



Kenai City Council - Regular Meeting

September 02, 2026 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 2****

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker; twenty (20) minutes aggregated*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **Ordinance No. 3542-2026** - Providing for the Submission to the Qualified Voters of the City of Kenai, at the Regular Election to be Held on November 3, 2026, the Question of Enacting Kenai Municipal Code, Section 7.05.031- Residential Property Tax Exemption, to Establish a Residential Property Tax Exemption in the Amount of \$75,000. (Knackstedt, Kisenal)
2. **Ordinance No. 3543-2026** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant From the Federal Aviation Administration and Awarding a Contract for the Airport Perimeter and Security Fence Project. (Administration) [KMC 1.15.070(d)]
 1. Motion for Introduction
 2. Motion for Second Reading (Requires a Unanimous Vote)
 3. Motion for Enactment (Requires Five Affirmative Votes)
3. **Resolution No. 2026-59** - Authorizing a Contract Award for the Sixth Street Construction Project. (Administration)
4. **Resolution No. 2026-60** - Authorizing a Contract Award for the Strategic Plan Consulting Services. (Administration)

F. MINUTES

1. *Regular Meeting of August 19, 2026. (City Clerk)

G. UNFINISHED BUSINESS**H. NEW BUSINESS**

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. **Ordinance No. 3544-2026** - Amending Kenai Municipal Code Chapter 1.56 Kenai Municipal Library Department, Removing the Library Regulations from the Appendices of Kenai Municipal Code, and Amending the City of Kenai Schedule of Rates, Changes, and Fees for Housekeeping Purposes and to Align the Library with Other City Departments. (Administration)

I. COMMISSION REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Parks and Recreation Commission
4. Planning and Zoning Commission
5. Beautification Commission

J. REPORT OF THE MAYOR**K. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

M. EXECUTIVE SESSION**N. PENDING ITEMS****O. ADJOURNMENT****P. INFORMATION ITEMS**

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk at 907-283-8231.

Registration is required to join the meeting remotely through Zoom. Please use the following link to register:

https://us02web.zoom.us/meeting/register/XWrAv1D-SFKif0I_p3JsPw



Sponsored by: Knackstedt, Kisenia

**CITY OF KENAI
ORDINANCE NO. 3542-2026**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY OF KENAI, AT THE REGULAR ELECTION TO BE HELD ON NOVEMBER 3, 2026, THE QUESTION OF ENACTING KENAI MUNICIPAL CODE, SECTION 7.05.031- RESIDENTIAL PROPERTY TAX EXEMPTION, TO ESTABLISH A RESIDENTIAL PROPERTY TAX EXEMPTION IN THE AMOUNT OF \$75,000.

WHEREAS, Alaska Statutes 29.45.050(a) provides that a municipality may exclude or partially exempt residential property taxation by ordinance ratified by the voters at an election; and,

WHEREAS, Alaska Statute 29.45.050(a) also establishes that exemptions authorized under this section may not exceed the assessed value of \$75,000; and,

WHEREAS, this ordinance proposes to amend Kenai Municipal Code to establish a residential property tax exemption in the amount of \$75,000 in the City of Kenai subject to voter approval, for residents receiving the same exemption for Kenai Peninsula Borough property taxes; and,

WHEREAS, the proposed code change and ballot language will grant the City's residential real property tax exemption only to those residents that apply for and receive the Kenai Peninsula Borough's residential real property tax exemption; and,

WHEREAS, if approved, the exemption will provide additional property tax exemption to Kenai residents currently receiving the mandatory \$150,000 senior or \$150,000 disabled veteran exemption per Alaska Statute 29.45.030(e); and,

WHEREAS, an estimated 1,435 property owners will be eligible for the proposed exemption exempting an estimated \$101,655,600 in property value, including \$3,346,500 of disabled veteran exemptions (49), \$35,037,400 of senior exemptions (533), and \$63,271,700 of eligible property exemptions that do not qualify for the senior or disabled veteran exemption (853); and,

WHEREAS, the total financial impact to the City, at its current tax rate of 4.35 mills, is estimated to be \$442,202 annually with the maximum savings to an individual property owner of \$326.25 annually; and,

WHEREAS, if approved by the voters, the exemption will take effect January 1, 2027, for Fiscal Year 2028.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the following proposition shall be submitted to the qualified voters of the City of Kenai at the November 3, 2026, City of Kenai Regular Election in substantially the same form as set out hereafter:

**PROPOSITION NO. 2026-C
RESIDENTIAL PROPERTY TAX EXEMPTION**

**Enacting Kenai Municipal Code to Establish a
Residential Property Tax Exemption in the amount of \$75,000.**

New Text Underlined; [DELETED TEXT BRACKETED]

Shall Ordinance No. 3542-2026 enacting Kenai Municipal Code Section 7.05.031 - Residential Property Tax Exemption, be ratified to establish a residential real property tax exemption of \$75,000.

YES _____ [A YES vote means you approve enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

NO _____ [A NO vote means you oppose enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

Section 2. That following the November 3, 2026, City of Kenai Regular Election, if the proposition substantially in the same form as set out above in Section 1 of this ordinance is ratified by the voters, the following section of Kenai Municipal Code would become effective on January 1, 2027.

7.05.031 - Residential Property Tax Exemption

The first \$75,000 of assessed valuation of a single parcel of residential real property, owned, or partly owned and occupied as a primary residence and permanent place of abode by a City resident, may be eligible for this residential real property exemption from the City's tax levy on real property within the City of Kenai. Only City residents that apply for and receive the Kenai Peninsula Borough's residential real property tax exemption under the Borough's code of ordinances as now enacted or amended in the future, will receive the City's residential property tax exemption. The Borough Assessor's determination of whether property in the City qualifies for the Borough's residential real property tax exemption will be determinative of whether the property qualifies for the exemption under the City's code of ordinances.

Section 3. That the following proposition summary shall be submitted to the qualified voters of the City of Kenai in substantially the same form as set out hereafter:

Proposition No. 2026-C: This proposition would enact a new section of Kenai Municipal Code establishing a residential property tax exemption of \$75,000.

Ballot Language:

**PROPOSITION NO. 2026-C
RESIDENTIAL PROPERTY TAX EXEMPTION**

**Enacting Kenai Municipal Code to Establish a
Residential Property Tax Exemption in the amount of \$75,000.**

Shall Ordinance No 3542-2026 enacting Kenai Municipal Code Section 7.05.031 - Residential Property Tax Exemption, be ratified to establish a residential real property tax exemption of \$75,000.

YES _____ [A YES vote means you approve enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

NO _____ [A NO vote means you oppose enacting Kenai Municipal Code 7.05.031 to establish a residential real property tax exemption of \$75,000.]

Proposed Code Enactment:

7.05.031 - Residential Property Tax Exemption

The first \$75,000 of assessed valuation of a single parcel of residential real property, owned, or partly owned and occupied as a primary residence and permanent place of abode by a City resident, may be eligible for this residential real property exemption from the City's tax levy on real property within the City of Kenai. Only City residents that apply for and receive the Kenai Peninsula Borough's residential real property tax exemption under the Borough's code of ordinances as now enacted or amended in the future, will receive the City's residential property

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tax exemption. The Borough Assessor's determination of whether property in the City qualifies for the Borough's residential real property tax exemption will be determinative of whether the property qualifies for the exemption under the City's code of ordinances.

Implementation Date: If approved by the voters at the November 3, 2026, City of Kenai election, Kenai Municipal Code Section 7.05.031 - Residential Property Tax Exemption will be in effect on January 1, 2027, for Fiscal Year 2028.

Fiscal Impact: Eligible property owners could see a reduction in their annual property tax liability due to a portion of their permanent place of residence assessed value being exempt from taxation.

Summary of Amendment: If approved, the first \$75,000 assessed value of qualifying residential real property would be exempt from municipal property taxes, reducing the taxable assessed value of eligible residence by \$75,000.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 6.05.080, sections 1, 3 and 4 of this ordinance shall take effect immediately upon enactment. Section 2 shall only take effect if approved by a majority of eligible voters of the City of Kenai who vote on the question during the November 3, 2026, City of Kenai Election.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF SEPTEMBER 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	August 19, 2026
Enacted:	September 2, 2026
Effective:	See Section 5



KENAI

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MEMORANDUM

TO: Council Members

FROM: Mayor Knackstedt and Council Member Kisena

DATE: August 11, 2026

SUBJECT: **Ordinance No. 3542-2026** - Providing for the Submission to the Qualified Voters of the City of Kenai, at the Regular Election to be Held on November 3, 2026, the Question of Enacting Kenai Municipal Code, Section 7.05.031- Residential Property Tax Exemption, to Establish a Residential Property Tax Exemption in the Amount of \$75,000.

During the August 5, 2026, City Council meeting, public testimony was provided requesting the City Council consider implementation of a \$75,000 residential property tax exemption. After Council discussion a work session was scheduled for August 19, 2026, to discuss the issue further. We requested the administration prepare, for Council's consideration and discussion, the necessary legislation to place the issue on the ballot for voter consideration.

Alaska Statutes (AS) 29.45.050(a) authorizes a municipality, by ordinance ratified by the voters, to exclude or partially exempt residential property from taxation up to a maximum of \$75,000 of assessed value.

Under the proposed code provisions within the Ordinance, the first \$75,000 of assessed value of qualifying residential property would be exempt from the City's property tax levy. The proposed exemption would apply in addition to the mandatory \$150,000 senior citizen or \$150,000 disabled veteran property tax exemptions authorized by AS 29.45.030(e). The proposed exemption will provide tax relief to qualifying taxpayers who occupy the property as their primary residence. An estimated 1,435 property owners will be eligible for the proposed exemption exempting an estimated \$101,655,600 in property value, including \$3,346,500 of disabled veteran exemptions (49), \$35,037,400 of senior exemptions (533), and \$63,271,700 of eligible property exemptions that do not qualify for the senior or disabled veteran exemption (853). The total annual financial impact to the City, at its current tax rate of 4.35 mills, is estimated to be \$442,202 with the maximum savings to an individual property owner of \$326.25.

In order to qualify for the exemption, residents must apply through the Borough for its residential property tax exemption, this includes those that are receiving the senior citizen or disabled veteran property tax exemption through the Borough that may not have previously applied for the residential property tax exemption. The Borough assessor's determination of qualification for its residential property tax exemption would apply to the City's residential property tax exemption.

MEMORANDUM

TO: Mayor Knackstedt and Council Members
FROM: Terry Eubank, City Manager
DATE: August 21, 2026
SUBJECT: Ordinance No. 3542-2026 Requested Amendment

This memo requests an amendment to Ordinance 3542-2026. During calculations of exemption amounts, minor discrepancies were discovered in the amounts included in Ordinance 3542-2026 as introduced. The updated estimates of the number of eligible properties for the residential exemption is 1,421 rather than the 1,435, exempting an estimated \$99,743,700 in property value rather than \$101,655,600. The estimated number of senior exemptions is 551 rather than 533, exempting an estimated \$36,221,900 in value rather than \$35,037,400. The estimated number of eligible property exemptions for properties that do not qualify for a senior or disable veteran exemptions is 821 rather than 853. The estimated value of eligible property for properties that do not qualify for a senior or disable veteran exemptions is \$60,175,300 rather than \$63,271,700. The estimated total financial impact to the City is \$433,885 rather than \$442,202. The proposed amendment is requested to correct these discrepancies.

The following amendment is respectfully requested.

Motion

Amend the sixth whereas clause to change the total number of eligible property owners from 1,435 to 1,421, the estimated exemption amount from \$101,655,600 to \$99,743,700, the estimated number of senior exemptions from 533 to 551, the estimated senior exemption amount from \$35,037,400 to \$36,221,900; the estimated number of eligible property exemptions for properties that do not qualify for the senior or disable veteran exemptions from 853 to 821, and the estimated exemption amount for properties that do not qualify for a senior or disable veteran exemption from \$63,271,700 to \$60,175,300.

After amendment the sixth whereas clause would read:

WHEREAS, an estimated 1,421 property owners will be eligible for the proposed exemption exempting an estimated \$99,743,700 in property value, including \$3,346,500 of disabled veteran exemptions (49), \$36,221,900 of senior exemptions (551), and \$60,175,300 of eligible property exemptions that do not qualify for the senior or disabled veteran exemption (821); and,

Amend the seventh whereas clause to change the total financial impact to the City amount from \$442,202 to \$433,855.

After amendment the seventh whereas clause would read:

WHEREAS, the total financial impact to the City, at its current tax rate of 4.35 mills, is estimated to be \$433,885 annually with the maximum savings to an individual property owner of \$326.25 annually; and,

Thank you for your consideration.



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members
FROM: Phil Daniel, Council Member
DATE: August 21, 2026
SUBJECT: Ordinance No. 3542-2026 Requested Amendment

This memo requests an amendment to Ordinance 3542-2026, to better define for voters, the fiscal impacts to the City of ratifying Ballot Proposition 2026-C that is proposed by this ordinance. The information to be communicated is included in the sixth and seventh WHEREAS's of the ordinance and this amendment will include that information in the Fiscal Impact section of the proposition summary to be present to voters. Inclusion of this amendment will provide voters with the estimated fiscal impact when casting their vote.

This amendment includes revised amounts provided by the City Manager in his requested amendment. Alternative language can be provided should the City Manager's requested amendment not be moved or approved.

The following amendment is respectfully requested.

Motion

Amend Section 3, Fiscal Impact paragraph by inserting the maximum property tax savings each property owners could receive "up to a \$326.25" in the first sentence and adding a second sentence identifying the total estimated value of property exempted and the estimated annual revenue impact to the City.

After amendment the Fiscal Impact portion of the proposition summary would read:

Fiscal Impact: Eligible property owners could see up to a \$326.25 reduction in their annual property tax liability due to a portion of their permanent place of residence assessed value being exempt from taxation. If approved, an estimated 1,421 property owners may be eligible, resulting in the exemption of \$99,743,700 in property from taxation and reducing the City of Kenai's real property tax revenue by \$433,885 annually based on the City's currently adopted mill rate of 4.35.

New Text Underlined; [DELETED TEXT BRACKETED]

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3543-2026**

AN ORDINANCE INCREASING ESTIMATED REVENUES AND APPROPRIATIONS IN THE AIRPORT IMPROVEMENTS CAPITAL PROJECT FUND AND ACCEPTING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION AND AWARDING A CONTRACT FOR THE AIRPORT PERIMETER AND SECURITY FENCE PROJECT.

WHEREAS, this project will accomplish improvements to the perimeter fence to increase security, mitigate wildlife issues and repair access gates; and,

WHEREAS, the cost share for this project will be 95% Federal Aviation Administration (FAA) and 5% City share; and,

WHEREAS, the Perimeter and Security Fence grant offer is \$3,157,270 requiring a local share of \$166,172 for a total project cost of \$3,323,442; and,

WHEREAS, the City is meeting its local match obligation through previously appropriated \$247,500 for design services; and,

WHEREAS, a double reading is requested due to the FAA requiring the acceptance of this grant no later than September 15, 2026; and,

WHEREAS, an Invitation to Bid was released on June 24, 2026 with bids due on July 23, 2026 for the Airport Perimeter and Security Fence project; and,

WHEREAS, three bids were received

<u>Contractor</u>	<u>Cost</u>
QAP	\$2,475,100
Chumley's Inc.	\$2,650,000
B&B Electric	\$5,608,222; and,

WHEREAS, QAP was the lowest bidder with a cost of \$2,475,100 for the project; and,

WHEREAS, the bids were determined to be responsive and responsible; and,

WHEREAS, pursuant to KMC 1.15.070(d) the City may introduce and finally pass on the same day, an ordinance marking, repealing transferring or otherwise changing an appropriation; and,

WHEREAS, completion of the Airport Perimeter and Security Fence Project, award of the contract for the project to QAP and acceptance of this grant is in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to accept a grant from the FAA in the amount of \$3,157,270 and expend the funds in accordance with the provisions of the grant and this ordinance.

Section 2. That estimated revenues and expenditures be increased as follows:

Airport Improvements Capital Projects Fund:

Increase Estimated Revenues - Federal Grants	<u>\$3,157,270</u>
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Increase Appropriations - Construction	<u>\$3,157,270</u>
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Section 3. That the City Manager is authorized to execute a contract with QAP in the amount of \$2,475,100 for the Airport Perimeter and Security Fence project.

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect immediately upon enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF SEPTEMBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: 

Introduced:	September 2, 2026
Enacted:	September 2, 2026
Effective:	September 2, 2026



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: August 25, 2026

SUBJECT: **Ordinance 3543-2026** - Increasing Estimated Revenues and Appropriations in the Airport Improvements Capital Project Fund and Accepting a Grant From the Federal Aviation Administration and Awarding a Contract for the Airport Perimeter and Security Fence Project.

The memo requests Council's approval to accept a Federal Aviation Administration (FAA) grant for the Airport Perimeter and Security Fence Project and award of the construction project to QAP.

The project will consist of replacement of the majority of the perimeter fencing and improvements to the gates and access control for increased security and wildlife mitigation.

The total project cost is \$3,323,442 with 95% FAA participation of \$3,157,270 and 5% City participation of \$166,172. The City's cost share is being satisfied with previously appropriated funds in the amount of \$247,500 which were used for design of the project.

The FAA grant offer must be accepted by September 15, 2026, so a double reading is requested at the September 2, 2026 Council meeting.

The Invitation to Bid for the construction project was released on June 24, 2026 and three bids were received by the due date on July 23, 2026. Bids received are as follows:

<u>Contractor</u>	<u>Cost</u>
QAP	\$2,475,100
Chumley's Inc.	\$2,650,000
B&B Electric	\$5,608,222

QAP was the lowest bid for the contract with a cost of \$2,475,100.

It is in the best interest of the City of accept the grant and award the construction contract to QAP.

Thank you for your consideration.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-59**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE SIXTH STREET CONSTRUCTION PROJECT.

WHEREAS, an Invitation to Bid was released on August 7, 2026 with bids due on August 31, 2026 for the Sixth Street Construction project; and,

WHEREAS, _____ bids were received

Contractor

Cost

_____ ; and,

WHEREAS, _____ was the lowest bidder with a cost of \$_____ for the Sixth Street Construction; and,

WHEREAS, the bids were determined to be responsive and responsible; and,

WHEREAS, the Sixth Street Construction project will install water, sewer and road infrastructure in the Sixth Street right of way with funding through Ordinance 3536-2026; and,

WHEREAS, it is in the best interest of the City to award the contract for Sixth Street Construction to _____.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to execute a contract with _____ in the amount of \$_____ for the Sixth Street Construction project.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF SEPTEMBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: August 25, 2026

SUBJECT: **Resolution 2026-59** - Authorizing a Contract Award for the Sixth Street Construction Project.

The Invitation to Bid for Sixth Street Construction was released on August 7, 2026 and _____ bids were received by the due date on August 31, 2026. Bids received are as follows:

Contractor

Cost

_____ was the lowest bid for the contract with a cost of \$_____. This project will construct water, sewer and road infrastructure on Sixth Street with funding from a US Department of Housing & Urban Development Community Development Block Grant passed through the State of Alaska Department of Commerce, Community, and Economic Development and funding received from the Kenai Peninsula Housing Initiative accepted by the City through Ordinance 3536-2026.

It is in the best interest of the City to award the contract for Sixth Street Construction to _____.



Sponsored by: Administration

**CITY OF KENAI
RESOLUTION NO. 2026-60**

A RESOLUTION AUTHORIZING A CONTRACT AWARD FOR THE STRATEGIC PLAN CONSULTING SERVICES.

WHEREAS, a Request for Proposals was released on July 27, 2026 with proposals due on August 27, 2026 for Strategic Plan Consulting Services; and,

WHEREAS, _____ proposals were received and proposals were scored by an evaluation committee as follows

Consultant

Score

_____ ; and,

WHEREAS, _____ was the highest ranking proposals with a cost of \$_____ for the Strategic Plan Consulting Services; and,

WHEREAS, the proposals were determined to be responsive and responsible; and,

WHEREAS, the Strategic Plan Consulting Services project will develop a new Strategic Plan for the City of Kenai for incorporation into future budgets; and,

WHEREAS, it is in the best interest of the City to award the contract for Strategic Plan Consulting Services to _____.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. That the City Manager is authorized to execute a contract with _____ in the amount of \$_____ for Strategic Plan Consulting Services.

Section 2. That this Resolution takes effect immediately upon passage.

PASSED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 2ND DAY OF SEPTEMBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Approved by Finance: _____



KENAI

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MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Lee Frey, Public Works Director

DATE: August 25, 2026

SUBJECT: **Resolution 2026-60** - Authorizing a Contract Award for the Strategic Plan Consulting Services.

The Request for Proposals for Strategic Plan Consulting Services was released on July 27, 2026 and _____ proposals were received by the due date on August 27, 2026. Proposals were reviewed and scored by an evaluation committee. Proposals received and scores are as follows:

Consultant

Score

_____ was the highest ranking proposal for the project with an associated cost of \$_____. This project will develop a new Strategic Plan for the City of Kenai through community and stakeholder engagement for incorporation into future budgets.

