

ORDINANCE NO. 960

A HOME RULE ORDINANCE OF THE CITY OF LANSING BY THE POWER VESTED PURSUANT TO ARTICLE 12, SECTION 5 OF THE CONSTITUTION OF THE STATE OF KANSAS PROVIDING FOR THE CREATION OF A LIBRARY BOARD OF THE CITY OF LANSING, AND REPEALING ORDINANCE NO. 721 AND ALL SECTIONS IN CONFLICT.

WHEREAS, the Governing Body of the City of Lansing desires to provide for the creation of a Library Board for the purpose of advising the Governing Body on the operation and management of a community library; and

NOW THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LANSING, KANSAS:

PURPOSE. To revise the policies and procedures necessary to permit the Lansing Community Library Board (LCLB) to advise the Governing Body on community library activities and to organize and operate the City's library program.

REVIEW. This document will be reviewed by the LCLB and revisions submitted for Governing Body consideration as often as necessary to ensure efficient and effective operation of the library program. A review of the complete document will be conducted by the LCLB prior to its February meeting each year. The agenda will include a discussion on the need to continue the policies in accordance with the latest revised document or to recommend additional changes.

SECTION 1. ORGANIZATION.

a. The LCLB will consist of seven (7) voting members and a non-voting advisor, the Library Director. The voting members shall be community volunteers, residing in the City of Lansing, who shall be appointed by the Mayor and approved by the City Council. All voting members shall be appointed for a term of four (4) years with no limit on number of terms. Board member terms will expire on the last day of April of a given year. Any Board member in office on the effective date of passage of this ordinance shall serve until the end of his or her term and his or her successor shall be appointed to serve terms of four (4) years, which are in conformance with an established staggered-term system. In addition to the appointed members of the LCLB the Mayor shall be ex officio a member of the LCLB. The Library Director is an employee of the City and shall serve until the termination of his or her employment.

b. The Chairperson, Vice-Chairperson, and Secretary of the LCLB shall be elected by a majority of the quorum of Board members at their May meeting each year. The Chairperson, Vice-Chairperson, and Secretary will serve one-year terms and may be re-elected to consecutive terms with no limit on number of terms.

c. The Board may establish any ad hoc committee needed for temporary functions and may accept volunteers from the community to serve on these committees. These committees may only make recommendations within the parameters designated by the Board. The Library Director shall not serve on these committees but shall act in an advisory

role.

- d. A record shall be kept of all proceedings.

SECTION 2. POWERS AND DUTIES. The LCLB shall have the following powers and perform the following duties:

- a. The LCLB shall act principally in an advisory capacity to the City staff and the Governing Body in matters pertaining to the library program. The LCLB shall also pursue any grant opportunities for development of the City's library system or programs and the Library Director shall secure approval of the City Administrator for any grant applications.

- b. Establish policies and procedures to govern library activities. Board members will not make major policy changes without approval of the City Council.

- c. The LCLB will review all proposals and propositions for the construction, reconstruction, and improvement of public library facilities, the acquisition of major library equipment, and the institution of new library programs.

- d. The Governing Body shall refer all major proposals and propositions for the construction, reconstruction, and improvement of public library facilities, including the acquisition of land for library purposes, the acquisition of major library equipment and facilities, and library systems to LCLB. The LCLB shall make reports and recommendations to the Governing Body on all matters referred to LCLB, and such further recommendations as deemed advisable within a reasonable time frame specified by the Governing Body.

- e. Identify and recommend to the Governing Body replacements for any LCLB member who resigns from the Board, has excessive absences from meetings, or who desires not to serve past his or her current term. Excessive absence is defined as three (3) successive non-work related absences or four (4) non-work related absences in a calendar year.

- f. Submit to the City Attorney for legal review and City Council for approval of all ideas or proposals for producing income. Assist the Library Director as necessary to collect, account for, and turn-in all library revenues to the Finance Department.

- g. Provide names and phone numbers of LCLB members for contact by public on library information.

- h. Propose an annual prioritized budget and capital improvements list for improvement of current facilities and equipment or acquisition of new facilities or equipment. The Library Director shall have all budgeting and purchasing responsibility for the Board. The LCLB shall have no autonomous budget. LCLB members shall not obligate the City to the expenditure of funds. All library activities will be financially self-sufficient, within the confines of the annual budgets, unless otherwise approved by the City Council.

- i. Recruit volunteers to help manage its individual activity.

j. All powers and duties prescribed herein are delegated to the LCLB as a unit and all action hereunder shall be of the LCLB acting as a whole. No action of an individual member is authorized except as authorized by and through the LCLB.

SECTION 5. MEETINGS.

The LCLB will normally meet the fourth Tuesday of each month at the Lansing Community Library at 6:30 p.m. Changes to the day, time, or location will be published on the door, bulletin board, or website at the Lansing Community Library, and in the official City newspaper, if possible. All meetings shall be open to the public in accordance with the Open Meetings Act (K.S.A. 75-4317 et seq)

SECTION 6. ENFORCEMENT.


That this Ordinance shall take effect and be in force from and after its passage and publication in the official City newspaper as provided by law.

PASSED AND APPROVED by the Governing Body of the City of Lansing, Kansas, this 3rd day of March, 2016.


{SEAL}



Attest:


Sarah Bodensteiner, City Clerk

CITY OF LANSING, KANSAS


Louis E. Kirby, Mayor

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