1st.

- On the third Tuesday of June, the Board adopts the final budget. If the Board fails to adopt the budget on or before that date, the budget as submitted or amended goes into effect.

- The level at which the Board approves each fund budget becomes the “legal level of control.” This is the level at which transfer of appropriation requires Board action. For the General Fund, the Board approves the budget at the activity level, as follows: Payroll and Benefits, Library Materials, and Library Operations. All other funds are budgeted at the total expenditure level.
Every year, each county provides a notice of aggregate assessed valuation for the Library to set the property tax levy. A public hearing on the tax levy is conducted at the Library to obtain taxpayer comments before the approval of the final budget.

All rates for customer fines, fees, and other charges are established by the Board. Unencumbered appropriations lapse at year-end, and may be re-appropriated at the beginning of the succeeding budget year.

Appendix A. Fund Balance Policy
Appendix B. Capital Project Fund
Appendix C. Budget Calendar

(Revised 01/2019)

514. LIMITATIONS ON USE OF PUBLIC FUNDS

The Mid-Continent Public 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.

(Adopted 01/2019)

516. INVESTMENT

It is the policy of the Mid-Continent Public Library Board of Trustees to invest its funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow needs and complying with all Missouri Revised Statutes governing the investment of public funds.

Appendix D. Investment Policy

(Adopted 2/21/2012 / Revised 01/2019)

518. CAPITALIZATION OF ASSETS

It shall be the policy of the Mid-Continent Public Library Board of Trustees to capitalize expenditures or donation of $5,000.00 or more for individual assets or a group of similar assets with a useful life of over two years for financial reporting needs. Alternative methods to ensure control over lower-cost assets may be chosen by the Library management.

(Adopted 10/17/2006)
520. BOND

The Library Director and CEO, Finance and Facilities Director, and Treasurer of the Mid-Continent Public Library Board will be bonded at a rate determined by the Mid-Continent Public Library Board of Trustees. All other employees will be bonded under a blanket bond at a rate above the level specified in the Missouri Revised Statutes.

(Revised 01/2019)

522. TAX ABATEMENT

The Mid-Continent Public Library Board of Trustees, in general, will not support tax diversion or abatement for any development that increases the demand for Library service and may actively oppose such projects including encouraging other taxing jurisdictions to do the same.

Individual developers, who wish, may present their need and situation to the Mid-Continent Public Library Board of Trustees, or appropriate subcommittee, for consideration by the full Board.

(Adopted 02/2008)

524. NON-CASH DONATIONS (IN EXCESS OF $5,000)

The Mid-Continent Public Library Board of Trustees shall set policy on non-cash donations in excess of $5,000.

Appendix E. Non-Cash Donations (In Excess of $5,000)

(Adopted 04/16/10 / Revised 01/2019)

526. DEBT

It is the policy of Mid-Continent Public Library Board of Trustees to appropriately and advantageously issue public debt in response to the ongoing capital needs of the Library. All debt will be issued and managed in accordance with all applicable federal and state laws, and the Library’s Board policy.

The Debt Policy provides guidelines and restrictions for the issuance of all Library’s debt instruments. This policy should improve the quality of financing decisions made by the Library, and demonstrate a commitment to long-term capital and financial planning.

Appendix F. Debt Policy

(Adopted 01/2019)
528. DISBURSEMENT

All disbursements shall be made based on the approved budget. The Mid-Continent Public Library District’s monies shall be disbursed by the Library Director and CEO and/or the Finance and Facilities Director by the appropriate instrument of payment only upon due authorization of the Mid-Continent Public Library Board of Trustees and duly certified for payment by the Board approval. The certification shall specify the amount to be paid, and the purpose of payment.

( Adopted 01/2019)

530. DEPOSITS

All monies received by Mid-Continent Public Library shall be receipted, accounted for, and deposited in a timely fashion to an approved depository selected by the Mid-Continent Public Library Board of Trustees.

( Adopted 01/2019)

532. AUTHORITY TO CONTRACT

The Mid-Continent Public Library Board of Trustees delegates to the Library Director and CEO the authority to contract on behalf of the Library for the purchase of goods or services when said purchases are pursuant to a budget previously approved by the Board.

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, or by the Library Director and CEO, or their specifically authorized designee, or other agents of the Library specifically authorized to sign on behalf of the District.

( Adopted 01/2019)

534. PURCHASING

The Mid-Continent Public Library Board of Trustees uses the "best bid" standard. In determining the best bid, consideration will be made in addition to price. These factors shall include, but not be limited to: the trade-in value of specific makes of equipment as opposed to another; the life expectancy of the items to be purchased; the maintenance and total ownership costs; the experience and reputation of the bidder and manufacturer, and any previous business dealings which the bidder has had with the Library; and the quality and adaptability of the supplies, equipment, or contractual services which are bid to the particular use required.

The Board shall set the competitive bid threshold for purchases as well as exempting items from the competitive bidding process.

The Board’s preference is that State of Missouri Certified M/WBE businesses be given preference when the quality of performance promised is equal and or goods are better and the price quoted is the same or less.

Appendix G. Purchasing (Revised 01/2019)
536. **FINES AND FEES FOR LIBRARY MATERIALS**

The Mid-Continent Public Library Board of Trustees sets fines and fees relevant to Library materials in accordance with the MO state statute.

*(Revised 02/2015, 01/2019)*

536.1 **FEES - OUT OF LIBRARY DISTRICT**

The Mid-Continent Public Library Board of Trustees shall determine out of Library District fees to be calculated annually and based on the per capita operating budget.

*(Revised 04/16/2010, 01/2019)*

536.2 **FEES - OTHER SERVICES**

Following the rule of Missouri State Statutes, the Mid-Continent Public Library Board of Trustees shall set a price based on the principal of Cost Recovery for all other service charges (i.e., printing and copying, inventory sales) RSMO 67.042.

*(Revised 01/2019)*

538. **PETTY CASH**

The Finance Office and each branch of Mid-Continent Public Library may have a petty cash fund for certain cash purchases or customer refund items up to $50 for each transaction.