It is in the best interest of the City to award the contract for Strategic Plan Consulting Services to _____.

**KENAI CITY COUNCIL – REGULAR MEETING
AUGUST 19, 2026 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
MAYOR HENRY H. KNACKSTEDT, PRESIDING**

MINUTES

A. CALL TO ORDER

A Regular Meeting of the Kenai City Council was held on August 19, 2026, in City Hall Council Chambers, Kenai, AK. Mayor Knackstedt called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Mayor Knackstedt led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Henry Knackstedt, Mayor
Sovala Kisena
Bridget Grieme

Victoria Askin, Vice Mayor
Deborah Sounart (*remote participation*)
Phil Daniel

A quorum was present.

Absent:

Glenese Pettey

Also in attendance were:

**Josh Bolling, Student Representative
Terry Eubank, City Manager
Scott Bloom, City Attorney
David Swarner, Finance Director
Kevin Buettner, Planning Director
Lee Frey, Public Works Director
Kathy Romain, Senior Services Director
Ryan Coleman, Police Chief
Shellie Saner, City Clerk

3. Agenda and Consent Agenda Approval

MOTION:

Vice Mayor Askin **MOVED** to approve the agenda and consent agenda. Council Member Daniel **SECONDED** the motion.

The items on the Consent Agenda were read into the record.

Mayor Knackstedt opened the floor for public comment on consent agenda items; there being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS - None.

C. SCHEDULED PUBLIC COMMENTS - None.

D. UNSCHEDULED PUBLIC COMMENTS

Mitch Michaud, Interim Executive Director of the Kenai Watershed Forum thanked the City for the contributions toward the costs of the baseline water sampling; provided an overview of the water sampling procedures; reported there is a chemical used in tires and brake linings that have proven in studies to be lethal to only silver salmon; and provided information other activities such as the StreamWatch program, and Trasherise where volunteers pick up anywhere from 100 to 400 pounds of trash.

Appreciation was stated for the Kenai Watershed Forum and the benefits to our community from their work.

E. PUBLIC HEARINGS

1. **Ordinance No. 3537-2026** - Increasing Estimated Fiscal Year 2026 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the US Department of Transportation Passed Through the State Of Alaska Department of Transportation and Public Facilities for Traffic Enforcement Overtime Expenditures. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3537-2026. Council Member Grieme **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Askin, Kisen, Sounart, Knackstedt, Daniel, Grieme

NAY: None

ABSENT: Pettey

**Student Representative Bolling: Yea

MOTION PASSED.

2. **Ordinance No. 3538-2026** - Increasing Estimated Fiscal Year 2026 Revenues and Appropriations in the General Fund - Police Department and Accepting a Grant from the Alaska High Intensity Drug Trafficking Area for Drug Investigation Overtime Expenditures. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3538-2026. Council Member Grieme **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

VOTE:

YEA: Kisen, Sounart, Knackstedt, Daniel, Grieme, Askin

NAY: None

ABSENT: Pettey

**Student Representative Bolling: Yea

MOTION PASSED.

3. **Ordinance No. 3539-2026** - Amending Kenai Municipal Code Section 14.20.030 - Establishment of Zones and Official Map to Add Airport Light Industrial. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3539-2026. Council Member Daniel **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

A summary overview of the memorandum as attached to Ordinance No. 3539-2026 was provided.

MOTION TO AMEND:

Vice Mayor Askin **MOVED** to amend the Ordinance No. 3534-2026 as follows:

Fourth whereas clause to read, "the Planning and Zoning Commission held a public hearing on August 12, 2026, and recommended the City Council enact this Ordinance; and,"

Council Member Daniel **SECONDED** the motion.

UNANIMOUS CONSENT was requested on the motion to amend.

VOTE: There being no objection; **SO ORDERED.**

VOTE ON MAIN MOTION AS AMENDED:

YEA: Sounart, Knackstedt, Daniel, Grieme, Askin, Kisenia

NAY: None

ABSENT: Pettey

**Student Representative Bolling:

MAIN MOTION AS AMENDED PASSED.

4. Ordinance No. 3540-2026 - Accepting and Appropriating a Gift Distribution from Meals on Wheels of America to the Kenai Senior Center. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to enact Ordinance No. 3540-2026. Council Member Grieme **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

A summary overview of the memorandum as attached to Ordinance No. 3540-2026 was provided.

VOTE:

YEA: Knackstedt, Daniel, Grieme, Askin, Kisenia, Sounart

NAY: None

ABSENT: Pettey

**Student Representative Bolling: Yea

MOTION PASSED.

5. Resolution No. 2026-55 - Authorizing a Contract for Digester Pumping and Disposal. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-55. Council Member Daniel **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

A summary overview of the memorandum as attached to Resolution No. 2026-55 was provided; it was noted that about \$200,000 was deducted from the contract amount for the construction project to handle this in-house.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

- 6. Resolution No. 2026-56** - Authorizing the Renewal of the City's Caselle Software Licensing and Support, and Corresponding Purchase Order for Accounting, Payroll and Human Resources Operations. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-56. Council Member Grieme **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

- 7. Resolution No. 2026-57** - Authorizing the City Manager to Enter into a Grant Agreement with the Kenai Peninsula Borough School District to Support Community Access to the Kenai Central High School Swimming Pool. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-57. Council Member Daniel **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments.

Kevin Lyon, Planning Operations Director for the Kenai Peninsula School District addressed the Council in support of Resolution No. 2026-57, noting the Kenai Central High School Pool is an asset to the community that serves students, families and residents; the district remains committed to maintaining community access during fiscal year 2027; the requested contribution helps offset rising utility costs; and the partnership with the City of Kenai and the district demonstrates a shared commitment.

Mr. Lyon clarified: although the district was working with the Kenai Peninsula Pools group, funds from the group were not available immediately; the fee increases were necessary to keep the pool open until the end of this fiscal year; if the City wanted discounted rates for City residents it would need to be established within the agreement; the students from Soldotna High School would be joining Kenai to have a stronger presence in swimming; the Kenai pool would not have the resources necessary to remain open without the grant from the City; funding included in the State of Alaska budget had not yet been distributed; and it was too early to predict operations for fiscal year 2028.

There being no one else wishing to be heard, the public comment period was closed.

A summary overview of the memorandum as attached to Resolution No. 2026-57 was provided; and the process taken to reach this point was reviewed.

There was discussion regarding the possibility of being in this same spot one year from now; and adding additional carveouts to the agreement to address the possibility of receiving funding from other sources.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

- 8. Resolution No. 2026-58** - Redirecting Previously Appropriated Capital Funds in the Vintage Pointe Improvement Capital Project Fund for the Repair and Replacement of Windows. (Administration)

MOTION:

Vice Mayor Askin **MOVED** to adopt Resolution No. 2026-58. Council Member Daniel **SECONDED** the motion.

Mayor Knackstedt opened the floor for public comments. There being no one wishing to be heard, the public comment period was closed.

A summary overview of the memorandum as attached to Resolution No. 2026-58 was provided.

UNANIMOUS CONSENT was requested.

VOTE: There being no objection; **SO ORDERED.**

F. MINUTES

1. *Regular Meeting of August 5, 2026. (City Clerk)

Approved by the consent agenda.

G. UNFINISHED BUSINESS - None.

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)

Approved by the consent agenda.

2. ***Action/Approval** - Confirmation of Mayoral Nominations for a Partial Term Appointment of Sherry Powell to the Beautification Commission. (Knackstedt)

Approved by the consent agenda.

3. ***Ordinance No. 3542-2026** - Providing for the Submission to the Qualified Voters of the City of Kenai, at the Regular Election to be Held on November 3, 2026, the Question of Enacting Kenai Municipal Code, Section 7.05.031- Residential Property Tax Exemption, to Establish a Residential Property Tax Exemption in the Amount of \$75,000. (Knackstedt, Kisenia)

Introduced by the consent agenda and Public Hearing set for September 2, 2026.

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission

No report, next meeting September 10, 2026.

2. Airport Commission

No report, next meeting September 10, 2026.

3. Parks and Recreation Commission

No report, a work session will be held on August 27, 2026.

4. Planning and Zoning Commission

Council Member Daniel reported on the August 13, 2026 meeting, next meeting August 26, 2026.

5. Beautification Commission

No report, next meeting schedule for September 8, 2026.

J. REPORT OF THE MAYOR

Mayor Knackstedt reported on the following:

- Industry Appreciation Day is next Saturday.
- School Started today.
- Presented Student Representative Bolling with a certificate of appreciation for his service as Student Representative.

K. ADMINISTRATION REPORTS

1. City Manager - City Manager Eubank reported on the following:
 - Welcomed Nicholas Bowman new Police Officer and Jacob Nagel new Utility Operator.
 - Provided an update on open recruitments.
 - Surplus Auction is currently open.
 - Provided an update on the Denina Point Estates development.
 - Wildwood Drive repave would be completed this fall.
 - Airport Runway Rehab project was underway and the new approaches worked.
2. City Attorney - No report.
3. City Clerk - City Clerk Saner reported on the following:
 - Candidate filing period will close on August 31, 2026; and currently recruiting election workers.

L. ADDITIONAL PUBLIC COMMENTS

1. Citizen Comments (*Public comments limited to (5) minutes per speaker*)
2. Council Comments

Student Representative Bolling congratulated KCHS football team for their recent win; provided an update on current sports activities; thanked the Mayor, Council and administration for warm welcome to Council over the last year and for giving him an opportunity to participate in conversations regarding students; and thanked Council members who came and presented to the leadership class.

Council Member Grieme updated everyone on upcoming High School sport events.

Council Kisenka thanked Student Representative Bolling for his service and for inviting Council members to present to the leadership class; and thanked the election workers from their work at the Primary Election.

Council Member Daniel thanked Student Representative Bolling for his service; Mr. Lyon for his testimony on behalf of the school district; stated his appreciation for the work session and discussion on property tax exemption; and reminded everyone to watch out for the kids with school being back in session.

Council Member Sounart wished everyone well.

Vice Mayor Askin thanked Student Representative Bolling for his service; stated appreciation for the work session; reminded everyone Saturday was Industry Appreciation Day and Saturday night was the Food Bank fundraiser.

M. EXECUTIVE SESSION - None.

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATIONAL ITEMS - None.

There being no further business before the Council, the meeting was adjourned at 6:50 p.m.

I certify the above represents accurate minutes of the Kenai City Council meeting of August 19, 2026.

Michelle M. Saner, MMC
City Clerk

*** The student representative may cast advisory votes on all matters except those subjects to executive session discussion. Advisory votes will not affect the outcome of the official council vote. Advisory votes will be recorded in the minutes. A student representative may not move or second items during a council meeting.*

PAYMENTS OVER \$35,000.00 WHICH NEED COUNCIL RATIFICATION
COUNCIL MEETING OF: SEPTEMBER 2, 2026

VENDOR	DESCRIPTION	DEPARTMENT	ACCOUNT	AMOUNT
PERS	PERS	VARIOUS	LIABILITY	116,001.91



Sponsored by: Administration

**CITY OF KENAI
ORDINANCE NO. 3544-2026**

AN ORDINANCE AMENDING KENAI MUNICIPAL CODE CHAPTER 1.56 KENAI MUNICIPAL LIBRARY DEPARTMENT, REMOVING THE LIBRARY REGULATIONS FROM THE APPENDICES OF KENAI MUNICIPAL CODE, AND AMENDING THE CITY OF KENAI SCHEDULE OF RATES, CHANGES, AND FEES FOR HOUSEKEEPING PURPOSES AND TO ALIGN THE LIBRARY WITH OTHER CITY DEPARTMENTS.

WHEREAS, the provisions set forth in Kenai Municipal Code (KMC) Chapter 1.56 and Appendix - Library Regulations and Policies govern various aspects of Library operations, including the issuance of library cards, borrowing limits, fees, electronic devices, internet access, materials and programs, patron conduct, and facility use; and,

WHEREAS, having these provisions codified limits the Library's ability to update policies and respond to changing operational needs effectively; and,

WHEREAS, Kenai Municipal Code Chapter 1.56 is amended to retain KMC 1.56.010 and KMC 1.56.020, and to repeal all remaining sections; and,

WHEREAS, KMC 1.56.010 remains unchanged and KMC 1.56.020 is amended to define the powers and duties of the Kenai Municipal Library Department in a manner that is consistent with other City departments; and,

WHEREAS, Appendix - Library Regulations is repealed in its entirety; and,

WHEREAS, the City of Kenai Schedule of Rates, Changes, and Fees is amended to remove references to Appendix - Library Regulations and Policies; and,

WHEREAS, these amendments to KMC allow the Library to establish, revise, and implement policies without requiring formal amendments to Kenai Municipal Code; and,

WHEREAS, this approach is consistent with other City departments regarding their day-to-day operational policies; and,

WHEREAS, maintaining policies in administrative form better aligns with best practices in library management, ensuring that staff can manage day-to-day library operations effectively; and

WHEREAS, this change preserves transparency by ensuring that all Library policies remain documented, accessible, and available to the public.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, AS FOLLOWS:

Section 1. Amendment of Chapter 1.56 of Kenai Municipal Code: That Kenai Municipal Code, Chapter 1.56 – Kenai Municipal Library Department, is hereby amended as follows:

**Chapter 1.56
KENAI MUNICIPAL LIBRARY DEPARTMENT**

Sections:

- 1.56.010 Creation.
- 1.56.020 [AUTHORITY FOR ADOPTION OF RULES, REGULATIONS, AND FINES] Powers and Duties.
- [1.56.025 LIBRARY CARDS.
- 1.56.030 SLEEPING AND RESTING PROHIBITED.
- 1.56.040 REFUSING TO RETURN LOANED MATERIAL.
- 1.56.045 LENDING POLICY WHERE LOANED MATERIAL NOT RETURNED.
- 1.56.050 PENALTY.]

1.56.010 Creation.

There shall be a Municipal Library Department, the head of which shall be the Library Director, appointed by the City Manager for an indefinite term. The Library Director shall be an officer of the City and have supervision and control of the Kenai Community Library.

1.56.020 [Authority for Adoption of Rules, Regulations, and Fines] Powers and Duties.

[THE LIBRARY DIRECTOR SHALL ESTABLISH RULES AND REGULATIONS FOR CONDUCT ON THE PROPERTY OF, AND USE OF, THE KENAI COMMUNITY LIBRARY AND LIBRARY MATERIALS AND A FINE OR PENALTY CHARGE SCHEDULE FOR OVERDUE, DAMAGED, OR FAILURE TO RETURN LOANED LIBRARY PROPERTY, WHICH RULES AND REGULATIONS SHALL BE EFFECTIVE AFTER APPROVAL BY CITY COUNCIL AND AFTER BEING POSTED IN A LOCATION WITHIN THE LIBRARY READILY VISIBLE BY LIBRARY PATRONS.]

The Library Director is responsible for the overall administration and operation of the municipal library and its services. Under the direction of the Library Director, the department oversees library facilities, resources, and programs; manages personnel and budgets; and ensures the provision of accessible and responsive library services to the community.

The department may establish policies and procedures necessary for effective library operations, maintain library property and collections, and carry out any additional responsibilities assigned by the City Manager or required by municipal ordinance.

[1.56.025 LIBRARY CARDS.

NO MATERIALS WILL BE LOANED FROM THE LIBRARY EXCEPT TO PARTIES HAVING A VALID LIBRARY IDENTIFICATION CARD WHICH IS NOT SUBJECT TO ANY UNPAID FINES OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00). SUCH LIBRARY IDENTIFICATION CARD WILL BE ISSUED TO ANY RESIDENT OF THE AREA MAKING APPLICATION THEREFOR AND UPON A FORM PREPARED BY THE LIBRARIAN AND CONTAINING AN AGREEMENT TO BE RESPONSIBLE FOR ALL MATERIALS BORROWED THEREON AND TO PAY ANY FINES, CHARGES, OR PENALTIES IMPOSED BY MISUSE OF LIBRARY PROPERTY. HOWEVER, NO SUCH CARD WILL BE ISSUED TO A MINOR (UNDER THE AGE OF EIGHTEEN (18)) UNLESS THE APPLICATION FOR SAID CARD IS ALSO SIGNED BY A PARENT OF SUCH CHILD OR ONE STANDING IN PLACE OF THE PARENT WHO IS WILLING TO ASSUME RESPONSIBILITY FOR THE CHILD AND FOR ANY MISUSE OF LIBRARY PRIVILEGES.

1.56.030 SLEEPING AND RESTING PROHIBITED.

NO ONE SHALL SLEEP WITHIN THE LIBRARY OR OUTSIDE THE LIBRARY UPON LIBRARY PROPERTY AT ANY TIME NOR SHALL ANYONE LIE IN A RECLINED POSITION WITHIN OR OUTSIDE THE LIBRARY OR LIBRARY GROUNDS. TO LIE IN A RECLINED POSITION MEANS TO POSITION ONE'S BODY PARALLEL TO THE FLOOR OR GROUND WHETHER ONE IS ON THE FLOOR, GROUND, A TABLE, BENCH, CHAIRS, COUCH, COUNTER, SHELVES, CARD CASES, OR ANY OTHER ITEM OF FURNITURE.

1.56.040 REFUSING TO RETURN LOANED MATERIAL.

NO PERSON, FIRM, OR CORPORATION SHALL KNOWINGLY REFUSE TO RETURN ANY READING MATERIAL, INCLUDING BOOKS, PERIODICALS, NEWSPAPERS, MAPS, ATLASES, OR ANY NON-READING MATERIAL INCLUDING

CASSETTES, RECORD PLAYERS, SCREENS, AND PROJECTORS LOANED TO SAID PERSON, FIRM, OR CORPORATION WITHIN THIRTY (30) DAYS AFTER SAID READING OR NON-READING MATERIAL BECOMES OVERDUE.

1.56.045 LENDING POLICY WHERE LOANED MATERIAL NOT RETURNED.

LENDING PRIVILEGES FOR ANY LIBRARY MATERIALS WILL BE SUSPENDED ON ANY LIBRARY CARD ON WHICH MATERIALS HAVE BEEN LOANED AND HAVE NOT BEEN RETURNED WHEN DUE OR ON WHICH ANY FINES, CHARGES, OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00) HAVE BEEN ASSESSED WHICH ARE IN ARREARS.

1.56.050 PENALTY.

IN ADDITION TO ANY FINE LEVIED OR OTHER PENALTY IMPOSED PURSUANT TO THIS CHAPTER OR REGULATIONS IMPOSED THEREUNDER, ANY PERSON, FIRM, OR CORPORATION WHO SHALL VIOLATE ANY PROVISION OF THIS CHAPTER INCLUDING ANY RULES AND REGULATIONS AS HEREIN SET FORTH, OR FAIL TO COMPLY THEREWITH UPON CONVICTION THEREOF SHALL BE PUNISHED BY A FINE AS PROVIDED FOR VIOLATIONS IN KMC 13.05.010.]

Section 2. Repeal of Library Regulations and Policies Appendix of Kenai Municipal Code: That Kenai Municipal Code Appendices – Library Regulations and Policies is hereby repealed in its entirety as follows:

[LIBRARY REGULATIONS

1. BORROWERS' CARDS

- A. ALL TRANSACTIONS WILL REQUIRE THE PRESENCE OF A VALID LIBRARY IDENTIFICATION CARD WHICH WILL BE ISSUED TO A RESIDENT FILING AN APPLICATION, AND ACCEPTING RESPONSIBILITY FOR THE USAGE THEREOF. NO CARD WILL BE ISSUED TO A MINOR UNDER EIGHTEEN (18) YEARS OF AGE UNLESS THE APPLICATION, AND ACCEPTANCE OF RESPONSIBILITY, IS SIGNED BY THE MINOR AND ALSO BY A PARENT OR LEGAL GUARDIAN. THE RESPONSIBLE ADULT MUST BE A CURRENT CARDHOLDER AND BE WILLING TO ASSUME THE RESPONSIBILITY FOR THE MINOR FOR MISUSE OR ABUSE OF THE PRIVILEGES OF LIBRARY USAGE.
- B. WHERE PRIVILEGES HAVE BEEN SUSPENDED ON A CARD OF A MINOR, PRIVILEGES ON A CARD OF A PARENT OR LEGAL GUARDIAN WITH LEGAL CUSTODY OF THE MINOR MAY BE SUSPENDED BY GIVING PRIOR WRITTEN NOTICE OF SUSPENSION TO SUCH PARENT OR A LEGAL GUARDIAN AT THE ADDRESS ON THE LIBRARY RECORD, AND WILL REMAIN IN EFFECT UNTIL THE OVERDUE MATERIALS HAVE BEEN RETURNED, AND/OR THE LATE FEES, CHARGES, OR PENALTIES ON THE SUSPENDED CARD HAVE BEEN PAID IN FULL.

