

CHAPTER 284  
Library Board

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CROSS REFERENCES

City Library - see CHTR. Sec. 4.10; S.U. & P.S. Ch. 1060

**284.01 COMPOSITION; TERMS OF OFFICE; POWERS; COMPENSATION.**

The Edna Bentley Library shall be a department of City government under the direction of a Library Board. The Board shall be composed of six members, as provided in the City Charter, who shall be appointed by the Mayor, subject to confirmation by Council. The terms of office of members of the Board shall be for three years, commencing on January 1, and shall be so arranged that the terms of two members shall expire in each year. The Board shall possess such powers as are conferred upon library boards by State law and as are granted under ordinances already enacted or which may be enacted under the City Charter. Salaries of Board members shall be as established by Council.  
(Ord. 169. Passed 12-18-79.)

**284.02 OATH OF OFFICE.**

Within ten days after receiving official notice of appointment, and before entering upon his or her duties as a member of the Library Board, each Board member shall subscribe to an oath of office before the City Clerk. Such oath of office shall be in the form required by State law for public officials and shall meet the approval of Council. The oath, as subscribed, shall be placed on file in the office of the City Clerk.  
(Ord. 96. Passed 2-18-66.)

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**284.03 OFFICERS AND COMMITTEES.**

The Library Board shall organize by electing annually, at its first regular meeting in January, from among its members, a President, a Vice-President, a Treasurer, a Secretary, and such other officers as may be necessary, from time to time, to properly conduct the Business of the Board. The Secretary shall notify Council by filing with the City Clerk, promptly after the election, the names of the officers elected. The Library Board shall have the authority to appoint ad hoc committees as needed.

(Ord. 265. Passed 2-19-02.)

**284.04 QUORUM.**

Four members of the Library Board shall constitute a quorum for the conduct of official business at meetings.

(Ord. 96. Passed 2-18-66.)

**284.05 REGULAR MEETINGS.**

The Library Board shall establish a regular meeting date and shall meet at least monthly. The Secretary shall notify Council of the dates set for regular meetings.

(Ord. 265. Passed 2-19-02.)

**284.06 SPECIAL MEETINGS.**

A special meeting of the Library Board may be called by the President or upon the request of any two members, upon written notice thereof to all of the members at least 24 hours in advance of such meeting. Such notice shall indicate the purpose of calling the special meeting.

(Ord. 265. Passed 2-19-02.)

**284.07 DUTIES; BYLAWS, RULES AND REGULATIONS.**

The Library Board shall control and govern the Library room, branches and stations, if any, and for that purpose, it may make and adopt such bylaws, rules or regulations as may be expedient, but not inconsistent with the City Charter or this chapter. A copy of the bylaws, rules or regulations shall be filed with the City Clerk and read to Council, and the same shall be published for public knowledge thereof.

(Ord. 96. Passed 2-18-66.)

**284.08 AUTHORITY RE LIBRARY PERSONNEL.**

The Library Board shall have the authority to hire the Library Director and may hire a librarian, assistant librarian, library assistants and such other Library employees as may be required, fix their compensation within the limits of the Library budget and terminate their employment.

(Ord. 265. Passed 2-19-02.)

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**284.09 RESPONSIBILITY RE LIBRARY PROPERTY; INSURANCE.**

The Library Board shall have the care and custody of the books, magazines, materials, furniture, fixtures and equipment in the Library and shall keep such property properly and adequately insured against loss or damage by fire or other casualty in such amounts and with such insurers as shall be approved by such Board and Council. Such policies of insurance shall be deposited with the City Clerk for safekeeping. The City Clerk, upon receiving such policies, shall inform Council of the coverage and amounts thereof. (Ord. 265. Passed 2-19-02.)

**284.10 COLLECTION OF FINES.**

The Library Board may impose and collect reasonable fines for the infringement of established rules and regulations and set appropriate rental fees for materials. (Ord. 265. Passed 2-19-02.)

**284.11 ACCEPTANCE OF DONATIONS; REPORTS.**

The Library Board may accept donations, contributions and gifts, either general or specific. All moneys shall be administered directly by the Board at its discretion (subject to donations made for a specific purpose). An annual report on the balances, receipts and disbursements of special funds shall be made to Council in July of each year. (Ord. 265. Passed 2-19-02.)

**284.12 STATE OR FEDERAL FUNDS.**

The Library Board may receive any money appropriated by the State or Federal government for library purposes. All such moneys shall be deposited with the City Treasurer and credited to the Library Fund. (Ord. 96. Passed 2-18-66.)

**284.13 PURCHASES AND EXPENDITURES.**

(a) The Library Board may purchase books, magazines, periodicals, materials, library equipment and supplies, and may incur such other expenditures for library purposes as may be deemed necessary and proper, provided that expenditures fall within the limits of the approved operating budget.

(b) Vouchers for the payment of Library purchases, salaries and other expenses shall be issued by the Treasurer of the Library Board, after approval of the Board, and shall be delivered to the City Clerk as soon thereafter as practical, and the City Clerk will then issue warrants of payment therefor.

(c) Expenditures by the Library Board shall be limited, in total, to the amount approved by Council in the annual Library budget.

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(d) Any additional appropriations, over and above the amount set forth in the budget, that may be necessary under emergencies and similar circumstances, shall be submitted to Council for approval.

(Ord. 265. Passed 2-19-02.)

**284.14 BUDGET; LIBRARY FUND.**

(a) The Library Board shall submit an annual budget for the ensuing year to the Mayor on or before March 1 of each year. Such budget shall include:

- (1) Estimates, with supporting explanations, of all proposed expenditures, together with the expenditures for corresponding items for the last preceding fiscal year in full, and for the current year to March 1, and the estimated expenditures for the balance of the fiscal year. The fiscal year of the City is from July 1 to June 30.
- (2) Estimates of all anticipated revenues from all sources, with a comparative amount received from each of the same or similar sources for the last preceding fiscal year in full, and for the current year to April 1, and the estimated revenues for the balance of the current fiscal year.
- (3) Such supporting schedules as the Board may desire or the Mayor or Council may request.

(b) The amount of money included in the budget by the Mayor and approved in such budget by Council shall be known as the Library Fund.

(Ord. 265. Passed 2-19-02.)

**284.15 CONSTRUCTION OR REMODELING OF LIBRARY.**

Whenever any construction or remodeling of the Library building is planned, the Library Board shall submit plans thereof, along with estimates of the cost thereof, to Council for approval before work is commenced.

(Ord. 96. Passed 2-18-66.)

**284.16 RECORDS.**

The Library Board shall keep a complete record of all proceedings and the same shall be a public record.

(Ord. 96. Passed 2-18-66.)

**284.17 MEETINGS WITH COUNCIL.**

The Library Board or designated members thereof shall meet with Council, in regular sessions of Council, or at such other times as may be convenient, at least two times per year, for the discussion and solving of such problems as may occur from time to time and for the promotion of the best interests of the Library and of the City.

(Ord. 96. Passed 2-18-66.)

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**284.18 PETTY CASH FUND.**

The Library Board may keep a petty cash fund for the handling of petty cash change for fines, etc.

**284.19 CHARGES FOR NONRESIDENTS.**

The Library Board, with the advice and consent of Council, shall enact such rules and regulations as may be necessary in providing for charges for service to nonresidents of the City, as near as possible to the per capita cost of operation for residents of the City. (Ord. 96. Passed 2-18-66.)

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