*(Revised 01/2019)*

540. **MILEAGE REIMBURSEMENT**

The Mid-Continent Public Library Board of Trustees shall approve the rate at which employees or the Board receive mileage reimbursed based on the Internal Revenue Service published rate, or any Library established rate.

*(Revised 01/2019)*

542. **TRAVEL**

The Mid-Continent Public Library Board of Trustees shall approve the Travel Policy encouraging participation of activities that may require travel. Any eligible travel-related expense will be reimbursed based on the Travel Guidelines.

Appendix H. Travel

*(Revised 01/2019)*
544. 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 Mid-Continent Public Library property or resources by any Library trustee or Library employee should contact the Human Resources Director. If the alleged wrongdoing concerns the Human Resources Director, then the Library Director and CEO should be notified instead. If the alleged wrongdoing concerns the Library Director and CEO, then the Library Board President should be notified.

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 Board member or Library employee 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 Mid-Continent Public Library Board of Trustees and may be in violation of the 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.

(Adopted 01/2019)

546. CHANGES TO ADMINISTRATION POLICIES

These policies and guidelines have been reviewed and accepted by the Finance and Audit Committee of the Mid-Continent Public Library Board of Trustees, and adopted by the full Board. The Finance and Audit Committee and the Board must approve any changes to or deviations from these policies unless following the policy is in violation of federal, state or local laws. If deviation from an Administration Policy is required to comply with the law, the Finance and Audit Committee will be notified by the Library Director and CEO or designated representative and a policy change will be submitted for review and referral to the Board at the next Finance and Audit Committee meeting.

(Adopted 01/2019)
Appendix A. Fund Balance Policy

Statement of Purpose

The Mid-Continent Public Library Board of Trustees ("the Library") desires to establish a Fund Balance Policy tailored to the needs of the Library in a manner consistent with the governmental accounting standards. The objective of this policy is for the Library to provide sufficient cash flow for both short-term and long-term financial planning, to offset significant economic downturns or revenue shortfalls, and to enhance creditworthiness.

The focus of this policy is on the Fund Balance of the General Fund, the chief operating fund of the Library. By definition, Fund Balance classified as Restricted Fund Balance or Non-spendable Fund Balance contains constraints on spending. The purpose of this policy addresses the remaining classifications of Fund Balance.

Statement of Policy

The Unrestricted Fund Balance is the combined residual classifications after amounts have been classified as non-spendable and restricted. It may have three components: committed fund balance, assigned fund balance, and unassigned fund balance.

Committed fund balance: the limitations of this portion of fund balance are imposed by the Library's Board of trustees. Such limitations remain binding unless modified or rescinded by the Library Board.

Assigned fund balance: the intended use of this portion of fund balance can be established by the Library Board, Board committees, or the Library Director and CEO. It can be appropriated to eliminate a projected deficit in the subsequent year's operating budget.

Unassigned fund balance: this is the residual net resources after non-spendable, restricted, committed, and assigned. The target range of this portion of fund balance is 20% to 50% of the subsequent year’s operating budget. In the event funds are not available to maintain the minimum balance, a designated amount in the operating budget shall be proposed to cover the deficiency over a period not to exceed five fiscal years. In the event the unassigned fund balance exceeds the maximum balance requirement, the excess may be utilized for any lawful purpose approved by the Library Board, including being transferred to the Capital Project Fund.

Appropriation from this fund balance shall require the approval of the Library Board, and shall be only for one-time expenditures. No recurring operational expenditures shall be appropriated unless a viable revenue plan designated to sustain the expenditures is also adopted at the time of appropriation.

The order of spending regarding the unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts.

When an expenditure is incurred for which both restricted and unrestricted fund balance is available, the order of spending is to reduce restricted fund balance first, and then unrestricted fund balance.

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process.

(Adopted 04/16/2010 / Revised 01/2019)
Appendix B. Capital Project Fund

Applies to only the Mid-Continent Public Library Capital Project Fund:

- This fund is used to account for major capital projects only, typically defined as individual projects with a budget in excess of $50,000.
- Whenever real properties are sold the proceeds are credited to the Capital Project Fund.
- When appropriate debt payment used on capital projects may be paid out of this fund.

(Adopted 01/2019)
Appendix C. Budget Calendar

The Mid-Continent Public Library Board of Trustees Budget Calendar:

- March - Budget Requests are submitted to the Finance and Facilities Director.

- April - The proposed personnel budget is presented to the Library Board. The Non-binding tax levy is submitted to Clay, Jackson, and Platte Counties.

- May - The Proposed Annual Budget is presented to the Library Board and available to the public. Board Committees review and modify the Proposed Annual Budget.

- June - A public hearing on tax levy shall be held at the Library. Public comment on the budget is encouraged as part of the hearing. The final Annual Budget is approved by the Library Board.

- August - The final tax levy is submitted to Clay, Jackson, and Platte Counties.

(Adopted 01/2019)
Appendix D. Investment Policy

SCOPE OF POLICY. With the exception to the assets held by the Greater Kansas City Community Foundation and Truman Heartland Community Foundation, this investment policy applies to all financial assets of the Library. These assets are accounted for in the various funds of the Library and include the General Fund, Capital Project Fund, Endowment, Health Insurance Fund, and any new fund established by Mid-Continent Public Library.

INVESTMENT OBJECTIVES, IN PRIORITY ORDER.

Safety: Safety of principal is the foremost objective of the investment program.

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return of Investment: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

Diversification: The investment will be diversified by security type to minimize any potential investment loss.

DELEGATION of AUTHORITY to MAKE INVESTMENTS. Authority to manage the investment program is derived from Section 182.630 of Missouri Revised Statutes. Management responsibility for the investment program is hereby delegated to Mid-Continent Public Library Director and CEO or his designee who shall follow the written procedures manual and internal controls for the operation of the investment program consistent with this Investment Policy.

AUTHORIZED INVESTMENT INSTRUMENTS. Mid-Continent Public Library funds shall be invested only in the manner permitted with provisions of Missouri statutes, and may include any of the following:

Any tax-exempt or taxable bond issued by a city, county, state, or other government in the State of Missouri. The Library should only consider the issuer carrying a credit rating of A or better at the time of issuance. The portfolio will have a maximum allocation of 50% to this sector and no more than 10% in any one issuer.

Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.

Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Missouri or the United States.

Repurchase agreements with any qualified public depositary.

Mid-Continent Public Library will require all deposits in excess of the federally insured amount to be collateralized to the extent of One Hundred and Ten Percent (110%) and evidenced by an approved written agreement with collateralization by a third party acting as an agent of the Library.
INVESTMENT MATURITY. No investment shall have a redeemable date of more than five years from its date of purchase by the Library, while the General Fund’s investment should be redeemable within a year. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

SAFEKEEPING and CUSTODY. All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by Mid-Continent Public Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Library Director and CEO and evidenced by safekeeping receipts as determined by the Library Director CEO (or designee his designee).

STATEMENT of ETHICS. The Mid-Continent Public Library Board of Trustees, Library Director and CEO, and his designee shall refrain from personal business activity that could conflict with the proper execution and management of Library investments, or that could impair the ability to make impartial investment decisions.

INVESTMENT ACTIVITY REPORT. The Library Director and CEO shall provide a written quarterly report to the Library Board concerning the investment of the Library funds.

(Adopted 02/21/2012 / Revised 01/2019)
Appendix E. Non-Cash Donations (In Excess of $5,000)

Non-cash donations in excess of $5,000 may be accepted only with the prior approval of the Library Director and CEO. Such donations are to be evaluated in light of the following criteria:

- Ability to add depth or breadth to the existing collections
- Support of the Library’s strategic plan
- Relevance of content
- Physical condition
- Restrictions on use or disposal

In support of the needs within each department/branch to maintain its relationships with donors and potential donors, nominal gifts may be accepted at the discretion of the departments/branches.

Due to tax regulations, the Library cannot provide an estimated value of donations. Donors may wish to have gifts evaluated by a professional appraiser prior to donation at donors’ cost. For gifts of property exceeding $500 per item or group of similar items, the Library may request IRS form 8283, Non-cash Charitable Contributions, from the donor. This form must be completed by the donor in order to claim a charitable contribution deduction on the donor’s tax return. The Finance & Facilities Director of the Library is authorized to sign the Donee Acknowledgement section of IRS form 8283 on behalf of the Library. Such acknowledgement by the Library does not in any way represent or imply concurrence with the donor’s claimed fair market value.

In exceptional circumstances, the donor may be unable or unwilling to provide a qualified and independent appraisal. The Library, as the donee, has no liability under the tax law to obtain such an appraisal. However, standards of financial accounting and reporting which apply to the Library require that certain non-cash donations be recognized in the financial statements at their fair values. Under these circumstances, the receiving department/branch is responsible to determine the fair value or to obtain an appraisal if necessary.

Any gifts that are not added to the Library’s collection or no longer meet the Library’s needs may be disposed of by the Library. The proceeds will be used to support future acquisitions.

(Adopted 04/16/2010 / Revised 01/2019)
Appendix F. Debt Policy

Statement of Purpose

It is the policy of the Mid-Continent Public Library Board of Trustees (“the Library”) to appropriately and advantageously issue public debt in response to the ongoing capital needs of the Library. All debt will be issued and managed in accordance with all applicable federal and state laws, and the Library’s Board Policy.

This Debt Policy provides guidelines and restrictions for the issuance of all Library’s debt instruments. This policy should improve the quality of financing decisions made by the Library, and demonstrate a commitment to long-term capital and financial planning.

Authority

Under the authority granted by the Missouri Revised Statutes, and approval of the Library District’s voters if legally required, the Library Board is authorized to incur debt for funding capital development or improvement projects and capital equipment. It is the Library’s Board’s intent to responsibly use this authority in order to fulfill the objectives of the Library’s Capital Plan and Strategic Plan.

Management’s responsibility for the Library’s debt program is delegated to the Library Director and his designees, who shall establish written procedures and budgeting process for the debt program consistent with this Debt Policy.

Scope

This Debt Policy applies to debt issued directly the Library and issued on behalf of the Library. The policy shall be all-inclusive of debt issued, but not be limited to general obligation debt, governmental purpose revenue debt, tax anticipation debt, lease obligations, and certificates of participation.

Procedures

The Library shall evaluate each debt issue in accordance with this policy, and adhere to federal laws, Missouri Revised Statutes, and the Library’s Board Policy. The Library shall market its debt issues on a competitive basis, unless circumstances related to unusual credit quality, issue size, or market access create a need for a negotiated sale process.

The Library shall strive to obtain the highest credit ratings possible with the overall objectives of the Library to minimize borrowing costs.

Debt should be judiciously used when the Library has legal, financial and market debt capacities and will be considered based on the following conditions:

- Estimated future revenue is sufficient to ensure the repayment of the debt obligation.
- Other financing options have been explored and are not viable for the timely acquisition or completion of a capital project.
- The capital project or asset lends itself to debt financing.
- Debt will not be used to fund ongoing operating expenditures of the Library.
- Any debt issued in support of a capital development project shall first be reviewed and approved as part of the Library’s Capital Plan by the Library Board.
Reporting and Ongoing Disclosure

On an annual basis, the Library’s management will report to the Library’s Board a summary of the debt portfolio and a list of each type of debt with its outstanding principal amount. The Library Director and CEO or their designee shall be responsible for providing ongoing disclosure information to established national information repositories and for maintaining compliance with disclosure standards promulgated by federal and state regulatory bodies.

Ethics and Conflict of Interest

The Library Trustee and Library employee involved in the debt issuance process shall refrain from personal business activity that could conflict with proper execution of the debt program, or which could impair their ability to make impartial debt issuance decisions. Trustees and related employees should disclose to the Mid-Continent Public Library Board of Trustees any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial positions in the Library’s debt portfolio.

(Adopted 01/2019)
Appendix G. Purchasing

The Finance and Facilities Director or their designee shall solicit bids on all purchases costing more than $3,000. At least three bids shall be solicited on each purchase subject to bidding whenever feasible.

