

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.48

PUBLIC LIBRARY

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2.48.1110 ESTABLISHED

The Stayton Public Library is hereby established. (Ord. 874, section 13, 2004)

2.48.1120 PURPOSE

The purpose of the public library is to provide and make accessible library and information services to persons of all ages who are residents of the Stayton area. (Prior code section 2.421)

2.48.1130 AUTHORITY OF COUNCIL

The council shall have the authority to:

1. Establish, equip, and maintain a public library and to contract with an established public library or with a private society or corporation owning and controlling a secular or nonsectarian library, to provide free use of the library for city residents, and to establish rates for non-resident use under such terms and conditions as may be agreed upon.
2. Contract with one or more units of local government to jointly establish a public library service or share in the use of facilities, under such terms and conditions as may be agreed upon. (Ord. 874, section 14, 2004)

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3. Enter into an interstate library agreement pursuant to the Interstate Library Compact as adopted by Oregon law. (See ORS 357.330 to 357.370) (Ord. 874, section 14, 2004)
4. Contract with the trustees of the State Library for assistance in establishing, improving, or extending public library services, under such terms and conditions as may be agreed upon. (Prior code section 2.425)

### 2.48.1140 ABOLISHING OR WITHDRAWING: PROCEDURE

Once the council has established a public library under the laws of Oregon, it shall not abolish or withdraw support from such library without first holding at least two (2) public hearings on the matter at least ninety (90) days apart. The council shall give public notice of the public hearing in a newspaper of general circulation in the area for two successive weeks at least 30 days prior to the first hearing. (See ORS 357.621) (Prior code section 2.440; Ord. 874, section 15, 2004)

### 2.48.1150 METHODS OF FINANCING

1. The library operation shall be funded through the budget of the city, receipts from library operations, special tax levies, and donations of real or personal property.
2. The council may levy annually and cause to be collected as other general taxes are collected, a tax upon the taxable property in the city to provide a library fund to be used exclusively to maintain the library.
3. The council may levy and cause to be collected a special tax upon the taxable property in the city or contract bonded indebtedness to provide a public library building fund to be used exclusively to purchase real property for public library purposes and for the erection and equipping of public library buildings, including branch library buildings. (Prior code section 2.435; Ord. 874, section 16, 2004)

### 2.48.1160 LIBRARY BOARD: ESTABLISHED

There is hereby established a Board of Directors known as the Stayton Public Library Board, which shall oversee the general operation of the public library. (Prior code section 2.430)

### 2.48.1170 LIBRARY BOARD: MEMBERSHIP, TERMS OF OFFICE

1. The library board shall consist of five (5) members who shall serve from July 1st in the year of their appointment. Members are appointed in accordance with the City of Stayton Rules of Council. (Ord. 783, April 22, 1998)

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2. One member of the board shall initially hold office for one (1) year, one member for two (2) years, one member for three (3) years, and two members for four (4) years. At the expiration of any member's term, the mayor shall appoint a new member or may reappoint a member for a four-year term. If a vacancy occurs, the mayor shall appoint a new member for the unexpired term.
3. No person shall hold appointment as a member for more than two (2) full consecutive terms, but any person may be appointed again to the board after an interval of one (1) year.
4. Vacancies and Removal. Appointment to fill vacancies shall be for the remainder of the unexpired term. A member may be removed by the mayor and council for misconduct or misperformance of duty. A member who is absent for three (3) consecutive meetings without an excused absence approved by the library board shall be presumed to be in nonperformance of duty and the mayor and city council shall declare the position vacant. Recommendations for misconduct or nonperformance of duty shall be made in writing from the library board to the mayor and council.
5. One member of the library board may be appointed at large from the area served by the Stayton Public Library. (Ord. 658, section 1[part], 1989; Ord. 601, section 1, 1984; Ord. 597, 1984; prior code section 2.431)

### 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.

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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. (Ord. 695, December 1991)

### 2.48.1190 LIBRARY BOARD: OFFICERS

At its first annual meeting, the library board shall elect a president, a vice president, and a secretary from among its members who shall serve for a term of one (1) year. The Board may also elect members to fill any additional positions as deemed necessary to assist in the operations of the board.

### 2.48.1200 LIBRARY BOARD: ANNUAL REPORTS

The library board shall make an annual report to the State Library and to the council on a form supplied by the State Library. (Prior code section 2.434)

### 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. (Ord. 695, December 1991)

### 2.48.1220 LIBRARY DIRECTOR: DUTIES AND RESPONSIBILITIES

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

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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 and ensures that the Library Board complies with all requirements of Oregon Open Meetings Law and Oregon Public Records Law. (See Oregon *Attorney General's Public Records and Meetings Manual*) (Ord. 874, section 17, 2004)
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.

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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. (Ord. 695, December, 1991)