



Ordinance No. 2025-01

AN ORDINANCE FORMALIZING THE STRUCTURE AND GOVERNANCE OF THE JOSEPH PUBLIC LIBRARY UNDER THE JOSEPH CITY COUNCIL, ESTABLISHING THE FORMATION AND ROLE OF THE LIBRARY TASKFORCE/LIBRARY COMMITTEE, ENSURING CLEAR RESPONSIBILITIES, MEMBERSHIP AND A FRAMEWORK FOR FUTURE DEVELOPMENT AND FUNDING OF THE LIBRARY; AND REPEALING ORDINANCE 94-06.

Section 1. The City of Joseph ordains as follows:

§ 93. 01. Governing Body of the Joseph Public Library

- (A) **Governing Authority.** The Joseph Public Library shall be governed by the Joseph City Council.
- (B) **Library Staff Reporting.** Library staff shall report to the City Administrator for the purposes of budgeting, employee evaluations, and merit raises.

§ 93. 02. Library Taskforce Membership

- (A) **Membership.** The Mayor shall appoint an odd number of three to seven volunteer members to the Library Taskforce, including at least two member of the City Council.
- (B) **Term**
 - (1) All appointed members of the Library Taskforce shall serve one-year terms that expire on December 31st.
 - (2) New appointments shall occur annually during the last scheduled meeting of the City Council each year.
- (C) **Vacancies.** If a vacancy occurs, the Mayor may elect to appoint a new member to the Library Taskforce for the remainder of the term.
- (D) **Membership Requirements.** Library Taskforce members must be residents of the City of Joseph or Wallowa County and are required to attend regularly scheduled monthly Taskforce meetings.
- (E) **Organization and Officers**
 - (1) The Taskforce shall elect officers at the first meeting held in each calendar year. There shall be a Chair and Secretary.
 - (2) The librarian shall take minutes of meetings and send a copy of the minutes to the City Council. If the librarian is unavailable to take minutes, the Secretary shall take minutes.

§ 93. 03. Duties of the Library Taskforce

The Library Taskforce shall submit the following for approval to the Joseph City Council:

- (A) **Library Staff Recommendation.** Recommend the hiring of Library staff, as needed.
- (B) **Library Rules and Policies**
 - (1) Recommend rules and policies for the governance of the library to Joseph City Council.

(2) Review, and recommend updates as necessary, to operating policies and procedures (e.g., hours of library service; materials and asset procurement; development and management policies; patron user fees; patron registration procedures, etc.).

(C) **Annual Budget Request.** Recommend an annual budget request for the library to the budget officer by March 1 of each year.

(D) **Expenditure Requests.** Requests for all expenditures from the library fund or the library building fund.

(E) **Donations and Property Management**

(1) Requests for acceptance, use, or expenditure of any real or personal property or funds donated to the library.

(2) Requests for the purchase, control, or disposal of real or personal property necessary for library purposes, except that each donation shall be administered in accordance with its terms.

(3) All property or funds shall be held in the name of the City of Joseph.

(F) **Library Sites and Locations.** Recommendations for sites for new public library buildings or locations for library facilities.

(G) **Contracts.** Recommendations/requests to enter into contracts related to the library.

(H) **Community Input.** The Library Taskforce shall listen to and respond to community input regarding the library.

(I) **Long-Term Funding Strategy.** The Library Taskforce shall develop recommendations for long-term funding strategies to be presented to the City Council, particularly for future library expansion if applicable.

(J) **Other Duties.** Any other duties or activities as assigned by the Joseph City Council.

Section 2. Repeal. Ordinance 94-06 as passed (Exhibit A) and as Codified (Exhibit B, §§ 93.01, 93.02, and 93.03).

Section 3. Effective Date. This Ordinance shall become effective on the 31st day after its passage by the Council and approval by the Mayor.

PASSED by the Joseph City Council and EXECUTED by the Mayor this 6 day of FEB 2025.



Mayor Stephen Bartlow

ATTEST: 

Dan Larman, City Recorder