The Finance and Facilities Director may reject any or all bids if the he/she determines that acceptance of the bids would not be in the best interest of the Library.

*Items exempted from competitive bidding are as follows:*

1. Professional Services as outlined in RSMO 182.630.
2. Works of art.
3. Purchases made cooperatively with other units of government.
4. Purchases from federal, state, or other local governmental units.
6. Only source items.
7. Emergency situations shall be defined as situations in which operation of the Library would be seriously hampered, or when protection and preservation of public properties would not be possible by using the usual purchasing procedures.

(Revised 01/2019)
Appendix H. Travel

A. Travel Advances

Library representatives may obtain a Travel Advance upon request and with approval of the Library Director and CEO or designee. Requests for advances must be made via a Request for Payment form and must be approved by the Library Director and CEO or designated representative. An accounting for expenses incurred and settlement of any advance received must be made within ten (10) days after completion of the trip for which the advance was obtained. If an accounting for expenses incurred and settlement of the advance has not been made after completion of the trip for which the advance was obtained, the amount of the advance shall be deducted from the employee's next paycheck unless prior to that date a properly prepared expense report has been submitted and any unused funds are returned to the Library. If the individual is a member of the Library Board, they shall be referred to the Chairperson of the Board. In no event shall a second advance be approved until any prior advance has been accounted for.

B. Enforcement of Travel Policy

The Finance and Facilities Director or designee shall review all travel expense reports for completeness and proper documentation.

Expense reports of the Library Director and CEO and Board of Trustees, shall be reviewed for completeness and proper documentation by the Finance and Facilities Director. Any missing documentation will be forwarded to the Chairman of the Board of Trustees for the Board's follow up and approval.

Incidents of extravagance and lack of documentation will be referred to the Library Director and CEO for follow up if the Finance and Facilities Director is unable to resolve satisfactorily.

C. Out of Town Travel

1. Transportation

   a. Transportation costs not originating from the Kansas City area, including airline, bus, train, taxicabs, and streetcar fares, will be reimbursed based upon actual expense incurred. Transportation costs not needed to go directly to the destination and return or to and from out of town living accommodations are not subject to reimbursement.

   b. Use of private automobiles must be authorized by the Library Director and CEO or designated representative. In such cases Board or staff members driving to Library business meetings shall be reimbursed, based upon current mileage rate, up to the first five hundred (500) miles and seventy percent (70%) of current mileage rate, rounded to the nearest half (½) cent for any mileage over five hundred (500) on a one way or round trip.

      Reimbursement will also be made for necessary parking and toll charges.

      Mileage expense should not exceed the average cost of a round trip airplane coach class ticket to the destination.
c. Where the use of private automobiles is authorized for the convenience of the Library representative, there shall be no reimbursement for hotel or motel accommodations between the Kansas City area and the location of the meeting which the representative will be attending. Additional meals necessitated by the driving of private automobiles will not be reimbursed.

d. Under certain circumstances, the use of a rental vehicle will be approved while at the meeting. An example would be flying into a city but the meeting was at a location many miles away without air transportation.

2. Lodging

Reimbursement for lodging will be for the actual cost incurred for a single room unless specific approval has been granted for other accommodations. On extended trips, weekly rates should be obtained if available. Receipts for lodging must be attached to the expense report.

3. Meals

a. Meals are reimbursed for the actual cost incurred. Costs should be reasonable and are subject to the approval of the Library Director and CEO or their designee. Alcohol is not reimbursable or an allowable expense.

b. The actual cost of guest meals when incurred in the best interests of the public Library will be reimbursed subject to the review and approval of the Library Director and CEO or their designee.

Generally, guest meals are appropriate only when Library business is discussed immediately preceding, during, or following the meal.

4. Incidentals

Miscellaneous costs such as tips will be reimbursed on an actual cost incurred basis, subject to the approval of the Library Director and CEO or designated representative, but must always be necessary travel costs and reasonable in amount.

5. ALA, PLA and MLA Conventions

A lump sum expense allowance will be calculated for conventions which have a rotation list of attendees of Mid-Continent Public Library employees. This allowance will take into account the cost for registration at the early-bird member rate, transportation, meal and lodging costs for a fixed number of days and nights, usually four days and three nights for ALA and PLA and three days and two nights for MLA when it is out of the local area. All of the other sections of the Travel Policy still apply except there will be no reimbursement for expenses above the set amount. Employees who serve on ALA and PLA committees and are required to spend more days at the convention will be reimbursed for the additional expenses.
Local Travel

1. Transportation
   a. Private automobile--Use of private automobiles for the purposes of mileage reimbursement must be authorized by the Library Director and CEO or their designee. In such cases, the cost of such usage will be reimbursed based upon actual miles driven on Library business at the current mileage rate.

   Reimbursement will also be made for necessary parking and toll charges. No other method of reimbursement for costs related to use of a private automobile is authorized.

   b. Other local transportation--All other modes of local transportation must be approved in advance by the Library Director and CEO or designated representative or reimbursement will not be made for costs incurred.

2. Meals
   a. Reimbursement of costs incurred for local meals will not be reimbursed unless authorized by the Library Director and CEO or designated representative.

3. Incidents

   Miscellaneous costs such as tips will be reimbursed on an actual cost incurred basis, subject to the approval of the Library Director and CEO or designated representative, but must always be necessary travel costs and reasonable in amount.

Travel Expense Reports

1. All expenses incurred by a representative of the public Library whether for out-of-town travel or local travel must be recorded on the prescribed forms. Sufficient details for all expenses, including names of guests and reason for having the guest when expenses are incurred on guests' behalf, must be explained on the expense report so that review can be made to determine propriety and reasonableness. Receipts for meals, including guest meals, totaling the amount of the current government high meal per diem or more for any one day, and receipts for lodging and transportation charges must accompany report.

