

## Model City Library Ordinance

City of \_\_\_\_\_, Oregon Ordinance No. XXXX

### ORDINANCE NO. XXXX

**AN ORDINANCE ESTABLISHING THE \_\_\_\_\_ PUBLIC LIBRARY  
AND THE \_\_\_\_\_ PUBLIC LIBRARY BOARD FOR THE CITY OF  
\_\_\_\_\_.**

**CITY OF \_\_\_\_\_ ORDAINS AS FOLLOWS:**

**SECTION 1. (city) Public Library Established.**

A. A public library is hereby established for the City of \_\_\_\_\_ under the provisions of ORS 357.400 to 357.621.

B. The \_\_\_\_\_ Public Library may be financed through a variety of alternatives including the use of general fund monies, inter-governmental agreements, revenues obtained from operation of the library, grants, gifts, donations and bequests received and designated to be used for library purposes, and tax levies that may be authorized by the electors.

**SECTION 2. Library Board.** The \_\_\_\_\_ Library Board is hereby created.

A. The Board shall consist of (5 to 15) voting members to be appointed by the Mayor and City Council, or School Board in the case of Ukiah. The appointed members of said Board shall serve four (4) years. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.

B. Ex-officio members shall be the Mayor (or designee), City Administrator (or designee), a City Council Member (or designee), and a Youth Representative (or designee). These members shall serve without vote.

C. The Board Members appointed shall be appointed according to staggered terms outlined in ORS 357.465. If a vacancy occurs, the governing body shall appoint a new member for the unexpired term.

D. Members of the Board shall receive no compensation for their services.

**SECTION 3. Organization of Library Board**

A. The Library Board shall elect a chairperson from among its members who shall hold office at the pleasure of the Board.

B. The Library Director, or in the Library Director's absence, the Library Director's designee, shall serve as secretary to the Board.

C. The Board shall meet at least six (6) times each year and at such other times as may be necessary at a time and place designated by the Chairperson, ensuring public meeting notice requirements are met.

D. The Board may establish and alter rules and regulations for the Library Board governance and procedure consistent with the laws of the State of Oregon and with the Charter, Ordinances, Resolutions, and regulations of the City of \_\_\_\_\_.

E. If any member of the Board shall be absent from three (3) consecutive meetings without excuse, or is unable to fulfill the duties and responsibilities of the position, the Chairperson shall

certify that fact to the Mayor and the Mayor shall declare the position vacant and proceed to fill the vacancy.

F. A quorum of the Board shall consist of more than 50% of the voting members, excluding ex-officio members, and the votes of a quorum of the Board shall be sufficient for the decision of all matters and the transaction of all business required under the provisions of this Ordinance or the rules of the Board.

**SECTION 4. Powers and Duties.** The Library Board shall have no executive or administrative powers or authority, and this Ordinance shall not be construed as depriving elected or appointed officials of the City of any power they may have under the laws of the State or the Charter of the City. The Board shall be advisory and shall have powers, duties and functions as follows:

- A. Advise the City Council of the Board's recommendations for the library. All recommendations and suggestions to the City Council shall be in writing.
- B. Devote due time and attention to the discharge of duties imposed upon it by the provisions of this ordinance.
- C. Recommend to the City Council suitable policies, rules and regulations for a general program of library services for the community.
- D. Assist the Library Director in identifying and prioritizing budget needs in preparation of the annual budget request to be submitted by the Library Director to the City Administrator.
- E. Participate in planning for library facilities and recommend to the City Council sites for public library buildings or for location of library facilities.
- F. Review an annual report to the State Library and to the City council on a form supplied by the State Library.
- G. Keep informed about current trends in library services and administration.
- H. Study library growth needs and develop long-range plans for library services and facilities, consistent with City priorities and state, regional, and national goals pertinent to libraries.
- I. Investigate sources of funding for library service and facilities.

**SECTION 5. Acceptance of Gifts for Library Purposes.** The Library Board may make recommendations to the City Council regarding the acceptance, use and expenditure of donations, bequests or gifts for library purposes including but not limited to buildings, cash, equipment, personal property, real estate, etc.

**SECTION 6.** The oversight of applications, management and direction of the program of library services recommended by the Board and approved by the City council shall be the responsibility of the City Administrator.

**SECTION 7.** All funds budgeted and appropriated by the City of \_\_\_\_\_ for library services shall be expended in the same manner as are other City funds under the ordinances and Charter of the City of \_\_\_\_\_ by the City Administrator.

**SECTION 8.** The City shall provide cooperative library services to all residents of the Umatilla County Special Library District (UCSLD) under an intergovernmental Agreement for Library Services with the District (UCSLD). This signed and dated agreement shall be considered an addendum to this Ordinance.

**SECTION 9. Separability Clause.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**PASSED and approved \_\_\_\_\_.**