Code of Ethics, Library Employees

Section 1. Declaration of Policy.

The proper and ethical operation of the St. Charles City-County Library District (the “Library”) requires that Library officials and employees be independent, impartial and responsible to the people; that decisions and public policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the Library’s operation. In recognition of these goals and in compliance with the provisions of section 105.483.4, RSMo., the Board of Trustees of the Library hereby adopts the following Code of Ethics for Library Employees. Employees who do not comply with this Policy shall be subject to appropriate disciplinary action.

Section 2. Standards of Conduct.

Since the realization of Library goals is dependent upon the behavior of Library District employees, the following conduct will be required of all employees:

- Serve the public with respect, concern, courtesy, responsiveness, competence, fairness, impartiality, efficiency, and effectiveness, recognizing that service to the public is beyond service to oneself.
- Strive for professional excellence and encourage the professional development of co-workers and those seeking to enter the profession.
- Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion.
- Carry out the policies of the Library and comply with the federal and state constitutions and other laws which define the relationship among public libraries, employees, and patrons.
- Conduct oneself in a professional manner so as not to engage in conduct that is likely to bring discredit to the Library.
- Perform one’s duties in an honest and truthful manner by not lying to a superior; withholding information from a superior; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to the Library or any of its employees or patrons.
- Distinguish between one’s personal convictions and professional duties and do not allow one’s personal beliefs to interfere with the fair representation of the Library’s aims or provisions of access to its information resources.

Section 3. Conflicts of Interest.

To avoid possible conflicts of interest:

All employees of the Library will comply with sections 105.452 and 105.454, RSMo., relating to conflicts of interest for public officers and employees, as well as any other State law governing official conduct.

Any employee of the Library having a “substantial personal or private interest,” as defined by State law, in any policy, measure, purchase, or decision proposed, pending before, or made by the Board of Trustees shall disclose the nature of that interest to those Trustees present at the meeting at which the proposal or decision is made and such disclosure shall be recorded in the minutes of the Board of Trustees.

State law defines “substantial personal or private interest” as ownership by the individual, his or her spouse, or dependent children, either singularly or collectively, directly or indirectly, of: (i) ten percent (10%) or more of any business entity; or (ii) an interest having a value of ten thousand dollars ($10,000).
or more; or (iii) the receipt of a salary, gratuity, or other compensation or remuneration of five thousand dollars ($5,000) or more from any individual, partnership, organization, or association within any calendar year.

**Section 4. Disclosure Reports.**

The Library’s Director & CEO and Chief Financial Officer shall comply with the provisions of Library District Policy g009 regarding annual financial disclosures.

**Section 5. Gifts.**

Any gift (food, etc., with value of greater than $10) given to a Library employee shall be: turned over by the employee to the Library District’s Chief Talent Officer for use in the annual staff development day or other library-wide events; given to the Branch Manager for use by all employees at that location; or donated (with permission of the donor) to the Foundation or Friends for use in fundraising activities.

If practical, any meals purchased by vendors or suppliers, as part of a presentation, shall be reciprocated if additional meal events are planned. This restriction shall not apply to presentations at conferences where staffs from multiple libraries are in attendance.

**Section 6. Employee Political Activity.**

The Library is a public informational utility, and Library employees shall exercise the rights and privileges of any free citizen in matters of a political nature consistent with the following restrictions:

- No Library employee shall, during hours for which pay is received, use any time to advocate for the election or defeat of any ballot measure or candidate for public office.
- No Library employee shall use the Library facilities for the purpose of advocating for the election or defeat of any ballot measure or candidate for public office.
- No Library employee shall make use of Library equipment or materials for the purpose of advocating for the election or defeat of any ballot measure or candidate for public office.
- No Library employee shall take part in the management of the campaign for the election or defeat of any candidate for public office which has influence over the appointment of Library Trustees.

**Section 7. Force and Effect.**

This policy shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Trustees.

Approved October 9, 2018