



TOWN OF FARMVILLE

CODE OF ORDINANCES

CHAPTER 12– LIBRARY

PREAMBLE

The Farmville Public Library was established pursuant to the General Statutes of North Carolina and dedicated on May 11, 1954. The Library was given to the citizens of Farmville by Miss Virginia Elizabeth Davis to fulfill a need long felt in the community. In 1957, in accordance with the State Statutes, a Library Board of Trustees was created and organized to assist and advise in the operation of the library.

On March 2, 1971, the form of government for the Town of Farmville changed to include a town administrator and the Library came under the directives of the Town Board of Commissioners as an implied department of the Town of Farmville. In the course of this governmental reorganization, it became necessary to redefine and establish the regulations and conventions governing the Library through a town ordinance.

BE IT ORDAINED BY THE TOWN OF FARMVILLE:

Section 1 MUNICIPAL LIBRARY

There shall be a municipal public library known as the Farmville Public Library, which shall be operated as a department in accord with the above preamble.

Section 2 LIBRARY BOARD OF TRUSTEES

There shall be a Library Board of Trustees to assist the Board of Commissioners, Town Manager, and Library Director in the development, promotion, and operation of library programs, policies and facilities. The Library Board of Trustees shall consist of seven members of which no more than 2 shall reside outside the corporate limits. Members appointed from outside the corporate limits shall be residents within the Farmville area school district or shall have such special skills so as to uniquely qualify him/her for duty on the Library Board. (Amended March 5, 1991)

2.1 APPOINTMENT, TERM, REMOVAL

Each member shall be appointed by the Mayor with the approval of the Board of Commissioners. The members shall be appointed for staggered three year terms. Each member shall hold office until his successor has been appointed and qualified. Any vacancy in the membership shall be filled for the unexpired term. Vacancies for the

unexpired terms shall be promptly filled. The governing body may remove any trustee for incapacity, unfitness, misconduct, or neglect of duty. A trustee shall forfeit membership on the board of trustees if he/she is absent without excuse for more than three consecutive meetings or more than half of the board's meetings in any twelve month period. Trustees shall serve without compensation, except for reimbursement for official travel expenses to library conferences and workshops. (Section Amended 02/04/97)

2.2 Powers and Duties of Trustees

The Library Board of Trustees shall have the following powers and duties:

1. To formulate and adopt programs, policies, and regulations for the operation of the library. Such programs, policies, and regulations are subject to Town Board review.
2. To make recommendations to the Board of Commissioners concerning the care of the buildings and grounds of the library system;
3. To approve all matters involving major improvements or alterations to the library buildings, furnishings, and grounds;
4. To assist the Town Manager in the selection of a library director when a vacancy occurs. The Library Board may provide this assistance by participating in the screening of applicants and recommending to the town manager two or more fully qualified candidates for the position.
5. To establish with the library director, a schedule of fines and charges for late return, of, failure to return, damage to, or loss of library materials, and to take other measures to protect and regulate the use of such materials.
6. To participate with the library director in preparing the annual budget of the library.
7. To make recommendations concerning the extension of the privileges and use of the library system to nonresidents of the county or city establishing or supporting the system.
8. To develop and carry out special fund-raising efforts to support improvements or alterations to the library buildings or grounds.
9. To recommend the creation of special funds for acceptance of gifts, grants, and bequests offered to the library and as well to recommend disbursements from these funds, once created, in accordance with the terms of the gifts, grants, or bequests. (Amended 12/5/00)
10. To keep abreast of contemporary standards and methods of delivering service

and to be aware of library-related legislation and to attend conferences and workshops for these purposes.

11. To submit periodically to the Board of Commissioners a report of the needs and programs of the library.
12. To generally advise the Board of Commissioners, town manager, and library director concerning the operations of the library and to perform any other reasonable duties requested by the Board of Commissioners.
13. To act as liaison between the library director and the Board of Commissioners.

The Library Board of Trustees shall have the following additional powers:

14. To adopt such rules and procedures for its own operation as may be necessary and which conforms with this ordinance and state law.
15. To create such committees as may be necessary to carry out the responsibilities of the board.

Section 3.0 LIBRARY PERSONNEL

3.1 Public Library Director

There shall be a Public Library Director, who shall act as the chief administrator of the Farmville Public Library.

1. Appointment. The library director shall be selected by the town manager with the assistance of the Library Board and the approval of the Board of Commissioners.
2. Powers and duties of the Library Director. The Library Director shall have the following powers and duties:
 1. To be in charge of the internal management of the library;
 2. To propose to the Library Board programs and policies concerning library services and develop adopted programs and policies;
 3. To organize, supervise, and carry out the programs and operations of the library;
 4. To execute adopted policies for library operations;
 5. To actively publicize library programs and services;

6. To be the final selector for all materials and equipment to further library programs and operations recommended by the Board of Trustees;
7. To prepare, in consultation with the trustees an annual budget proposal and to operate within the adopted budget;
8. To act as coordinator for annual giving to the library;
9. To institute and report to the Library Board of Trustees the operational procedures he/she feels necessary to the economical and efficient operation of his unit;
10. To report those maintenance needs that become evident in the normal course of his/her duties;
11. To make recommendations to the town manager as to the appointment of other appropriate library personnel as positions are created or vacated;
12. To supervise and develop other library personnel;
13. To attend all library board meetings and act as professional adviser to the board;
14. To prepare regular reports of library operations to the library board, Board of Commissioners, and Town Manager;
15. To act as professional adviser to the town and the Board of Commissioners on all matters concerning the library and in keeping with this status, he/she shall keep abreast of contemporary library standards and practices through conferences and workshops and membership in professional organizations.

3.2 Other Personnel

Other library personnel shall be appointed by the town manager upon recommendation by the library director.

3.3 Personnel Generally

Library employees shall be employees of the town, subject to personnel policies of the town and compensated in accordance with the town pay plan.

Section 4.0 LIBRARY FINANCES

4.1 Annual Budget

All revenues and appropriations for the operation of the library shall be included in the budget and accounts of the town. Monies received in the course of library operations such as fines and charges for late, damaged, or lost materials shall be deposited under the supervision of the finance officer of the town, secured as required by law, and annually audited. (Statutory references: G.S. 159-25, 26, 28, 31, 32, 34.)

4.2 Trust Funds

The Library Board of Trustees may recommend the acceptance of monies to be held for specific purposes and may recommend the expenditures of said funds in accordance with the wishes of the donors. Accounting of these funds will be made through the Finance Department of the town and this department shall make quarterly reports to the Board of Trustees on the status of these funds. (Amended 12/5/00)