2. LATE FEES

ALL FEES FOR THE LATE RETURN OF LIBRARY MATERIALS SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

3. SERVICE AND REPLACEMENT CHARGES

THE REPLACEMENT COST OF BOOKS OR OTHER MATERIALS THAT ARE LOST OR DAMAGED BEYOND REPAIR SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. ALL REPLACEMENT FEES FOR ANY ITEM, INCLUDING BUT NOT LIMITED TO A LIBRARY IDENTIFIER/BARCODE, LOST LIBRARY CARDS, RECORD SLEEVES, HANG-UP BAGS, AND AV OR CASSETTE CONTAINERS, SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL

4. DAMAGES

ALL FEES FOR DAMAGED, TORN, OR DEFACED PAGES OR COVERS, INCLUDING ANY PAGES OR COVERS THAT HAVE BEEN MENDED WITH SCOTCH TAPE OR LIKE MATERIAL OR PAGES OR COVERS THAT CONTAIN SCRIBBLING OR WRITING SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

5. RENEWALS

BOOKS AND/OR OTHER LIBRARY MATERIALS MAY BE RENEWED IN PERSON, ON-LINE OR BY TELEPHONE ONCE IF NOT RESERVED.

6. USE OF LIBRARY CONFERENCE ROOM

USE OF THE LIBRARY CONFERENCE ROOM IS LIMITED TO GENERAL GOVERNMENT AND LIBRARY RELATED EVENTS OR MEETINGS.

7. EXHIBITS

ONLY GOVERNMENTAL OR LIBRARY RELATED EXHIBITS MAY BE DISPLAYED AT THE LIBRARY.

KENAI COMMUNITY LIBRARY POLICIES

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- A. HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- B. RELAX AND READ CURRENT MATERIALS;
- C. RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- D. PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- E. FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- F. ENJOY PROGRAMS OR PERFORMANCES;
- G. HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE, AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES, AND MATERIALS IN A VARIETY OF FORMATS.

THE KENAI COMMUNITY LIBRARY WILL ENDEAVOR TO:

- A. PROVIDE SERVICE TO EVERY RESIDENT IN THE COMMUNITY;
- B. PROVIDE NON-RESIDENTS THE SAME SERVICES:
- C. HAVE THE LIBRARY OPEN SEVEN (7) DAYS A WEEK FOR AT LEAST A TOTAL OF FIFTY-NINE (59) HOURS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

MATERIALS

BOOKS AND OTHER LIBRARY MATERIALS WILL BE ADDED TO THE PRESENT COLLECTION TO PROVIDE INFORMATION, ENTERTAINMENT, INTELLECTUAL DEVELOPMENT AND ENRICHMENT TO ALL THE PEOPLE OF THE COMMUNITY.

PERSONNEL

SALARY SCHEDULE, HOLIDAYS, VACATION AND SICK LEAVE SHALL CONFORM TO THOSE RULES OUTLINED IN THE PERSONNEL REGULATIONS OF THE CITY OF KENAI.

BUDGET, OPERATIONAL

THE BUDGET SHALL BE PRESENTED TO THE CITY BY THE LIBRARY STAFF.

New Text Underlined; [DELETED TEXT BRACKETED]

BUDGET, CAPITAL IMPROVEMENTS

THE INITIATION OF A BUDGET FOR CAPITAL IMPROVEMENTS SHALL BE DONE BY THE LIBRARY COMMISSION AND THE LIBRARY STAFF.

BOOK SELECTION

THE LIBRARY COMMISSION, RECOGNIZING THE PLURALISTIC NATURE OF THIS COMMUNITY AND THE VARIED BACKGROUNDS AND THE NEEDS OF THE CITIZENS, DECLARES AS A MATTER OF BOOK SELECTION POLICY THAT:

- A. BOOKS AND/OR OTHER LIBRARY MATERIAL SELECTION ARE AND SHALL BE VESTED IN THE LIBRARIAN. ANY BOOK AND/OR LIBRARY MATERIAL SO SELECTED SHALL BE HELD TO BE SELECTED BY THE COMMISSION.
- B. SELECTION OF BOOKS AND/OR OTHER LIBRARY MATERIAL SHALL BE MADE ON THE BASIS OF THEIR VALUE OF INTEREST, INFORMATION, AND ENLIGHTENMENT OF ALL THE PEOPLE OF THE COMMUNITY. NO BOOK AND/OR LIBRARY MATERIAL SHALL BE EXCLUDED BECAUSE OF THE RACE, NATIONALITY OR THE POLITICAL OR SOCIAL VIEWS OF THE AUTHOR.
- C. THIS COMMISSION BELIEVES THAT CENSORSHIP IS A PURELY INDIVIDUAL MATTER AND DECLARES THAT WHILE ANYONE IS FREE TO REJECT FOR HIMSELF BOOKS OF WHICH HE DOES NOT APPROVE, HE CANNOT EXERCISE THIS RIGHT OF CENSORSHIP TO RESTRICT THE FREEDOM TO READ TO OTHERS.
- D. THIS COMMISSION DEFENDS THE PRINCIPLES OF THE FREEDOM TO READ AND DECLARES THAT WHENEVER CENSORSHIP IS INVOLVED NO BOOK AND/OR LIBRARY MATERIAL SHALL BE REMOVED FROM THE LIBRARY SAVE UNDER THE ORDERS OF A COURT OR COMPETENT JURISDICTION.
- E. THIS COMMISSION ADOPTS AND DECLARES THAT IT WILL ADHERE TO AND SUPPORT:
 1. THE LIBRARY BILL OF RIGHTS, AND
 2. THE FREEDOM TO READ STATEMENT ADOPTED BY THE AMERICAN LIBRARY ASSOCIATION, BOTH OF WHICH ARE MADE A PART HEREOF.

GIFTS WILL BE ACCEPTED WITH PROVISIONS AS TO ADDITION TO THE COLLECTION UPON EXAMINATION OF MATERIALS. NON-USABLE GIFTS WILL BE GIVEN THE DISPOSITION THAT IS OF MOST VALUE TO THE LIBRARY.

PUBLIC RELATIONS

COOPERATION WILL BE GIVEN TO OTHER LIBRARIES TO ADVANCE THE USAGE OF ALL LIBRARIES AND TO PROVIDE ADDITIONAL SERVICES TO THE READERS OF OUR COMMUNITY, AND TO PUBLICIZE THE VALUE OF LIBRARY SERVICES TO ALL.

UNATTENDED CHILDREN

THE LIBRARY OFFERS MANY PROGRAMS AND SERVICES THAT ENCOURAGE CHILDREN TO DEVELOP A LOVE OF BOOKS, READING AND LEARNING. HOWEVER:

- BECAUSE THE LIBRARY IS A PLACE WHERE CHILDREN GATHER, IT MAY ATTRACT PEOPLE WHOSE INTEREST IN CHILDREN IS NOT ENTIRELY WHOLESOME.
- THE SAFETY AND WELL-BEING OF CHILDREN AT THE LIBRARY IS OF SERIOUS CONCERN.
- RESPONSIBILITY FOR CHILDREN USING THE LIBRARY RESTS AT ALL TIMES WITH THE PARENT(S) OR ASSIGNED CAREGIVER(S), NOT WITH THE LIBRARY PERSONNEL.
- THE LIBRARY STAFF HAS LEEWAY TO INTERVENE IF AWARE OF DISRUPTIVE BEHAVIOR.
- THE STAFF CANNOT KNOW IF CHILDREN ARE LEAVING THE BUILDING WITH THEIR PARENTS OR STRANGERS.

FOR THE PROTECTION AND WELL-BEING OF CHILDREN WHO ENJOY LIBRARIES, THE FOLLOWING HAS BEEN ESTABLISHED:

- CHILDREN UNDER EIGHT (8) YEARS MUST BE CONTINUALLY ATTENDED BY A PARENT OR A CAREGIVER WHILE IN THE LIBRARY.
- PARENTS AND CAREGIVERS SHOULD BE FAMILIAR WITH THE LIBRARY'S HOURS OF OPERATION AND SHOULD NOT LEAVE CHILDREN BEFORE OPENING OR AFTER CLOSING.
- THE LIBRARY STAFF IS NOT RESPONSIBLE FOR SUPERVISING CHILDREN LEFT ALONE WHEN THE LIBRARY IS CLOSED, BUT WILL MAKE ATTEMPTS TO REACH A PARENT FOR IMMEDIATE PICK-UP.
- THE POLICE DEPARTMENT WILL BE NOTIFIED OF ANY CHILD WHO HAS BEEN LEFT TOO LONG OR REPEATEDLY IN THIS UNSAFE SITUATION.

ELECTRONIC DEVICE CHECKOUT POLICY

CHECKING OUT A DEVICE

- A. THE KENAI COMMUNITY LIBRARY OFFERS ELECTRONIC DEVICES FOR CHECKOUT. A PATRON MUST HAVE A VALID KENAI COMMUNITY LIBRARY CARD OR ALASKA LIBRARY CATALOG MEMBER LIBRARY CARD, AND AN ELECTRONIC DEVICE LIABILITY FORM MUST BE ON FILE. A LIBRARY CARD IS CONSIDERED VALID IF THE PATRON'S INFORMATION IS CURRENT AND THE ACCOUNT IS IN GOOD STANDING.
- B. PATRONS MUST BE AT LEAST THIRTEEN (13) YEARS OF AGE TO BORROW AN ELECTRONIC DEVICE. PATRONS THIRTEEN (13) TO SEVENTEEN (17) YEARS OF AGE MUST HAVE A PARENT OR LEGAL GUARDIAN SIGN A LIABILITY FORM IN PERSON BEFORE FIRST CHECK-OUT. THE PARENT/LEGAL GUARDIAN ASSUMES RESPONSIBILITY FOR THE ELECTRONIC DEVICE.

AVAILABLE DEVICES

IN-LIBRARY LAPTOPS ARE AVAILABLE FOR LOAN AT THE SERVICE DESK ON A FIRST-COME, FIRST-SERVED BASIS. HOLDS OR ADVANCE BOOKINGS FOR LAPTOPS ARE NOT AVAILABLE. THE LOAN PERIOD FOR LAPTOPS IS TWO (2) HOURS, WHICH MAY BE EXTENDED SUBJECT TO STAFF APPROVAL. LAPTOPS MUST BE RETURNED AT LEAST FIFTEEN (15) MINUTES PRIOR TO LIBRARY CLOSING. IN-LIBRARY LAPTOPS SHOULD NEVER BE LEFT UNATTENDED. REMOVAL OF AN IN-LIBRARY DEVICE FROM THE LIBRARY BUILDING CONSTITUTES THEFT.

CHROMEBOOKS ARE AVAILABLE FOR CHECKOUT FOR 21 DAYS WITH ONE RENEWAL IF NO OTHER HOLDS EXIST. HOLDS ON CHROMEBOOKS CAN BE PLACED BY CALLING THE KENAI COMMUNITY LIBRARY DURING BUSINESS HOURS. CHROMEBOOKS WILL BE HELD FOR NO MORE THAN TWO (2) DAYS. CHROMEBOOKS MUST BE PICKED UP AND DROPPED OFF AT THE KENAI COMMUNITY LIBRARY ONLY. CHROMEBOOKS SHOULD NEVER BE LEFT UNATTENDED. OVERDUE CHROMEBOOKS WILL BE REMOTELY DISABLED AT THREE (3) DAYS OVERDUE AND REPLACEMENT COSTS WILL BE ASSESSED AT SEVEN (7) DAYS OVERDUE.

PATRON RESPONSIBILITIES

PATRONS MUST ABIDE BY THE INTERNET SAFETY POLICY AND ALL OTHER APPLICABLE POLICIES. COPIES OF THESE POLICIES ARE AVAILABLE ON THE LIBRARY'S WEBSITE OR UPON REQUEST AT THE SERVICE DESK. PATRONS ARE RESPONSIBLE FOR ANY VIOLATION OF THIS AND ALL OTHER APPLICABLE LIBRARY POLICIES.

- A. PATRONS MAY NOT TAMPER WITH, ALTER OR DELETE ANY SETTINGS OR CONFIGURATIONS, OR INSTALL SOFTWARE ON THE DEVICE.
- B. PATRONS WILL NOT ENGAGE IN ANY ILLEGAL ACTIVITY USING AN ELECTRONIC DEVICE.
- C. PATRONS MAY BORROW NO MORE THAN ONE DEVICE AT THE SAME TIME.
- D. ALL DEVICES MUST BE RETURNED TO A LIBRARY STAFF MEMBER AND WILL BE CHECKED FOR DAMAGE BEFORE CHECK-IN.

- E. DOCUMENTS SHOULD BE SAVED TO A USB DRIVE OR CLOUD STORAGE. THE LIBRARY DOES NOT PROVIDE THESE DEVICES. ALL USER FILES WILL BE DELETED WHEN THE DEVICE IS TURNED OFF.
- F. THE KENAI COMMUNITY LIBRARY IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO LIBRARY USER'S DATA OR MEDIA DUE TO VIRUSES, HARDWARE, SOFTWARE, ELECTRICAL SURGE OR FAILURE, BATTERY FAILURE OR ANY OTHER CAUSE WHILE THE LIBRARY USER IS USING LIBRARY ELECTRONIC DEVICES.
- G. THE USER AGREES TO ASSUME ANY AND ALL LIABILITY FOR THE COST OF REPAIR OR REPLACEMENT IN THE EVENT OF LOSS DUE TO THEFT, DAMAGE WHETHER INTENTIONAL OR UNINTENTIONAL, NEGLIGENCE OR MISUSE. A REPAIR FEE WILL BE LEVIED FOR DAMAGED DEVICES AND/OR ACCESSORIES BASED ON THE COST OF THE REPAIRS. ANY EQUIPMENT MALFUNCTIONS OR LOSS SHOULD BE REPORTED IMMEDIATELY TO LIBRARY STAFF. FEES FOR THE ELECTRONIC DEVICE AND/OR ACCESSORIES WILL BE CHARGED BASED ON REPLACEMENT COST.

KENAI COMMUNITY LIBRARY INTERNET SAFETY POLICY

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- RELAX AND READ CURRENT MATERIALS;
- RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- ENJOY PROGRAMS OR PERFORMANCES;
- HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES AND MATERIALS IN A VARIETY OF FORMATS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

CURRENT INTERNET POLICIES

- INTERNET ACCESS SHALL BE MADE REASONABLE, FAIR, AND EQUITABLE TO ALL USERS WITH THE UNDERSTANDING THAT IT IS THE INDIVIDUAL USER'S RESPONSIBILITY TO DEMONSTRATE JUDGMENT, RESPECT FOR OTHERS, AND APPROPRIATE CONDUCT WHILE USING PUBLIC LIBRARY RESOURCES AND FACILITIES. USE OF THE INTERNET CONSTITUTES AGREEMENT TO COMPLY WITH THIS POLICY.
- INTERNET COMMUNICATIONS SHALL BE CONSIDERED PRIVATE AND CONFIDENTIALITY WILL BE ENCOURAGED WITHIN THE LIMITS OF A PUBLIC ENVIRONMENT, THE TECHNOLOGY OF THE EQUIPMENT, AND THE REQUIREMENTS OF LAW.
- VIOLATIONS OF LIBRARY GUIDELINES AND ENGAGING IN CERTAIN PROHIBITED PRACTICES IN INTERNET USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF INTERNET ACCESS THROUGH THE LIBRARY.

GUIDELINES FOR RESPONSIBLE USE

IT IS EXPECTED THAT THE USER OF THE INTERNET:

- SHALL MAKE ONLY AUTHORIZED ACCESS TO SYSTEMS, NETWORKS, SOFTWARE AND DATABASES FOR EDUCATIONAL, INFORMATIONAL AND RECREATIONAL PURPOSES ONLY;
- SHALL AVOID THE SENDING, RECEIVING, AND DISPLAYING OF TEXT OR GRAPHICS THAT MAY BE REASONABLY CONSTRUED AS SEXUALLY EXPLICIT OR OFFENSIVE. A WRITTEN DEFINITION OF WHAT CONSTITUTES "SEXUALLY EXPLICIT" MATERIAL IS AVAILABLE AT THE FRONT DESK;
- SHALL OBEY THE LAW AND REGULATIONS IN THEIR APPLICATION TO COPYRIGHT, LICENSED SOFTWARE AND DATA;
- SHALL BE AWARE THAT VIOLATIONS OF THESE GUIDELINES FOR RESPONSIBLE USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF YOUR INTERNET ACCESS WITHIN THE LIBRARY.

UNACCEPTABLE USES OF COMPUTERS AND RULES OF CONDUCT

AMONG THE USES THAT ARE CONSIDERED UNACCEPTABLE AND WHICH CONSTITUTE A VIOLATION OF THIS POLICY ARE THE FOLLOWING:

- USES THAT VIOLATE THE LAW OR ENCOURAGE OTHERS TO VIOLATE THE LAW. DOWNLOADING AND VIEWING VISUAL DEPICTIONS THAT ARE (1) OBSCENE, (2) CHILD PORNOGRAPHY, OR (3) HARMFUL TO MINORS;
- USES THAT VIOLATE COPYRIGHT LAWS AND LICENSING AGREEMENTS, SUCH AS DOWNLOADING MATERIALS THAT ENCOURAGE OTHERS TO VIOLATE THE LAW; DOWNLOADING OR TRANSMITTING CONFIDENTIAL, TRADE SECRET INFORMATION, OR COPYRIGHTED MATERIALS;
- USES THAT CAUSE HARM TO OTHERS OR DAMAGE TO THEIR PROPERTY. ENGAGING IN DEFAMATION, UPLOADING ANY HARMFUL FORM OF PROGRAMMING, VANDALISM; OR "HACKING";
- USES THAT JEOPARDIZE THE SECURITY OF ACCESS OF THE COMPUTER NETWORK OR OTHER NETWORKS ON THE INTERNET, ALTERING THE LIBRARY'S COMPUTER SETTINGS; DAMAGING OR MODIFYING COMPUTER EQUIPMENT OR SOFTWARE;
- USES THAT COMPROMISE THE SAFETY AND SECURITY OF MINORS WHEN USING E-MAIL, CHAT ROOMS AND OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATIONS: GIVING OTHERS PRIVATE INFORMATION ABOUT ONE'S SELF OR OTHERS. MINOR IS DEFINED AS UNDER AGE EIGHTEEN (18);
- USES THAT VIOLATE CONFIDENTIALITY OF INFORMATION: PERSONALLY IDENTIFIABLE INFORMATION ABOUT USERS MAY NOT BE DISCLOSED OR USED IN ANY WAY, EXCEPT TO LAW ENFORCEMENT AUTHORITIES AS PROVIDED IN THE LAW.

STATEMENT OF RESPONSIBILITY

THE INTERNET WITH ITS HIGHLY DIVERSE AND OFTEN CONTROVERSIAL CONTENT IS AN UNREGULATED RESOURCE AND CAN BE USED ONLY AT YOUR OWN RISK. BEYOND ITS HOME PAGES, KENAI COMMUNITY LIBRARY CANNOT CONTROL THE INFORMATION FOUND ON THE INTERNET AND IS NOT RESPONSIBLE FOR ITS ACCURACY, CORRECTNESS OR ITS SUITABILITY.

LIBRARY MAY SUGGEST SPECIFIC INTERNET SITES THAT HAVE POTENTIAL INTEREST FOR LIBRARY USERS, BUT THE LIBRARY CANNOT CONTROL A USER'S ACCESS TO OTHER INTERNET RESOURCES.

THE KENAI COMMUNITY LIBRARY HAS INSTALLED LIMITED FILTERS FOR INTERNET ACCESS. NO FILTERING SYSTEM IS COMPLETELY EFFECTIVE OR EFFICIENT. THIS IS ESPECIALLY TRUE IN FILTERING OF IMAGES AND VIDEO. FILTERS ON INTERNET TERMINALS MIGHT RESTRICT ACCESS TO SITES THAT COULD BE DEEMED OBJECTIONABLE, BUT WOULD ALSO LIMIT ACCESS TO SITES THAT HAVE LEGITIMATE RESEARCH VALUE.

***A SPECIAL NOTE TO PARENTS**

THE INTERNET'S "USER FRIENDLINESS" AND INTRINSIC FLEXIBILITY TO ACCESS A WIDE RANGE OF WELL KNOWN AND MANY LESSER KNOWN INFORMATION RESOURCES DEMANDS DILIGENT AND THOUGHTFUL PARENTAL SUPERVISION.

IT SHOULD BE UNDERSTOOD THAT THE KENAI COMMUNITY LIBRARY CANNOT ACT AS A CENSOR OR AS A SUBSTITUTE PARENT. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OVERSIGHT TO ENSURE THEIR CHILDREN'S USE OF THE INTERNET IN AN APPROPRIATE AND SAFE MANNER.