2. A separate expense report must be submitted for each out-of-town trip.

(Revised 01/2019)
600 DEVELOPMENT

602. DEVELOPMENT GOAL
604. SOLICITATION AND USE OF DONATED FUNDS
606. AUTHORITY REGARDING GIFT ACCEPTANCE
608. USE OF LEGAL COUNSEL
610. RESTRICTIONS ON GIFTS
612. ACCEPTABLE GIFTS
614. INDEPENDENT COUNSEL FOR DONORS
616. DONOR PRIVACY
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Appendix A. Association of Fundraising Professionals’ Code of Ethical Standards
Appendix B. The Donor Bill of Rights
Appendix C. Model Standards of Practice for the Charitable Gift Planner
Appendix D. Criteria for Gift Acceptance
600 DEVELOPMENT

602. DEVELOPMENT GOAL

The Mid-Continent Public Library Board of Trustees believes that the Library District’s mission may be best fulfilled through a broad base of support from various sources. While primarily assisted through tax revenues, the Library District relies on solicitation and acceptance of charitable gifts to broaden and diversify its abilities to serve the citizens of the Library District. All fundraising and development efforts should be guided by the principle of access with the intention of providing new ways for the community to engage with and support Mid-Continent Public Library. The principal basis for making a charitable gift should be a desire on the part of the donor to support the Mid-Continent Public Library.

(Adopted 01/2019)

604. SOLICITATION AND USE OF DONATED FUNDS

The Mid-Continent Library Board of Trustees allows the Library Director and CEO and Library Development Department Staff to seek outright gifts and future gift commitments that are consistent with the Library’s mission and the Resource Development Policy. Donations will generally be accepted from individuals, corporations, foundations, organizations, government agencies, or other entities without limitations – unless acceptance of gifts from any source is inconsistent with the Library’s vision, mission, and or core values. All fundraising and development efforts conducted by the Library Director and CEO, Development Staff, and or Board of Trustees shall abide by the Association of Fundraising Professionals’ Code of Ethical Standards (Appendix A) as well as conform to relevant federal and state laws. The Library Director and CEO, Development Staff, and or Board of Trustees shall also abide by the Donor Bill of Rights (Appendix B) and Model Standards of Practice for the Charitable Gift Planner (Appendix C) in all matters related to fundraising and development activities. All Board of Trustees are expected to participate in donor identification, cultivation, solicitation, recognition, and appreciation as recommended by the Fundraising and Development Committee. The Fundraising and Development Committee is comprised of a minimum of four current Board of Trustees and may include up to three additional non-Board members. The provisions of these policies will apply to all gifts received by the Library or Community Foundations on the Library’s behalf.

Appendix A. Association of Fundraising Professionals’ Code of Ethical Standards
Appendix B. The Donor Bill of Rights
Appendix C. Model Standards of Practice for the Charitable Gift Planner

(Adopted 01/2019)

606. AUTHORITY REGARDING GIFT ACCEPTANCE

The Fundraising and Development Committee of the Mid-Continent Public Library Board of Trustees is responsible for screening and accepting (or rejecting) gifts over $400,000 and those gifts that the Library Director and CEO, in consultation with the Development Director, refers to the Committee for review in accordance with the Resource Development Policy.
The Fundraising and Development Committee makes recommendations to the Board of Trustees on gift acceptance issues, as necessary and appropriate.

The Development Department, under the direction of the Fundraising and Development Director (with the consent of the Fundraising and Development Committee and consultation of the Library Director and CEO), is primarily responsible for the planning, promotion, solicitation/facilitation, receipt, documentation, application and disposition of all charitable gifts made for the benefit of the Mid-Continent Public Library.

All gifts, pledges, and deferred-gift commitments will require formal documentation before being recognized as a charitable contribution to the Library.

Fundraising related to the benefit of specific branches will be coordinated through the Development Department.

(Adopted 04/17/2012 / Revised 01/2019)

608. USE OF LEGAL COUNSEL

The Library Director and CEO, Development Department, and or the Fundraising and Development Committee of Mid-Continent Public Library Board of Trustees shall seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate.

Review of counsel will be sought for:

- closely held stock transfers that are subject to restrictions or buy-sell agreements,
- documents naming the Library District as Trustee,
- gifts involving contracts, such as bargain sales or other documents requiring the Library to assume an obligation,
- transactions with a potential conflict of interest, and
- other instances in which the use of counsel is deemed appropriate by the Fundraising and Development Committee.

Counsel consulted in the matters referenced above will not be a member of the Board of Trustees or the Fundraising and Development Committee.

(Adopted 01/2019)

610. RESTRICTIONS ON GIFTS

Donors may designate their gift(s) for a specific purpose. If the purpose is for something outside of a Library need or an established fund, acceptance of the gift is subject to review and approval by the Fundraising and Development Committee.

Mid-Continent Public Library will not accept gifts that (a) would result in violation of the Library’s mission and/or core values, (b) are too difficult or expensive to administer in relation to gift value, (c) are made on the condition or expectation that the gift will be loaned or given back to the donor or the donor’s designee for life or extended periods of time determined by the donor, (d) would result in any undesirable consequences for the Library, and/or (e) are for purposes outside the Library’s mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal will be made by the Fundraising and
Development Committee upon the recommendation of the Library Director and CEO in consultation with the Development Director.

(Adopted 01/2019)

612. ACCEPTABLE GIFTS

The Mid-Continent Public Library Board of Trustees accepts gifts of donation.

The following gifts are generally accepted without review:

- Cash
- Securities

The following gifts are generally accepted subject to review:

- Tangible Personal Property
- Real Estate
- Remainder Interests in Property
- Oil, Gas, and Mineral Interests
- Bargain Sales
- Life Insurance
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Lead Trusts
- Retirement Plan Beneficiary Designations
- Bequests
- Life Insurance Beneficiary Designations

Criteria governing the acceptance of each gift form are outlined in Appendix D.

Appendix D. Criteria for Gift Acceptance

(Adopted 04/17/2012 / Revised 01/2019)

614. INDEPENDENT COUNSEL FOR DONORS

Because each individual’s financial and tax-planning circumstances vary, the Library shall encourage all donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. Neither the Library’s staff or the Mid-Continent Public Library Board of Trustees may act as a personal consultant or tax advisor to any donor. It is the responsibility of the donor(s) to obtain, and bear the costs of, independent legal counsel.

