



# **POLICY MANUAL**

CCL's Official Public Policies Adopted By:

# The Board of Trustees of Christian County Library

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## **MISSION STATEMENT**

Building community for all through access, innovation, and engagement.

*Updated November 2022*

## **OPERATIONAL STEWARDSHIP GUIDELINES**

### Section 1: Collection Development

"These Libraries have improved the general Conversation of Americans, and made the common Tradesmen and Farmers as intelligent as most Gentlemen from other Countries" - Benjamin Franklin

#### **A) Purpose and Scope**

This policy is intended to provide guidance, principles and framework through which library staff develop and maintain the Christian County Library collection. Christian County Library is

currently served by four branch locations, each with limited space to house physical materials. The library works to increase access through means such as digital resources and interlibrary loan. Furthermore, the library builds and provides access to a collection that addresses the informational, educational, cultural, and recreational needs for citizens of Christian County. This can be achieved through a variety of nontraditional formats and delivery mechanisms including but not limited to digital platforms, library of things, outreach, and interlibrary loan.

*Added March 2026*

## **B) Guiding Principles**

It is important to build and galvanize a collection that addresses foundational needs of Christian County's citizens at each stage of life.

Library science is built upon the provision of resources, services and programs to specific communities of people. Like books, no two libraries should be the same because each community is unique and special in its own way.

Christian County Library believes in the right of local librarians to develop, organize, and oversee programs, resources, and collections for their respective communities. As such, CCL believes in creating the best library for the citizens of Christian County.

The library is committed to providing a safe, and enriching collection for children and young adults, while maintaining intellectual freedom and access to a diverse range of ideas and resources.

Collections for children, young adults, and adults are historically separate for a reason. CCL endeavors to better understand, identify, and define the factors that delineate these collections.

*Added March 2026*

## **C) Definitions**

### **Collection Development**

Collection development is the ongoing process of assessing materials for purchase, subscription or licensing and determining their inclusion or retention for a community's current informational, educational, cultural, and recreational needs. This includes the maintenance of physical and digital formats of materials and electronic resources.

## **Interlibrary Loan**

Interlibrary Loan are materials that are borrowed from select libraries across the contiguous 48 states for an individual at our library to use for a short term loan. ILL expands our library's resources while conserving space in our branches for more locally desired titles.

## **Library of Things**

The Christian County Library of Things is a collection of objects that are not typical library formats. These items are curated to improve the lives of patrons while saving the cost of purchasing them personally or having to use personal space to store them. The Library of things inspires and supports STEM learning, outdoor and indoor recreation, crafting and other occupational pursuits.

*Added March 2026*

## **D) Community Served (Source: Census Bureau)**

Understanding the community we serve is necessary to provide the best set of resources possible for Christian County. The Christian County Library currently serves an estimated 96,045 residents as of July 1, 2024. with four library branch locations along the highway 14 corridor reaching both east and west portions of the county. We also partner with Community Partner Locations to maximize access to the public to drop off and/or pick up materials.

### **Statistical Markers**

- 24.6% of the citizens here are under 18 which exceeds the national average which is about 21.5%.
- Households in Christian County average 2.63 people per home.
- 9-13% of people here live with a disability.
- Christian County is a community that commutes, averaging 25.5 minute drives to work.
- There are 2,098 employer establishments in Christian County, employing 16,831 workers.
- The county's poverty rate is 8%.
- An estimated 7% of people are veterans.
- Population change from 2010 to 2020 was 42.63%. Missouri was at 7.1% and the national average was 9.75%. Christian County is in the top 3 fastest growing counties in the state.
- 42.25% of Christian County's population is rural.

*Added March 2026*

## **E) MATERIALS SELECTION POLICY**

### **The Role of the Library in the Community**

The role of the Christian County Library is to serve the informational, cultural, educational, and recreational needs of all Christian County residents by selecting, acquiring, organizing, and making available our materials and services.

- We seek to foster an atmosphere of free inquiry and to provide information without bias or discrimination.
- We cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information.
- We have the responsibility to uphold the principles of freedom of expression and the public's "right to know."

### **F) A Summary of Our Materials Selection Policy**

The public Library is the institution in our society which provides diverse viewpoints on a wide range of topics of interest--including political, social and religious--without censorship or bias. Because of this, the Christian County Library chooses materials representing different points of view, limited only by our selection criteria, budget, and the space in our facilities.

In considering which materials to place in the Library, we will not automatically include or exclude an item based on any of the following criteria:

- Race, religion, nationality, or political views of an author;
- Frankness or coarseness of language;
- Controversial nature of an item; or
- Endorsement or disapproval of an item by any individual or organization in the community.

*Updated September 2025*

### **G) How We Decide What to Buy**

The Library's material selection committee is comprised of staff from both the Collection Services and Youth Services departments and is responsible for the selection of materials using guidelines set by the Director of Collection Services and the Director of Youth Services. Other staff and patrons can make suggestions for purchase. The committee consults various sources and uses the following criteria when making selections:

- Reviews from professional journals, popular magazines, and other media.
- Expressed or anticipated patron demand.
- Timeliness or permanence of the material.
- Quality, accuracy, or authenticity of materials.
- Inclusion of materials in a special bibliography or index.
- Scope and depth of our present collection or the availability of materials at other libraries in the area.
- Reputation or authority of the author or publisher.
- Format and price of material as well as space available to house it.

No single criterion is used to justify a purchase; materials selectors consider all the criteria in reaching a decision. The Director of Collection Services and the Director of Youth Services make all final acquisition decisions.

#### **H) How Items are Placed in the Library**

Placement of print materials in the Library is generally determined by publisher's grade and age reading recommendations. While materials are separated for ease of use, patrons are not limited to these recommendations. All patrons are welcome to browse and check out any materials in the collection. A minor's use of the library is the sole responsibility of their parent or guardian.

The children's areas of the library contain materials recommended for birth to age 11, or birth to grade 6. Teen areas contain materials recommended for age 12 to 17, or grade 7 to 12. All other areas are intended for use by all ages and contain materials recommended for age 18 and up. Areas of the Library such as entryways or service desks are considered common areas and may contain displays of materials for children and adults.

#### **I) How You Can Have a Say**

[Suggestions for purchase](#) (including donations) from the community are encouraged and are given serious consideration. All materials added to the collection by suggestion or gift must meet the same criteria as ordinarily used in choosing items as found in the Materials Selection Policy. For information about donations, see the [Donations Policy](#).

If a patron is concerned about a library service such as an item in the collection, event, display, or presentation a [Request for Reconsideration form](#) may be submitted and the Executive Director will respond.

#### **J) Youth and the Library**

The Library makes a broad selection of materials and information available for everyone, including children and teenagers. The Library has special areas for children and teens with materials that appeal to various ages and interests. The Library also offers reading challenges, storytimes, and other special programs for young people that often reference our collection. Programs such as these help kids learn to enjoy libraries and use them for their information and entertainment needs.

Parents and/or legal guardians are responsible for what their children check out from the Library. Being a Library cardholder is an excellent chance for children to learn about responsibility: how to choose what to read, making sure Library materials are returned on time, and paying fines when materials are overdue.

The Library must meet the diverse needs of everyone in the community, therefore the Library selects materials that will provide a broad range of viewpoints and subject matter. The Library cannot overrule the rights and responsibilities of individuals by deciding who does or doesn't

have access to Library materials. Decisions about what materials are suitable for particular children should be made by the people who know them best -- their parents or guardians.

*Updated June 2023*

### **K) Display of Materials**

Library displays serve as a vital method for promoting the collection, and in doing so, they must prioritize content of the broadest possible appeal to the general population of Christian County. This commitment ensures that the library's efforts to highlight materials reflect its mission to meet the informational, educational, cultural, and recreational needs of all citizens.

In execution, the display policy is governed by adherence to regulatory standards, including the Missouri Code of State Regulations, 15 CSR 30-200 (Secretary of State). Specifically, under this regulation, the library must ensure that no age-inappropriate materials in any form, as defined in the library's collection development policy, shall be knowingly displayed in the library in areas designated by the library as containing materials predominantly for minors.

Further, library displays shall remain neutral with respect to contested social or political issues. Displays may celebrate national holidays and patriotic themes.

*Updated April 2026*

## **Section 2: DONATIONS POLICY**

Purpose: To outline the Library's gift acceptance guidelines and practices.

The Christian County Library welcomes and encourages gifts and donations to support its current operations and future development. The Library accepts money, property, bequests, stock, bonds, mutual fund shares, life insurance policies, print and non-print materials, or any other items which are consistent with the Library's mission statement.

In addition to gifts and donations made directly to Christian County Library, the Library Board of Trustees recognizes that gifts are accepted by the Christian County Library Foundation and the Friends of the Christian County Library. The primary function of these support organizations is to provide financial support to Christian County Library. The donor may choose which entity will receive their gift based on the mission of each organization, the donor's own wishes, and what the donor determines to be in their best financial interest. Each of these three entities is free to recommend one of the others as the best recipient if they feel they are not best equipped to use or manage the gift.