AS WITH ALL LIBRARY RESOURCES, THE LIBRARY AFFIRMS THE RIGHT AND RESPONSIBILITY OF PARENTS/GUARDIANS, NOT LIBRARY STAFF, TO DETERMINE AND MONITOR THEIR MINOR CHILDREN'S USE OF THE INTERNET. (MINORS ARE DEFINED IN THIS POLICY AS CHILDREN AND YOUNG PEOPLE UNDER THE AGE OF EIGHTEEN (18) YEARS.) PARENTS WHO BELIEVE THAT THEIR CHILDREN CANNOT RESPONSIBLY USE THE LIBRARY'S INTERNET ACCESS ARE REQUESTED TO MONITOR THEIR CHILDREN'S INTERNET USE.

INTERNET OFFERINGS AND LIMITATIONS

- LIBRARY ACCESS TO THE INTERNET IS AVAILABLE AT WORK STATIONS THAT USE SOFTWARE DESIGNED TO BROWSE THE WORLD WIDE WEB (WWW). DIAL IN ACCESS IS NOT AVAILABLE THROUGH THE LIBRARY.
- YOU MAY NOT USE YOUR OWN SOFTWARE PROGRAMS ON THE LIBRARY COMPUTERS, NOR INSTALL ANY PROGRAMS OR DRIVERS ON THE LIBRARY COMPUTERS. THIS WILL HELP PREVENT COMPUTER VIRUSES THAT ARE COMMON ON PUBLIC COMPUTERS.
- MISUSE OF THE COMPUTER OR INTERNET ACCESS WILL RESULT IN LOSS OF YOUR COMPUTER PRIVILEGES.
- BECAUSE OF LIBRARY SCHEDULING, INTERNET-TRAINED STAFF MAY NOT ALWAYS BE AVAILABLE.

RESPONSE TO VIOLATIONS

INTERNET COMPUTERS MAY NOT BE USED BY ANYONE, INCLUDING MINORS, FOR ILLEGAL ACTIVITY, TO ACCESS ILLEGAL MATERIALS, OR TO ACCESS MATERIALS THAT BY LOCAL COMMUNITY STANDARDS WOULD BE OBSCENE. LIBRARY EMPLOYEES ARE AUTHORIZED TO TAKE PROMPT AND APPROPRIATE ACTIONS TO PROHIBIT USE BY PERSONS WHO FAIL TO COMPLY WITH THE INTERNET SAFETY POLICY AS STATED OR IMPLIED HEREIN.

RESPONSIBILITIES OF LIBRARY STAFF AND USERS

LIBRARY STAFF WILL NOT MONITOR A USER'S INTERNET USE, EXCEPT FOR LENGTH OF USE IN ORDER TO ENSURE EQUAL OPPORTUNITY OF ACCESS FOR EVERYONE. THE USER, OR THE PARENT OF A MINOR, IS RESPONSIBLE FOR HIS OR HER INTERNET SESSION AT ALL TIMES. THE LIBRARY RESERVES THE RIGHT TO TERMINATE AN INTERNET SESSION THAT DISRUPTS LIBRARY SERVICES OR THAT INVOLVES USER BEHAVIOR THAT VIOLATES THE LIBRARY'S POLICIES.

DISCLAIMERS

WHILE THE LIBRARY ENDEAVORS TO PROVIDE ACCESS TO INFORMATION OF THE HIGHEST QUALITY, THE LIBRARY SPECIFICALLY DISCLAIMS ANY WARRANTY AS TO THE INFORMATION'S ACCURACY, TIMELINESS, AUTHORITATIVENESS, USEFULNESS OR FITNESS FOR A PARTICULAR PURPOSE.

THE LIBRARY WILL HAVE NO LIABILITY FOR DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES RELATED TO THE USE OF INFORMATION ACCESSED THROUGH THE LIBRARY'S INTERNET SERVICE.

SINCE SOFTWARE AND INFORMATION DOWNLOADED FROM ANY SOURCES, INCLUDING THE INTERNET, MAY CONTAIN COMPUTER VIRUSES, USERS ARE ADVISED TO UTILIZE VIRUS CHECKING SOFTWARE ON THEIR HOME COMPUTERS. THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGE TO USERS' DISKS OR COMPUTERS OR FOR ANY LOSS OF DATA, DAMAGE OR LIABILITY THAT MAY OCCUR FROM USE OF THE LIBRARY'S COMPUTERS.]

Section 3. Amendment the City of Kenai Schedule of Rates, Charges and Fees: That the City of Kenai Schedule of Rates, Charges and Fees for Library Fees is hereby amended as follows:

Library Fees

[APX - LIBRARY REGULATIONS AND POLICIES]

1. Default fees for lost, stolen or damaged materials when no retail value is available.
 - a. Adult book (hardcover) \$33.00
 - b. Adult large print \$40.00
 - c. Adult audiobook \$50.00
 - d. Youth board book \$10.00
 - e. Youth book (hardcover) or picture book \$25.00
 - f. Youth audiobook \$25.00
 - g. Adult/youth trade paperbacks \$15.00
 - h. Adult/youth mass market paperbacks \$10.00
 - i. Magazines \$5.00
 - j. Video/DVD/music CD \$30.00
 - k. DVD set \$50.00
 - l. Interlibrary loan item (fee or actual cost charged by lender) \$30.00
 - m. Juvenile kits/Adult kits/Playaway launchpads \$150.00
 - n. Microfilm reel or microfiche \$35.00
 - o. Chromebook kit \$370.00
 - p. Laptop \$800.00
2. **Proctoring per test** \$25.00
3. **Replacement Costs** Costs
 - a. processing fee for all lost/damaged items \$5.00
 - b. processing labels (e.g., spine labels, barcodes, etc.) \$1.00
 - c. RFID Tag \$1.00
 - d. replacement library card \$1.00
 - e. book covers \$2.00
 - f. Tonie, Yoto, music CD or single disc DVD case \$2.00
 - g. multidisc DVD or audiobook case \$5.00
 - h. power cord Chromebook/Laptop \$20.00
 - i. power cord Launchpads, Tonies, etc. \$10.00
4. Damages
 - a. defaced or torn pages per page \$2.00
5. Photocopying and Printing
 - a. Black & white prints or copies (per single-sided page) \$0.25
 - b. Color - photocopies only (per single-sided page) \$0.50

Section 4. Severability: That if any part or provision of this ordinance or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in all controversy in which this judgment shall have been rendered, and shall not affect or impair the validity of the remainder of this title or application thereof to other persons or circumstances. The City Council hereby declares that it would have enacted the remainder of this ordinance even without such part, provision, or application.

Section 5. Effective Date: That pursuant to KMC 1.15.070(f), this ordinance shall take effect 30 days after enactment.

ENACTED BY THE COUNCIL OF THE CITY OF KENAI, ALASKA, THIS 16TH DAY OF SEPTEMBER, 2026.

Henry H. Knackstedt, Mayor

ATTEST:

Michelle M. Saner, MMC, City Clerk

Introduced:	September 2, 2026
Enacted:	September 16, 2026
Effective:	October 16, 2026



MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: Katja Wolfe, Library Director

DATE: August 26, 2026

SUBJECT: **Ordinance 3544-2026** - Amending Kenai Municipal Code Chapter 1.56 Kenai Municipal Library Department, Removing the Library Regulations from the Appendices of Kenai Municipal Code, and Amending the City of Kenai Schedule of Rates, Changes, and Fees for Housekeeping Purposes and to Align the Library with Other City Departments.

The purpose of this ordinance is to amend and update provisions of the Kenai Municipal Code (KMC) related to the Kenai Municipal Library Department.

The proposed changes fall under three general categories, outlined below:

❖ **Amending Chapter 1.56 – Kenai Municipal Library Department**

- Amends Section **1.56.020 Authority for Adoption of Rules, Regulations, and Fines** by renaming the section to **Powers and Duties**, which now defines the powers and duties of the department consistent with practices in other City departments.
- Removes **Section 1.56.025 Library Cards**. Library card eligibility, borrower responsibilities, and fines and fees related to circulation would be governed by administrative policies and procedures.
- Removes **Section 1.56.030 Sleeping and Resting Prohibited**. Patron behavior would be governed by administrative policies and procedures.. The existing provision singles out a specific behavior (sleeping), which is more appropriately addressed within the broader conduct standards and applied in accordance with current practice.
- Removes **Sections 1.56.040 Refusing to Return Loaned Material and 1.56.045 Lending Policy where Loaned Material Not Returned**. Borrower responsibilities, as well as fines and fees related to would be governed by administrative policies and procedures.
- Removes **Section 1.56.050 Penalty**. Violations would be governed by administrative policies and procedures and are approved by Council in the City's Schedule of Rates, Charges and Fees

❖ **Removing Appendices - Library Regulations and Policies**

- Removes **Appendices - Library Regulations and Policies** in its entirety.
- All sections will be addressed in Kenai Community Library policies and procedures

❖ **Amending the City of Kenai Schedule of Rates, Changes and Fees – Library Fees**

- Removes a reference to APX-Library Regulations and Policy

As part of this update, Library regulations and policies currently set forth in KMC and requiring Council action through code amendments are removed from KMC and established as standalone policies subject to administrative review and approval. This will enable city staff to efficiently manage public-facing Library policies and procedures in response to changing operational needs and consistent with practices in other Kenai City departments. Policies will remain publicly available at the Library and online, ensuring continued access to current policy information.

The policy documents replacing those currently in KMC are attached to this Ordinance. They have undergone administrative review and approval by the Library Director, City Manager, and City Attorney and are provided for informational purposes only.

The following provides an analysis of the changes within the Ordinance. Comments shown in red provide additional context and detail regarding those changes.

Section 1. Amendment of Chapter 1.56 of Kenai Municipal Code: That Kenai Municipal Code, Chapter 1.56 – Kenai Municipal Library Department is hereby amended as follows:

Chapter 1.56

KENAI MUNICIPAL LIBRARY DEPARTMENT

Sections:

- 1.56.010 Creation.
- 1.56.020 [AUTHORITY FOR ADOPTION OF RULES, REGULATIONS, AND FINES] Powers and Duties.
- [1.56.025 LIBRARY CARDS.
- 1.56.030 SLEEPING AND RESTING PROHIBITED.
- 1.56.040 REFUSING TO RETURN LOANED MATERIAL.
- 1.56.045 LENDING POLICY WHERE LOANED MATERIAL NOT RETURNED.
- 1.56.050 PENALTY.]

1.56.010 Creation.

There shall be a Municipal Library Department, the head of which shall be the Library Director, appointed by the City Manager for an indefinite term. The Library Director shall be an officer of the City and have supervision and control of the Kenai Community Library.

1.56.020 [Authority for Adoption of Rules, Regulations, and Fines] Powers and Duties.

[THE LIBRARY DIRECTOR SHALL ESTABLISH RULES AND REGULATIONS FOR CONDUCT ON THE PROPERTY OF, AND USE OF, THE KENAI COMMUNITY LIBRARY AND LIBRARY MATERIALS AND A FINE OR PENALTY CHARGE SCHEDULE FOR OVERDUE, DAMAGED, OR FAILURE TO RETURN LOANED LIBRARY PROPERTY, WHICH RULES AND REGULATIONS SHALL BE EFFECTIVE AFTER APPROVAL BY CITY COUNCIL AND AFTER BEING POSTED IN A LOCATION WITHIN THE LIBRARY READILY VISIBLE BY LIBRARY PATRONS.]

The Library Director is responsible for the overall administration and operation of the municipal library and its services. Under the direction of the Library Director, the department oversees library



facilities, resources, and programs; manages personnel and budgets; and ensures the provision of accessible and responsive library services to the community.

The department may establish policies and procedures necessary for effective library operations, maintain library property and collections, and carry out any additional responsibilities assigned by the City Manager or required by municipal ordinance.

Defines the powers and duties of the department consistent with practices in other City departments.

[1.56.025 Library Cards.

NO MATERIALS WILL BE LOANED FROM THE LIBRARY EXCEPT TO PARTIES HAVING A VALID LIBRARY IDENTIFICATION CARD WHICH IS NOT SUBJECT TO ANY UNPAID FINES OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00). SUCH LIBRARY IDENTIFICATION CARD WILL BE ISSUED TO ANY RESIDENT OF THE AREA MAKING APPLICATION THEREFOR AND UPON A FORM PREPARED BY THE LIBRARIAN AND CONTAINING AN AGREEMENT TO BE RESPONSIBLE FOR ALL MATERIALS BORROWED THEREON AND TO PAY ANY FINES, CHARGES, OR PENALTIES IMPOSED BY MISUSE OF LIBRARY PROPERTY. HOWEVER, NO SUCH CARD WILL BE ISSUED TO A MINOR (UNDER THE AGE OF EIGHTEEN (18)) UNLESS THE APPLICATION FOR SAID CARD IS ALSO SIGNED BY A PARENT OF SUCH CHILD OR ONE STANDING IN PLACE OF THE PARENT WHO IS WILLING TO ASSUME RESPONSIBILITY FOR THE CHILD AND FOR ANY MISUSE OF LIBRARY PRIVILEGES.

This section is repealed as library card eligibility, patron responsibilities, and the issuance of minor cards are addressed in the Library Circulation Policy.

1.56.030 Sleeping and Resting Prohibited.

NO ONE SHALL SLEEP WITHIN THE LIBRARY OR OUTSIDE THE LIBRARY UPON LIBRARY PROPERTY AT ANY TIME NOR SHALL ANYONE LIE IN A RECLINED POSITION WITHIN OR OUTSIDE THE LIBRARY OR LIBRARY GROUNDS. TO LIE IN A RECLINED POSITION MEANS TO POSITION ONE'S BODY PARALLEL TO THE FLOOR OR GROUND WHETHER ONE IS ON THE FLOOR, GROUND, A TABLE, BENCH, CHAIRS, COUCH, COUNTER, SHELVES, CARD CASES, OR ANY OTHER ITEM OF FURNITURE.

This section is repealed as behavior expectations are addressed in the broader Library Code of Conduct Policy, providing a consistent framework for staff to support a welcoming library environment.

1.56.040 Refusing to Return Loaned Material.

NO PERSON, FIRM, OR CORPORATION SHALL KNOWINGLY REFUSE TO RETURN ANY READING MATERIAL, INCLUDING BOOKS, PERIODICALS, NEWSPAPERS, MAPS, ATLASES, OR ANY NON-READING MATERIAL INCLUDING CASSETTES, RECORD PLAYERS, SCREENS, AND PROJECTORS LOANED TO SAID PERSON, FIRM, OR CORPORATION WITHIN THIRTY (30) DAYS AFTER SAID READING OR NON-READING MATERIAL BECOMES OVERDUE.

This section is repealed. The Library Circulation Policy provides the framework for the management of overdue items.

1.56.045 Lending Policy Where Loaned Material Not Returned.

LENDING PRIVILEGES FOR ANY LIBRARY MATERIALS WILL BE SUSPENDED ON ANY LIBRARY CARD ON WHICH MATERIALS HAVE BEEN LOANED AND HAVE NOT BEEN RETURNED WHEN DUE OR ON WHICH ANY



FINES, CHARGES, OR PENALTIES IN EXCESS OF TEN DOLLARS (\$10.00) HAVE BEEN ASSESSED WHICH ARE IN ARREARS.

This section is repealed. The Library Circulation Policy provides the framework for the management of overdue items and lost items.

1.56.050 Penalty.

IN ADDITION TO ANY FINE LEVIED OR OTHER PENALTY IMPOSED PURSUANT TO THIS CHAPTER OR REGULATIONS IMPOSED THEREUNDER, ANY PERSON, FIRM, OR CORPORATION WHO SHALL VIOLATE ANY PROVISION OF THIS CHAPTER INCLUDING ANY RULES AND REGULATIONS AS HEREIN SET FORTH, OR FAIL TO COMPLY THEREWITH UPON CONVICTION THEREOF SHALL BE PUNISHED BY A FINE AS PROVIDED FOR VIOLATIONS IN KMC 13.05.010.]

This section is repealed and managed through the Library Code of Conduct and Circulation policies.

Section 2. Repeal of Library Regulations and Policies Appendix of Kenai Municipal Code: That Kenai Municipal Code Appendices – Library Regulations and Policies is hereby repealed in its entirety as follows:

[LIBRARY REGULATIONS

1. BORROWERS' CARDS

- A. ALL TRANSACTIONS WILL REQUIRE THE PRESENCE OF A VALID LIBRARY IDENTIFICATION CARD WHICH WILL BE ISSUED TO A RESIDENT FILING AN APPLICATION, AND ACCEPTING RESPONSIBILITY FOR THE USAGE THEREOF. NO CARD WILL BE ISSUED TO A MINOR UNDER EIGHTEEN (18) YEARS OF AGE UNLESS THE APPLICATION, AND ACCEPTANCE OF RESPONSIBILITY, IS SIGNED BY THE MINOR AND ALSO BY A PARENT OR LEGAL GUARDIAN. THE RESPONSIBLE ADULT MUST BE A CURRENT CARDHOLDER AND BE WILLING TO ASSUME THE RESPONSIBILITY FOR THE MINOR FOR MISUSE OR ABUSE OF THE PRIVILEGES OF LIBRARY USAGE.
- B. WHERE PRIVILEGES HAVE BEEN SUSPENDED ON A CARD OF A MINOR, PRIVILEGES ON A CARD OF A PARENT OR LEGAL GUARDIAN WITH LEGAL CUSTODY OF THE MINOR MAY BE SUSPENDED BY GIVING PRIOR WRITTEN NOTICE OF SUSPENSION TO SUCH PARENT OR A LEGAL GUARDIAN AT THE ADDRESS ON THE LIBRARY RECORD, AND WILL REMAIN IN EFFECT UNTIL THE OVERDUE MATERIALS HAVE BEEN RETURNED, AND/OR THE LATE FEES, CHARGES, OR PENALTIES ON THE SUSPENDED CARD HAVE BEEN PAID IN FULL.

2. LATE FEES

ALL FEES FOR THE LATE RETURN OF LIBRARY MATERIALS SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

3. SERVICE AND REPLACEMENT CHARGES

THE REPLACEMENT COST OF BOOKS OR OTHER MATERIALS THAT ARE LOST OR DAMAGED BEYOND REPAIR SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL. ALL REPLACEMENT FEES FOR ANY ITEM, INCLUDING BUT NOT LIMITED TO A LIBRARY IDENTIFIER/BARCODE, LOST LIBRARY CARDS, RECORD SLEEVES, HANG-UP BAGS, AND AV OR CASSETTE



CONTAINERS, SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL

4. DAMAGES

ALL FEES FOR DAMAGED, TORN, OR DEFACED PAGES OR COVERS, INCLUDING ANY PAGES OR COVERS THAT HAVE BEEN MENDED WITH SCOTCH TAPE OR LIKE MATERIAL OR PAGES OR COVERS THAT CONTAIN SCRIBBLING OR WRITING SHALL BE AS SET FORTH IN THE CITY'S SCHEDULE OF FEES ADOPTED BY THE CITY COUNCIL.

5. RENEWALS

BOOKS AND/OR OTHER LIBRARY MATERIALS MAY BE RENEWED IN PERSON, ON-LINE OR BY TELEPHONE ONCE IF NOT RESERVED.

Library Regulations 1 through 5 are repealed. Library card eligibility, fees and fines, as well as renewals are addressed in the Library Circulation Policy.

6. USE OF LIBRARY CONFERENCE ROOM

USE OF THE LIBRARY CONFERENCE ROOM IS LIMITED TO GENERAL GOVERNMENT AND LIBRARY RELATED EVENTS OR MEETINGS.

The Library Regulation limiting or restricting use of the Library Conference Room is repealed. The new Library Room Use Policy expands public access to the Library Conference Room and governs the use of all reservable spaces, subject to availability and the requirements of the policy.

7. EXHIBITS

ONLY GOVERNMENTAL OR LIBRARY RELATED EXHIBITS MAY BE DISPLAYED AT THE LIBRARY.

The Library Regulation regarding exhibits is repealed. The new Displays, Exhibits, and Bulletin Board Policy provides a framework for staff-curated exhibits that may include community information in line with the library's mission, policies, and available space.

KENAI COMMUNITY LIBRARY POLICIES

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- A. HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- B. RELAX AND READ CURRENT MATERIALS;
- C. RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- D. PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- E. FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- F. ENJOY PROGRAMS OR PERFORMANCES;



G. HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE, AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES, AND MATERIALS IN A VARIETY OF FORMATS.

THE KENAI COMMUNITY LIBRARY WILL ENDEAVOR TO:

- A. PROVIDE SERVICE TO EVERY RESIDENT IN THE COMMUNITY;
- B. PROVIDE NON-RESIDENTS THE SAME SERVICES:
- C. HAVE THE LIBRARY OPEN SEVEN (7) DAYS A WEEK FOR AT LEAST A TOTAL OF FIFTY-NINE (59) HOURS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

MATERIALS

BOOKS AND OTHER LIBRARY MATERIALS WILL BE ADDED TO THE PRESENT COLLECTION TO PROVIDE INFORMATION, ENTERTAINMENT, INTELLECTUAL DEVELOPMENT AND ENRICHMENT TO ALL THE PEOPLE OF THE COMMUNITY.