(Adopted 01/2019)


616. DONOR PRIVACY

Donor information that should be private and confidential will not be made public. All donors to the Library will be provided the opportunity to give anonymously or remove their names and or gift amounts from publicity released by the Library. The Library will not sell or rent donor information. Donor lists may be shared with partner organizations for the purpose of promoting a jointly-sponsored event or program.

(Adopted 01/2019)

618. DONOR RECOGNITION AND NAMING OPPORTUNITIES

All donors will receive a formal receipt and acknowledgement of his/her donation within seven working days upon receipt of a gift by the Mid-Continent Public Library Development Department. Donors may also be recognized publicly through Library publications and during appropriate events (unless a donor has requested to remain anonymous).

Special fundraising campaigns and capital projects may allow for a selection of named or commemorative gift opportunities to be made available to donors depending on donation amounts and designations. All donor recognition and naming opportunities, beyond basic donor recognition, will be provided to the Fundraising and Development Committee of the Mid-Continent Public Library Board of Trustees for approval by the Development Department prior to release. Any donor recognition or naming opportunity sought by a donor outside of a formal program will be brought to the Fundraising and Development Committee in a timely way for consideration.

No naming should be approved or (once approved) continued that will call into serious question the public respect of the Library.

(Adopted 01/2019)

620. SPONSORSHIPS AND PARTNERSHIPS

The Fundraising and Development Committee of the Mid-Continent Public Library Board of Trustees recognizes that the support of institutions, businesses, nonprofit organizations, and community groups to enhance or improve Library activities, services, events, and programs may come through the establishment of sponsorships or collaborative partnerships. These relationships serve as a means to pool resources and to advance the Library’s vision, mission, and strategic plan.

The Library will only enter into sponsorships and collaborative partnerships determined to be in the best interest of the Library. Sponsorships and collaborative partnerships will be subject to the approval of the Library Director and CEO. Agreements between the Library and its sponsors and partners must be beneficial to all parties. Sponsorships do not imply Library endorsement of the sponsor or its products or services. Sponsors are responsible for their own determination of deductibility and gift valuation for tax purposes.

(Adopted 01/2019)
**622. ENDOWMENT FUNDS**

The Library may accept gifts designated for existing endowment funds (the Genealogy Endowment or the Summer Reading Fund Endowment) or consider proposals to establish new permanently endowed funds. Permanently endowed funds established through the Library require a minimum contribution of $25,000 or a pledge of $5,000 per year for five years. Proposals for establishing endowed funds should be directed to the Development Department for presentation to the Fundraising and Development Committee for consideration and approval. Endowment funds may be established to support restricted purposes to the extent that they are appropriate, practical, and in the best interest of the Library to accomplish the donor’s 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 Fundraising and Development Committee reserves the right to redirect earnings or to re-designate the corpus in a manner consistent with the needs of the Library.

(Adopted 07/2014 / Revised 01/2019)

**624. GIFT AND GRANT FUNDS HELD BY COMMUNITY FOUNDATIONS**

The Mid-Continent Public Library Board of Trustees reserves the right to invest charitable gifts made to the Library into funds held at the Greater Kansas City Community Foundation or Truman Heartland Community Foundation as deemed appropriate by the Library Director and CEO in consultation with the Finance and Facilities Director and Fundraising and Development Director.

(Adopted 01/2019)

**626. CHANGES TO RESOURCE DEVELOPMENT POLICIES**

These policies and guidelines have been reviewed and accepted by the Fundraising and Development Committee of the Mid-Continent Public Library Board of Trustees. The Fundraising and Development Committee of the Board of Trustees must approve any changes to or deviations from these policies.

(Adopted 01/2019)
Appendix A. Association of Fundraising Professionals’ Code of Ethical Standards


The Association of Fundraising Professionals believes that ethical behavior fosters the development and growth of fundraising professionals and the fundraising profession and enhances philanthropy and volunteerism. AFP Members recognize their responsibility to ethically generate or support ethical generation of philanthropic support. Violation of the standards may subject the member to disciplinary sanctions as provided in the AFP Ethics Enforcement Procedures. AFP members, both individual and business, agree to abide (and ensure, to the best of their ability, that all members of their staff abide) by the AFP standards.

PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST

Members shall:

1. not engage in activities that harm the members’ organizations, clients or profession or knowingly bring the profession into disrepute.
2. not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.
3. effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members’ organizations.
5. comply with all applicable local, state, provincial and federal civil and criminal laws.
6. recognize their individual boundaries of professional competence.
7. present and supply products and/or services honestly and without misrepresentation.
8. establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during and after any sale of materials and/or services.
9. never knowingly infringe the intellectual property rights of other parties.
10. protect the confidentiality of all privileged information relating to the provider/client relationships.
11. never disparage competitors untruthfully.

SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

Members shall:

12. ensure that all solicitation and communication materials are accurate and correctly reflect their organization’s mission and use of solicited funds.
13. ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.
14. ensure that contributions are used in accordance with donors’ intentions.
15. ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
16. obtain explicit consent by donors before altering the conditions of financial transactions.
TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

Members shall:

17. not disclose privileged or confidential information to unauthorized parties.
18. adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client.
19. give donors and clients the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.
20. when stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines adopted by the appropriate authority.

COMPENSATION, BONUSES & FINDER’S FEES

Members shall:

21. not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder’s fees or contingent fees.
22. be permitted to accept performance-based compensation, such as bonuses, only if such bonuses are in accord with prevailing practices within the members’ own organizations and are not based on a percentage of contributions.
23. neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
24. not pay finder’s fees, commissions or percentage compensation based on contributions.
25. meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or client.
Appendix B. The Donor Bill of Rights

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.