### **A) General Guidelines**

- Christian County Library welcomes any gift that furthers the Library's services, goals, objectives and priorities.
- Christian County Library will consider non-monetary gifts such as artwork, antiques, collectibles, or other personal property in light of the gift's relevance to Christian County Library's needs and objectives, the space required to house or store the gift, and the cost to maintain or preserve the gift. All accepted gifts become the property of the

Christian County Library to be used or disposed of in accordance with the Library's changing needs, unless otherwise agreed in a signed donor agreement.

- As the recipient of a gift, the Christian County Library will not assign a monetary value to that gift. Appraisals on non-monetary donations will be done at the donor's expense.

#### **B) Books and Non-Print Material Guidelines**

- Christian County Library welcomes gifts of books and non-print materials.
- Christian County Library may add donated materials to the collection, provided they meet the same selection criteria required of purchased materials, or pass them on to the Friends or Foundation for use in fundraising efforts which benefit the Library.
- Donated materials can be withdrawn in the same manner as purchased materials. Christian County Library does not accept responsibility for returning unused donations or notifying donors of withdrawal or replacement of donated items unless otherwise agreed in a signed donor agreement.
- It is understood that the Director of the Christian County Library and the independent governing boards of the Friends and the Foundation can change the criteria for the number and type of donations their own organization accepts as needed in accordance with their own bylaws and internal operating standards.

*Updated April 2019*

## **Section 2: MAINTENANCE & DISPOSAL OF LIBRARY PROPERTY AND FOUND ITEMS**

### **A) Collection Maintenance**

An integral part of collection development is weeding. Out-of-date materials that have no historical value or subject reference, worn volumes that need to be replaced with the same or a newer edition, and surplus copies which are no longer needed will be withdrawn from the collection. Weeding of each section of the collection shall include re-evaluation for gaps in coverage or unfilled needs and availability of space.

### **B) Library Property Disposal**

Any Library property - including print and non-print materials, equipment, supplies, and gifts (see [Donations Policy](#)) - with a current individual value of less than \$3,000 deemed no longer necessary or useful for Library purposes by Library Administrators may be discarded, traded in toward the purchase of new equipment, donated to appropriate not-for-profit groups, or made available for sale. Recognized Library support organizations like the Friends of the Christian County Library may be given priority if they use the items in fundraisers that benefit the Library.

Individual items having a current value of \$3,000 or more may be disposed of in the same ways, following approval by the Board of Trustees.

All legal requirements and agreements will be followed when removing from the Library's possession any equipment or materials obtained through a grant.

No favoritism shall be shown to members of the Library Board of Trustees, Library staff, or their relatives who make bids on or purchase any Library item put up for sale.

### **C) Unclaimed Items**

Items lost or abandoned on Library property will be placed in a secure area for one month, after which they may be disposed of as indicated above.

*Updated January 2020*

## **Section 3: CONFIDENTIALITY OF LIBRARY RECORDS & THIRD PARTY PARTNERS PRIVACY**

### **A) Purpose**

The purpose of this policy is to affirm the Christian County Library's dedication to the principle of confidentiality of Library patron records and expectation of privacy when using Library materials, and to identify those limited circumstances under which information regarding a patron's use of the Library will be released.

### **B) Scope**

The Board of Trustees of the Christian County Library accepts and endorses the [Policy on Confidentiality of Library Records](#) of the American Library Association and strictly abides by all local, state, and federal laws that govern privacy and confidentiality.

As defined by Mo. Rev. Stat. Title XI § [182.815](#) & [182.817](#) (2014), a "library record" refers to any document, record, or other method of storing information retained, received, or generated by a library that identifies a person or persons as having requested, used, or borrowed library material, and all other records identifying the names or confidential patron records of library users. The term "library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

No employee or agent of the Library, or third party contracted by the Library that receives, transmits, maintains, or stores Library records, shall release or disclose a Library record or portion of a Library record to any person or persons outside the operation of confidential Library business, except pursuant to federal, state, or local law where a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any cost incurred by the Library in any search through patron records, even under court order, shall be chargeable to the entity demanding such search.

The confidential patron Library records referred to in this Policy, whether print or electronic, include but are not limited to:

- Circulation records from any Library branch;
- Library card registration records;
- Interlibrary loan or patron material (holds) requests;
- Event registration and attendance records;

- Reference requests received in person or via email or telephone;
- Donation records including the donor's personal and financial information, payments, and communications with Library staff; and
- Patron computer, internet, e-materials, Library database, or website use records.
- The confidential information in these records includes, but is not limited to:
  - Subjects researched;
  - Materials consulted;
  - Individual titles borrowed; and
  - Patron library card number, name, address, phone number, email, DOB, financial transactions, and all other unique identifiers.

**C) Third Party Partners**

Any third party partners, providers, or services contracted by the Library District will be bound by this Confidentiality of Library Records and Third Party Partners Privacy Policy as well as by the laws of Missouri and any and all other relevant local, state, or federal laws governing privacy when collecting, storing, or utilizing any patron data or Library records required for the administration, delivery, or fulfillment of the Library service(s) they are contracted to provide.

For questions, concerns, or to obtain a list of the privacy policies for all currently contracted third party vendors with access to Library records please contact

[ask-a-librarian@christiancountylibrary.org](mailto:ask-a-librarian@christiancountylibrary.org) or visit [christiancountylibrary.org/privacy](http://christiancountylibrary.org/privacy).

*Updated June 2019*

**Section 4: FACILITIES BASICS**

**A) HOURS OF OPERATION**

The hours of operation for all Christian County Library Community Branches are as follows:

Monday - Thursday	Friday & Saturday	Sunday
9:00 a.m. - 7:00 p.m.	9:00 a.m. - 6:00 p.m.	Closed

All branches of Christian County Library are closed on Sundays and federal holidays. See the [Library Holiday Schedule](#) for a list of days.

*Updated May 2021*

**B) INCLEMENT WEATHER & EMERGENCY CLOSING POLICY**

Though some situations may require altered hours of operation or complete closure of one or more Christian County Library Community Branches, all reasonable attempts will be made to keep the Library open during weather-related or unplanned emergency events.

Library Branches, including drive-up service, will typically delay opening until noon if the corresponding public school district delays the start of their school day or closes due to inclement weather.

If conditions merit, the Executive Director or designated alternate may change the hours of operation as needed to protect the safety of staff and patrons.

If a weather-related or unexpected event occurs on a day school is not in session, the Executive Director or designated alternate will decide whether there will be delayed openings, abbreviated hours, or complete closings.

Unscheduled closings of any form will be announced to the public via the Christian County Library website, social media, physical signage when possible, local news media outlets, and voicemail.

*Updated October 2021*

### **C) LIBRARY HOLIDAY SCHEDULE**

Library will be closed to allow staff to observe the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve (early closing at 5:00 p.m.)
- Staff Training Day in April

If the holiday falls on a Sunday, it is observed the next Monday.

The Library may be closed on other days designated by the Board of Trustees, or for special circumstances or emergencies.

*Excerpt - Updated September 2021 - Parent Policy In CCL Personnel Manual "Holidays."*

### **D) FOOD & DRINK POLICY**

Meals or uncovered drinks are not allowed in the main portion of the Library. Patrons can have covered drinks and snack-like food items in the Library. Christian County Library staff reserve the right to ask any person to relocate or dispose of any consumable item at any time. The

meeting room has specific regulations regarding food and drink. Please refer to [Meeting & Study Rooms Policies](#) for more information.

*Updated February 24, 2014*

### **E) SMOKING POLICY**

Smoking is not permitted in the Library or on Library property.

### **F) WEAPONS POLICY**

Purpose: To outline the guidelines regarding weapons on library premises.

In accordance with [Chapter 571 Paragraph 030. section 8](#) Missouri Revised Statutes, individuals are prohibited from carrying weapons into the Library, except for those law enforcement and military officials specifically mentioned as being exempt from this law.

*Updated May 2019*

### **G) DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS**

Purpose: To outline the display of materials in the branches of the Library.

In certain branches, the Library provides bulletin boards inside the Library for posting announcements of a general nature for events or activities that are free to the public and of public interest. Announcements of a strictly personal or commercial nature will not be posted on public boards. To allow fair access in the limited space to all public organizations, multiple items from a single organization may be limited to the most recent item or layered together, and size limitations may be imposed. Flyers, brochures, pamphlets, etc., accepted for distribution in the Library must meet the same criteria. The Executive Director or designated alternative are the only Library employees authorized to approve or disapprove posting of community announcements.

Also, in certain branches, the Library provides exhibit space for display of locally-created arts and crafts, community projects or for collections of items of general interest. The displays are arranged by designated Library staff with space being available on a first come, first serve basis.

*Updated May 2019*

### **H) PETITIONING POLICY**

Petitioning inside Christian County Library buildings is prohibited. Petitioners wishing to gather signatures outside of the Library must first sign in with a Person in Charge (PIC) at the circulation desk and agree to abide by the Branch's written procedures before each petition gathering session. The circulation of petitions outside Library facilities must not impede the free access of the public to library entrances/exits, resources, or parking areas. Harassment of any kind of patrons or Library staff is prohibited. Petitioners violating this policy or the [Library's Code of Conduct](#) will be asked to leave Library property. Petitioners who violate this policy more than once, will be banned from petitioning.

*Updated October 2019*

## **I) FILM AND PHOTOGRAPHY POLICY**

Filming and photography are allowed to the extent that it does not interfere with or disrupt Library operations or violate Library policies and code of conduct. Filming or photography sessions that appear to compromise public safety, patron confidentiality, or security will be terminated.