PERSONNEL

SALARY SCHEDULE, HOLIDAYS, VACATION AND SICK LEAVE SHALL CONFORM TO THOSE RULES OUTLINED IN THE PERSONNEL REGULATIONS OF THE CITY OF KENAI.

BUDGET, OPERATIONAL

THE BUDGET SHALL BE PRESENTED TO THE CITY BY THE LIBRARY STAFF.

BUDGET, CAPITAL IMPROVEMENTS

THE INITIATION OF A BUDGET FOR CAPITAL IMPROVEMENTS SHALL BE DONE BY THE LIBRARY COMMISSION AND THE LIBRARY STAFF.

BOOK SELECTION

THE LIBRARY COMMISSION, RECOGNIZING THE PLURALISTIC NATURE OF THIS COMMUNITY AND THE VARIED BACKGROUNDS AND THE NEEDS OF THE CITIZENS, DECLARES AS A MATTER OF BOOK SELECTION POLICY THAT:

- A. BOOKS AND/OR OTHER LIBRARY MATERIAL SELECTION ARE AND SHALL BE VESTED IN THE LIBRARIAN. ANY BOOK AND/OR LIBRARY MATERIAL SO SELECTED SHALL BE HELD TO BE SELECTED BY THE COMMISSION.
- B. SELECTION OF BOOKS AND/OR OTHER LIBRARY MATERIAL SHALL BE MADE ON THE BASIS OF THEIR VALUE OF INTEREST, INFORMATION, AND ENLIGHTENMENT OF ALL THE PEOPLE OF THE COMMUNITY. NO BOOK AND/OR LIBRARY MATERIAL SHALL BE EXCLUDED BECAUSE OF THE RACE, NATIONALITY OR THE POLITICAL OR SOCIAL VIEWS OF THE AUTHOR.



- C. THIS COMMISSION BELIEVES THAT CENSORSHIP IS A PURELY INDIVIDUAL MATTER AND DECLARES THAT WHILE ANYONE IS FREE TO REJECT FOR HIMSELF BOOKS OF WHICH HE DOES NOT APPROVE, HE CANNOT EXERCISE THIS RIGHT OF CENSORSHIP TO RESTRICT THE FREEDOM TO READ TO OTHERS.
- D. THIS COMMISSION DEFENDS THE PRINCIPLES OF THE FREEDOM TO READ AND DECLARES THAT WHENEVER CENSORSHIP IS INVOLVED NO BOOK AND/OR LIBRARY MATERIAL SHALL BE REMOVED FROM THE LIBRARY SAVE UNDER THE ORDERS OF A COURT OR COMPETENT JURISDICTION.
- E. THIS COMMISSION ADOPTS AND DECLARES THAT IT WILL ADHERE TO AND SUPPORT:
 - 1. THE LIBRARY BILL OF RIGHTS, AND
 - 2. THE FREEDOM TO READ STATEMENT ADOPTED BY THE AMERICAN LIBRARY ASSOCIATION, BOTH OF WHICH ARE MADE A PART HEREOF.

GIFTS WILL BE ACCEPTED WITH PROVISIONS AS TO ADDITION TO THE COLLECTION UPON EXAMINATION OF MATERIALS. NON-USABLE GIFTS WILL BE GIVEN THE DISPOSITION THAT IS OF MOST VALUE TO THE LIBRARY.

PUBLIC RELATIONS

COOPERATION WILL BE GIVEN TO OTHER LIBRARIES TO ADVANCE THE USAGE OF ALL LIBRARIES AND TO PROVIDE ADDITIONAL SERVICES TO THE READERS OF OUR COMMUNITY, AND TO PUBLICIZE THE VALUE OF LIBRARY SERVICES TO ALL.

UNATTENDED CHILDREN

THE LIBRARY OFFERS MANY PROGRAMS AND SERVICES THAT ENCOURAGE CHILDREN TO DEVELOP A LOVE OF BOOKS, READING AND LEARNING. HOWEVER:

- BECAUSE THE LIBRARY IS A PLACE WHERE CHILDREN GATHER, IT MAY ATTRACT PEOPLE WHOSE INTEREST IN CHILDREN IS NOT ENTIRELY WHOLESOME.
- THE SAFETY AND WELL-BEING OF CHILDREN AT THE LIBRARY IS OF SERIOUS CONCERN.
- RESPONSIBILITY FOR CHILDREN USING THE LIBRARY RESTS AT ALL TIMES WITH THE PARENT(S) OR ASSIGNED CAREGIVER(S), NOT WITH THE LIBRARY PERSONNEL.
- THE LIBRARY STAFF HAS LEEWAY TO INTERVENE IF AWARE OF DISRUPTIVE BEHAVIOR.
- THE STAFF CANNOT KNOW IF CHILDREN ARE LEAVING THE BUILDING WITH THEIR PARENTS OR STRANGERS.

FOR THE PROTECTION AND WELL-BEING OF CHILDREN WHO ENJOY LIBRARIES, THE FOLLOWING HAS BEEN ESTABLISHED:

- CHILDREN UNDER EIGHT (8) YEARS MUST BE CONTINUALLY ATTENDED BY A PARENT OR A CAREGIVER WHILE IN THE LIBRARY.
- PARENTS AND CAREGIVERS SHOULD BE FAMILIAR WITH THE LIBRARY'S HOURS OF OPERATION AND SHOULD NOT LEAVE CHILDREN BEFORE OPENING OR AFTER CLOSING.
- THE LIBRARY STAFF IS NOT RESPONSIBLE FOR SUPERVISING CHILDREN LEFT ALONE WHEN THE LIBRARY IS CLOSED, BUT WILL MAKE ATTEMPTS TO REACH A PARENT FOR IMMEDIATE PICK-UP.
- THE POLICE DEPARTMENT WILL BE NOTIFIED OF ANY CHILD WHO HAS BEEN LEFT TOO LONG OR REPEATEDLY IN THIS UNSAFE SITUATION.



ELECTRONIC DEVICE CHECKOUT POLICY

CHECKING OUT A DEVICE

- A. THE KENAI COMMUNITY LIBRARY OFFERS ELECTRONIC DEVICES FOR CHECKOUT. A PATRON MUST HAVE A VALID KENAI COMMUNITY LIBRARY CARD OR ALASKA LIBRARY CATALOG MEMBER LIBRARY CARD, AND AN ELECTRONIC DEVICE LIABILITY FORM MUST BE ON FILE. A LIBRARY CARD IS CONSIDERED VALID IF THE PATRON'S INFORMATION IS CURRENT AND THE ACCOUNT IS IN GOOD STANDING.
- B. PATRONS MUST BE AT LEAST THIRTEEN (13) YEARS OF AGE TO BORROW AN ELECTRONIC DEVICE. PATRONS THIRTEEN (13) TO SEVENTEEN (17) YEARS OF AGE MUST HAVE A PARENT OR LEGAL GUARDIAN SIGN A LIABILITY FORM IN PERSON BEFORE FIRST CHECK-OUT. THE PARENT/LEGAL GUARDIAN ASSUMES RESPONSIBILITY FOR THE ELECTRONIC DEVICE.

AVAILABLE DEVICES

IN-LIBRARY LAPTOPS ARE AVAILABLE FOR LOAN AT THE SERVICE DESK ON A FIRST-COME, FIRST-SERVED BASIS. HOLDS OR ADVANCE BOOKINGS FOR LAPTOPS ARE NOT AVAILABLE. THE LOAN PERIOD FOR LAPTOPS IS TWO (2) HOURS, WHICH MAY BE EXTENDED SUBJECT TO STAFF APPROVAL. LAPTOPS MUST BE RETURNED AT LEAST FIFTEEN (15) MINUTES PRIOR TO LIBRARY CLOSING. IN-LIBRARY LAPTOPS SHOULD NEVER BE LEFT UNATTENDED. REMOVAL OF AN IN-LIBRARY DEVICE FROM THE LIBRARY BUILDING CONSTITUTES THEFT.

CHROMEBOOKS ARE AVAILABLE FOR CHECKOUT FOR 21 DAYS WITH ONE RENEWAL IF NO OTHER HOLDS EXIST. HOLDS ON CHROMEBOOKS CAN BE PLACED BY CALLING THE KENAI COMMUNITY LIBRARY DURING BUSINESS HOURS. CHROMEBOOKS WILL BE HELD FOR NO MORE THAN TWO (2) DAYS. CHROMEBOOKS MUST BE PICKED UP AND DROPPED OFF AT THE KENAI COMMUNITY LIBRARY ONLY. CHROMEBOOKS SHOULD NEVER BE LEFT UNATTENDED. OVERDUE CHROMEBOOKS WILL BE REMOTELY DISABLED AT THREE (3) DAYS OVERDUE AND REPLACEMENT COSTS WILL BE ASSESSED AT SEVEN (7) DAYS OVERDUE.

PATRON RESPONSIBILITIES

PATRONS MUST ABIDE BY THE INTERNET SAFETY POLICY AND ALL OTHER APPLICABLE POLICIES. COPIES OF THESE POLICIES ARE AVAILABLE ON THE LIBRARY'S WEBSITE OR UPON REQUEST AT THE SERVICE DESK. PATRONS ARE RESPONSIBLE FOR ANY VIOLATION OF THIS AND ALL OTHER APPLICABLE LIBRARY POLICIES.

- A. PATRONS MAY NOT TAMPER WITH, ALTER OR DELETE ANY SETTINGS OR CONFIGURATIONS, OR INSTALL SOFTWARE ON THE DEVICE.
- B. PATRONS WILL NOT ENGAGE IN ANY ILLEGAL ACTIVITY USING AN ELECTRONIC DEVICE.
- C. PATRONS MAY BORROW NO MORE THAN ONE DEVICE AT THE SAME TIME.
- D. ALL DEVICES MUST BE RETURNED TO A LIBRARY STAFF MEMBER AND WILL BE CHECKED FOR DAMAGE BEFORE CHECK-IN.
- E. DOCUMENTS SHOULD BE SAVED TO A USB DRIVE OR CLOUD STORAGE. THE LIBRARY DOES NOT PROVIDE THESE DEVICES. ALL USER FILES WILL BE DELETED WHEN THE DEVICE IS TURNED OFF.
- F. THE KENAI COMMUNITY LIBRARY IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO LIBRARY USER'S DATA OR MEDIA DUE TO VIRUSES, HARDWARE, SOFTWARE, ELECTRICAL SURGE OR



FAILURE, BATTERY FAILURE OR ANY OTHER CAUSE WHILE THE LIBRARY USER IS USING LIBRARY ELECTRONIC DEVICES.

- G. THE USER AGREES TO ASSUME ANY AND ALL LIABILITY FOR THE COST OF REPAIR OR REPLACEMENT IN THE EVENT OF LOSS DUE TO THEFT, DAMAGE WHETHER INTENTIONAL OR UNINTENTIONAL, NEGLIGENCE OR MISUSE. A REPAIR FEE WILL BE LEVIED FOR DAMAGED DEVICES AND/OR ACCESSORIES BASED ON THE COST OF THE REPAIRS. ANY EQUIPMENT MALFUNCTIONS OR LOSS SHOULD BE REPORTED IMMEDIATELY TO LIBRARY STAFF. FEES FOR THE ELECTRONIC DEVICE AND/OR ACCESSORIES WILL BE CHARGED BASED ON REPLACEMENT COST.

KENAI COMMUNITY LIBRARY INTERNET SAFETY POLICY

MISSION

THE MISSION OF THE KENAI COMMUNITY LIBRARY IS TO PROVIDE A COMFORTABLE AND FRIENDLY ENVIRONMENT IN WHICH THE PUBLIC MAY:

- HAVE A REASONABLE EXPECTATION THAT THEY WILL LEAVE THE BUILDING WITH WHAT THEY CAME FOR;
- RELAX AND READ CURRENT MATERIALS;
- RECEIVE KNOWLEDGEABLE ASSISTANCE AND ANSWERS TO QUESTIONS;
- PURSUE OPPORTUNITIES FOR LIFELONG LEARNING;
- FIND PROFESSIONALLY SELECTED MATERIALS IN ALL FORMATS FOR PERSONAL ENJOYMENT;
- ENJOY PROGRAMS OR PERFORMANCES;
- HAVE ACCESS TO TECHNOLOGICAL RESOURCES.

IN SUPPORT OF THIS MISSION, THE LIBRARY PROVIDES INDIVIDUALIZED ASSISTANCE, COMMUNITY OUTREACH, PROFESSIONAL EXPERTISE AND CURRENT TECHNOLOGIES FOR EQUAL ACCESS TO FACILITIES, QUALITY SERVICES AND MATERIALS IN A VARIETY OF FORMATS.

THE LIBRARY SUPPORTS THE LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT. THE LIBRARY'S MANDATE IS TO PROVIDE THE PUBLIC ACCESS TO INFORMATION ON ALL SIDES OF AN ISSUE.

CURRENT INTERNET POLICIES

- INTERNET ACCESS SHALL BE MADE REASONABLE, FAIR, AND EQUITABLE TO ALL USERS WITH THE UNDERSTANDING THAT IT IS THE INDIVIDUAL USER'S RESPONSIBILITY TO DEMONSTRATE JUDGMENT, RESPECT FOR OTHERS, AND APPROPRIATE CONDUCT WHILE USING PUBLIC LIBRARY RESOURCES AND FACILITIES. USE OF THE INTERNET CONSTITUTES AGREEMENT TO COMPLY WITH THIS POLICY.
- INTERNET COMMUNICATIONS SHALL BE CONSIDERED PRIVATE AND CONFIDENTIALITY WILL BE ENCOURAGED WITHIN THE LIMITS OF A PUBLIC ENVIRONMENT, THE TECHNOLOGY OF THE EQUIPMENT, AND THE REQUIREMENTS OF LAW.
- VIOLATIONS OF LIBRARY GUIDELINES AND ENGAGING IN CERTAIN PROHIBITED PRACTICES IN INTERNET USE MAY LEAD TO THE SUSPENSION OR REVOCATION OF INTERNET ACCESS THROUGH THE LIBRARY.



GUIDELINES FOR RESPONSIBLE USE

IT IS EXPECTED THAT THE USER OF THE INTERNET:

- SHALL MAKE ONLY AUTHORIZED ACCESS TO SYSTEMS, NETWORK, SOFTWARE AND DATABASES FOR EDUCATIONAL, INFORMATIONAL AND RECREATIONAL PURPOSES ONLY;
- SHALL AVOID THE SENDING, RECEIVING, AND DISPLAYING OF TEXT OR GRAPHICS THAT MAY BE REASONABLY CONSTRUED AS SEXUALLY EXPLICIT OR OFFENSIVE. A WRITTEN DEFINITION OF WHAT CONSTITUTES "SEXUALLY EXPLICIT" MATERIAL IS AVAILABLE AT THE FRONT DESK;
- SHALL OBEY THE LAW AND REGULATIONS IN THEIR APPLICATION TO COPYRIGHT, LICENSED SOFTWARE AND DATA;
- SHALL BE AWARE THAT VIOLATIONS OF THESE GUIDELINES FOR RESPONSIBLE USE MY LEAD TO THE SUSPENSION OR REVOCATION OF YOUR INTERNET ACCESS WITHIN THE LIBRARY.

UNACCEPTABLE USES OF COMPUTERS AND RULES OF CONDUCT

AMONG THE USES THAT ARE CONSIDERED UNACCEPTABLE AND WHICH CONSTITUTE A VIOLATION OF THIS POLICY ARE THE FOLLOWING:

- USES THAT VIOLATE THE LAW OR ENCOURAGE OTHERS TO VIOLATE THE LAW. DOWNLOADING AND VIEWING VISUAL DEPICTIONS THAT ARE (1) OBSCENE, (2) CHILD PORNOGRAPHY, OR (3) HARMFUL TO MINORS;
- USES THAT VIOLATE COPYRIGHT LAWS AND LICENSING AGREEMENTS, SUCH AS DOWNLOADING MATERIALS THAT ENCOURAGE OTHERS TO VIOLATE THE LAW; DOWNLOADING OR TRANSMITTING CONFIDENTIAL, TRADE SECRET INFORMATION, OR COPYRIGHTED MATERIALS;
- USES THAT CAUSE HARM TO OTHERS OR DAMAGE TO THEIR PROPERTY. ENGAGING IN DEFAMATION, UPLOADING ANY HARMFUL FORM OF PROGRAMMING, VANDALISM; OR "HACKING";
- USES THAT JEOPARDIZE THE SECURITY OF ACCESS OF THE COMPUTER NETWORK OR OTHER NETWORKS ON THE INTERNET, ALTERING THE LIBRARY'S COMPUTER SETTINGS; DAMAGING OR MODIFYING COMPUTER EQUIPMENT OR SOFTWARE;
- USES THAT COMPROMISE THE SAFETY AND SECURITY OF MINORS WHEN USING E-MAIL, CHAT ROOMS AND OTHER FORMS OF DIRECT ELECTRONIC COMMUNICATIONS: GIVING OTHERS PRIVATE INFORMATION ABOUT ONE'S SELF OR OTHERS. MINOR IS DEFINED AS UNDER AGE EIGHTEEN (18);
- USES THAT VIOLATE CONFIDENTIALITY OF INFORMATION: PERSONALLY IDENTIFIABLE INFORMATION ABOUT USERS MAY NOT BE DISCLOSED OR USED IN ANY WAY, EXCEPT TO LAW ENFORCEMENT AUTHORITIES AS PROVIDED IN THE LAW.

STATEMENT OF RESPONSIBILITY

THE INTERNET WITH ITS HIGHLY DIVERSE AND OFTEN CONTROVERSIAL CONTENT IS AN UNREGULATED RESOURCE AND CAN BE USED ONLY AT YOUR OWN RISK. BEYOND ITS HOME PAGES, KENAI COMMUNITY LIBRARY CANNOT CONTROL THE INFORMATION FOUND ON THE INTERNET AND IS NOT RESPONSIBLE FOR ITS ACCURACY, CORRECTNESS OR ITS SUITABILITY.

LIBRARY MAY SUGGEST SPECIFIC INTERNET SITES THAT HAVE POTENTIAL INTEREST FOR LIBRARY USERS, BUT THE LIBRARY CANNOT CONTROL A USER'S ACCESS TO OTHER INTERNET RESOURCES.



THE KENAI COMMUNITY LIBRARY HAS INSTALLED LIMITED FILTERS FOR INTERNET ACCESS. NO FILTERING SYSTEM IS COMPLETELY EFFECTIVE OR EFFICIENT. THIS IS ESPECIALLY TRUE IN FILTERING OF IMAGES AND VIDEO. FILTERS ON INTERNET TERMINALS MIGHT RESTRICT ACCESS TO SITES THAT COULD BE DEEMED OBJECTIONABLE, BUT WOULD ALSO LIMIT ACCESS TO SITES THAT HAVE LEGITIMATE RESEARCH VALUE.

***A SPECIAL NOTE TO PARENTS**

THE INTERNET'S "USER FRIENDLINESS" AND INTRINSIC FLEXIBILITY TO ACCESS A WIDE RANGE OF WELL KNOWN AND MANY LESSER KNOWN INFORMATION RESOURCES DEMANDS DILIGENT AND THOUGHTFUL PARENTAL SUPERVISION.

IT SHOULD BE UNDERSTOOD THAT THE KENAI COMMUNITY LIBRARY CANNOT ACT AS A CENSOR OR AS A SUBSTITUTE PARENT. IT IS THE RESPONSIBILITY OF THE PARENT TO PROVIDE THE OVERSIGHT TO ENSURE THEIR CHILDREN'S USE OF THE INTERNET IN AN APPROPRIATE AND SAFE MANNER.

AS WITH ALL LIBRARY RESOURCES, THE LIBRARY AFFIRMS THE RIGHT AND RESPONSIBILITY OF PARENTS/GUARDIANS, NOT LIBRARY STAFF, TO DETERMINE AND MONITOR THEIR MINOR CHILDREN'S USE OF THE INTERNET. (MINORS ARE DEFINED IN THIS POLICY AS CHILDREN AND YOUNG PEOPLE UNDER THE AGE OF EIGHTEEN (18) YEARS.) PARENTS WHO BELIEVE THAT THEIR CHILDREN CANNOT RESPONSIBLY USE THE LIBRARY'S INTERNET ACCESS ARE REQUESTED TO MONITOR THEIR CHILDREN'S INTERNET USE.