The Donor Bill of Rights states that:

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:

I. 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.

II. 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.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.
Appendix C. Model Standards of Practice for the Charitable Gift Planner

PREAMBLE

The purpose of this statement is to encourage responsible gift planning by urging the adoption of the following Standards of Practice by all individuals who work in the charitable gift planning process, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals (collectively referred to hereafter as "Gift Planners"), and by the institutions that these persons represent. This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial, and tax considerations, and as such often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

I. PRIMACY OF PHILANTHROPIC MOTIVATION
   The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.

II. EXPLANATION OF TAX IMPLICATIONS
   Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

III. FULL DISCLOSURE
   It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act or purport to act as a representative of the donor, without the express consent of both the charity and the donor.

IV. COMPENSATION
   Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finders fees, commissions or other fees by a donee organization to an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations. Likewise, commission-based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

V. COMPETENCE AND PROFESSIONALISM
   The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area, and shall advise donors only in areas in which he or she is professionally qualified. It is a hallmark of professionalism for Gift Planners that they realize when they have reached the limits of their knowledge and expertise, and as a result, should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.
VI. CONSULTATION WITH INDEPENDENT ADVISORS
A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisors of the donor's choice.

VII. CONSULTATION WITH CHARITIES
Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donee organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor, to obtain the charity's input in the gift planning process.

VIII. DESCRIPTION AND REPRESENTATION OF GIFT
The Gift Planner shall make every effort to assure that the donor receives a full description and an accurate representation of all aspects of any proposed charitable gift plan. The consequences for the charity, the donor and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.

IX. FULL COMPLIANCE
A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.

X. PUBLIC TRUST
Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have no vested interest that could result in personal gain.

Appendix D. Criteria for Gift Acceptance

1. Cash. Cash is acceptable in any form. Checks may be made payable to: Mid-Continent Public Library or Consolidated Library District #3 and may include a branch designation. All cash gifts should be delivered to the Development Department upon the date of receipt.

2. Securities. Mid-Continent Public Library can accept both publicly traded securities and closely held securities upon approval by the Mid-Continent Public Library Board of Trustees.
   - Publicly Traded Securities. Marketable securities may be transferred to an account maintained by the Truman Heartland Community Foundation, or delivered physically with the transferor’s signature or stock power sent separately. As a general rule, all marketable securities shall be sold upon receipt. In some cases, marketable securities may be restricted by applicable securities laws. In such instances the final determination of the acceptance of the restricted securities shall be made by the Fundraising and Development Committee.
   - Closely Held Securities. Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interest in limited partnerships and limited liability companies, or other ownership forms, can be accepted subject to the approval of the Fundraising and Development Committee. However, gifts must be reviewed prior to acceptance to determine:
     - There are no restrictions on the security that would prevent the Library from ultimately converting those assets to cash.
     - The security is marketable.
     - The security will not generate undesirable tax consequences for the Library.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The Fundraising and Development Committee and legal counsel shall make the final determination on the acceptance of closely held securities when necessary. Every effort will be made to sell non-marketable securities as quickly as possible. The Library will retain the right to select the broker for all stock related transactions.

3. Tangible Personal Property. All gifts of tangible personal property (gifts-in-kind), including but not limited to books and artwork, shall be examined in light of the following criteria:
   - Does the property fulfill the mission of the Library?
   - Is the property marketable?
   - Are there any unacceptable restrictions on the use, display, or sale of the property?
   - Are there any carrying costs for the property?
   - Can the authenticity of the property be verified by a qualified professional?
   - Is the title of the property clear?
   - Are there any special IRS reporting requirements with respect to the acceptance or sale of said donated property?
Restrictions imposed by the donor regarding sale, maintenance, administration, and/or display of donated items will be reviewed by the Fundraising and Development Committee (in consultation with the Finance and Audit Committee), as will items that will require additional funding to maintain or support them. Generally, such gifts can be accepted only if any additional expenses are underwritten by the donor.

The Fundraising and Development Committee shall make the final determination on the acceptance of tangible property gifts.

a) Gifts Intended for Resale. Gifts of tangible property intended for resale such as artwork, collections, or antiques are subject to prior approval of the Fundraising and Development Committee.

b) Gifts of Books and Other Materials for the Library. Gifts of books and materials intended for use by the Library will be received without condition and will be reviewed by the Collection Development Department. Gift materials will be accepted by the Library only if they meet the same standards required of purchased materials. Gift materials not meeting these standards (including any that are out-of-date, unneeded duplicates, or in a format unsuitable for Library use) may be given to other organizations, sold, exchanged, or recycled. Donations of historic and/or genealogical value will be reviewed by the Midwest Genealogy Center Staff and vetted for appropriateness and incorporation into the MGC collection.

c) Gifts of Art for the Library. Gifts of art for use in the Library will be reviewed for acceptance by the Library Director and CEO or by a committee so designated by the Mid-Continent Public Library Board of Trustees.

d) Gifts of Equipment and Inventory for the Library. Gifts of equipment and other inventory, such as software, will be accepted if they serve the purposes of the Library and would otherwise need to be purchased. The decision to accept such gifts will be made by the Library Director.

4. Real Estate. Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the Library shall require an initial environmental review of the property to ensure that the property has no environmental damage. In the event that the initial inspection reveals a potential problem, the Library shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, a title binder shall be obtained by the Library prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be reviewed and approved by the Building Committee, Fundraising and Development Committee and by the Library’s legal counsel. Criteria for acceptance of the property shall include, but not be limited to, the following:
• Is the property useful for the purposes of the Library?
• Is the property marketable?
• Are there any restrictions, reservations, easements, or other limitations associated with the property?
• Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
• Does the environmental audit reflect that the property is not damaged?
• Is the property the subject of litigation or other dispute?

Generally, gifts of real property are accepted with the provision that they be sold as soon as can be arranged to the maximum advantage of the Library unless they are appropriate for us by the Library. Gifts subject to a retained life estate normally will carry a requirement that the life tenant bear all expenses of the property during life tenancy.

