

### Chapter 29—Public Library

(Chapter created through Ordinance 924, passed and effective 10/2/07)

29.010. Name. The free public library of Sarcoxie, Missouri shall be known as the Sarcoxie Public Library hereafter designated as the library.

29.015. General Intent. The Sarcoxie City Council recognizes the important benefits and value of the public library for the betterment of our community as well as its significance for the future of the city. In that spirit, it is important that the library grow and thrive as the city grows and thrives. For best results in achieving this goal, it is important that the City Council, acting in the capacity as the Library Board, and the Director operate as a team.

29.020. Library Board. The Library Board is the legislative or policy determining body for the library. It formulates the program of services with the advice and help of the Director and supplies the means for carrying it out. Pursuant to RSMo 182.900, the Library Board will be made up of the Mayor, City Aldermen, and designated city employees to serve in capacities relating to the operation of the library. Responsibilities include:

1. Attend all board meetings.
2. Be aware of the library programs and needs and work diligently toward improving and expanding the library service in the city.
3. Assist in securing adequate funds to carry on the library programs.
4. To hire and maintain a qualified Director.
5. Determine policies, rules, and regulations governing the library program relying on the Director as a primary source for recommendations and information.
6. Support the library's services program to the public.
7. Attend state and regional library meetings when possible.

29.030. Officers

1. The officers of the Library Board shall consist of a President, Vice-President, and Secretary-Treasurer.
2. The Mayor shall serve as President of the Library Board, preside at all meetings of the board, shall sign all papers, documents, and contracts of the Library Board as authorized to do so by action of the Library Board, the Statutes of Missouri, and the ordinances of the City of Sarcoxie.

3. The Mayor pro-tem shall serve as the Vice-President. In the absence of the President, shall preside at meetings of the Library Board and shall perform all the other duties of the President.
4. The City Clerk shall serve as the Secretary-Treasurer and keep accurate minutes of all meetings of the Library Board.

29.040. Director of the Library. The Director is the administrator, technical advisor, and executive officer of the board to whom is delegated the duty of carrying out board policies. All the work of the library shall be under the administration of the Director who is directly responsible to the board for the efficient and effective operation of the library and its services to all people within the City of Sarcoxie. Responsibilities include:

1. To recommend policies, perform duties, and carry out faithfully the policies adopted by the board.
2. To adopt, maintain, and enforce a Policy and Operations Manual.
3. To adopt and maintain a Technology Plan as required by state law.
4. To maintain the library's CIPA compliance as required by state law.
5. To recommend changes in regulations or policies to the board.
6. To recommend staff appointments, salaries, promotions, dismissals, and to supervise and direct all library personnel. To define the duties of each staff member, to assign them to such positions and work which are deemed best for the efficient management of the service, and to direct their work.
7. To prepare an annual budget and submit it to the board for approval or changes.
8. To administer the budget and make appropriate expenditures without further board directions provided they remain within limits and guidelines dictated by City Ordinances, and City Council guidelines and policies.
9. To report regularly to the board at each meeting on:
  - a. Progress of the library including plans for the future and problems which need discussion,
  - b. Statistical information on the operation of the library, and
  - c. An accurate financial report of expenditures and amounts left in budget.
10. To prepare, jointly with the Secretary-Treasurer, any required annual reports to the appropriate governing authorities, the state library, and to the citizens after being first reviewed by the board.

11. Select and purchase books, library materials, equipment, and supplies.
12. Determine and implement best methods of library operation and management and to maintain accurate records of library finances and use.
13. Provide reader assistance and guidance so that citizens may make the best use of the library.
14. Be responsible for the appearance, care, and maintenance of the library building and equipment.
15. Attend and participate in professional meetings, workshops, and institutes.
16. Develop and maintain public relations programs so that the community can be made aware of what the library has to offer and to prepare and release all library publicity.

29.050. Meetings

1. Monthly Meetings. The Director shall meet regularly with the City Council once a month at regular City Council meetings for brief reports on the current operations of the library.
2. Quarterly Meetings. The Director and Library Board shall meet regularly once every three months. The time of the meetings is to be established by the Librarian and City Council at the regular monthly council meetings.
3. A quorum for the transactions of library business shall consist of at least three members of the Library Board.

29.060. Committees. Special Committees may be appointed by the President upon instruction of the Board or as indicated by special needs. Such committees shall serve until the completion of the work for which they were created, or are terminated by action of the Board. Progress reports of all committees should be made at each quarterly meeting with a final written report made to the board at the completion of the project for which they were appointed.

29.070. Order of Business

1. The Director shall prepare an Agenda for each Quarterly Library Board Meeting. In preparing the agenda, the Director shall consult with the board President.
2. The agenda shall include the following items in this order:
  - a. Roll Call of Members
  - b. Approval of minutes from the last Quarterly Meeting
  - c. Director's / Treasurer's Financial Report of the Library

- d. Progress and Service Report of the Library
  - e. Communications
  - f. Unfinished Business
  - g. New Business
  - h. Adjournment
3. Robert's Rules of Order shall be used for parliamentary procedures.
- 29.080. Fiscal year. The Library's fiscal year will run from May 1<sup>st</sup> through April 30<sup>th</sup>, in accordance with the city's fiscal year.
- 29.090. Budget. The Library's fiscal budget will follow the City's fiscal guidelines.
- 29.100. Eligibility for Use of City Library
1. All permanent residents who rent or own property in the City of Sarcoxie or who pay real estate taxes to the City of Sarcoxie are eligible for a free library card granting full access to all services offered by the library.
  2. Persons who do not qualify for a free library card can purchase an annual membership for a fee documented in the Library's Policies and Procedures Manual.
- 29.110. Library Policies and Procedures Manual
1. The Director is responsible for preparing and documenting policies and procedures in a consolidated Manual.
  2. This manual will include information on all matters of the library including but not limited to issuance of library cards, collection weeding, computer use policies, hours of operation, fees for overdue materials, loss of privileges, etc.
- 29.110. Policy Concerning Unreturned Materials

In the event that a patron fails to return library materials, the following steps will be taken:

1. The Policies and Procedures Manual addresses the Library's policy concerning unreturned materials. The City of Sarcoxie reserves the right, under RSMo 570.210, to criminally prosecute persons who inappropriately obtain or fail to return material. The City Ordinance for library theft is located in chapter 75 of the City Code.
- 29.120. Friends of the Library, Authorized. An organization of private citizens whose primary purpose is dedicated to the betterment of the library has been formally recognized by the Library Board to act in the following capacity:

1. To meet regularly, as they see fit, with the Director to discuss issues and the

service programs at the library.

2. To prepare recommendations to the Director that can subsequently be presented to the board for consideration.
3. To conduct fundraisers for clearly defined goals for the betterment of the library provided said activity is sanctioned by the board in advance and all proceeds of such fundraising activities are presented to the board.
  - a. Funds presented to the board in this manner, and compliant with this section, will be held in reserve by the city until they can be spent on the agreed upon goal.
    - i. The intended use of the funds can only be changed with the agreement of the Friends of the Library and Director.