INTERNET OFFERINGS AND LIMITATIONS

- LIBRARY ACCESS TO THE INTERNET IS AVAILABLE AT WORK STATIONS THAT USE SOFTWARE DESIGNED TO BROWSE THE WORLD WIDE WEB (WWW). DIAL IN ACCESS IS NOT AVAILABLE THROUGH THE LIBRARY.
- YOU MAY NOT USE YOUR OWN SOFTWARE PROGRAMS ON THE LIBRARY COMPUTERS, NOR INSTALL ANY PROGRAMS OR DRIVERS ON THE LIBRARY COMPUTERS. THIS WILL HELP PREVENT COMPUTER VIRUSES THAT ARE COMMON ON PUBLIC COMPUTERS.
- MISUSE OF THE COMPUTER OR INTERNET ACCESS WILL RESULT IN LOSS OF YOUR COMPUTER PRIVILEGES.
- BECAUSE OF LIBRARY SCHEDULING, INTERNET-TRAINED STAFF MAY NOT ALWAYS BE AVAILABLE.

RESPONSE TO VIOLATIONS

INTERNET COMPUTERS MAY NOT BE USED BY ANYONE, INCLUDING MINORS, FOR ILLEGAL ACTIVITY, TO ACCESS ILLEGAL MATERIALS, OR TO ACCESS MATERIALS THAT BY LOCAL COMMUNITY STANDARDS WOULD BE OBSCENE. LIBRARY EMPLOYEES ARE AUTHORIZED TO TAKE PROMPT AND APPROPRIATE ACTIONS TO PROHIBIT USE BY PERSONS WHO FAIL TO COMPLY WITH THE INTERNET SAFETY POLICY AS STATED OR IMPLIED HEREIN.

RESPONSIBILITIES OF LIBRARY STAFF AND USERS

LIBRARY STAFF WILL NOT MONITOR A USER'S INTERNET USE, EXCEPT FOR LENGTH OF USE IN ORDER TO ENSURE EQUAL OPPORTUNITY OF ACCESS FOR EVERYONE. THE USER, OR THE PARENT OF A MINOR, IS RESPONSIBLE FOR HIS OR HER INTERNET SESSION AT ALL TIMES. THE LIBRARY RESERVES THE RIGHT



TO TERMINATE AN INTERNET SESSION THAT DISRUPTS LIBRARY SERVICES OR THAT INVOLVES USER BEHAVIOR THAT VIOLATES THE LIBRARY'S POLICIES.

DISCLAIMERS

WHILE THE LIBRARY ENDEAVORS TO PROVIDE ACCESS TO INFORMATION OF THE HIGHEST QUALITY, THE LIBRARY SPECIFICALLY DISCLAIMS ANY WARRANTY AS TO THE INFORMATION'S ACCURACY, TIMELINESS, AUTHORITATIVENESS, USEFULNESS OR FITNESS FOR A PARTICULAR PURPOSE.

THE LIBRARY WILL HAVE NO LIABILITY FOR DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES RELATED TO THE USE OF INFORMATION ACCESSED THROUGH THE LIBRARY'S INTERNET SERVICE.

SINCE SOFTWARE AND INFORMATION DOWNLOADED FROM ANY SOURCES, INCLUDING THE INTERNET, MAY CONTAIN COMPUTER VIRUSES, USERS ARE ADVISED TO UTILIZE VIRUS CHECKING SOFTWARE ON THEIR HOME COMPUTERS. THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGE TO USERS' DISKS OR COMPUTERS OR FOR ANY LOSS OF DATA, DAMAGE OR LIABILITY THAT MAY OCCUR FROM USE OF THE LIBRARY'S COMPUTERS.]

Removes Appendices – Kenai Community Library Policies in its entirety. Some provisions are addressed elsewhere: personnel matters are governed by the personnel code, budget and capital improvement are addressed through the City's budget process and procedures; and other provisions, while repealed from municipal code, remain in effect as department policies, including mission, vision, and values; material selection; electronic equipment use; public relations; unattended children; and internet safety.

Section 3. Amendment the City of Kenai Schedule of Rates, Charges and Fees: That the City of Kenai Schedule of Rates, Charges and Fees for Library Fees is hereby amended as follows:

Library Fees

[APX - LIBRARY REGULATIONS AND POLICIES]

1. Default fees for lost, stolen or damaged materials when no retail value is available.
 - a. Adult book (hardcover) \$33.00
 - b. Adult large print \$40.00
 - c. Adult audiobook \$50.00
 - d. Youth board book \$10.00
 - e. Youth book (hardcover) or picture book \$25.00
 - f. Youth audiobook \$25.00
 - g. Adult/youth trade paperbacks \$15.00
 - h. Adult/youth mass market paperbacks \$10.00
 - i. Magazines \$5.00
 - j. Video/DVD/music CD \$30.00
 - k. DVD set \$50.00
 - l. Interlibrary loan item (fee or actual cost charged by lender) \$30.00
 - m. Juvenile kits/Adult kits/Playaway launchpads \$150.00
 - n. Microfilm reel or microfiche \$35.00
 - o. Chromebook kit \$370.00



p.	Laptop	\$800.00
2.	Proctoring per test	\$25.00
3.	Replacement Costs	Costs
a.	processing fee for all lost/damaged items	\$5.00
b.	processing labels (e.g., spine labels, barcodes, etc.	\$1.00
c.	RFID Tag	\$1.00
d.	replacement library card	\$1.00
e.	book covers	\$2.00
f.	Tonie, Yoto, music CD or single disc DVD case	\$2.00
g.	multidisc DVD or audiobook case	\$5.00
h.	power cord Chromebook/Laptop	\$20.00
i.	power cord Launchpads, Tonies, etc.	\$10.00
4.	Damages	
a.	defaced or torn pages per page	\$2.00
5.	Photocopying and Printing	
a.	Black & white prints or copies (per single-sided page)	\$0.25
b.	Color - photocopies only (per single-sided page)	\$0.50

Removes the reference to the KMC Appendices - Library Regulations and Policies from the City of Kenai Schedule of Rates, Changes and Fees.



**CITY OF KENAI
LIB 30.001
MISSION, VISION AND CORE VALUES**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.001 LIBRARY MISSION, VISION, AND CORE VALUES

This document defines the mission, vision, and values of the Kenai Community Library. Together, these statements guide policy, planning, and service delivery in support of the library's role as a municipal public service.

1. Mission

The mission of the Kenai Community Library is to provide a welcoming space where people can connect, learn, discover, and grow.

2. Vision

The Kenai Community Library's vision is to be the confluence of ideas and information to empower our thriving community.

3. Core Values

The library's core values define the principles that guide how staff conduct their work, interact with the public, and make decisions in service to the community.

- **Access for All** -- Everyone is welcome. We provide free and open access to information, services, and spaces for all members of the community.
- **Intellectual Freedom** -- We support the right to read, explore, and think freely. People should be able to seek and receive information from all points of view without restriction.
- **Professionalism and Stewardship** -- We serve our community with integrity and care, using public resources wisely and responsibly.
- **Diversity** -- We value and respect people of all backgrounds, experiences, and perspectives.
- **Education and Learning** -- We support lifelong learning through programs, resources, and opportunities for personal growth. We promote curiosity, discovery, and the joy of learning at every age and stage of life.
- **Innovation** -- We embrace creativity and new ideas to better serve our community and adapt to changing needs.
- **Community Engagement** -- We connect with and listen to our community to understand and respond to local needs and interests.

Effective Date	Description of Changes
1999	First documented revision
2000	Revised
2006	Revised
Pending	Revised

**CITY OF KENAI
LIB- 30.002
GIFT ACCEPTANCE**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.002**GIFT ACCEPTANCE**

This policy establishes the conditions under which the library may accept gifts and donations. It applies to all donated materials, monetary contributions, and other items offered to the Kenai Community Library and provides guidance to ensure gifts support the Library's mission and operational needs.

1. Materials

The library may accept donated materials as space allows. Such materials are evaluated according to the same criteria as purchased materials.

2. Memorial Donations

Community groups or individuals interested in donating a book in honor or memory of someone may contact library staff to determine what might best fit the collection and respect the memory of the honoree.

3. Funding Support

Funding donations to benefit the library can be made directly to the library or to the Friends of the Kenai Community Library, a 501(c)(3) nonprofit organization that supports the library's programs and services. Funding donations to the library supplement the collection, purchases or upgrades for library equipment, and support library programs and services.

4. Other Information

The library does not accept donations that are not outright gifts and reserves the right to decline any donation that interferes with its mission or creates undue obligations. The library retains sole discretion over the use or disposition of donated materials.

The library cannot appraise gifts for tax purposes, but will provide a signed and dated gift statement upon request.

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2025	Initial policy drafted
Pending	Policy title, format, and numbering updated

Effective Date: Pending

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**CITY OF KENAI
LIB– 30.002
GIFT ACCEPTANCE**

Approved by: Library Director, City Attorney, City Manager

See Also: LIB--30.401

CITY OF KENAI
LIB- 30.101
LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

Approved by: Library Director, City Attorney, City Manager

LIB – 30.101 LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

This policy applies to all services, records, and interactions provided or managed by the library. It governs the collection, use, protection, and disclosure of personally identifiable information and ensures that all patron records remain confidential to the fullest extent permitted by law.

1. Public Areas and Privacy

The library is a public facility, and individuals using public areas should understand that these spaces are open and visible to others. However, library staff will not disclose whether a particular individual is or has been present in the building.

2. Confidentiality of Library Records

The statutory law of the State of Alaska regarding the confidentiality of library records, AS 40.25.140, reads as follows:

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS 40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

3. Collection of Information

The library collects only the information necessary to provide library services, maintain accurate records and statistics, and comply with legal obligations. This includes:

- Personally identifiable information (PII) such as name, address, contact information, birthdate, and government-issued ID number.
- Circulation records, including current checkouts, hold requests, overdue or lost material information, and fines and payments. The library does not retain borrowing history once items are returned.
- Anonymous usage information, such as IP addresses, browser types and device information, dates and times of use, and session cookies. This information is used only to improve services and troubleshoot technical issues. The library does not track specific websites visited by patrons or sell/share data with advertisers.

4. Security Cameras

CITY OF KENAI
LIB– 30.101
LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

Approved by: Library Director, City Attorney, City Manager

The library uses security cameras in public areas of its facility to help maintain a safe and secure environment for patrons, staff, and property. Cameras are not used to monitor individual reading, viewing, or browsing habits.

The monitoring, access, and use of security camera recordings are governed by city policy ADM—70.002.

5. Third-Party Services

The library provides access to third-party platforms that operate under their own privacy policies. Patrons are encouraged to review vendor privacy statements before using these services.

6. Access and Protection of Records

The library complies with local, state, and federal laws regarding patron privacy and confidentiality. Measures include staff training and controlled access. Access is granted as follows:

- Library staff at any member library of the Alaska Library Catalog (ALC) may access records only as needed to perform their job duties.
- Anyone with the physical library card may check out items, place holds, or return materials, pay bills, and receive a list of current checkouts. However, only the cardholder may request information about or make changes to their account. Verification of identity* is required.
- Anyone requesting information about items borrowed or fines/fees owed over the phone may be given the information by providing their library card number. However, staff cannot give out account numbers or PII over the phone.
- Parents or guardians of minors may see titles of items borrowed only if they provide the child's library card or if the child is present and gives permission. The parent or guardian must be listed on the account and must verify their identity. Minor personal information such as address and phone number are not provided to anyone, including the parent or guardian. Parents may be told if their child has a library account. If a child's identity must be verified using personally identifying information, the parent must provide that information; staff shall not disclose it.
- All notices mailed to patrons will be in envelopes or otherwise suitably masked to maintain confidentiality.
- Law enforcement may access records only as required by law, including a valid subpoena or search warrant.

7. *Verification of Identity

The following are examples of acceptable identification:

CITY OF KENAI
LIB– 30.101
LIBRARY PRIVACY AND CONFIDENTIALITY POLICY

Approved by: Library Director, City Attorney, City Manager

- Passport.
- Alaska Driver's License or valid Alaska Learner's permit.
- Valid Out-of-State Driver's License.
- State of Alaska personal identification card.
- Tribal ID
- Military Identification Card.
- School issued student picture ID
- Alien Registration Card
- Employer Picture ID
- Other government-issued photo ID (including photo ID's issued by other countries)

8. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2020	Initial policy drafted
Pending	Revised

See Also: ADM—70.002, LIB--30.101.01-P

**CITY OF KENAI
LIB– 30.201
LIBRARY CODE OF CONDUCT**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.201**LIBRARY CODE OF CONDUCT**

The Library Code of Conduct applies to all staff, patrons, volunteers, and community members, and it applies everywhere the library provides service, including on Library property, in the community, through our website or social media, and by phone or email. It outlines reasonable expectations for the use of the library as a community resource.

1. Everyone Using Library Services is Untitled to:

- Privacy and confidentiality in using library services and collections
- Free and equal access to resources and services without discrimination or harassment
- Courtesy and respect from staff and fellow patrons
- A clean, safe, and welcoming environment

2. Everyone Using Library Services Is Expected To:

- Be safe
- Be respectful of one another, staff, and the space we share
- Be aware that violence, intimidation, harassment, and hateful speech directed at another person will not be tolerated

3. Certain Behaviors Are Prohibited:

- Any behavior that is disruptive to library use, including running, jumping, loud conversations (in person or on mobile devices), and other excessive noise.
- Any activity in violation of federal law, state law, local ordinance, or library policies.
- Verbally, visually, or physically threatening or harassing patrons, staff, or volunteers, including stalking, offensive touching, obscene gestures, indecent exposure, or sexual acts.
- Deliberate damage to, tampering with, or defacing of library materials, furnishings, equipment or other library property.
- Being under the influence of alcohol/illegal drugs or selling, using, or possessing alcohol/illegal drugs.
- Smoking and vaping in the library or anywhere smoke may enter through entrances, windows, ventilation systems or any other means.
- Strong fragrances and odors that unreasonably interfere with library use.
- Leaving belongings unattended. Unattended items may be removed or discarded. Large items such as luggage, bicycles, or carts are not permitted in the library; assistive devices, strollers, and child carriers are welcome. Keep all items out of aisles, exits, and seating needed by others.
- Blocking aisles, stairways, entrances or exits by sitting or lying down on them.
- Outdoor water spigots and electrical outlets may be used only with library approval.
- Parking on library grounds between 12:00 am. and 5:00 am.

**CITY OF KENAI
LIB– 30.201
LIBRARY CODE OF CONDUCT**

Approved by: Library Director, City Attorney, City Manager

- Eating or drinking near computers. Small snacks and covered drinks are allowed in all other areas.
- Not wearing appropriate clothing such as a shirt and footwear.
- Quiet rest is allowed, but patrons must remain seated and may not lie down.
- Petitioning, selling, or soliciting in areas not designated as a public forum.
- Service animals and animals in approved programs are allowed. Pets are not. Animals may not be left unattended on library property.
- Children under 8 and vulnerable adults must be accompanied and closely supervised by a responsible caregiver at all times. Staff cannot assume responsibility for unattended children or vulnerable adults.

4. The Library Regulates the Use Of The Children's Library (Kid Spot):

- The Kid Spot is reserved for children, their parents or caregivers, and individuals actively using the children's collection or attending programs.
- Adults who are not accompanying children and do not require immediate access to children's materials will be asked to relocate to another section of the library.
- The library reserves the right to utilize the Kid Spot for scheduled events.

5. The Library Enforces This Policy:

If a behavior violates this policy, staff will

- Communicate with the patron to resolve the concern.
- If the issue continues, the patron may be asked to leave for the day.
- For ongoing or serious concerns, the library may suspend privileges or issue a trespass order.
- Law enforcement may be contacted if safety or legal violations occur.
- Violations or any provision of the Kenai Municipal Code may be addressed according to KMC 13.05.

Patrons have the right to appeal suspensions or trespass decisions to the Library Director.

6. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
	Policy predates current documentation
Pending	Revised

Effective Date: Pending

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**CITY OF KENAI
LIB– 30.201
LIBRARY CODE OF CONDUCT**

Approved by: Library Director, City Attorney, City Manager

See Also: ADM—70.001, LIB—30.201.02-P, LIB—30.503

CITY OF KENAI
LIB– 30.202
CHILDREN AND VULNERABLE ADULTS SAFETY POLICY

Approved by: Library Director, City Attorney, City Manager

LIB – 30.202 CHILDREN AND VULNERABLE ADULTS SAFETY POLICY

This policy is intended to support the safety and well-being of minors and vulnerable adults while using library facilities and services.

1. Definitions

A Minor is a person under the age of 18.

A vulnerable adult is a person over the age of 18 years old who is unable to care for themselves, protect themselves from harm, or follow library behavior guidelines independently.

2. Supervision and Responsibility

Kenai Community Library staff do not have the legal responsibility to provide supervision or act in place of the parent, guardian, or caregiver. Responsibility for a child's or vulnerable adult's behavior and safety remains with the parent, guardian or caregiver at all times, including when the parent, guardian or caregiver is not physically present.

Parents, guardians or caregivers must remain within direct line of sight of children under the age of 8 at all times.

Children ages 8 and older may be at the library unattended if they can understand and follow the Library Code of Conduct and staff directions.

If a child or vulnerable adult is left unattended and an issue arises, or if a child or vulnerable adult is left without transportation at closing, library staff will attempt to contact a parent, guardian or caregiver.

If a parent or caregiver cannot be reached, the Kenai Police Department will be contacted to assist. A staff member will remain on the premises until authorities arrive.

3. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
3/6/2008	Adopted
Pending	Revised

See Also: LIB—30.201

**CITY OF KENAI
LIB– 30.301
CIRCULATION POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.301**CIRCULATION POLICY**

This policy establishes the eligibility, application, and responsibilities for obtaining and maintaining a Kenai Community Library card, as well as the rules for borrowing, renewing, and returning library materials. It applies to all physical and digital items, ensuring fair, consistent, and equitable access to the library's collections.

1. Library Card Eligibility

Resident Library Cards. The Kenai Community Library issues free cards to Alaska residents age 18 or older who do not already hold a card in Kenai or within the Alaska Library Catalog (ALC) consortium. To obtain a card, applicants must present a valid photo identification and proof of current mailing address, if it is not listed on the photo ID. Applicants under the age of 18 must be accompanied by a parent or legal guardian, who must sign the application and provide required identification.

Resident library cards expire every two years and must be renewed to ensure account information remains current.

Temporary Library Cards. Alaska residents who cannot provide valid proof of address at the time of their application may apply for a temporary card. A temporary card has limited borrowing privileges and expires after 21 days. A temporary card may be renewed or converted to a resident library card upon presentation of valid photo ID and proof of mailing address.

Non-Resident Cards. Individuals who do not claim residency in Alaska may apply for a non-resident card. A non-resident card has limited borrowing privileges, expires after 90 days, and can only be renewed in person.

Expired Cards. Library accounts that remain expired for an extended period, unless there are outstanding fines or fees, are removed from the library's database in accordance with the City of Kenai's retention policy.

2. Borrowing Library Materials

All library materials must be checked out using a library card in good standing before leaving the building.

The library has established borrowing limits, as well as limits on loan periods, renewals, and hold requests to ensure broad access. These limits are regularly reviewed and adjusted as needed to meet changing community needs.

Kenai Community Library cardholders in good standing may borrow circulating materials from the collection, use in-library services such as public computers, access licensed online content, borrow materials from any Alaska Library Catalog (ALC) partner library, and use Interlibrary Loan services. Some restrictions apply for temporary and non-resident cards.

**CITY OF KENAI
LIB– 30.301
CIRCULATION POLICY**

Approved by: Library Director, City Attorney, City Manager

Alaska Library Catalog (ALC) partner library cardholders in good standing may borrow circulating materials from the Kenai Community Library and use in-library services such as public computers; however, access to licensed digital content and Interlibrary Loan services is restricted.

Any materials borrowed through the Alaska Library Catalog and Interlibrary Loan are subject to the policies of the owning library.

3. Borrower Responsibilities

Cardholders are responsible for:

- Returning materials on time and in good condition
- Verifying all items in media cases and kits
- Paying fees for lost or damaged items
- Reporting lost or stolen cards
- Keeping contact information current

Parents or legal guardians are responsible for the accounts of minor cardholders, including all items borrowed and any fines or fees incurred on the minor's card.

Accounts are blocked for lost items, fines totaling \$10 or more, or undeliverable mail. Access is reinstated once issues are resolved.

4. Fines and Fees

The Kenai Community Library does not charge late fines for overdue items, but costs are assessed for items that are lost, stolen, damaged or returned with missing pieces, in accordance with Kenai Community Library procedures and the City of Kenai Fee Schedule. Materials borrowed from partner or Interlibrary Loan libraries are subject to the owning library's fines and fees.

5. Confidentiality

In accordance with Alaska Statute 40.25.140 Confidentiality of Library Records and the Library Privacy and Confidentiality Policy, all patron records are confidential to the fullest extent permitted by law.

6. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
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Effective Date: Pending

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**CITY OF KENAI
LIB– 30.301
CIRCULATION POLICY**

Approved by: Library Director, City Attorney, City Manager

Pending

Supersedes KMC 1.56.025, KMC 1.56.040, KMC 1.56.045, KMC
Appendices--Library Regulations

See Also: LIB—30.101, LIB—30.201, LIB—30.301.01-A, LIB—30.301.01-P, LIB—30.301.02-P
City of Kenai Records Management Schedule and Retention Policy

**CITY OF KENAI
LIB– 30.302
LIBRARY COMPUTER & INTERNET USE POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.302 LIBRARY COMPUTER & INTERNET USE POLICY

This policy applies to all public computers and wireless networks provided by the library. It governs use by patrons of all ages, as well as staff in the course of their duties, to ensure equitable access, responsible use, and a safe environment for everyone.

1. Access and General Information

The Kenai Community Library supports intellectual freedom and is committed to providing free public access to all sources of information, including those delivered over the Internet. The library does not use Internet filters; all online content is accessible at the user's discretion and risk. The library cannot guarantee the quality, accuracy, or appropriateness of online content.

Free public computer access is available on a first-come, first-served basis during library hours. Time limits on public access computers are set by the library to ensure fair access. Free public internet and Wi-Fi are available to all patrons using their own devices; however, Wi-Fi may be unavailable during hours when the library parking lot is closed.

Some internet-enabled devices are available for checkout. Age and circulation restrictions apply.

Online Public Access Catalog (OPAC) stations are configured to allow access only to specific internet sites.

2. Legal and Ethical Use

All existing library and City of Kenai policies, and local, state, and federal laws apply to the library's computer resources. The library requires that all patrons using the library's internet connections do so within the terms of acceptable use. The following are unacceptable:

- Any activities that violate the Library Code of Conduct policy.
- Accessing, downloading, transmitting or sharing content that is illegal under local, state, or federal law. This includes child sexual abuse material, obscene material as defined by law, and other unlawful content.
- Display of sexually explicit images at any computer in the library in public view.
- Unauthorized disclosure, use, or dissemination of any personal identification information regarding minors.
- Uses that violate copyright laws and licensing agreements.
- Any activities that harm others, their property or compromise privacy or network security.

This includes:

- o Harassment, threats, and stalking, and cyberbullying;
- o Fraud and financial crimes;

**CITY OF KENAI
LIB– 30.302
LIBRARY COMPUTER & INTERNET USE POLICY**

Approved by: Library Director, City Attorney, City Manager

- o Hacking, introducing malware, and deliberately disrupting library systems or networks;
 - o Deleting or modifying library software. Attempting to install or run any programs that have not been installed by the library.
- Moving or changing the arrangement of library computers and attached equipment.
- Removing in-library electronic devices from the library building
- Damaging library equipment or disrupting computer use.

3. Access by Minors

The library affirms the right and responsibility of the parent to determine and monitor their own children's use of all library materials and resources. Minors (under 18) must have their own valid library card to access the internet on library devices. Parents and caregivers are encouraged to discuss online behavior, privacy, and safety with their minor children.

Patrons must be at least thirteen (13) years of age to borrow laptops and other internet-enabled devices. Patrons thirteen (13) to seventeen (17) years of age must have a parent or legal guardian provide authorization in person before first check-out. The parent/legal guardian assumes responsibility for the electronic device.

4. Privacy and Security

Internet and other computer use in the library is considered protected by the Confidentiality of Library Records under Alaska Statute 40.25.140. The library upholds patron privacy to the fullest extent permitted by law and policy, and patrons are expected to respect the privacy of others; however, absolute privacy on public computers cannot be guaranteed. While library staff do not routinely monitor computer use, the library reserves the right to do so when a violation of this policy or illegal activity is suspected.

Patrons should not save files on library computers, as they are set to erase all data after logout.

The library's wireless network is public, and users should safeguard personal devices and sensitive data.

Patrons use the internet is at their own risk. The library is not liable for data loss, damage, or exposure to harmful content.

5. Enforcement

The library may end any session that disrupts services or violates policy. Violations may also result in the temporary loss of library privileges, in accordance with the Library Code of Conduct policy and the City of Kenai's Trespassing Individuals from City Facilities Policy.

CITY OF KENAI
LIB– 30.302
LIBRARY COMPUTER & INTERNET USE POLICY

Approved by: Library Director, City Attorney, City Manager

Users will be held responsible for any damage to hardware, software, data, furniture or equipment. Library staff may check the workstations after each use.

Illegal acts involving library computing resources may also be subject to prosecution by local, state, or federal authorities.

6. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2011	First documented revision date
2013	Revised
Pending	Revised

See also: ADM 70.001, LIB 30.101, LIB 30.201, LIB 30.301.01-A

**CITY OF KENAI
LIB– 30.303
Programs**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.303**PROGRAMS**

The Kenai Community Library provides programs that support its mission to provide a welcoming space where people can connect, learn, discover, and grow; reflect community interests; and advance educational, cultural, and informational goals, within available space, staffing, and budgetary resources.

Library programs are primarily planned, developed, and presented by library staff, though the Friends of the Kenai Community Library may occasionally organize programs in coordination with the library.

Library programs are offered free of charge and are open to the public. In limited circumstances, participants may be asked to contribute toward the cost of program supplies, or when fundraising is conducted by the Friends of the Kenai Community Library.

The library, or the Friends of the Library, may co-host programs with outside experts or community presenters when their expertise supports community needs and aligns with the library's mission. All co-hosted events require review by library staff and approval by the Library Director. The library retains final authority over the selection, scheduling, and content of all programs and presenters.

The library may take photos or videos at events for the purpose of promoting library programs to the public.

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
Pending	Initial policy drafted

**CITY OF KENAI
LIB- 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.401 LIBRARY MATERIAL SELECTION POLICY

This policy guides the development and maintenance of a collection that supports the informational, educational, cultural, and recreational needs of the community. It explains how materials are selected, maintained, and deselected to ensure the collection remains current, balanced, and responsive to community use.

1. Selection Responsibilities

The Library Director has ultimate responsibility for collection development and maintenance. Under the Director's guidance, staff may assist with the selection, acquisition, cataloging, promotion, and deselection of materials.

As a member of the Alaska Library Catalog, the library also considers the breadth of resources available through partner libraries when making selection and deselection decisions.

2. Selection Guidelines

Selection of materials is guided by community needs and the balance and comprehensiveness of the collection. No single standard applies to all selection decisions. Materials are evaluated as a whole based on their purpose, intended audience, and overall merit, including artistic, scholarly, informational, or recreational value.

Selection decisions are based on one or more of the following factors:

- Cultural, recreational, informational and/or educational value
- Local interest and anticipated use by patrons
- Usefulness in relation to other materials in the collection
- Inclusion in standard bibliographies and review sources
- Accuracy, effectiveness, and timeliness
- Qualifications and/or significance of the author
- Local availability of similar material
- Suitability of form for library use
- Cost and budget considerations
- Space limitations

3. Digital Resources

Digital resources, including digital books, audiobooks, and magazines, as well as streaming services and online databases are subject to the same general selection criteria as print materials.

4. AI-Generated Materials

**CITY OF KENAI
LIB- 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

The library will make reasonable efforts not to purchase AI-generated content, or AI-generated audio editions of human-created works. AI-generated content inadvertently added to the collection will not be withdrawn unless it meets one or more criteria for withdrawal. AI-assisted content is permitted in the library's collection, subject to the same requirements and criteria as wholly human-authored works. AI-assisted content is work that is written by a human but for which the author used AI tools to edit, refine, or error-check the work.

5. Special Collections

Staff may create or curate special collections such as kits, games, and other nontraditional resources to fit community and educational needs.

6. Textbooks

The library does not purchase textbooks used in local schools, colleges or universities. Academic materials may be added to the collection if they provide the best general interest coverage of a subject.

7. Community Input

The library welcomes suggestions for possible purchases. All suggestions are considered using the same criteria as all other materials.

8. Donated Materials

The library may accept donated materials as space allows. Donated materials are evaluated according to the same criteria as purchased materials.

9. Self-Published Items

The library does not generally accept self-published items as donations for inclusion in the collection and does not purchase self-published works. To support local creativity, the library may consider donated copies of locally created, self-published titles; however, acceptance is not guaranteed. Any self-published items added to the collection are subject to the same maintenance and withdrawal criteria as all other library materials.

10. Intellectual Freedom and First Amendment Principles

As a public institution, the library upholds the First Amendment by providing access to materials representing a broad range of viewpoints. Decisions regarding library materials are made using the criteria outlined above. Disagreement with ideas, content, or perspectives alone does not constitute a sufficient basis for restricting access. Individuals may choose materials for themselves or their own children but may not limit the access of others.

**CITY OF KENAI
LIB- 401
LIBRARY MATERIAL SELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

In support of these principles, the library endorses the American Library Association's *Library Bill of Rights* and its interpretations, as well as the *Freedom to Read, Freedom to View*, and *Libraries: An American Value* statements (see LIB 30.400-A).

11. Reconsideration of Library Materials

The library values community input regarding its collections. Individuals who wish to request the reconsideration of library materials must submit a written Request for Reconsideration form.

Requestors must be Kenai Library cardholders or the parent or guardian of a cardholder and live in the library's service area. A separate form must be submitted for each of the items under consideration.

Requests are reviewed by library staff using the selection criteria outlined in this policy and in alignment with the library's mission, policies, and First Amendment obligations. Materials under review will remain available during the reconsideration process, and no library material shall be removed from the collection except when the item no longer meets the library's selection criteria or by order of a court of competent jurisdiction. A written response will be provided to the requesting patron. The library director will discuss the decision if requested. This concludes the library's reconsideration process. The decision will remain in effect for two years.

As a member of the Alaska Library Catalog, the library respects the policies of partner libraries and works collaboratively within the consortium, while ensuring that its own policies and principles of intellectual freedom remain consistent.

12. Collection Maintenance

The collection is regularly evaluated to remain accurate, useful, and relevant. Materials that are no longer useful are systematically withdrawn from the collection. Factors considered include:

- Physical condition
- Frequency of use
- Obsolescence of information
- Duplication of copies and availability of similar materials
- Research, local, or historical value
- Coverage within subject areas

Withdrawn materials may be sold, donated, recycled, or otherwise disposed of in the best interest of the library.

13. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

**CITY OF KENAI
LIB– 401
LIBRARY MATERIALSELECTION POLICY**

Approved by: Library Director, City Attorney, City Manager

Effective Date	Description of Changes
1999	First documented revision
2000	Revised
2006	Revised
2021	Revised
Pending	Revised

See also LIB 30.400-A, LIB 30.400.01-P, LIB 30.400.01-F

**CITY OF KENAI
LIB- 30.501
LIBRARY ROOM USE POLICY**

Approved by: Library Director, City Attorney, City Manager

LIB – 30.501

LIBRARY ROOM USE POLICY

The Kenai Community Library provides meeting spaces to support educational, informational, cultural, civic, professional, and collaborative activities that benefit the community. This policy establishes the principles governing the public use of library meeting spaces and authorizes the development of administrative procedures for their operation.

1. The Library Provides Meeting Rooms

The library has study rooms and conference rooms for library-sponsored activities and, when available, for public use.

Meeting spaces include study rooms designed for individuals and small groups, as well as conference rooms intended for larger meetings and events.

Areas designated for library operations, including staff offices, workrooms, break rooms, and storage areas, are not available for public use.

2. Library and City Activities Receive Priority

Library activities, Friends of the Kenai Community Library activities, and the City of Kenai have priority over all other uses of library meeting spaces.

When not needed for these purposes, library meeting rooms are available for public use in accordance with this policy.

The meeting rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The meeting rooms are available to all, including religious and political groups. The content of meetings is determined solely by the groups holding the meetings.

3. Meeting Spaces May Be Reserved

Library meeting spaces are available without charge to support educational, informational, cultural, civic, professional, and collaborative activities.

Reservations must be made by adults (18+). Individuals making the meeting room reservation must provide the library with contact information and attend the meeting.

All meetings must be free. No fee may be charged for attendance. No products, services, or memberships may be advertised, solicited, or sold. The only exceptions to this rule are for charges or sales which directly benefit the public library and are approved in advance by the Library Director.

**CITY OF KENAI
LIB– 30.501
LIBRARY ROOM USE POLICY**

Approved by: Library Director, City Attorney, City Manager

Rooms may not be used solely for personal purposes. Celebrations such as birthdays, wedding receptions, and baby showers are considered solely personal.

Use of a meeting space must not interfere with normal library operations or the use of the library by others.

Public use of library meeting spaces is limited to the library's posted hours of operation.

The library may cancel, relocate, or modify reservations when necessary to accommodate library operations, emergencies, maintenance, safety, or other circumstances affecting the operation of the library.

4. Certain Activities Are Prohibited

Meeting spaces may not be used for activities or equipment that:

- Are prohibited by law.
- Are inconsistent with this policy, the Library Code of Conduct, or other applicable library and city policies.
- Damage library property, create safety hazards, exceed occupancy limits, or are inconsistent with the intended use of the facility.

Administrative procedures may establish additional operational requirements necessary for the safe and equitable management of library meeting spaces.

5. Users Are Responsible For Their Activities

Individuals and organizations using library meeting spaces are responsible for:

- Complying with the Library Code of Conduct, this policy, and all applicable laws.
- Ensuring that participants conduct themselves in a safe and respectful manner.
- Using meeting spaces only for approved purposes.
- Adhering to established occupancy limits and safety requirements.
- Ending their activities and vacating meeting spaces at the conclusion of their reservation period and complying with any library closing requirements.
- Leaving meeting spaces in clean, orderly condition.
- Promptly reporting any damage or safety concerns to library staff.

Users are financially responsible for damage to library property or for extraordinary cleaning resulting from their use of a meeting space.

6. Use Does Not Constitute Endorsement

**CITY OF KENAI
LIB– 30.501
LIBRARY ROOM USE POLICY**

Approved by: Library Director, City Attorney, City Manager

Use of a library meeting space does not imply sponsorship or endorsement by the Kenai Community Library or the City of Kenai.

No advertisement, announcement, or promotional material may state or imply such endorsement without prior written authorization from the Library Director.

Groups using library meeting spaces must include the following statement on promotional materials:

"This event is not sponsored or endorsed by the Kenai Community Library or the City of Kenai."

7. The Library Enforces This Policy

The library may deny, suspend, cancel, or terminate meeting room reservations or future reservation privileges for violations of this policy, applicable laws, the Library Code of Conduct, applicable administrative procedures, or when necessary to protect the safety of library users, staff, facilities, or operations. Appeals of administrative decisions may be submitted to the Library Director. The Library Director's decision is final.

Nothing in this policy limits the library's authority to enforce applicable laws or other library policies.

8. The Library Director Administers This Policy

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy. Such procedures may address reservation processes, scheduling priorities, reservation limits, room assignments, equipment use, cleaning and damage fees, cancellations, and other operational matters necessary for the effective management of library meeting spaces.

Effective Date	Description of Changes
2001	First documented revision
12/1/2006	Revised
3/2/2011	Revised
6/11/2024	Revised and expanded
Pending	Policy updated

See Also: LIB—30.201, LIB—30.303, LIB—30.501-A

CITY OF KENAI
LIB- 30.502
DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

Approved by: Library Director, City Attorney, City Manager

LIB – 30.502 DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

This policy governs library-curated displays and exhibits, as well as bulletin board postings and information racks within library facilities and defines staff authority, selection standards, and non-endorsement provisions.

1. Library Displays and Exhibits

The library provides displays and exhibits that support its mission to provide a welcoming space where people can connect, learn, discover, and grow. Library displays and exhibits are curated by library staff and may incorporate materials or contributions from community members or subject matter experts. Inclusion of materials or participation by outside individuals or organizations does not constitute endorsement by the library or the City of Kenai.

The library retains final authority over the selection, content, presentation, location, and duration of all displays and exhibits.

2. Bulletin Boards and Distribution Areas reserved for Use by the Library

Some bulletin boards and distribution areas, including some digital formats, are for the library's exclusive use. In reserved areas, the library posts and distributes material:

- Related to library services, programs, and events.
- Provided by the Friends of the Kenai Community Library.
- Provided by other governmental entities, such as the city of Kenai, the Kenai Peninsula Borough, state and federal governments.

3. Information Racks

The library has limited space for brochures and informational handouts. Materials relating to the library will have first priority. Space permitting, brochures, pamphlets, and other giveaway materials are curated by library staff and may be placed on community display racks or in brochure holders. Organizations may request inclusion, but materials must be related to local services, library programs, or community resources; commercial or business advertising is not permitted.

4. Other Bulletin Boards and Distribution Areas

The library provides a designated bulletin board area for posting information of community interest, including civic, cultural, and educational information. The term "postings" includes flyers, posters, and handouts.

All postings require prior approval from library staff and must be placed only in designated spaces. All postings must include the date and the name and contact information of the

CITY OF KENAI
LIB– 30.502
DISPLAYS, EXHIBITS AND BULLETIN BOARD POLICY

Approved by: Library Director, City Attorney, City Manager

sponsoring organization or authorized representative. Space is available on a first-come basis, limited to one posting per service or event. Preferred size is 8½ x 11 inches or no larger than 11 x 17 inches.

Posting by outside organizations does not imply endorsement or sponsorship by the Kenai Community Library or the City of Kenai. Postings may be removed when they are no longer timely, when space is needed, or at the discretion of the library.

The library reserves the right to remove any posting and is not responsible for preserving or protecting posted materials. Users may not move, remove, alter, or deface postings.

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
2023	Initial draft from KMC Appendices—Library Regulations and Policies-Exhibits
Pending	Revised and expanded

CITY OF KENAI
LIB- 30.503
SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS POLICY

Approved by: Library Director, City Attorney, City Manager

LIB – 30.503 SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS

This policy governs solicitation, petitions, and the distribution of non-library materials on library premises to ensure the safe, equitable, and uninterrupted use of library facilities by all patrons.

1. General Statement

The Kenai Community Library has designated areas of library grounds as public forums open to public expression, including the circulation of petitions and distribution of literature, subject to applicable local, state, and federal laws and to the restrictions set forth in this policy.

The library does not sponsor, endorse, or oppose any views expressed or materials distributed under this policy. Permission to engage in these activities does not imply approval by the library or the City of Kenai.

2. Designated and Restricted Areas

Circulation of petitions and distribution of literature are prohibited in the following areas:

- Inside the library building
- Under the covered library entrance
- In parking areas

These restrictions are necessary to maintain safety and ensure unobstructed access to library facilities. All remaining library grounds are designated as public forum areas.

3. Solicitation of Funds

Solicitation of funds is not permitted in the library building or on library grounds, with the exception of activities that benefit the library or the Friends of the Kenai Community Library.

4. Conduct and Use of Space

All individuals engaging in activities covered by this policy must comply with the Library Code of Conduct Policy, which is posted in the library and available on the library's website. Expressive activities in designated public forum areas must not:

- Disturb or harass library patrons or staff
- Impede ingress to or egress from the library
- Create safety hazards
- Interfere with normal library operations or use of library property

The library may impose reasonable limitations on when, where, and how these activities occur in order to protect library operations and public access.

CITY OF KENAI
LIB– 30.503
SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS POLICY

Approved by: Library Director, City Attorney, City Manager

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
Pending	Initial policy drafted

See also LIB 30.201

**CITY OF KENAI
LIB– 30.601
LIBRARY VOLUNTEER POLICY**

Approved by: Library Director, City Attorney , City Manager

LIB – 30.601**LIBRARY VOLUNTEER POLICY**

The Kenai Community Library values volunteers as an important part of its mission to provide a welcoming space where people can connect, learn, discover, and grow. Volunteer service enhances library operations, supports staff, expands and enriches programs, and promotes public awareness of library services. This policy defines the role and expectations of library volunteers and outlines procedures for recruiting, selecting, and training volunteers to ensure their time and talents are used effectively and responsibly.

1. Volunteer Definition

A library volunteer is defined as an individual who provides services to, or on behalf of, the library without promise, expectation, or receipt of compensation for services rendered. Volunteers supplement, but do not replace, the work of paid staff and are not eligible for wages, benefits, or other compensation provided to city employees. Volunteer service does not create an employment or contractual relationship, and either the volunteer or the library may end the volunteer relationship at any time.

2. Application Process

Individuals interested in volunteering at the library must submit a volunteer application. Volunteers are recruited and selected without regard to age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic status, education level or any other legally protected characteristics. A background check, and where applicable, reference checking may be required before a candidate can begin an assignment.

Volunteers are selected based on their qualifications in relation to the needs of the library. Volunteers are placed in positions that best align with their skills, interests and availability. The library does not guarantee placement for any prospective volunteer and reserves the right to accept or decline any application at its discretion.

Volunteers under the age of 18 must have written parental or guardian consent and cannot volunteer more than 4 hours per day. Generally, the library will not accept volunteers under the age of 14.

3. Training and Responsibilities

All volunteers must complete a library orientation and any required training and review relevant library policies and procedures before beginning service. Volunteer assignments and schedules are coordinated by a designated library staff member.

