

ORDINANCE NO. 695

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE SECTION 2.48.1180, "LIBRARY BOARD: POWERS AND DUTIES," AND ADOPTING STAYTON MUNICIPAL CODE SECTIONS 2.48.1210, "LIBRARY DIRECTOR: APPOINTMENT," AND 2.48.1220, "LIBRARY DIRECTOR: DUTIES AND RESPONSIBILITIES," AND DECLARING AN EMERGENCY.

WHEREAS, the Stayton Library Board has established annual goals for 1990-91 to improve library services provided for the community; and

WHEREAS, Goal #1 is to define the roles and responsibilities of the Library Board and Library Director; and

WHEREAS, the Library Director and Library Board have worked together to review state statutes, the Stayton City Code, city personnel policies and their various duties and functions in order to clearly define their respective responsibilities; and

WHEREAS, on November 20, 1991 the Library Board recommended to the Stayton City Council that Stayton City Code Section 2.48 be amended to clarify the respective roles and responsibilities of the Library Board and Library Director;

NOW, THEREFORE, THE CITY OF STAYTON ORDAINS AS FOLLOWS:

SECTION 1: Section 2.48.1180 of the Stayton Municipal Code is hereby amended to read:

2.48.1180 LIBRARY BOARD: POWERS AND DUTIES

The duties and powers of the library board shall be as follows:

1. Formulate a library development plan for the Stayton Public Library which shall include at a minimum an evaluation of current facilities, equipment, collection, programs, staffing and service levels and provides a mission statement and long term goals and objectives for the development and improvement of the library including facilities, collection, equipment, programs, staffing, and service levels.
2. Annually adopt updated goals and objectives for the Stayton Public Library and the Library Board of Directors. Prior to January 1st of each year, the Library Director and Library Board shall prepare and submit to the City Administrator and City Council an annual report detailing progress made in accomplishing the adopted goals for the prior year.

3. Approve an annual report on the operation of the Stayton Public Library which shall, at a minimum, comply with the requirements of the Oregon State Library annual reporting requirements.
4. Make recommendations to the City Council for the annual budget, staffing levels, fees, facility improvements, contracts for library services, fundraising, program and service levels the Library Board deems necessary for the operation and improvement of the library.
5. Review and approve policies and procedures for the operation of the library.
6. Accept any real or personal property or funds donated to the library, on behalf of the City, and recommend to the council the method of control or disposal of such property, except that each donation shall be administered in accordance with its terms, and all property or funds shall be held in the name of the City of Stayton for library purposes only.
7. Enter into such other activities as the council may assign.

SECTION 2: Section 2.48.1210 of the Stayton Municipal Code is hereby adopted to read:

2.48.1210 LIBRARY DIRECTOR: APPOINTMENT

1. The library director shall be appointed by the city administrator, who shall oversee the director's performance in accordance with provisions established in code section 2.52.1360.
2. Library Board participation in the selection of the library director is important. The selection process for library director shall include participation of a representative of the Library Board in the interview process.

SECTION 3: Section 2.48.1220 of the Stayton Municipal Code is hereby adopted to read:

2.48.1220 LIBRARY DIRECTOR: DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the library director shall be as follows:

1. Serves as the primary staff person to the Library Board. Provide management assistance and professional expertise to assist the Library Board in carrying out the mission of the Stayton Library, developing annual goals and objectives, developing policies and procedures for the operation of the library, preparing reports and information materials for the Board and assisting the Library Board in performing all their duties.

2. Serves as secretary to the Library Board. Ensures that the Library Board complies with all requirements of the Oregon Open Meetings Law and Oregon Public Records laws.
3. Manage the materials collection; responsible for materials acquisition and selection including the organizing and processing of such materials.
4. Oversee the circulation services. Maintain overdue process and statistical record-keeping.
5. Function as reference source by providing information on inter-library loans and facilitate informational requests concerning other sources of materials.
6. Write a bi-monthly book review column for newspaper distribution and press releases, serve as a liaison to local organizations to coordinate community-wide events, develop appropriate library activities for adults and children.
7. Supervise all library personnel activities, including performance evaluations, selection, scheduling, and disciplining when required.
8. Coordinate the library's participation in the Chemeketa Cooperative Regional Library Service (CCRLS), attend Polk-Yamhill-Marion Library Association (PYM) meetings as required.
9. Develop and recommend an annual library budget to the city administrator. Review the proposed budget with the Library Board. May assist in the presentation of the budget to the budget committee and City Council.
10. Provide written reports and make oral presentations to the City Council regarding library business and activities as required, with informational copies provided to the Library Board.
11. Submit grant applications in accordance with Library Board policy and City Council policy.
12. Expend city funds for library purposes in accordance with the approved library budget and under the supervision of the City Administrator.
13. Attend, or designate a library representative to attend, the Friends of the Stayton Library meetings to provide the Friends with information on current programs, activities and services of the library or attends Friends activities upon request. Request volunteer, financial or other assistance from the Friends when needed to support library programs and activities. Always recognizes that the Friends of the Stayton Library is not a part of city government, but is an independent, non-profit organization.


14. Perform other related duties as assigned by the City Administrator.

SECTION 4: It is hereby adjudged and declared that existing conditions are such that this ordinance amending Stayton Municipal Code Section 2.48.1180 and adopting Stayton Municipal Code Sections 2.48.1210 and 2.48.1220, related to the duties and responsibilities of the Stayton Public Library Board and the Library Director, is necessary to serve the public health, safety, welfare, convenience, and environmental amenities of the City of Stayton and the inhabitants thereof, and this ordinance shall be in full force and effect when executed by the mayor.

PASSED BY THE COMMON COUNCIL this 16th day of December, 1991.

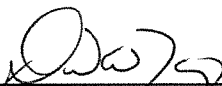
SIGNED BY THE MAYOR this 18th day of December, 1991.

Date: 12-18-91

By: 
WILLMER VAN VLEET, Mayor

ATTEST

Date: 12-17-91

By: 
DAVID W. KINNEY, City Administrator

APPROVED AS TO FORM

Date: DEC 6 1991

By: 
DAVID A. RHOTEN, City Attorney

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DWK:(rev:11-21-91)