The Library reserves the right to film and take photos in the Library and at Library sponsored events. The Library will strive to acquire consent through expressed (permission in writing) or oral consent (verbal) when taking pictures or video of patrons.

*Adopted December 2021*

## **Section 5: CONDUCT EXPECTATIONS**

### **A) LIBRARY CODE OF CONDUCT**

Christian County Library strives to provide the highest level of service to all Library users. In order to foster an environment in which the entire community is able to use the Library's resources, services, and programs as effectively as possible, we require that all patrons comply with the following rules of conduct. These rules are considered to be illustrative and not all-inclusive.

#### **Behavior Expectations**

- Any behavior that is disruptive, inappropriate, or that prevents effective use of the Library by others is prohibited.
- Patrons must speak softly when in open areas of the facilities so as not to be disruptive to the Library environment.
- The use of profane or threatening language or other harassment of Library patrons or staff will not be permitted.

#### **Dress Code & Hygiene Standards**

- Any state of undress, including shoes, is prohibited in the Library.
- Neglecting personal hygiene so that it is offensive and constitutes a nuisance to other patrons will not be allowed on Library property.
- Bathing, shaving, or washing clothes in public restrooms is not permitted.

#### **Personal Belongings, Animals, and Electronics In the Library**

- Weapons are not permitted (see [Weapons Policy](#)).
- Christian County Library reserves the right to request that patrons open purses, briefcases, packages, and parcels, or to search them if left unattended.
- Library patrons are expected to use a quiet voice in making or receiving cell phone calls at the Library. Phones should be switched to silent, vibrate, or a low volume ring setting so as not to disturb other patrons.

- The use of skateboards, rollerblades, or recreational scooters are not permitted on Library property. Bicycles are not permitted inside the Library.
- Animals are not allowed inside the Library unless they are a part of Library programming or qualify as [service animals](#) as defined by the Americans with Disabilities Act (ADA) and Missouri disability laws.

### **Use of Facilities**

- Selling, soliciting, panhandling, or loitering on Library premises is not permitted.
- Patrons are not allowed to sleep on Library furniture or within the Library building.
- Patrons may not receive phone calls on Library phones. If a caller asks to speak to a Library patron, staff will not confirm the patron's presence in the Library, respecting the right to privacy.
- The teen and children's areas of Library facilities are designed for children, teens, their families, and caregivers. Use of these areas by adults who are not parents, guardians, teachers, or caregivers may be restricted to ensure that patrons have adequate access to the resources provided specifically for them.
- To ensure safety, security, and service for all, the Library reserves the right to ask patrons to relocate to another area of the building.
- Library materials must be properly checked out before being removed from the building.
- Patrons should leave the Library promptly at closing time.

### **Consequences**

- Vandalism, misuse, theft, or destruction of Library facilities, equipment, or materials may be prosecuted.
- Violation of any of these rules, any Library policy, or any other applicable federal or state laws can result in a temporary ban, trespass, permanent expulsion, or arrest.

*Updated September 2025*

## **B) EQUAL EMPLOYMENT OPPORTUNITY (EEO) & NON-HARASSMENT POLICY**

### **Equal Opportunity Statement**

Christian County Library is committed to the principles of equal employment. The Library is committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is the intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Library is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting,

hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Library will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Library will take appropriate corrective action, if and where warranted. The Library prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

Both the Library and employees (current or prospective) are all responsible for upholding this policy. Any discussions or questions regarding equal employment opportunity should be directed toward an employee's Supervisor. If the question or complaint involves their Supervisor, it should be directed to another member of the Administrative Staff.

### **Policy Against Workplace Harassment**

Christian County Library has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, patrons, and clients are strictly prohibited and will not be tolerated.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;

- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Library or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

### **Other Harassment**

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

### **Reporting Discrimination and Harassment**

If an employee(s) feel that they have witnessed or have been subjected to any form of discrimination or harassment, they should immediately notify the person-in-charge, their immediate Supervisor, or any member of the Administrative Staff.

The Library prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

The Library will promptly and thoroughly investigate any claim and take appropriate action where it is found a claim has merit. To the extent possible, Administrative Staff will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Library determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Library may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Library will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

*Approved April 2020*

### **C) POLICY AGAINST WORKPLACE VIOLENCE**

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of everyone, Christian County Library is committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

#### **Zero Tolerance**

The Library has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, patrons, and visitors.

#### **Prohibited Conduct**

Prohibited conduct includes, but not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Library property or while performing Library business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

#### **Reporting Incidents of Violence**

Report to the Person-In-Charge, their immediate Supervisor, or any Administrative Staff member, in accordance with this policy, any behavior that compromises the ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. The employee(s) involved are expected to cooperate in any investigation of workplace violence.

## **Violations**

Violating this policy may subject the employee(s) to criminal charges as well as discipline up to and including immediate termination of employment.

## **Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, the employee(s) will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If an employee initiates, participates, is involved in retaliation, or obstructs an investigation into conduct prohibited by this policy, the employee(s) will be subject to discipline up to and including termination.

If the employee(s) believe they have been wrongfully retaliated against, immediately report the matter to the Person-In-Charge, their immediate Supervisor, any member of the Administrative Staff, or the Executive Director.

*Approved April 2020*

## **D) PUBLIC USE OF LIBRARY TECHNOLOGY POLICY**

### **Key Guidelines for Use**

- Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting Library equipment, software, or data transmission.
- The Library cannot be held responsible for the use of Library technology for commercial purposes.
- The use of Library technology is carefully monitored by staff and video surveillance to ensure compliance with Library policies. Appropriate steps will be taken to prevent misuse or abuse of Library computers and internet services. Repeated or serious violators risk losing Library privileges and will be held financially liable for any physical damage caused.
- As with other Library materials, restriction and supervision of a child's access to Library computers and the internet is the responsibility of the parent or legal guardian.
- By choosing to use these free services, patrons agree to abide by all applicable Library District policies. Failure to read or understand rules does not excuse a user for disobeying them.

### **Internet Access**

- The Library reserves the right to limit bandwidth on a per connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users.
- Wireless connectivity is not guaranteed at all locations within Library facilities.

- Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized points of access.
- The Library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the Library's network.
- While the Library network (except service available through hotspots) is filtered to comply with all applicable state and federal laws and Library policies, the Library has no control over what users choose to access. Any request to bypass the filters or access filtered websites should be directed to [tech@christiancountylibrary.org](mailto:tech@christiancountylibrary.org). Review will be conducted as soon as qualified staff are available.

### **Public Computers, Printers, and other Devices**

- Free day passes are available for visitors without Library cards by request at the service desk.
- Christian County Library reserves the right to set time limits for daily use based on availability and demand at each Branch. Computers automatically log-off five minutes before closing time.
- Users will be charged for all pages printed, even if they are accidental or unwanted.
- Users may not download or install any software or programs not already pre-installed by staff on Library computers. Please email requests for additional software to [tech@christiancountylibrary.org](mailto:tech@christiancountylibrary.org).
- Users bear sole responsibility for any data loss or damage to personal devices used on Library equipment. It is the user's responsibility to secure any personal data during use and delete it from Library devices when finished.
- Staff time prohibits lengthy one-on-one computer, software, or internet training outside of scheduled classes or Book-a-Trainer appointments.

*Updated March 2021*

## **E) SOCIAL MEDIA POLICY**

### **Definition of Social Media**

For the purposes of this policy, social media is defined as any web application, website, or account created and maintained by the Christian County Library and its staff in their role as employees of the Library. This includes but is not limited to social networking sites such as Facebook, Twitter, Instagram, Pinterest, blogs, and YouTube.

### **Purpose of Social Media**

The Christian County Library endorses the use of social media technology by the Library for the following purposes:

- To raise awareness of Library materials, resources, services, programs, and facilities;
- To provide reader's advisory services;
- To foster connections, engage, and interact with community members, Library patrons, other community organizations, and Library community partners;

- To provide online customer assistance when feasible and practical under current practices and policies; and
- To disseminate time-sensitive information such as Library closings, power or phone outages, or other situations that may impact regular Library services.

### **Posted Content is Not Endorsement**

Christian County Library's social media forums are an extension of other Library services and marketing platforms.

- Recommendation of a book, genre, or resource implies neither approval nor disapproval of content, topics, subject matter, or points of view by the Library.
- Posts shared from other entities containing news or events deemed relevant to Library patrons by Library staff are not endorsements of those specific businesses, organizations, or community partners.
- Social media posts about or of any private and public meetings, events, and gatherings held on Library property in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented. See [Meeting & Study Rooms Policies](#) for more information.

### **Maintaining Social Media Sites**

Library Administrators will designate and train staff to serve on the Christian County Library Social Media Committee. Committee members will assist in maintaining and editing the content of Christian County Library social media accounts, and engage with the public and community organizations as necessary. Whenever possible, social media sites should feature the Christian County Library name, logo, website, and contact information prominently.

Decisions regarding the creation of new social media accounts associated with the Christian County Library or its ancillary groups must be approved by the Executive Director or their designee.