Volunteers may assist staff with a variety of tasks, including programming support, cleaning and light maintenance, circulation support (such as shelving, shelf-reading, and shifting collections), collection maintenance, and special or short-term projects.

**CITY OF KENAI
LIB– 30.601
LIBRARY VOLUNTEER POLICY**

Approved by: Library Director, City Attorney , City Manager

While performing library duties, volunteers represent the library and are expected to follow all library policies and conduct themselves professionally, particularly when interacting with the public.

4. Confidentiality and Privacy

Volunteers are not permitted access to patron records, confidential information, or the library's circulation system or Integrated Library System (ILS). Volunteers may not perform any activities that could disclose confidential patron information and may access non-public areas of the library only while actively volunteering and under staff supervision.

The library is committed to protecting patron privacy. Volunteers may become aware of information that is confidential in nature. Such information must be kept strictly confidential and may not be disclosed to any person, including family, friends, or acquaintances. Volunteers may not remove, copy, or disclose any library records, reports, or documents in any form.

5. Policy Administration

The Library Director is authorized to develop, implement, and revise administrative procedures necessary to administer this policy.

Effective Date	Description of Changes
September 2022	Initial policy drafted
Pending	Policy title, format, and numbering updated

See Also: LIB—30.301, LIB—30.201,



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Knackstedt and Council Members

THROUGH: Terry Eubank, City Manager

FROM: David Swarner, Finance Director

DATE: August 26, 2026

SUBJECT: **Amendment to the Alaska Remote Sellers Sales Tax Commission (ARSSTC) Intergovernmental Agreement**

In April 2026, the Alaska Remote Sales Tax Commission (ARSSTC) Board adopted an amended Intergovernmental Agreement to incorporate authority for the Commission to collect sales tax from marketplace facilitators that facilitate taxable services and rentals within participating municipalities. Examples of marketplace facilitators include Amazon, eBay, Airbnb, and Vrbo.

The amendments to the Intergovernmental Agreement establish an “opt-out” provision under which a municipality may continue to collect sales tax directly from marketplace facilitators with a tax situs in the municipality. Participating municipalities must affirmatively “opt in” to collection by ARSSTC; otherwise, the municipality will default to the opt-out provision and continue to administer and collect the tax locally.

The Kenai Peninsula Borough (KPB), through Ordinance 2026-30, scheduled for introduction on September 1, 2026, with a public hearing scheduled for October 6, 2026, will amend the KPB Sales Tax Code to incorporate the marketplace facilitator provisions required by the ARSSTC Uniform Code. The City of Kenai will automatically adopt these changes unless specific legislation is enacted to the contrary.

The Administration is not proposing any legislation and supports KPB Ordinance 2026-30. In addition to amending its Sales Tax Code, KPB is opting out of ARSSTC collection of marketplace facilitator sales tax and will continue to collect the tax locally, as it has historically.

KPB's decision to continue local collection will benefit the City by avoiding the collection fees that would otherwise be charged by ARSSTC, thereby resulting in additional sales tax revenue being retained and distributed to the City.

No action is required by the City Council at this time. This memorandum is provided for informational purposes regarding the amended ARSSTC Intergovernmental Agreement, KPB Ordinance 2026-30, and notification that the City Manager has provided the City's approval of the Amended Intergovernmental Agreement to ARSSTC.

Copies of the Amended ARSSTC Intergovernmental Agreement and KPB Ordinance 2026-30 are attached for the Council's information.

Attachments

Alaska Intergovernmental Remote Seller Sales Tax Agreement

As Amended

March 31, 2026

Alaska Intergovernmental Remote Seller Sales Tax Agreement

This Agreement is made and entered into by the signatories representing Alaska's cities and boroughs to enable them to implement single-level, statewide administration, collection, remittance, and enforcement of sales tax from remote sellers and marketplace facilitators. Except with respect to marketplace facilitators, the provisions of the Agreement do not apply to administration and collection of sales taxes for the sales of goods, services, and rentals originating from within the boundaries of a member municipality. The provisions of this Agreement do not restrict how a member municipality administers and collects sales tax on such sales, nor on sales made by those retailers with a physical presence in the municipality. The provisions of this Agreement do apply to the administration, collection, remittance, and enforcement of sales taxes for the sales of goods, services, and rentals facilitated by a marketplace facilitator. The authority to set rates and exemptions is maintained by the member municipality.

Article I. Background Principles.

1. The signatories wish to enable local governments to benefit from opportunities for collection of existing sales tax on sales made by remote sellers and marketplace facilitators. Remote sellers are sellers who sell, often through the internet, products or services in a taxing jurisdiction without having a physical presence in the taxing jurisdiction. Marketplace facilitators provide a platform that sellers can use to sell or rent their property, products or services to the public.
2. The collection of remote sales tax provides a level playing field for local businesses and strengthens the ability of local governments to provide public services and infrastructure.
3. The signatories are particularly mindful of the specific holding in, and implications of, the Supreme Court's *South Dakota v. Wayfair* decision, which provides guidance relative to nexus and the legal defensibility of a single-level statewide administration that reduces or removes potential burdens to interstate commerce.
4. Alaska's local governments have the authority to enter into intergovernmental agreements and applicable taxing authority has been delegated to organized boroughs and cities.
5. The signatories desire to establish an intergovernmental entity, the Alaska Remote Seller Sales Tax Commission (the "Commission") to enable cooperative centralized administration of sales tax collection, remittance, and enforcement on sales made by remote sellers.
6. The signatories further desire to allow member jurisdictions to authorize the Commission to centrally administer sales tax collection, remittance, and enforcement on sales of goods, services or rentals made through a marketplace facilitator.

Article II. Purpose.

The purpose of this Agreement is to:

1. Enable cooperative centralized administration of sales tax collection, remittance, and

enforcement on sales made by remote sellers and sales made by marketplace facilitators using a single statewide intergovernmental entity;

2. Provide for and promote reasonable uniformity and compatibility in significant components of local sales tax levy and collection on sales made by remote sellers and marketplace facilitators in order to facilitate streamlined joint administration; and
3. Facilitate taxpayer and tax collector convenience and compliance in the filing of tax returns, the payment of tax, and in other phases of tax administration of sales made and services provided by remote sellers and marketplace facilitators.

Article III. Definitions.

As used in this Agreement:

1. “Commission” means the Alaska Remote Seller Sales Tax Commission established pursuant to this Agreement.
2. “Local Government” means any home rule, first class, or second class borough, or any home rule, first class, or second class city, or unified municipality in Alaska.
3. “Member” means a Local Government signatory to this Agreement.
4. “Remote seller” means any corporation, partnership, firm, association, governmental unit or agency, or person acting as a business entity that sells property or products or performs services in the State of Alaska or a taxing municipality in the state, using the internet, mail order, or telephone, without having a physical presence in the state or taxing municipality.
5. “Sales tax” means a tax imposed with respect to the transfer for a consideration of ownership, possession, or custody of property, the rental of property, or the rendering of services measured by the price of the property transferred or services provided.
6. “Marketplace facilitator” means a person that provides for sellers a platform to facilitate for consideration, regardless of whether deducted as fees from the transaction, the sale or rental of the seller’s property, products, or services through a physical or electronic marketplace operated by the person, and engages:
 - a. Directly or indirectly, through one or more affiliated persons in any of the following:
 - i. Transmitting or otherwise communicating the offer or acceptance between the buyer and seller;
 - ii. Owning or operating the infrastructure, electronic or physical, or technology that brings buyers and sellers together;
 - iii. Providing a virtual currency that buyers are allowed or required to use to purchase products from the seller; or

- iv. Software development or research and development activities related to any of the activities described in (b) of this subsection (6), if such activities are directly related to a physical or electronic marketplace operated by the person or an affiliated person;
- b. In any of the following activities with respect to the seller's property or services:
 - i. Payment processing services;
 - ii. Fulfillment or storage services;
 - iii. Listing products for sale;
 - iv. Setting prices;
 - v. Branding sales as those of the marketplace facilitator;
 - vi. Order taking;
 - vii. Advertising or promotion; or
 - viii. Providing customer service or accepting or assisting with returns or exchanges.

Article IV. The Commission.

1. Organization and Management.

- a. The Alaska Remote Seller Sales Tax Commission (the "Commission") is hereby established as an intergovernmental entity in the state of Alaska. It will be comprised of one designated representative from each Member, who shall have the authority to act on the Member's behalf.
- b. Each Member will be entitled to one vote.
- c. To assist conducting business when the full Commission is not meeting, the Commission will annually elect a Board of Directors of seven members, including officers. The Board of Directors will act subject to the provisions of this Agreement and as provided in the bylaws of the Commission, as ratified by the members.
- d. No action will be binding unless approved by a majority of the Directors present at a meeting.
- e. The Commission will adopt an official logo.
- f. The Commission will hold an annual meeting each year, with telephonic participation provided for, in addition to scheduled regular meetings and special

meetings as provided by its bylaws. Notices of special meetings must include the reasons for the meeting and the items to be considered.

- g. The Commission will elect annually, from among its members, a President, a Vice President, a Secretary, and a Treasurer. The bylaws of the Commission shall provide for nomination and election of officers.
- h. The Commission will contract at formation for support and administrative functions with the Alaska Municipal League (AML). The Executive Director of the AML will serve as a liaison between the Commission and AML and may appoint necessary staff support. This provision will be revisited within three years of legal formation of the Commission.
- i. The Commission may contract for supplies and professional services, and delegates to AML the same ability on its behalf.
- j. To carry out any purpose or function, the Commission may accept and utilize donations and grants of money, equipment, supplies, materials and services, conditional or otherwise, from any Member or governmental entity.
- k. The Commission may establish one or more offices for the transacting of its business. Upon formation, its registered office and place of business will be the Alaska Municipal League at One Sealaska Plaza, Suite 302, Juneau, AK 99801, or as such location as the Board of Directors designates.
- l. The Members will adopt the initial bylaws of the Commission. The Commission will make its bylaws easily accessible for Members and prospective members. The power to adopt, alter, amend or repeal bylaws is vested in the Board of Directors unless it is reserved to the Members per the bylaws. The bylaws shall contain provisions for the regulation and management of the affairs of the Commission not inconsistent with this Agreement.
- m. The Commission will provide annual reports to its members covering its activities for the preceding fiscal year. The Commission may make additional reports.

2. Committees.

- a. In furtherance of its activities, the Commission may establish advisory and technical committees by a majority vote of the membership body. Membership on a technical committee, may include private persons and public officials. Committees may consider any matter of concern to the Commission, including issues of special interest to any member and issues pertaining to collection of sales tax on behalf of members.
- b. The Commission may establish additional committees by a majority vote of the membership or Board of Directors as its bylaws may provide.
- c. Committees may not take any action but may recommend action to the Board of

Directors for consideration.

3. Powers.

In addition to powers conferred elsewhere in this Agreement and in the bylaws, the Commission may:

- a. Study federal, state and local sales tax systems, and particular types of state and local taxes.
- b. Develop and recommend proposals to promote uniformity and compatibility of local sales tax laws with a view toward encouraging the simplification and improvement of local tax law and administration.
- c. Compile and publish information to support and assist members in implementing the Agreement or assist taxpayers in complying with local government sales tax laws.
- d. Do all things necessary and incidental to the administration of its functions pursuant to this Agreement, including:
 - i. Sue and be sued.
 - ii. Administer provisions of uniform sales tax ordinances pursuant to authority delegated by Members
- f. The Commission may create and adopt policies and procedures for any phase of the administration of sales tax collection and remittance in accordance with this Agreement and the Commission's bylaws, including delegated authority to administer taxation or prescribing uniform tax forms. Prior to the adoption of any policy, the Commission will:
 1. As provided in its bylaws, hold at least one meeting after due notice to all members and to all taxpayers and other persons who have made timely requests to the Commission for advance notice of its policy-making proceedings.
 2. Afford all affected members and interested persons an opportunity to submit relevant written comments, which will be considered fully by the Commission.
- g. The Commission will submit any policy adopted by it to the designated representative of all Members to which they might apply. Each such Member will in turn consider any such policy for adoption in accordance with its own laws and procedures.
- h. Amend this Agreement by majority vote of the Members at any regular or special meeting, provided the notice of such meeting shall have contained a copy of the proposed amendments.

4. Finance.

- a. At least 90 days prior to the start of a new fiscal year, the Board of Directors will adopt a budget of its estimated expenditures for the upcoming fiscal year and submit to Members.
- b. The Commission will follow a July 1 to June 30 fiscal year.
- c. The Commission's budgets must contain specific recommendations for service fees built into statewide administration. Service fees will account for direct staff and software costs, and indirect costs, as justifiable to the Board of Directors.
- d. The Commission will not pledge the credit of any member. The Commission may meet any of its obligations in whole or in part with funds available to it, provided that it takes specific action to set aside such funds prior to incurring any obligation to be met in whole or in part in such manner. Except where the Commission makes use of funds available to it, the Commission may not incur any obligation prior to the allocation and commitment of funds adequate to meet the same.
- e. The Commission must keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the Commission will be subject to the audit and accounting procedures established under its bylaws. All receipts and disbursements of funds handled by the Commission will be audited annually by a certified public accountant and the report of the audit will be included in and become part of the annual report of the Commission to Members.
- f. The accounts of the Commission will be open at any reasonable time for inspection by duly constituted officers of the Members, the State of Alaska, and by any persons authorized by the Commission.
- g. Nothing contained in this Article may be construed to prevent Commission compliance with laws relating to audit or inspection of accounts by or on behalf of any government contributing to the support of the Commission.

Article V. Membership Requirements; Remote Seller Sales Tax Code.

1. To obtain and retain full membership, the Local Government must submit either an Ordinance or Resolution authorizing entry into the Agreement, including to:
 - a. Designate the individual at the municipality that may execute initial binding documents on behalf of the municipality and who will be the Member's representative on the Commission.
2. Once the Commission adopts its bylaws and adopts a uniform Remote Sellers Sales Tax Code, members must submit an Ordinance or Resolution that:
 - a. Delegates remote seller sales tax registration, exemption certification, collection,

remittance, and audit authority to the Commission.

- b. Within one hundred twenty (120) days, adopts, by reference or otherwise, the Remote Seller Sales Tax Code in its entirety as it pertains to collection of sales tax from remote sellers and marketplace facilitators.
 - c. The member may, at its discretion, adopt provisions in its local sales tax code to extend its local sales tax to sales of goods, services, or rentals through marketplace facilitators.
- 3. To retain full membership status, changes made to the Agreement or Code should be ratified by the Member within one hundred twenty (120) days of the date the Commission adopts the change.
 - 4. The Member must provide notice of tax or boundary changes to the Commission and must assure the Commission of the accuracy of rates and exemptions. Rate and exemption changes will take effect within thirty (30) days of the date the Commission receives notice of the tax or boundary change.

Article VI. Sales Tax Collection and Administration.

1. Collection; Registration; Remittance.

- a. Every remote seller and marketplace facilitator meeting the Threshold Criteria of one hundred thousand (\$100,000) in annual gross sales occurring in Alaska during the current or previous calendar year, shall collect sales taxes from the buyer at the time of sale or service and shall transmit the sales taxes collected to the Commission on a monthly or quarterly basis.
- b. The Commission will remit and report to Members by the last business day of the month.
- c. A remote seller or marketplace facilitator meeting the Threshold Criteria shall apply for a certificate of sales tax registration within thirty (30) calendar days of the adoption of this Remote Seller Sales Tax Code and/or within thirty (30) calendar days of meeting the threshold, whichever occurs later. Registration shall be to the Commission on forms prescribed by the Commission as set out in the remote seller sales tax code.
- d. Upon receipt of a properly executed application, the Commission shall issue the applicant a certificate of registration, stating the legal name of the seller, the primary address, and the primary sales tax contact name and corresponding title. A list of registered sellers shall be made available on the Commission's webpage.

2. Returns; Confidentiality.

- a. The Commission will provide all sales tax return information to the taxing jurisdiction, consistent with local tax codes.

- b. All returns, reports and information required to be filed with the Commission under this Code, and all information contained therein, shall be kept confidential and shall be subject to inspection only by:
 - i. Employees and agents of the Commission and taxing jurisdiction whose job responsibilities are directly related to such returns, reports and information;
 - ii. The person supplying such returns, reports and information; or
 - iii. Persons authorized in writing by the person supplying such returns, reports and information.

3. Title; Penalty and Interest; Overpayment.

- a. Upon collection by the seller, title to the sales tax vests in the Commission and the member on whose behalf the original tax arose. The Commission shall act as a third-party trustee and remit taxes collected on behalf of the member no later than thirty (30) days after each filing deadline.
- b. The Remote Sellers Sales Tax Code shall establish the per annum interest rate and any applicable penalties for late or non-compliant remote sellers.
- c. Upon request from a buyer or remote seller the Commission shall provide a determination of correct tax rate and amount applicable to the transaction. In the case of an overpayment of taxes, the remote seller shall process the refund and amend any returns accordingly.

4. Audit; Compliance and Enforcement.

- a. The Commission shall have sole audit authority and will make final determinations regarding: (1) whether a remote seller or marketplace facilitator meets Threshold criteria; (2) the accuracy of returns filed by a remote seller or marketplace facilitator with the Commission; and (3) whether a remote seller or marketplace facilitator filing returns with the Commission is in compliance with collection and remittance obligations.
- b. The Commission shall have authority to enforce issues relating to the Remote Sellers Sales Tax Code including, but not limited to, the collection of late fees and penalties, and filing of civil suits and injunctions.

Article VII. Entry into Force and Withdrawal.

- 1. This Agreement will be in force and effective when formally approved by any seven signatories and will terminate if membership falls below seven.
- 2. Any Member may withdraw from this Agreement through ordinance or resolution

rescinding signatory action and giving notice to the Commission of the effective date of the ordinance, with a minimum of 30 days' notice. Withdrawal will not affect any liability already incurred by or chargeable to a Member prior to the effective date of such withdrawal. The obligations of the Commission to remit and report remain until no longer necessary.

Article VIII. Effect on Other Laws and Jurisdiction.

Nothing in this Agreement may be construed to:

1. Affect the power of any local government to fix rates or tax exemptions, except that all members must adopt and implement the Commission's common definitions and tax code changes or demonstrate parity or non-applicability.
2. Withdraw or limit the authority of local government with respect to any person, corporation, or other entity or subject matter, except to the extent that such authority is expressly conferred by or pursuant to this Agreement upon another agency or body.
3. Supersede or limit the jurisdiction of any court of the State of Alaska.

Article IX. Construction and Severability.

This Agreement shall be liberally construed so as to effectuate its purposes. The provisions of this Agreement shall be severable and if any phrase, clause, sentence, or provision is declared or held invalid by a court of competent jurisdiction, the validity of the remainder of this Agreement and its applicability to any government, agency, person or circumstance will not be affected. If any provision of this Agreement is held contrary to the charter of any member, the Agreement will remain in full force and effect as to the remaining members and in full force and effect as to the Member affected in all other provisions not contrary to charter.

Introduced by:	Mayor
Date:	09/01/26
Hearing:	10/06/26
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2026-30**

**AN ORDINANCE AMENDING BOROUGH CODE, KPБ 5.18.900,
REGARDING SALES TAX DEFINITIONS**

WHEREAS, this code amendment aligns the definitions of “Person” and “Seller” in KPБ 5.18.900 with the definitions in KPБ 5.19.280 for administration consistency;

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That this ordinance amends KPБ Code and will be codified.

SECTION 2. That KPБ 5.18.900 is hereby amended as follows:

5.18.900. Definitions.

...

“Person” means an individual, trust, estate, fiduciary, partnership, limited liability company, limited liability partnership, corporation, or any other legal entity. [INCLUDES INDIVIDUALS AND EVERY PERSON RECOGNIZED IN LAW AND EVERY GROUP OF PERSONS WHO ACT AS A UNIT.]

...

"Seller" means a person making sales of property, products, or services, or a marketplace facilitator facilitating sales on behalf of a seller. [INCLUDES PERSONS WHO ARE VENDORS OF PROPERTY, PERSONS FURNISHING SERVICES, THE LESSORS OF RENTAL SPACE OR GOODS, AND ALL PERSONS MAKING SALES, INCLUDING SPACE OR GOODS, AND ALL PERSONS MAKING SALES, INCLUDING CONSIGNEES AND PERSONS WHO CONDUCT SALES WHERE ITEMS WILL BE SOLD FOR A COMMISSION OR FEE. NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS CHAPTER, "SELLER" INCLUDES ALL PERSONS ENGAGING IN SALES OF FIREWORKS REGARDLESS OF THE LENGTH OF TIME, DURATION, OR VOLUME OF SUCH SALES IN ANY CALENDAR YEAR.]

...

SECTION 3. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances will not be affected.

SECTION 4. That this ordinance shall become effective immediately.

**ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY
OF *, 2026.**

Ryan Tunseth, Assembly President

ATTEST:

Michele Turner, MMC, Borough Clerk

Yes:

No:

Absent: