

1. **Mission**

The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.

2. **Vision**

The Goddard Public Library will be an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten and inspire.

3. **Values**

Honesty, Accountability, Dependability – Always being truthful, doing what you say, accepting responsibility for achievements and failures, and helping when possible.

Innovation, Creativity, Curiosity, Knowledge – Introducing new ideas, using imagination, a strong desire to learn new things.

Loyalty – Possessing a strong feeling of support or allegiance.

Excellence – Always making sure our work is outstanding by putting forth extraordinary effort.

Teamwork, Collaboration – Working together as a team in the best interest of the Library, not the individual.

Respect, Inclusivity, Kindness – Always being kind to everyone, honoring them as individuals.

4. **Strategic Plan Goals, Objectives & Strategies**

A. **Environment:** Create a welcoming library environment that facilitates literacy and meets the educational and informational needs of the community.

B. **Community Hub:** Build strategic collaborations to foster community engagement and create a “community hub” for activities.

C. **Inclusion:** Provide multi-generational library services and resources in equitable and inclusive ways.

D. **Technology:** Develop technology resources to facilitate community use and discovery of library resources and services.

E. **Dynamic Organization:** Build a flexible organization that is responsive to changing community wants and needs.

5. **Authority**

A. **Corporate Status of the Library Board**

A library board constitutes a body corporate and politic (Kansas Statutes of Annotated 12-1223) and possesses the usual powers of a corporation for public purposes. Under its legal name of “The Board of Trustees of the Goddard Public Library”, the board may contract, sue and be sued, and

acquire, hold and convey real and personal property in accordance with the law.

The acquisition or disposition of real property, however, is subject to approval of the governing body of the municipality: the city council or commission for city libraries, the county commission for county libraries, and the township board for township libraries.

“Concerning a library board, most of its powers are exercised independently of any control by the governing body of the parent municipality. The board treasurer is the custodian of all library funds and has sole control over the expenditures thereof. Notwithstanding this relative autonomy of the operation of a municipal service, i.e., a city or county library, and as such, it should be regarded as part of the parent municipality...” (Kansas Municipal Accountant Bulletin, April, 1979).

B. Statutory Powers and Duties of the Library Board

Kansas Statutes Annotated 12-1225. Powers and duties of board. Library boards shall have the following powers and duties:

(1) To make and adopt rules and regulations for the administration of the library; (2) with the approval of the governing body of the municipality, to purchase or lease a site or sites and to lease or erect a building or buildings for the use of the library; (3) to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service; (4) to employ a librarian and such other employees as the board deems necessary and to remove them and to fix their compensation, except as provided in K.S.A. 12-1225b; (5) to establish and maintain a library or libraries and traveling library service within the municipality or within any other municipality with which service contract arrangements have been made; (6) to contract with other libraries established under the provisions of this act or with the governing body of a municipality not maintaining a public library for the furnishing of library service to the inhabitants of such municipality to the extent and upon such terms as may be agreed upon, and to contract with any school board to furnish library service to any school library or to use the library facilities of the public school to supplement the facilities of the public library; (7) to receive, accept and administer any money appropriated or granted to it by the state or the federal government or any agency thereof for the purpose of aiding or providing library service; (8) to receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library; (9) to make annual reports to the state librarian and the governing body of the municipality on or before January 31 of each

year for the preceding calendar year, showing receipts and disbursements from all funds under its control, and showing such statistical information relating to library materials acquired and on hand, number of library users, library services available, and other information of general interest as the governing body requires; (10) as to money received from sources other than a tax levy for library purposes, in its discretion, to place such money in a separate fund or funds, or to place the money in the fund to which the tax levy money is credited unless the grantor or donor directs how and for what purpose the money shall be handled and spent.

5. By-Laws

ARTICLE I:

This organization shall be called "The Board of Directors of the Goddard Public Library," existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

ARTICLE II:

The mission of this public library is "to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning."