### **Staff Use of Social Media**

Social media posts and interactions by Library staff, whether on Library-maintained social media accounts or personal social media accounts, must not compromise data confidentiality, Library integrity, and patron privacy (see [Confidentiality of Library Records & Third Party Partners Privacy Policy](#)). The same standards of conduct, principles, and guidelines that apply to Library employees in the performance of their assigned duties, apply to employee social media use. Staff should not be making media posts that purport to be the policy or statements on behalf of the library as a whole on personal media accounts.

*Updated September 2025*

### **Social Media Code of Conduct**

The Christian County Library welcomes and encourages comments, posts, and messages by the community on Library social media sites. Christian County Library reserves the right to

moderate, and, if necessary, remove comments posted on its social media accounts that include, but are not limited to, the following: intellectual property violations or plagiarized items; off-topic comments and/or disruptive posts; commercial promotions/spam; duplicate posts from the same individual; threatening language, personal attacks, and private or personal information published without consent; obscene content and comments; sexist, racist, or libelous content; exclusive language; political advocacy; and posts that violate any laws or Library policies. Any user, or users, who repeatedly violate the Library's social media policy may be barred from further postings.

By posting on the Library's social media sites, the user grants permission to use their name or username, profile picture, and the content of any posting they make without compensation or liability. This permission ends when the posting is deleted.

Comments, posts, or messages by users on Christian County Library social media sites reflect neither approval nor disapproval by the Christian County Library of content, topics, subject matter, or points of view of those commenting, posting, or messaging. Users of the Library's social media sites, of all ages, are responsible for protecting their privacy, and should not post personally identifying information, such as last name, school, age, phone number, or address.

### **Patron Privacy on Social Media**

The Christian County Library's social media accounts must not compromise data that would violate patron and staff privacy. While there is no reasonable expectation of privacy when participating in Library programming or Library sponsored events, the Library will strive to acquire consent through expressed (permission in writing) or oral consent (verbal) before posting any identifiable pictures of patrons. Please contact [info@christiancountylibrary.org](mailto:info@christiancountylibrary.org) if you would like to request that posted images of yourself or your dependents be removed from Library social media accounts.

*Updated December 2019*

### **F) USE OF CHRISTIAN COUNTY LIBRARY LIKENESS**

Written permission for use of Christian County Library's logo or name by any other entity, business, or organization is required.

Prohibited or restricted uses include, but are not limited to, the following:

- Implication of endorsement by the organization or its activities;
- Commercial uses (placement of the logo on product packaging or use of the logo to endorse selling a product);
- For purposes other than acknowledging membership or participation in library activities; and
- Modification of the Christian County Library logo.

The Christian County Library's Board of Trustees, Christian County Library Friends of the Library, and Christian County Library Foundation may use the logo, as appropriate, to promote

their events and/or describe their activities. Third parties may use the logos for promotional purposes only with advance approval and specifications for use from Library Administrators.

*Updated December 2019*

## **G) UNATTENDED CHILDREN POLICY**

- Parents are responsible for the behavior of their children while they are on Library property.
- Children under nine years of age must be accompanied and adequately supervised by a responsible adult or babysitter. Older brothers, sisters, or caretakers under the age of 17 are not considered adequate supervisors.
- If a child is left alone and they are under the age of 9, a parent or guardian will be contacted to pick them up. If no parent or guardian can be reached, the police department will be contacted to take the child home.
- Children of any age who require supervision should be accompanied by a parent or caregiver at all times. If no parent or guardian can be reached, the police department will be contacted to take the child home.
- If a minor under the age of 14 or younger is remaining in the Library at closing time, two Library staff members will wait with the minor for 15 minutes until the parent/guardian arrives to pick them up. If possible and parent/guardian give permission, the minor may walk home. At 15 minutes past closing, if the minor is still at the Library, the police will be contacted to take the minor home.
- At closing, if parent/guardian cannot be reached, the police will be contacted to take the minor home.

*Updated June 2023*

## **Section 6: CIRCULATION POLICY**

### **A) LIBRARY CARDS**

Christian County Library will issue library cards without charge to Christian County residents and members of households that pay property tax in Christian County. A fee of \$40.00 per household will be charged annually for individuals living outside of Christian County and who do not own property in the county. Individuals who live outside Christian County but meet certain requirements may be classified as exempt from the annual fee by library administrators.

All potential patrons must fill out a library card application. Any individual aged 18 or older will be issued an Adult All-Access Library Card after they provide a photo identification and proof of their current address.

Patrons 17 years old or younger will be issued a Youth All-Access Library Card. A parent or guardian must agree to accept financial responsibility for the care and return of Library materials checked out to the child.

Digital Access Library Cards may be available to Christian County residents and members of households that pay property tax in Christian County. An online application is available via the Library website. Digital Access Library Cards grant provide access only to online research databases and streaming or downloadable digital content available through Christian County Library. No physical materials may be checked out with this card. A Digital Access Library Card may be converted to an All-Access Library Card by providing photo identification and proof of current address.

Patrons are required to inform staff of changes in names, addresses or telephone numbers. A charge of \$1.00 may be made for replacement cards which have been damaged or lost. When cardholders report their library card stolen, a new card is issued and the patron will not be held responsible for material checked out on the stolen card after notifying the library.

*Updated July 2022*

## **B) CHECKING OUT**

Patrons must present proper identification to access their account or check out Library materials. Circulation periods and limits are applied to allow fair, equal access to Library materials and to increase the chances of their continued availability.

*Updated July 2022*

## **C) HOLDS**

A patron may request an item be held at any of the Christian County Library branches or community partner locations. When a hold reaches its destination the Library will notify the patron via their preferred method of contact. Certain items in the collection are not able to be requested or put on hold.

*Updated July 2022*

## **D) FINES & FEES**

- Overdue items from Christian County Library's collection will be charged \$0.10 a day
- The Library may charge a fee to replace or repair missing or damaged materials.
- Patrons may not provide replacement items in lieu of monetary reimbursement for lost or damaged materials.
- The Library may use a material recovery agency for past due accounts.

*Updated July 2022*

## **E) INTERLIBRARY LOAN**

To provide patrons with greater access to materials when items are not available from the Christian County Library, the Library provides patrons several avenues to borrow materials from other library systems across the country. Loan periods, fines, replacement fees, and renewals may vary for items borrowed from these libraries.

*Updated July 2022*

## **F) OUTREACH DELIVERY POLICY**

Residents of Christian County who are physically unable to visit the Library can request Library materials be delivered to them at home or in a care facility. Eligibility includes being generally confined to a residence or facility due to temporary or permanent loss of mobility.

Potential applicants should contact the Outreach department to determine whether their situation qualifies. In order to ensure equitable use of Library resources available to support this program, Christian County Library reserves the right to refuse service based on availability of staff and/or the feasibility and cost of travel required.

Once service has been established, Library representatives are only permitted to remain in the residence or facility for the time it takes to deliver and collect library materials.

Outreach delivery service is free. Overdue fines will not be charged on delivered materials, but patrons are responsible for the replacement cost of damaged or lost items in their custody. If an item or items are continually returned with damage, or there is evidence of a pest infestation, the patron may lose delivery services until there is proof of professional remediation.

Patrons and facilities requesting delivery services must provide a safe and appropriate environment for Library representatives who make deliveries. Library representatives may choose not to enter a residence, to leave immediately, and/or to recommend suspension of the service if the environment is unsafe or inappropriate. If a Library representative suspects or witnesses any evidence of illegal activities or abuse while making a delivery, they are required to immediately leave the premises and report the situation to the appropriate law enforcement and regulatory bodies, as well as to Library administrators.

If a Library representative recommends suspension of service, they shall provide their supervisor with written notice of the reason. If suspended, a library administrator shall send written notice to the patron of the reason for, and the length of, any continuing suspension of service. Any patron may request in writing that the suspension of service be reviewed by the Library's Executive Director.

*Updated July 2022*

## **G) HEALTH, SAFETY, & PEST POLICY**

The Library values the citizens of Christian County and responds to their needs by providing clean and inviting buildings and well-organized and up-to-date collections. In order to maintain these conditions, Christian County Library's Board of Trustees has adopted the following policy.

The Library may suspend borrowing privileges and/or access to Library buildings if patrons return items with evidence of insect infestation; with contamination from substances such as blood, urine, or feces; or if patrons enter a Library building with clothes or possessions

contaminated with anything that, in the opinion of Library staff, could pose a public health threat.

Patrons whose borrowing privileges have been suspended due to the reasons listed above may have them restored after presenting written verification that their issue has been resolved. Access to Library buildings may be restored by the Director or Assistant Director.

The Library is not responsible for any damages to personal property that may result from the use of Library materials and services.

*Updated July 2022*

## **Section 7 SERVICES & FACILITIES FOR PUBLIC USE**

### **A) MEETING & STUDY ROOM POLICIES**

Christian County Library's meeting and study rooms are for both Library and public use. Use in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented.

The following guidelines govern non-Library use of the rooms. Any violation may result in a ban on use.

#### **Booking Priorities & the Public Nature of Use**

Programs and events organized by the Library, recognized Library Support Organizations (Friends and Foundation), and other public governmental meetings will receive the highest priority for booking. Meetings must be open to the public unless it is a closed session of a public governmental body pursuant to the provisions of [RSMo 610](#). Due to the public nature of meeting rooms, booking requests shall be treated as public documents; and the Library reserves the right to take photos and videos of events held in the rooms for its own records and for future promotional materials (see [Social Media Policy](#)).