5. Remainder Interests in Property. The Library will accept a remainder interest in a personal residence, farm or vacation property subject to the provisions of section 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, the Library may use the property or reduce it to cash. When the Library receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

6. Oil, Gas, and Mineral Interests. The Library may accept oil and gas property interests, when appropriate. Prior to acceptance of an oil and gas interest the gift shall be approved by the Fundraising and Development Committee, and if necessary, by the Library’s legal counsel. Criteria for acceptance of this property should include:

• Gifts of surface rights should have a value of $20,000 or greater.
• Gifts of oil, gas, and mineral interests should generate at least $3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift).
• The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
• A working interest is rarely accepted. A working interest may only be accepted when there is a plan to minimize potential liability and tax consequences.
• The property should undergo an environmental review to ensure that the Library has no current or potential exposure to environmental liability.

7. Bargain Sales. The Library will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of the Library. All bargain sales must be reviewed and recommended by the Fundraising and Development Committee (in consultation with the Finance and Audit Committee) and approved by the Mid-Continent Public Library Board of Trustees. Factors used in determining the appropriateness of the transaction include:

• The Library must obtain an independent appraisal substantiating the value of the property.
• If the Library assumes debt with the property, the debt ratio must be less than 50% of the appraised market value.
• The Library must determine that it will use the property, or that there is a market for sale of the property, allowing sale within 12 months of receipt.
• The Library must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.

8. Life Insurance. The Library must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The Library may accept only whole life insurance policies. If the donor contributes future premium payments, the Library will record the entire amount of the additional premium payment as a gift in the year it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Library may:

• continue to pay the premiums;
• convert the policy to paid up insurance; or
• surrender the policy for its current cash value.

9. Charitable Gift Annuities. The Library may offer charitable gift annuities. The minimum gift for funding is $10,000. The Library Director and CEO may make exceptions to this minimum. The minimum age for life income beneficiaries of a gift annuity shall be 55.

Where a deferred gift annuity is offered, the minimum age for the life income beneficiaries shall be 45. No more than two life income beneficiaries will be permitted for any gift annuity.

Annuity payments may be made on a quarterly, semi-annual or annual schedule. The Library Director and CEO may approve exceptions to this payment schedule.

The Library will not accept real estate, tangible personal property, or any other illiquid asset in exchange for current charitable gift annuities. The Library may accept real estate, tangible personal property, or other illiquid assets in exchange for deferred gift annuities so long as there is at least a 5-year period before the commencement of the annuity payment date, the value of the property is reasonably certain, and the Library Director and CEO approves the arrangement subject to approval from the Finance and Audit Committee in consultation with the Fundraising and Development Committee.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall be transferred to the Library’s general fund (housed at the Truman Heartland Community Foundation) or to such specific fund as designated by the donor.

10. Charitable Remainder Trusts. The Library may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Finance and Audit Committee. The Library will not accept appointment as trustee of a charitable remainder trust.

11. Charitable Lead Trust. The Library may accept a designation as income beneficiary of a charitable lead trust with the approval of the Finance and Audit Committee. The
Mid-Continent Public Library Board of Trustees will not accept an appointment as Trustee of a charitable lead trust.

12. Retirement Plan Beneficiary Designations. Donors and supporters of the Library will be encouraged to name Mid-Continent Public Library or a fund held at a Community Foundation on behalf of the Library as beneficiary of their retirement plans. Such designations will not be recorded as gifts to the Library until such time as the gift is received.

13. Bequests. Donors and supporters of the Library will be encouraged to make bequests to Mid-Continent Public Library under their wills and trusts. Such bequests will not be recorded as gifts to the Library until such time as the gift is received. The Library will not, however, provide legal advice with respect to the making of such gifts and will strongly encourage donors to seek independent legal counsel.

14. Life Insurance Beneficiary Designations. Donors and supporters of the Library will be encouraged to name Mid-Continent Public Library as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to the Library until such time as the gift is received.

(Adopted 04/17/2012 / Revised 01/2019)
700 COMMUNITY RELATIONS

702. COMMUNITY RELATIONS GOAL

704. LEGISLATIVE EFFORT TO IMPROVE LIBRARY SERVICE

706. COOPERATIVE EFFORTS WITH COMMUNITY AND CULTURAL AGENCIES AND ORGANIZATIONS

708. COMMUNITY BULLETIN BOARD / DISPLAY TABLES

710. EMERGENCY AND CRISIS COMMUNICATIONS
700 COMMUNITY RELATIONS

702. COMMUNITY RELATIONS GOAL

The Mid-Continent Public Library Board of Trustees shall establish an effective community relations program with the purpose of maintaining effective communications and increasing understanding between the Library and individuals, groups, and government agencies. The Library’s relationships within its community are vital in achieving the Library’s mission. An effective community relations program will build relationships and increase Library relevance through public relations, marketing, promotions, and government relations activities.

(Adopted 01/2019)

704. LEGISLATIVE EFFORT TO IMPROVE LIBRARY SERVICE

The Mid-Continent Public Library Board of Trustees and Staff of Mid-Continent 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 its District.

(Adopted 01/2019)

706. COOPERATIVE EFFORTS WITH COMMUNITY AND CULTURAL AGENCIES AND ORGANIZATIONS

The Mid-Continent 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.

The Mid-Continent Public Library 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 Director and CEO, within the scope of his/her administrative responsibilities, may appoint staff members to represent the Library and promote communication with community groups and organizations.

(Adopted 01/2019)

708. COMMUNITY BULLETIN BOARD / DISPLAY TABLES

Materials from political subdivisions, educational institutions or individuals will be allowed to affix/place an item of community interest on community bulletin boards within Library branches. Materials in multiple copies may be stacked or arranged in various areas of the branch for distribution.

A political subdivision is a tax-supported, i.e., schools, municipalities, and their departments.

Materials from non-profit organizations will be handled on a case-by-case basis.
The Library will not distribute multiple copies of materials from for-profit organizations. Upkeep of the materials is the responsibility of its organization. If materials become outdated, they may be removed by branch staff.

All materials must be approved by the Branch Manager and or Associate Director of Public Services.

(Revised 01/2019)

710. EMERGENCY AND CRISIS COMMUNICATIONS

In the event, an out-of-the-ordinary event occurs that creates significant and immediate interest by the media or the public, the Library Director and CEO will activate the staff’s internal Crisis Communication Plan and notify the President of the Mid-Continent Public Library Board of Trustees.

(Adopted 01/2019)
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