ARTICLE III:

The taxing area of the Goddard Public Library corresponds to the boundaries of the City of Goddard. The primary service area of this public library includes the City of Goddard and surrounding areas of Sedgwick County.

ARTICLE IV:

The Board of Trustees of the Goddard Public Library shall consist of 10 members appointed by the Mayor and approved by the city council (K.S.A. 12-1222). In addition to the appointed members, the mayor shall be an ex-officio member of the board, which means that by virtue of the office or position, the mayor is a member. To be eligible for appointment to the board, 8 members must reside within the city limits of the City of Goddard, while two must reside within the Goddard School District. A nominee must be approved by current board members with a plurality of 8. Terms of members shall run for four years starting from July 1 of one year and ending June 30 four years after (*Special Charter 14, City of Goddard, March 18, 2019*). Members may serve two consecutive four year terms, then must vacate the board for a period of at least two years. They may not serve on the Friends/Foundation board for at least two years following their tenure on the Library Board and vice versa. There will be a ten year lifetime board membership limit per board member for the Library Board or the Friends/Foundation Board. This means that a member may start by completing another member's term but may not be a member of either board for more than 10 years in total. After vacating either board for the requisite two years, the individual is then eligible for two consecutive four year terms on the opposite

board. The officers of this Board shall consist of a Chair, a vice-Chair, a secretary and a treasurer, whose duties shall be those usually pertaining to these officers. They shall be elected at the annual meeting or serve until their successors are elected.

ARTICLE V:

The regular meetings shall be held monthly on the second Monday of each month at 7:05p.m., unless otherwise ordered by the Board. The regular meeting in July shall be the annual meeting. Unless waived, written notice of each regular meeting shall be mailed or emailed to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the Library Director. Special meetings shall be called at any time by the Chairman or at the written request of a majority of the members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

ARTICLE VI:

6 members shall form a quorum for the transaction of business. In the absence of the Chair and vice-Chair of the Board, the members present shall elect a temporary Chair.

Members with two unexcused absences or five total absences from meetings within a twelve month period will be considered inactive and informed in writing that a replacement appointment to the board will be sought.

ARTICLE VII:

At the annual meeting or at the first regular meeting thereafter, the following standing committees shall be appointed by the Chair and confirmed by the Board:

- Executive Committee
- Finance Committee
- Programming, Outreach & Marketing Committee

Each committee shall consist of at least three members, and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. There also shall be an Executive Committee whose membership shall consist of the Chair of the Board, who also shall be Chair of the Executive Committee, and the Chair of the several standing committees.

There also shall be such special committees as may be required. They shall be appointed by the Chair of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

ARTICLE VIII:

The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library

funds, property, and equipment. Each board member is required to serve on at least one Library Board Committee.

ARTICLE IX:

The Board shall select a library director who shall be the administrative officer under the direction and review of the Board. They shall be responsible for the employment and direction of the staff in accordance with the personnel policy in the library's policy manual as adopted by the Board for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the library director by the Board of Directors. The library director shall attend all regular and special board meetings.

ARTICLE X:

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment, or revision shall first be submitted in writing at regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting.

ARTICLE XI:

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the board.

6. Board Policy

A. Orientation of New Trustees

Trustees are volunteers for the library who usually have full-time jobs of their own. It is the responsibility of the Library Director and the Board Chairperson to make sure that new trustees are given the information they need to be effective board members. Information about the ethical responsibilities of trustees and opportunities about continuing education and training opportunities for trustees should be included in the orientation.

Orientation of new library trustees should begin as soon as possible after the new trustee is appointed. Components of a trustee orientation program are listed below.

The orientation should consist of these components:

- Organization and governance
- Funding and budgeting
- Day-to-day operations
- Services to the community
- Other resources and libraries
- Roles of the Library Director and Board
- Legal basis of the Board
- Officers and committees
- Meeting location and schedule

- Responsibilities and expectations
- Goals, long-range plans and projects in progress
- Accomplishments

New members should be given a packet that includes:

- A list of Board members with names, addresses, phone numbers and e-mail addresses, if available
- By-laws of the board
- Minutes of the previous year's Board meetings
- Staff list with position descriptions
- Library policy manual
- Library long-range plan
- Statistical reports on circulation and services
- Current budget and financial reports
- Any brochures or other public information distributed by the Library
- Additional information applicable to the Trustee position and/or Library
- Yearly Board Member self-evaluation form

B. Board Training

It is critical for library board members to have training in board development, group dynamics, effective meetings, funding issues, library policy, advocacy, community partnering, technology planning and other topics.

Trustees of the Goddard Public Library shall participate in continuing education activities as needed. If the board desires to set up a training session on a topic of concern to the trustees, they may contact the South Central Library System or Kansas Library Trustee Association for assistance.

C. Ethics Statement for Public Library Trustees

Trustees must promote a high level of library service while observing ethical standards. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the Library.

It is incumbent upon any trustee to disqualify oneself immediately whenever the appearance of a conflict of interest exists. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree with it.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of the Library Director in resisting censorship of library materials by groups or individuals.

D. Additional Ethics Statement

I. Introduction

As a Board member, I understand that I have duties of care, loyalty, and obedience to the organization.

- The duty of care is the duty to pay attention to the organization – to monitor its activities, see that its mission is being accomplished, and guard its financial resources.
- The duty of loyalty is the duty to avoid conflicts of interest, and
- The duty of obedience is to carry out the purposes of the organization and to comply with the law.

II. Ethics Statement

As a Board member, I agree to:

- a) Comply with all federal and state laws, rules and regulations that apply to them and the Goddard Public Library, and follow only legal, professional, and ethical procedures to bring about desired changes. This justifies periodic training on important issues that affect the workplace today. Examples include diversity training, effective communication, gender issues, sexual harassment, and guidelines for professional behavior.
- b) Immediately disqualify myself whenever the appearance of, or an actual conflict of interest exists.
- c) Ensure that I do not use this position to gain unwarranted privileges or advantages for others from the library or from those who do business with the library. When a Board member uses the library as a patron, he or she is bound by the Patron Code of Conduct as any other person enjoying the resources and services of the library.
- d) Be prepared to fully support the efforts of the Executive Director in resisting censorship of library materials by groups or individuals.
- e) Make certain that I do not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- f) Support in a positive manner all actions taken by the Board even when in a minority position on such actions. Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
- g) Work with and respect the opinions of peers who serve this Board, and leave personal prejudices out of all Board discussions.
- h) Always act for the good of the organization and represent the interests of all people served by the organization.

Adopted March 9, 2020

E. Board Member Code of Conduct

I. Introduction

A. The purpose of the Goddard Public Library Code of Conduct is to clearly define and recommend the expectation and responsibility of how Board members are to comport and conduct themselves on behalf of the Goddard Library and as members of the governing body of the Board of Directors. This policy shall be reviewed and signed at the Annual Meeting, held by the Board of Directors.

B. Members of the Board are free to speak to individuals on library issues outside of Board meetings, but such public expression is not to be construed as Board policy. Information from executive sessions must remain confidential at all times, unless release is appropriately authorized. Board members will not be bound in any way by any individual's statement or action unless the Board of Directors, through an adopted policy or by a majority vote of Board members, has delegated this authority to the individual member. When exercising their authority and individual rights, Board members are asked to be mindful of the impact their actions may have upon the mission of the Board and the operation of the Goddard Library.

II. Board Member Code of Conduct

As a Board member, I agree to:

1. Support the Vision, Mission, Core Values, and Strategic Plan of the Goddard Public Library.
2. Continuously study the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns.
3. Represent this organization in a positive and supportive manner at all times, showing respect and courteous conduct in all board and committee meetings.
4. Accept responsibility for providing oversight of the financial condition of the organization.
5. Respect the confidential nature of library business and not disclose such information to anyone.
6. Use Roberts Rules of Order as a guide.
7. Make attendance at all meetings of the board a high priority. Be prepared to discuss the issues and business on the agenda, and read all background material relevant to the topics at hand, in advance of meetings.
8. Participate in the Annual Meeting, Board self-evaluation programs, and Board development workshops, seminars, and other educational events.
9. Accept the responsibility to work with the Executive Director, respect the professional expertise of the library staff, and acknowledge that the internal operation of the library system is the responsibility of the Executive Director. Board members are not to engage in prolonged visits which keep staff preoccupied and away from regular duties.