#### **Sales, Charges, Fees, & Fundraising**

Users cannot sell any products or services in the rooms. Admission charges, sales, and participation fees of any kind are prohibited. Political candidates, political action committees, and other political advocacy groups, either issue-related or candidate-driven, may not solicit or receive campaign contributions on Library property. Fundraising events of any kind are not permitted unless organized with advance Library approval to raise money for the Library.

#### **Required Conduct & Legal Responsibilities**

Activities in Library meeting rooms must not disrupt Library operations. Users are expected to fully comply with posted occupancy limits, all Library policies, and any applicable provisions of state and federal law. Users are expected to follow all federal, state and local health and

safety guidelines while using the meeting room which may include limited capacity, physical distancing, face coverings, and sanitizing. The Library does not assume liability for illness or injuries to individuals or damage to personal property that occur as a result of actions of the sponsors or participants in activities in its meeting rooms.

### **Study Room Specific Reservation Guidelines**

- Library study rooms are available during Library operating hours on a walk-in basis, or may be reserved up to one week in advance. Exceptions may be approved by Library Administrators.
- An individual or group may reserve study rooms no more than three times per week for no more than four hours per use without advance approval by the Branch Manager or their designee.

### **Meeting Room Specific Reservation Guidelines**

- Each organization or individual wishing to use a Library meeting room must agree to the user policies when booking a room.
- Reservations can be made up to 90 days in advance, no more than five times per month.
- It is the responsibility of any organization or individual to have age-appropriate designations affixed to any publication, website, or advertisement for such event or presentation as outlined by [15 CSR 30-200.015](#).
- The Library will consider requests for after hours Meeting Room use if staff is available. A fee of \$25 per hour is required in advance to secure adequate staffing.

*Updated June 2023*

## **B) FAX POLICY**

The Christian County Library will allow the public to send faxes to U.S. numbers only at a cost of ten cents per page. The Library will receive faxes to the public on a limited, prior-notice basis. While the Library makes every effort to maintain the privacy and security of patron faxes, Library fax machines are located in public areas and patrons should use caution when sending or receiving private information.

*Updated November 2018*

## **C) PHOTOCOPY POLICY**

A photocopier is available for patrons to use to make copies. The prices are available at the circulation desk and posted on the copy machine.

Patrons cannot copy an entire book, magazine, or other copyrighted document. Library staff may assist patrons with photocopying if it does not involve copyright infringement.

*Updated June 2016*

## **D) BOOK-A-TRAINER POLICY**

The purpose of the Christian County Library Book-a-Trainer program is to offer limited, free, one-on-one instruction to Library patrons to help answer questions that are either too

time-consuming to be handled as a typical reference query, or which require specialized knowledge to adequately address. Book-a-Trainer sessions are designed to teach users new skills, particularly technology skills. While Library trainers may demonstrate methods of handling technology tasks during Book-a-Trainer sessions, trainers are not available to perform tasks for patrons including but not limited to: typing, software installation or updates, extensive troubleshooting, or computer repair.

Patrons may request either a 30 minute or one hour Book-a-Trainer session, and may book up to two sessions per month, with a maximum of six sessions per year. If a patron is unable to attend a scheduled Book-a-Trainer session, they must notify the Library of cancellation within 24 hours of that session, except in cases of emergency or severe weather. Failure to notify the Library within the specified window or failure to attend a scheduled session may result in loss of future Book-a-Trainer privileges.

*Updated August 2018*

### **E) STAFF RESEARCH**

Staff time primarily should be spent showing Library users how to utilize available tools to conduct their own research. In special circumstances where Christian County Library has a collection or resource not available elsewhere, in-depth research or training is required beyond what a Book-a-Trainer appointment can provide (see [Book-a-Trainer Policy](#)), and available staff time and expertise allow; the Library may make a customized service proposal and charge for the staff time needed to conduct such research plus any additional materials costs. Research will not begin until a price, payment schedule, and research plan is agreed upon in writing.

*Updated December 2019*

## **Section 8: OUTREACH & COMMUNITY ENGAGEMENT**

### **A) COMMUNITY ENGAGEMENT POLICY**

Purpose: To outline the practices of cooperative partnerships with Christian County Library.

The Library shall cooperate with other agencies, institutions, and businesses to better serve the public by providing broader access to Library materials and services to citizens, extending the influence of Library marketing initiatives, and forging connections between Library patrons and their community. Through cooperation and partnership with other organizations, the Library will:

- Provide interlibrary loan service to provide patrons with materials not owned by this Library;
- Consider staff training, group purchasing, and other endeavors of mutual benefit;
- Assign Library staff to participate in community meetings and organizations when the Library has goals in common with the organization, or serves the same population that the organization serves;

- Encourage civic participation by citizens through partnerships with local government agencies and other non-partisan civic engagement groups and initiatives;
- Seek partnerships in which the goal is to further workforce and business development in Christian County;
- Seek partnerships with organizations whose goal is to connect Christian County residents with social services for which they are eligible;
- Conduct a forceful public relations and public information program in accordance with board policies, using community partnerships to help marketing efforts reach a wider audience;
- Cooperate with county schools to supplement the schools' own Library services and work toward common goals through delivery of materials, cooperative programming, and encouraging access to Christian County Library's electronic resources. The Library cannot, however, supply textbooks for classroom use. Schools shall be financially responsible for Library materials in their possession.

All partnerships and cooperative initiatives, including new options which become available, will be subject to periodic review.

*Updated April 2019*

## **B) VOLUNTEER POLICY**

Christian County Library welcomes volunteers from the community in order to:

1. Implement programs and services that further its goals and objectives.
2. Establish a pool of volunteers to assist with large projects, to be on-call for volunteer tasks occurring on an intermittent basis, or to provide regular on-going assistance.
3. Create a strong link with the community by developing a group of citizens who, through their volunteer work, become knowledgeable about the Library's services and needs.
4. Support fundraising activities sponsored by the Library Foundation.
5. Provide an opportunity for individuals to meet a community service work requirement set by an outside agency. All requests to perform community service will be considered on a case by case basis, subject to this policy.

A "volunteer" is anyone who chooses to perform services for the Library without compensation or expectation of compensation and who performs volunteer services at the direction of the Library staff. A volunteer is not an employee of the Library.

Recruitment for volunteer positions, volunteer screening and placement is the responsibility of the Assistant Director and other supervisory staff as assigned by the Director or Assistant Director. Volunteers will be required to fill out and submit a volunteer application to the Library and meet with the Assistant Director or other supervisory staff before they will be considered for a volunteer position. The Library cannot guarantee the placement of any person seeking to volunteer with the Library.

Volunteers are selected based on their qualifications in relation to the needs of the Library. Volunteers are subject to the same rules of conduct and ethics as Library staff, including but not limited to its policies forbidding harassment, discrimination or workplace violence or

threats of violence. A volunteer must be at least 14 years of age to donate service to the Library. Younger volunteers may be considered if they are volunteering with and under the supervision of a parent or guardian. Those under the age of 18 must have permission from a parent or guardian to perform volunteer services, and such volunteer services shall comply with applicable law. The Library reserves the right to obtain consent to perform background checks on volunteers.

Volunteers who are performing court-ordered community service must be registered with and have all volunteer hours scheduled through CASP (Community Alternative Sentencing Program) or similar program. The Library will not verify court-ordered community service hours for a volunteer except through CASP.

The Friends of the Library group coordinates certain volunteer activities for the Library, including but not limited to the sorting of materials donated to the Library. Friends of the Library members who volunteer for these activities will be selected and scheduled by the Friends of the Library. Employees of the Library may not volunteer to perform on an uncompensated basis any service they are employed to perform.

Volunteers will not receive training in the Library's circulation system nor will they be allowed access to the patron database. Volunteers will not be allowed access to non-public areas when not volunteering. Individuals volunteering for the Library under the auspices of any other unit (e.g. scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it (other than wearing the uniform of the unit as applicable) while performing volunteer services in the Library.

Nothing in this policy or in the volunteer's service to the Library shall create a contract or employment relationship between the volunteer and the Library. Both the volunteer and the Library have the right to end the volunteer's association with the Library at any time. Christian County Library does not provide any medical, health, or worker's compensation benefits for any volunteer, and volunteers do not accrue, earn, or become entitled by reason of performing volunteer service for the Library to any benefits afforded by the Library to its staff.

*Updated April 2016*

## **Section 9: GOVERNANCE & ACCOUNTABILITY STANDARDS**

### **A) OPEN MEETINGS & RECORDS POLICY**

Christian County Library will comply with Sections [610.010 to 610.030 RSMo](#), relating to open meetings, records and votes of governmental bodies. Christian County Library may close any meeting, record, or vote relating to all relevant open meeting exemptions noted in [RSMo 610.021](#). All records which may be deemed closed will be closed until Christian County Library's Board of Trustees votes to make them public. Closed meetings shall begin as an open meeting with a vote to go to closed session and end with a vote to return to open session.

When decisions are final, if exemptions no longer apply, minutes of closed sessions may by vote become open records.

