

**ARTICLE I**  
*Introduction*

**SECTION 1.** The Kirkwood Public Library is dedicated to providing information services and resources that enrich and enlighten the community. All service and administration policies of this library shall be designed to support this mission.

**SECTION 2.** All library policies shall be approved and adopted by the Board of Trustees. The Board shall regularly review policies to determine that they continue to support the Library's mission and goals. Procedures to interpret and implement library policies shall be determined by the Director.

**SECTION 3.** The Director and professional staff shall prepare, implement, evaluate and annually review a comprehensive program of library services and resources designed to fulfill the Library's mission.

**SECTION 4.** All Library staff shall be expected to know the program of services and resources provided by the Library, and shall be fully trained and prepared to assist patrons in the use of the services and resources available to them. All Library staff shall be expected to know the kinds of services and resources available at other area libraries, and to make appropriate referrals as necessary. To this end, the Library shall ensure that all staff have access to training, continuing education and participation in professional and technical associations as appropriate, to continually improve their skills and knowledge, for the benefit of the patrons they serve.

**SECTION 5.** The Director and professional staff shall prepare, implement, evaluate and annually review a communications and community relations plan designed to inform patrons of the services and resources available at the Library, and to encourage them in their use of the Library.

**SECTION 6.** In support of the Library's mission, the Director and professional staff shall prepare, implement, evaluate and annually review a development plan designed to elicit financial support for the Library's mission and ensure the long term financial stability of the Library.