10. Direct any concerns or opinions related to library operations or library programs to the Library Director in writing either by email, U.S. Mail, or leave at the front circulation desk with staff to be forwarded to the Executive Director.

Adopted March 9, 2020

F. Library Board

Library Board of the Goddard Public Library consists of 10 members appointed by the mayor with the approval of the city council (*K.S.A 12-1222 & Charter Ordinance No. 14 City of Goddard*). In addition to the appointed members, the mayor shall be an ex-officio member of the board which means that by virtue of the office or position, the mayor is a member. *Attorney General Opinion 79-94* states that the mayor may vote even though an ex-officio member. Ex-officio refers to one who is a member by virtue of title to a certain office and has the same rights, privileges, powers and duties as members duly appointed.

Selecting Board Members

Acceptance of a position on the library board constitutes a public trust; therefore, care should be taken in the appointment of trustees. Board members should represent a diversity of interests; have experience or knowledge in a variety of fields and represent a cross section of the community in the areas of age and socio-economic levels.

Openings on the board will be put out publicly on the Library website and social media. Applications for vacancies will be accepted for one week after initial notice is posted. All applications will be reviewed by the current board and a nominee chosen by vote at the next scheduled board meeting. That nominee's name will then be given to the Mayor and City Manager for City Council approval.

Generally, a good trustee should have the following qualities:

- Imagination, dedication and vision
- Understanding of the community, its needs and resources
- Knowledge of the community's leaders and organizations
- Interest in the library, its service, and capacity for growth and improvement
- Knowledge of the board's legal responsibility and authority
- Ability to devote time and effort to board meetings and activities
- Ability to work cooperatively with other board members; knowledge of public library laws and federal, state and local laws and regulations which concern libraries, and
- Enthusiasm for carrying out new programs including securing new funding sources for the library

Terms and Appointment of Board Members

Terms of Goddard Public Library board members must be staggered. The members first appointed shall be appointed as follows:

One (1) member appointed for a term expiring the first June 30 following the date of appointment.

Two (2) members appointed for terms expiring the second June 30 following appointment.

Two (2) members appointed for terms expiring the third June 30 following date of appointment. And

Two (2) members appointed for terms expiring the fourth June 30 following date of appointment.

Thereafter, upon the June 30 expiration of each term, successors will be appointed in a like manner to fill the vacancies created and each member will serve a term of **four** (4) years.

Attorney General Opinion, September 4, 1964 states that a board member can serve two four-year terms on the board. No person who has been appointed for two (2) consecutive four-year terms to the library board shall be eligible for further appointment to the board.

Attorney General Opinion 73-125 states that a person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term.

Vacancies occurring on the board shall be filled by appointment by the mayor with the approval of the city council or commission for the unexpired term.

Expired Terms of Board Members

If a board member's term has expired but he or she has not yet been reappointed, there is a solution to the situation. *Attorney General Opinion 79-282* states: "Upon the expiration of their terms, members of a public library board may continue to serve as de facto officials until such time as either their reappointment or the appointment of successors is approved. Any acts taken by them while in a de facto position are as binding on the public as if they were de jure members."

Attendance at Board Meetings

All board members should attend board meetings. Any board member who is absent from two consecutive unexcused board meetings or misses more than five meetings in a 12 month period shall forfeit his/her appointment and a new board member will be appointed according to the procedure outlined in "Terms and Appointments for Board Members." Board members who will be absent from a meeting should notify the Chair or Library Director prior to the meeting.

