

First Reading-7/12/2021

Second Reading- 8/9/2021

ORDINANCE NO. #262

AN ORDINANCE RELATING TO THE LIBRARY ESTABLISHING THE ADAMS PUBLIC LIBRARY AND CREATING A LIBRARY BOARD.

The City of Adams ordains as follows:

Section 1. That Ordinance No. 156 of the Ordinances of the City of Adams is hereby repealed.

Section 2. Adams Public Library Established.

- a. A public library is hereby established for the City of Adams under the provisions of ORS 357.400 to 357.621.
- b. The public library shall be financed using general fund monies, revenue obtained from the operation of the library, grants, gifts, donations, contractual considerations, and bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors.
- c. The Adams Public Library shall be the public agency responsible for providing and making freely accessible to all residents in the City of Adams library and information services suitable to persons of all ages.

Section 3. Library Board

- a. The Adams Public Library Board is hereby created. The board shall consist of five members to be nominated by the existing board and appointed and confirmed by the City Council.
- b. The term of office of the board members shall be four years and shall commence on July 1 of the year of their appointment. The terms shall be staggered so that the terms of not more than two board members will expire in the same year. At the expiration of the term of any member of such board, the City Council shall appoint a new member or may reappoint a member for a term of four years. If a vacancy occurs during a term, the City Council shall appoint a new member for the unexpired term.
- c. Members of the board shall receive no compensation for their services but may be reimbursed for expenses incurred in the performance of their duties.

Section 4. Board Organization

- a. The Library Director shall serve as chairperson to the board. The board will assign position responsibilities, as necessary.
- b. The board may establish and amend rules and regulations for its government and procedure consistent with the laws of the State of Oregon and with the Charter, ordinances, resolutions, and regulations of the City of Adams.
- c. The board shall meet at least six times per year and at other such times as it may provide by its rules.

Section 5. Library Board General Powers

- a. The Library Board may make recommendations to the City Council for appointment of library personnel and board members.
- b. The Library Board shall make recommendations to the City Council of rules and policies for the efficient and effective operation of the library, its services, and programs.
- c. The Library Board shall assist the Library Director in recommendations of the annual budget request to be submitted to the city Budget Officer.
- d. The Library Board shall make recommendations for the acceptance, use, or expenditure of any real or personal property of funds donated to the library under Section 6., or make recommendations for the purchase, control, or disposal of any real or personal property necessary for the purposes of the library.
- e. The Library Board shall develop and recommend to the City Council long-range plans for library services, consistent with State, regional and national goals for libraries.

Section 6. Acceptance of Gifts for Library Purposes

- a. Gifts or any real or personal property or funds donated to the library and accepted by the City Council shall be administered in accordance with the terms of each gift, and all property or funds shall be held in the name of the City of Adams.

Section 7. Internal Administrative Policies and Procedures

- a. The Budget Officer shall be the fiscal agent for the library and the library shall operate in conformance with budget procedures including those pertaining to the following:
 - 1. Personnel
 - 2. Receipt, disbursement, and accounting for monies.
 - 3. Maintenance of general books, cost accounting records, and other financial documents.
 - 4. Budget administration
 - 5. Operation and maintenance of equipment.

Section 8. Prohibited Actions and Penalties

- a. It shall be unlawful for any person to detain any library materials belonging to the Adams Public Library, willfully or maliciously, for a period of 30 days after notice in writing from the Library Director that the library material(s) is past due. The notice shall bear on its face a copy of ORS 357.975 and ORS 357.990.
- b. Violation for willful or malicious detention of library materials is punishable by policy set forth by the library board and approval by the City Council.

PASSED BY THE COMMON COUNCIL THIS 9 DAY OF August 2021.

APPROVED:  (Mayor)

ATTEST:  (Recorder)