

CHAPTER 18
SALEM PUBLIC LIBRARY

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18.010. Salem Public Library Established.

(a) A public library is hereby established for the City of Salem under the provisions of ORS 357.400 to 357.640.

(b) The public library shall be financed through the use of general fund monies, revenues obtained from operation of the library, grants, gifts, donations, and bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors. (Ord No. 9-76)

18.020. Library Board.

(a) The Salem Public Library Advisory Board is hereby created. The board shall consist of nine members to be appointed by the council.

(b) The term of office of the board members shall be four years, or until their successors are appointed and qualified, and their term shall commence July 1 and be staggered so that the term of office of not more than three will expire in the same year. 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. The terms of members in office at the effective date of this ordinance shall not terminate, but they shall serve out their respective terms. Members of the board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties. (Ord No. 9-76; Ord No 80-83; Ord No. 10-93; Ord No. 51-96)

18.030. Organization of Board.

(a) The library board shall elect a chairman from among its members who shall hold office at the pleasure of the board.

(b) The library director shall serve as secretary to the board and keep the record of its actions.

(c) The board shall meet at least six times each year and at such other times as it may provide by its rules.

(d) The board may establish and alter rules and regulations for its government and procedure consistent with the laws of the State of Oregon and with the charter and ordinances of the City of Salem. (Ord No. 9-76)

18.040. Annual Report to State Library. The library board shall make an annual report to the state library and to the council on a form supplied by the state library. (Ord No. 9-76; Ord No. 51-96)

18.050. Powers and Duties. The library board shall have no executive or administrative powers or authority except as herein provided, and this chapter 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) Recommending to the council rules and policies for the governance of the library;
- (b) Preparing and submitting through the library director to the city manager annual budget requests;
- (c) Designating the use or expenditure of any real or personal property or funds donated to the library under section;
- (d) Recommending to the council sites for public library buildings or for location of library facilities. (Ord No. 9-76; Ord No. 51-96)

18.060. Acceptance of Gifts for Library Purposes. The library board may, in the name of the City of Salem, accept sites, buildings, equipment or other donations, bequests, or gifts for public library purposes. (Ord No. 9-76)

18.070. Supervision of Director and Staff. The city manager shall have the responsibility for hiring, terminating, disciplining, setting the salary of, and any other personnel actions affecting the library director and the library staff. (Ord No. 9-76; Ord No. 51-96)

18.080. Internal Administrative Policies and Procedures. The City of Salem shall be the fiscal and internal administrative agent for the Salem Public Library and the library shall operate in conformance with city administrative procedures including those pertaining to the following:

- (a) Personnel, including recruitment, selection, classification, and pay for library personnel;
- (b) Receipt, disbursement, and accounting for monies;
- (c) Maintenance of general books, cost accounting records, and other financial documents;
- (d) Purchasing;
- (e) Budget administration; and
- (f) Operation and maintenance of equipment and buildings. (Ord No. 9-76)

18.090. Detention of Library Property.

- (a) Oregon Revised Statute 357.975 is adopted by reference and made part of this section as it applies to materials belonging to the City of Salem Public Library.
- (b) The library director, or authorized representative, shall give written notice to any person who keeps any City of Salem library book, or other material, for more than 45 days after the expiration of the due date. The notice shall state that the overdue material must be returned within 30 days or the person will be subject to prosecution under this section.
- (c) All acts which are made unlawful under this section shall be considered an offense against the City notwithstanding the residency of the person keeping the item or the location of the item on the date it is due to be returned.
- (d) The penalties for violation of this section shall be as provided in ORS 357.990. (Ord No. 115-94)

(CHAPTERS 19 AND 20 RESERVED FOR EXPANSION)