SCKLS Representative

As a consequence of the Goddard Public Library's membership in the South Central Kansas Library System, a representative to the SCKLS Board will be elected annually in July. The representative may be a library

board member, the Library Director or any individual the Library Board designates. The Goddard Public Library SCKLS Representative is responsible for attending the semi-annual meetings (held the last Monday in April and October) and monitoring, representing and voting on behalf of the Goddard Public Library Board on SCKLS matters.

Officers and Their Duties

The officers of the board are as follows:

President/Chair:

- Draws up an agenda for board meetings with the assistance of the Library Director
- Presides at meetings and functions usually designated for such office
- Guides discussion and ensures adequate coverage of agenda topics during meetings
- Signs all contracts
- Signs checks in absence of the Treasurer

Vice President:

- Serves in the absence of the President

Secretary:

- Handles all Board correspondence
- Records the proceedings of each meeting in a book provided for the purpose
- Notes the minutes from the most previous meeting, corrects them if necessary and requests and records their approval

Treasurer:

- Signs checks; reconciles bank statements, verifies balance in regular and special accounts
- Assists the Library Director with the financial portion of the annual state statistical report
- With the approval and guidance of the Goddard Public Library Board, prepares and presents annual budget to City Council
- Ensures that vouchers and checks are signed by the appropriate board members

Except when the Library Director's salary or dismissal is being considered, the Library Director should attend all board meetings. Board meetings should follow the procedures outlines in *Robert's Rules of Order*.

G. Board Meetings

Unless otherwise ordered by the Board, the Board has set the date and place of its regular monthly meetings to be held on the second Monday of each month at 7:05pm at the Goddard Public Library.

In order to conduct business at any meeting a quorum of six (6) members must be present. State law defines a quorum as one more than half the membership.

Special meetings may be called by the Chair or upon written request by a majority of the members (K.S.A. 12-1224 and 12-1243). No business except that for which the meeting was called may be transacted at a special meeting.

Agenda

An Agenda should be prepared by the Chair and the Library Director and given or sent to members prior to the meeting. The agenda should follow this pattern:

- Roll
- Minutes of previous meeting
- Correspondence and communications
- Treasurer's report
- Report of standing and special committees
- Unfinished business
- New business
- Adjournment

Minutes of Meetings

Because the secretary's minutes are the official record of board action, they should include:

- The purpose of the meeting (whether regular or special), the time, the place, those attending, and approval of the minutes of the last meeting
- Complete record of official action taken by the board relative to the library director's report; communications; the treasurer's report; and all other business transacted
- Record of adjournment (no business may be legally transacted following adjournment)
- The secretary must record all motions exactly as stated and show whether adopted or rejected since this is the legal voice of the board, and only that information recorded in the minutes can be considered official
- A regular procedure in recording motions should be followed. The following example is a suggested form:
First Name, Last Name moved and First Name and Last Name seconded that the board authorize the purchase of a _____ as recommended by the library director. Yes-Last Name, Last Name, Last Name, Last Name, No-Last Name, Last Name, Last Name Motion carried.

Open Meetings

State law (*K. S. A. 75-4318*) specifies that all public library board meetings shall be open to the public and no binding action by the board shall be taken by secret ballot. Notice of all regular meetings shall be posted in the library and provided to The City of Goddard Public at least 72 hours in advance of any meeting. Notice of all special meetings shall be posted in the library and provided to the City of Goddard at least 48 hours in advance of any meeting. The date, time and place of the board meetings or an agenda for the meetings shall be provided to any person requesting the information.

Public Comment during Board Meetings

No action will be taken relative to items on this agenda other than referral for information. Requests to appear will be placed on a “first-come, first-served” basis. This portion of the meeting is limited to ten minutes and shall be subject to a limitation of two minutes for each presentation to be extended at the discretion of the board President. No speaker shall be allowed to appear more frequently than once during a meeting. Members of the public desiring to present matters to the Board of Trustees on the public comment portion of the agenda must submit a request in writing to the office of the President/Chief Executive Officer 48 hours preceding the Board of Directors meeting. Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum and common courtesy should be observed.