The Library shall post a notice of time, date, place and agenda of each meeting of the Board of Trustees at least 24 hours, exclusive of weekends and holidays (See the [Library Holiday Schedule](#) policy), prior to the meeting, with note of appropriate exemption for any closed segment. Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. Minutes for open meetings only will be posted online after approved by a vote of the Board of Trustees.

The Executive Director of Christian County Library is designated as the custodian of all Library records. The Director may designate one or more duly appointed deputies, within set time or responsibility limits.

Upon the receipt in writing of a request for a public record, the Custodian shall make available for inspection and copying all Library records which by law are required to be open (includes all records of the Library except those records which are closed records under [Section 610.021 RSMo](#)). Each request for access to a public record that is required to be an open record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records. If access to the public record is not granted immediately, the Custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If a request for access is denied, the Custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received.

Fees, in the amount defined by Missouri State Statute, may be charged for staff time and supplies needed to fulfill a request.

*Updated June 2021*

## **B) PUBLIC COMMENTS**

At the beginning of each regular meeting of Christian County Library's Board of Trustees, before old or new business is discussed, up to 60 minutes will be set aside as a public comment period. Each commenter may speak one time per meeting for a maximum of three minutes.

Anyone wishing to address the Board must arrive early and sign up with library staff at least 10 minutes before the scheduled start of the meeting. Comments will be heard in the order in which requests are received unless the Chair rules otherwise. The presenter must provide their

name to be recorded for the meeting minutes. Anyone refusing to identify themselves will be prohibited from addressing the Board.

If at any time individuals or groups interrupt the meeting, exceed the time limitations, or violate CCL’s [Library Code of Conduct](#), they will be asked to cease to address the Board and/or leave the meeting as deemed necessary by the Chair.

As a general rule, the Board as a whole will not respond to public comments at the time they are made. Individual Trustees may ask clarifying questions, comment, or take action at their discretion. Questions for staff about library operations should be made during normal business hours.

*Updated August 2024*

### **C) PROCUREMENT POLICY**

#### **Purpose**

Christian County Library establishes this purchasing and procurement policy in order to comply with Chapter 182 of the Missouri Revised Statutes, generally accepted auditing standards, and the principles of responsible fiscal management.

The Library encourages comparative pricing, competitive bidding, or a Request for Proposals (RFP) process in order to ensure that the maximum value is obtained for each public dollar spent. The Library shall solicit and encourage the submission of proposals from local vendors. The Library welcomes bids from minority and women owned businesses and actively solicits bids from such companies where possible.

#### **Comparative Pricing, Bids, and Request for Proposals (RFP)s**

The following procedures will govern Christian County Library’s purchasing practices:

<b>Purchase Amount</b>	<b>Type of Comparison</b>	<b>Approval Rights</b>
\$6,000 - \$29,999 Within Trustee Pre-Approved Annual Budget	A minimum of three documented responses is required. Written ‘no bid’ responses from contractors may be counted toward this requirement, provided they are retained in the procurement file.	Executive Director approves; must be reported to the Board of Trustees after purchase with copies of invoices.
\$3,000 - \$29,999 Not Already Approved in Annual Operating Budget	A minimum of three documented responses is required. Written ‘no bid’ responses from contractors may be counted toward this	Board of Trustees Pre-Approval

	requirement, provided they are retained in the procurement file.	
\$30,000 or Greater Even if Within Approved Annual Operating Budget	Request for Proposals (RFP) is needed. A minimum of three documented responses is required. Written 'no bid' responses from contractors may be counted toward this requirement, provided they are retained in the procurement file.	Board of Trustees Pre-Approval

*Updated May 2026*

**Comparative Pricing for Purchases Within Approved Annual Budget**

Under the overall supervision of the Executive Director, designated members of the Administrative Staff are allowed to make purchases or authorize staff they supervise to make purchases on their behalf within budget categories approved annually by the Library’s Board of Trustees for the budget year.

Purchases for items or services under \$6,000 are not subject to this process if they are within the pre-approved annual operating budget, though staff will be expected to search for the best price available for every purchase by doing a comparative price search online before purchase with at least one other vendor wherever possible. Staff who do not regularly compare prices for more routine Library purchases may have purchasing privileges revoked by their Supervisor.

Administrative Staff must secure at least three competitive quotes or comparative prices for any individual item or service contract over \$6,000 but less than \$30,000, even if it is within the approved annual operating budget, and present these comparisons to the Executive Director for approval before purchase. These price comparisons and the reasons for the vendor chosen then must be reported by the Executive Director to the Board of Trustees in their next scheduled meeting so they are aware of the comparisons and purchasing decisions made for large purchases by Administrative Staff on behalf of taxpayers.

*Updated May 2026*

**Competitive Bidding for Purchases Not Within Approved Annual Budget**

At least three quotes or bids must be presented to the Board of Trustees for approval before purchasing any item or service over \$3,000 but less than \$30,000 that exceeds the pre-approved annual operating budget allowance for that year.

**Requests for Proposals (RFP)s for Large Purchases (Over \$30,000)**

Purchases with an anticipated bid amount of \$30,000 or greater shall be advertised in at least one paper with broad general distribution within Christian and Greene Counties and on CCL's website.

In order to obtain the best price, the Library shall be allowed to enter into cooperative purchasing agreements with federal, state, or local units of government, or not for profit corporations. Cooperative agreements may be entered into, or already negotiated contracts may be assumed. Existing bids which have an unexpired term of less than one year may be renegotiated or extended if it is to the Library's benefit.

Bids and RFPs may be received by mail or e-mail. Sealed bids may be received by mail or delivery only. No negotiation will be allowed as to bid amount after submission, unless such options are clearly spelled out in the bid or RFP document. Occasionally, bid documents may contain deducts for options that the vendor feels would provide a superior product for less cost. The Library reserves the right to negotiate such changes with the submitting vendor, or other vendors if that would result in savings. The Library reserves the right to use cooperative purchasing agreements or listed advertisements for purchases if that results in a lower cost, even if these sources do not respond to the Library's bid notices.

The Library reserves the right to secure products and services through an RFP when that is in the best interests of the Library. RFPs shall normally be limited to complex projects, especially those with multiple or unknown ways of accomplishing a certain objective. They may involve intellectual property or the quest for new ideas that do not lend themselves to traditional bidding. In general, the Library shall advertise RFPs in the same manner as bids, however the Library shall reserve more latitude in considering low price as the primary indicator of acceptance.

Although price will be a major consideration in all purchases, the Library reserves the right to take such factors as company and product references and reviews, durability, timeliness, availability, and operating cost into consideration when awarding a bid. Low bidders may be rejected where serious reservations about the quality or suitability of items or services exist. The Library reserves the right to waive minor irregularities in submitted bids, or to waive normal bidding procedures in an emergency.

**Emergency Provisions**

In order to invoke an emergency waiver, the Board of Trustees must either approve the suspension of the policy by majority vote in advance of purchase, noting the nature of the emergency and the details of the purchase made in their motion, or must be notified in writing during the next Board meeting of the exact nature of the emergency, what was purchased, the quantity and price paid, and from what entity it was secured. For purchases made outside the policy without advance voted consent, the Board of Trustees must then approve emergency suspension of this policy retroactively for said purchase by majority vote in the subsequent

Board meeting. If they do not approve, the purchase will be invalidated and must be returned or undone.

### **Professional Services & Utilities**

Professional services include, but are not limited to, audit and banking services, equipment and custodial maintenance contracts, as well as special one-time consultant service needs. Depending on the nature of the service, professional services may be solicited through the bid process or by RFP. Contracts for ongoing services shall be rebid every three to six years.

Where practical, the initial service contracts for utilities, internet, and telecommunications services shall be competitively bid. However regular payments for such contracts shall not require special management approval.

### **Payment of Bills**

As invoices are received they are processed by Administrative Staff, if needed, then given to the Business Office. The Administrator who makes or authorizes the purchase is responsible for assigning the expense to the correct budget category, and then Business Office staff will enter the expense in Quickbooks to generate the check for the invoice. The Director of Finance and Business Operations may pay for bills with electronic payments with prior budget approval. When planning budget categories a threshold will be set for alerts to notify the Board of Trustees.

*Updated September 2025*

After the checks are generated, they are reviewed by the Executive Director. Checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Administrative Staff other than the Director of Finance in order to maintain the separation of duties.

To ensure complete transparency of all taxpayer dollars spent, and an added layer of review and accountability, the Board of Trustees at each regular monthly meeting will review and approve by majority vote an itemized list of all anticipated monthly expenses for the coming month as well as expenditures actually made during the previous month.

*Adopted July 2020*

## **D) CONTRACTS, SIGNATURES, and FINANCIAL AUTHORITY**

### **Agents of Ultimate Financial Authority**

For any instances requiring approval of the ultimate executive authority of Christian County Library's Chief Administrative or Purchasing Officer, only the signature of the Executive Director or their proxy as defined by this policy, and authorized Officers of the Board of Trustees as defined or required by Board policy or their Bylaws will suffice.

*Updated September 2025*

### **CCL's Executive Director Temporary Proxy When Needed**

In the event the Executive Director is required, but is not available, to sign, only the management staff designee will be considered an authorized alternate for the Library.