Executive Sessions during Board Meetings

If a formal motion is made, seconded and carried, the Board may recess from a regular or special meeting at a specified time to a closed or executive meeting, provided no binding action shall take place during the closed door session and provided the purpose of the executive session is stated (*K. S. A. 75-4319*).

The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the executive session, and the time and place at which the open meeting shall resume. This information must be contained in the minutes. The law specifies that only certain subjects may be discussed during the closed session. Those which apply to libraries include:

- Personnel matters
- Consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship.
- Matters relating to employer-employee negotiations
- Confidential data relating to financial affairs or trusts
- Preliminary discussion relating to the acquisition of real property

The secretary should also keep a note of when members arrive and leave during meetings in order to prove the existence of a quorum during the entire meeting. In addition, the Secretary writes official correspondence of the board and keeps copies filed with the records.

H. Public Records

1. The Library Director shall serve as the library's Freedom of Information Officer in regard to duties outlined in the Kansas Open Records Act (*K. S. A. 45-215 through 45-223*). Under the Kansas Open Records Act, citizens have the following rights:
 - To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
 - To obtain a copy of the library's policies and procedures for access to records and to request assistance from the library's Freedom of Information Officer or Library Director.
 - To bring a private lawsuit or to file a complaint with the Goddard Public Library Board of Trustees if you feel you are wrongfully denied records.
 - To receive a written response from the Library within three (3) business days of your written request.

The Library's response may inform the citizen that it will take additional time to produce the records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues or difficulty in accessing archived records.

The library's response may legally deny the citizen's request, in whole or in part. If the request is denied, the library will identify generally the records to be denied and the specific legal authority for the denial.

A citizen has the responsibility of requesting a record or records, whether they are written, graphic or electronic. The Kansas Open Records Act (KORA) does not require the Library to answer questions about the record or prepare reports. The library requires that a citizen request a record in writing and provide proof of identity. As with the other personal photocopy services from the library, there is a fee of .25 cents/page. Records commonly requested include, but are not limited to policies; minutes/records of open meetings; salaries of library employees and budget documents.

The Kansas Open Meetings Act (KOMA) K.S.A. 75-4317 through 75-4320a established guidelines for open or public meetings in the state of Kansas.

Goddard Public Library Board of Trustees meetings fall under the authority of the KOMA.

2. Retention of Records

According to the K. S. A. 12-120, the officers and employees of any city charged with the custody or having in their custody the following records, documents or other papers may destroy the same after they have been on file for the period stated:

- (1) Claims and any purchase orders attached thereto, five years.
- (2) Warrants or warrant checks, whether originals or duplicates, that have been paid, five years.
- (3) Duplicates of receipts or stubs of receipts issued, three years.
- (4) Duplicates of utility bills sent to customers, three years.

(5) Bookkeeping or accounting records of utility customer's accounts, three years, except that the period for the records of deposits to guarantee the payment of bills or the return of meters shall begin when the account is closed or the customer ceases to receive service.

(6) Duplicates or stubs of licenses issued for license fees or taxes, three years.

(7) Bonds of officers or employees, 10 years, the period to begin at the termination of the term of the bond.

(8) Insurance policies, five years, the period beginning at expiration of the policy unless a claim is pending.

(9) Canceled checks, five years.

(10) Requisition and duplicate purchase orders, three years.

(11) Bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, six months, the period beginning at the date of maturity of the bond or coupon.

While this statute applies to city employees, it is followed as a general rule by library employees as well.

Exceptions to the Kansas Open Records Act (KORA)

The KORA recognizes that certain records contain private or privileged information and may be designated by the library as closed from the public. Accordingly, the Goddard Public Library Board's policy is that the following records whether in print, graphic or electronic format are confidential:

Exception 3 Medical treatment records

Exception 4 Personnel records of library employees

Exception 7 Library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution

Exception 8 Information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation.

Exception 23 Library patron registration records and circulation or loan records which pertain to identifiable individuals