*Updated September 2025*

### **If the Executive Director Position is Vacant**

The ranking staff member or Board of Trustees of the Library will activate the [Succession Policy](#)

*Updated September 2025*

### **Conflict of Interest Protections for Christian County Library Bank Accounts, Investments, Lines of Credit, and Checks**

The Director of Finance and Business Operations can co-sign at the Executive Director's request, and establish electronic access to oversee or manage account activity, but is never authorized to serve as the sole representative for the Library's Administrative Staff for the purpose of withdrawing funds; establishing or closing bank accounts, investments, or lines of credit; or executing checks or financial instruments of any sort, in accordance with the Library's [Procurement Policy](#) and [Conflict of Interest Policy](#).

### **Signatures on Library Checks**

As outlined in the Library's [Procurement Policy](#), checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Administrative Staff (Executive Director or Director of Development and Strategic Partnerships).

### **Signatures by Administrative Staff or their Designee on Pre-Authorized Invoices, Receipts, Contracts, or Service Agreements for Goods or Services**

Members of Christian County Library's Administrative Staff or their designees have the authority to sign invoices or receipts on behalf of the Library, or in certain cases to enter into purchase agreements or service contracts, under the same guidelines and categories established by the Library's [Procurement Policy](#) for purchasing authority.

When advance approval is required by that policy from the Library's Executive Director or Board of Trustees for an Administrative Staff member to act, once granted, that approval implies the agency for that Administrative Staff person or their designee to sign on behalf of the Library for those contracts or purchases.

If the circumstance requiring a Library signature is not covered by that [Policy](#) or another policy passed by the Board of Trustees, or authority is unclear, advance approval must be given by the Executive Director before any staff signature will be considered authorized.

## **Establishing and Utilizing Electronic Access to Administer Pre-Authorized Purchases, Accounts, or Contracts**

The financial authority extended by this policy and the Library's [Procurement Policy](#) to members of the Administrative Staff and their designees to make purchases, establish accounts, or enter into contracts on behalf of the Library will include the authority to establish or utilize electronic access to monitor and manage such pre-authorized purchases, accounts, or contracts.

*Adopted September 2020*

## **E) CONTINUITY OF ESSENTIAL OPERATIONS PLANNING**

Budget planning should begin in July for the following fiscal year. It is critical that the Executive Director and Administrative staff submit the proposed budget before the end of September so that the Board of Trustees can review and approve the following.

1. Approval of the Library's annual operating budget for the following year (each October November);
2. Adoption of the Library's Conflict of Interest Policy Resolution (each March); and
3. Setting the Library's tax levy rate (each August one week before the County deadline).

*Adopted September 2025*

## **F) EXECUTIVE DIRECTOR SUCCESSION POLICY**

Each year at the Board of Trustees meeting in October, the Executive Director of Christian County Library will deputize one high level Administrator to serve as "On Call" Interim Director, and another to serve as "Understudy" to the Interim Director for the following calendar year. They both must agree to the responsibility before their appointment, and will be trained in advance by the Executive Director.

In the event that the Executive Director is incapacitated, transitioning out of the organization, or unavailable to perform the duties of the office, the designated Interim Director will assume the duties and responsibilities of the position until the Executive Director's return, or until a new Executive Director is hired. If the Interim Director cannot perform the duties of the office when needed, the Understudy will assume the duties and responsibilities of the position until the Interim Director or Executive Director returns, or until a new Executive Director can be hired. The Interim Director or Understudy (when acting as Interim Director) will have the power to delegate tasks to staff as needed.

This succession plan will usually not be triggered by short vacations or leaves, where the Executive Director is free to delegate duties to Administrative Staff as they deem appropriate and to manage the key elements of their position remotely. However, the Executive Director may request that a scheduled leave be covered by the Interim Director if they expect to be completely unavailable for a significant, or particularly crucial, period of time. If the Executive Director is unavailable and unable to request the Interim Director's services directly, it will be

left to the discretion of the Board of Trustees when the official service of the Interim Director will begin.

Immediately upon assuming the duties of the Executive Director position, whoever fills the Interim Director role will be paid the minimum starting salary for that position's current payscale bracket until they are no longer needed, at which time they will resume their former position at their previous pay rate.

*Updated October 2021*

### **G) ANNUAL FINANCIAL INFORMATION SHARING AUDIT REQUIREMENTS FOR RECOGNIZED SUPPORT ORGANIZATIONS: THE 5% - 5 YEAR POLICY**

In the interest of fiscal responsibility and transparency to the taxpayers we serve, the Governmental Accounting Standards Board (GASB) requires that the complete financials for otherwise independent, self-governing, support organizations whose primary purpose is to raise funds for the Christian County Library District must be included in the Library District's annual audit. Such organizations are considered "component units" of that governmental organization if their potential contribution to the Library is "significant" compared to the Library's total operating budget.

If either the Christian County Library Friends of the Library or the Christian County Library Foundation's total annual contributions to the Library that year, plus the total value of any additional holdings and investments, whether or not they are dispersed to the Library District, represent 5% of the annual budget of the Christian County Library District in any one fiscal year, that support organization will be required to provide to the Library either a full copy of their independent audit, or a copy of all key financial and record keeping documents from that year by no later than the following January 15th for inclusion in the Christian County Library District's audit.

A list of key documents required to be submitted includes (but is not limited to):

- Trial Balance from Jan 1 to Dec 31 of said year;
- General Ledger from Jan 1 to Dec 31 of said year;
- Loans, Leases, Material Contracts;
- Loan Statements;
- Listing of all new fixed asset purchases with invoices;
- Depreciation Schedule;
- Board Minutes for all dates from said year until current date;
- Payroll, if any;
- Copies of merger agreements;
- Copies of all bank statements for said year; and
- Listing of all bank accounts, including bank name, account number and authorized signers.

Once a support organization reaches the 5% threshold of being included in a “discrete presentation” along with the Library’s audit, they will be required to continue to submit these financial documents to the Library District for at least 5 years after, even if their total holdings drop below the 5% threshold in any one of those years. If their total holdings are less than 5% for 5 consecutive years, their status will be reassessed, and the Library’s Board of Trustees will vote on whether that support organization will continue to be required to include their financials along with the Library District’s or whether they can be dropped from the Library’s audit presentation.

*Updated November 2019*

## **H) GRANT REQUESTS POLICY**

Library Administrators will present monthly to the Board of Trustees a list of grants written or in-progress that includes their titles, a short summary of their content, the name of the granting entity, and the total amount requested. Copies of the completed applications once submitted are available to any board member upon request.

If an institutional match is required that cannot be met using funds already approved in that year’s budget, the Board of Trustees must be notified of the opportunity in advance and vote on whether Library staff are authorized to pursue it.

*Updated November 2019*

## **I) CONFLICT OF INTEREST POLICY**

### **Section I: Declaration of Policy**

The proper and ethical operation of government requires that public officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made transparently, in the proper channels of the governmental structure; that public positions not be used for personal gain; and that the public have confidence in the integrity of their government’s operation. In recognition of these goals, we hereby establish this policy resolution for disclosure by certain officials and employees of private financial or other interests in matters affecting Christian County Library.

All Christian County Library employees and members of its Board of Trustees must comply with conflict of interest statutes under [Chapter 105](#) of the Missouri Revised Statutes, any other laws governing official conduct, and the following guidelines.

### **Section II: Eliminating Potential Conflicts of Interest in Decision Making and When Exercising Authority**

Members of the Library Board of Trustees having a substantial personal or private interest in any policy, initiative, issue, or decision considered by the Board shall disclose within the Board minutes the nature of the Trustee’s interest and shall be disqualified from voting on any matters relating to this interest.

In addition, any employees of Christian County Library who exercise supervisory authority over the negotiation of contracts or purchasing decisions having a substantial personal or private interest in Library initiatives, purchases, or decisions shall similarly disclose the nature of that interest to the Library's Executive Director and be disqualified from participating in any decision making, contract negotiation, or purchasing involved with it. The Executive Director is then responsible for notifying the Library's Board of Trustees at their next meeting of the interest and internal administrative measures enacted to avoid a conflict.

Substantial personal or private interest for the purposes of this policy is defined as ownership by the individual, their parents, spouse, or dependent children, whether singularly or collectively, directly or indirectly of:

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

All employees of Christian County Library employed at the time this policy is ratified, and all new employees hired thereafter, will be required to sign a [Christian County Library Employee Conflict of Interest Statement](#) to be kept in their personnel file defining what constitutes a conflict of interest and Christian County Library's internal procedures for reporting any potential conflicts to their supervisor for review.

Finally, any voting interest a Trustee or employee of the Library may hold in the Board or governing body of any other organization, association, non-for-profit, union, corporation, or government entity that conducts any business, financial or otherwise, with Christian County Library (including Recognized Library Support Organizations such as the Christian County Library Foundation and Friends of the Christian County Library) must be disclosed to the Library's Executive Director and its Board of Trustees. Those Trustees or employees holding such an interest shall be disqualified from voting on or participating in any decision making, contract negotiation, or purchasing for or on behalf of Christian County Library related to that organization or entity.

### **Section III: Missouri Ethics Commission (MEC) Annual Disclosure Reports**

Christian County Library's Executive Director, serving as both the chief administrative officer and the chief purchasing officer for the purposes of such annual reporting, as well as any Library Trustees and members of the Library's Administrative Staff empowered in a given calendar year to sign checks and execute contracts on behalf of the Library either with the Executive Director or in their absence, will all disclose the following information annually to the Missouri Ethics Commission (MEC) by May 1st for the previous calendar year. The Library's Executive Director will be responsible for updating the list of officials who are required to file with the MEC annually in advance of the filing deadline.

If any of the following transactions occurred during the previous calendar year between Christian County Library and any of the annual reporters listed above or their respective parents, spouses, or dependent children; the dates, details, and identities of the parties involved shall be disclosed, compiled, made part of the public record by inclusion in Library Board minutes, and submitted to the MEC in or with their annual report.

- Each transaction in excess of \$500 with any of the above named individuals, other than compensation received as an employee or payment of any fine, tax, fee, or penalty due to the Library.
- Each transaction in excess of \$500 between any business entity in which any of the above named individuals have a substantial or private interest, other than any payment of tax, fee, or penalty due to the Library or transactions involving payment for providing utility service to the Library.
- Each transaction in excess of \$500 between any organization, association, non-for-profit, union, corporation, or government body where any of the above named individuals have a voting interest in the governing or financial structure.
- The name and address of each of the employers (other than the Library) of any of the above named individuals from whom income of \$1,000 or more was received during the year covered by the statement.
- The name and address of each sole proprietorship that is owned; the name, address, and the general nature of the business conducted of each general partnership and joint venture in which any of the above named individuals was a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address, and general nature of the business conducted of any closely held corporation or limited partnership in which any of the above named individuals owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which any of the above named individuals owned two percent or more of any class of outstanding stock, limited partnership units, or other equity interests.
- The name and address of each corporation for which any of the above named individuals served in the capacity of a director, officer, or receiver.

#### **Section IV: Filing of Reports & Effective Dates**

Christian County Library officials shall file an updated, certified copy of this resolution at least every two years with the Missouri Ethics Commission (MEC) within ten days of adoption and prior to September 15th of the year it will go into effect.

Annual disclosure reports shall be filed with the MEC and presented to the Christian County Library Board of Trustees for review and inclusion in their minutes no later than May 1st for the calendar year ending the immediately preceding December 31st. The reports shall be available for public inspection and copying during normal business hours.

Newly hired or appointed annual reporters are required to contact the MEC immediately to register and then must file a disclosure report within thirty days of appointment or employment covering the calendar year ending the previous December 31st.

*Updated March 2021*

## **BOARD OF TRUSTEES BYLAWS**

### **Article I : Meetings**

#### Section I.

Christian County Library's Board of Trustees shall hold a regular monthly meeting on dates and times set annually. No change in meeting time is permitted unless approved at a previous meeting. In accordance with Missouri law, announcement of meetings shall be publicly posted at least twenty-four hours before each meeting.

#### Section II.

Special meetings may be called by the President of Christian County Library's Board of Trustees, or upon request of any three members, for the transaction of business stated in the call for meeting. The Library's Executive Director shall be requested to issue at least twenty-four hours notice for all special meetings.

#### Section III.

The Executive Director or their designee shall be present at all open Board meetings. Closed meetings may be held to discuss the Executive Directors performance in accordance with Chapter 610.021(3) of the Revised Statutes of Missouri.

#### Section IV.

Except as otherwise stated by law, all Christian County Library Board of Trustees meetings shall be open to the public, all public records of the Board of Trustees shall be open to the public for inspection upon request, and all public votes of the Board of Trustees shall be recorded. With regard to meeting notifications, maintenance of public records, etc., the Library's Board of Trustees adheres to the instructions contained in Chapter 610 of the Revised Statutes of Missouri and the Board's [Open Meetings & Records Policy](#).

#### Section V.

Meetings may be held virtually by electronic platforms that allow for community participation as long as they are properly noticed.

#### Section VI.

Trustees may not conduct any deliberative discussions, make decisions, or vote by email, group text, or any other electronic or virtual forum that allows for quorum to be present but has not been properly noticed to the public as either an open or closed meeting.

## Section VII.

The Executive Director, or Administrative Staff at the direction of the Executive Director, can use email or other electronic means to circulate informational packets and updates; answer basic questions about points of information already decided; and gather Trustee input while preparing draft meeting minutes for meetings already conducted as long as they later bring those edits to a public forum for Trustee approval by majority vote.

## **Article II: Elections & Appointments**

### Section I.

Officers of Christian County Library's Board of Trustees shall be elected at least once a year at the July meeting, but may be elected at any open regular or special meeting. Such officers shall be: President, Vice-President, Secretary, and Treasurer.

### Section II.

The President of Christian County Library's Board of Trustees shall preside at all meetings, appoint special committees as needed, and authorize calls for any special meetings. The President shall not vote unless needed to reach a majority.

### Section III.

The Vice-President of Christian County Library's Board of Trustees shall assume the duties of the President in the latter's absence.

### Section IV.

In the absence of both the President and the Vice-President, the members present shall select a President pro tempore by majority vote.

### Section V.

The Secretary of Christian County Library's Board of Trustees, with assistance from the Library's Executive Director or designee, shall keep a true and accurate account of all Board meeting proceedings and shall share custody of meeting minutes with the Library's Executive Director and designee.

### Section VI.

The Treasurer of Christian County Library's Board of Trustees shall be the official custodian of all monies of the Library District. The Treasurer of the Board, Executive Director of the Library, and Director of Finance and Business Operations of the Library shall be bonded by a corporate surety. As outlined in the Library's [Procurement Policy](#), checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Library's Administrative Staff (Executive Director or Designee).

## Section VII.

Christian County Library's Board of Trustees shall follow the Christian County Commission process for appointment and re-appointment of members to the Library Board in accordance with Missouri state statute Title XI § [182.050](#). Qualified citizens interested in serving should review the Christian County Commission website or contact their office for details.

## Section VIII.

Trustees shall be registered Christian County voters. Newly appointed Trustees shall reside in the district from which the vacancy occurs. Districts shall be set by political township:

- 1) West - West Polk, East Polk and Lincoln Townships
- 2) Nixa Area - Union Chapel, Rosedale, Northview and Garden Grove Townships
- 3) Southwest - North Galloway, South Galloway, North Linn and South Linn Townships
- 4) Ozark Area - Cassidy, Riverside, West Finley, East Finley, Linden and McCracken Townships
- 5) East - West Benton, East Benton, Sparta, Bruner, Oldfield, Lead Hill, Chadwick, Garrison and Seneca Townships.

Districts will be adjusted to cover all of Christian County when a change occurs in names or territories of townships.

## Section IX.

Newly appointed Trustees will serve four year terms. If a seated Trustee leaves mid-term, their replacement will first serve out the remainder of that previous term and then be eligible for a term renewal.

## **Article III: Quorum, Attendance, & Removal**

### Section I.

A quorum for the transaction of Library Board business shall consist of a simple majority of the Board members duly appointed.

### Section II.

Failure to attend three consecutive meetings (unless absence is excused) will result in a recommendation to the County for removal.

### Section III.

Trustees whose conduct when representing the Library or participating in Library-related work does not comply with established Library Policy principles, expectations, standards, and guidelines, may be recommended to the County for removal by a majority vote of the entire seated Board of Directors.

## **Article IV: Committees**

### Section I.

Any special committees as may be appointed from time to time shall serve until a final report is made by the committee to Christian County Library's Board of Trustees, at which time the committee passes out of existence, provided that all committees must make a progress report to the Library's Board at each of its meetings.

## **Article V: Order Of Business**

### Section I.

The Library's Executive Director or designee shall be held responsible for preparing an agenda of business and packet of materials for consent agenda items for each regular meeting and sending it to the Library Board members at least 7 days prior to the meeting so there is time to review and make edits before the 24-hour notice to the public. In preparing the agenda, the Executive Director shall obtain the approval of the Board President or designee before publicly posting notice.

### Section II.

The agenda of business shall always include, but not be limited to, the following items:

- Pledge of Allegiance
- Attendance
- Minutes of Last Meeting for Approval
- Public Comments
- Financial Report
- Report of the Executive Director
- New Business
- Adjournment

## **Article VI: Amendment of Bylaws**

### Section I.

These Bylaws can be amended at any regular meeting of Christian County Library's Board of Trustees by a majority vote of the entire Board. Amendments to these Bylaws will be effective immediately upon adoption, unless the motion specifies otherwise.

## **Article VII: Rules of Order**

### Section I.

Robert's Rules of Order shall apply where they are not inconsistent with these Bylaws.

## **Article VIII: Scope of Authority**

The District Library Board of Trustees is defined by state law ([RSMo § 182](#)) and its Bylaws.

The Board of Trustees has the following powers and responsibilities:

- Policy Setting: The board establishes library policies, including rules for the operation and use of library facilities and services in coordination with the Executive Director.
- Budget Approval: The board approves the library's budget and oversees financial management, ensuring responsible use of public funds.
- Personnel Management: The board hires, regularly evaluates, and may terminate the library Executive Director. The Executive Director typically manages day-to-day operations and staff.
- Long-term Planning: The board is involved in strategic planning to ensure the library meets community needs and adapts to changes.
- Facilities: The board can acquire, maintain, and improve library grounds and buildings, including issuing bonds for these purposes.

*Updated September 2025*