

Chapter 2.25

LIBRARY DEPARTMENT

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2.25.010 Name and Citation of Department.

The Library Department may be referred to and operate as the Lincoln City Libraries. (Ord. 19093 §3; June 9, 2008).

2.25.020 Library Director; Process for Hiring and Removal from Position.

The Mayor shall consult with the Library Board regarding the hiring process and selection of candidates for the position of Library Director. A hiring committee shall be formed to solicit and interview candidates in compliance with the City's Personnel Rules and Regulations. The hiring committee shall consist of an equal number of members selected by the Library Board and the Mayor.

The Mayor shall appoint, with City Council approval, one of the hiring committee's recommended candidates for Library Director. The Library Director may be removed only by the Mayor, after receiving approval by a majority vote of the Library Board. (Ord. 19093 §4; June 9, 2008).

2.25.030 Library Director; Job Responsibilities.

On or after September 11, 2008, the Library Director position shall be a member of the unclassified service of the City. The Library Director shall work with both the Mayor and the Library Board in performing the following:

- (a) Plan, administer, and publicize all Library Department programs and services;
- (b) Propose programs and policies concerning library services and develop adopted programs and policies;
- (c) Assume charge of and responsibility for the administrative supervision of all divisions and personnel of the executive branch assigned or attached to the Library Department;
- (d) Recommend any changes in the composition and/or operation of the Library Department necessary for the protection and maintenance and further development of the library system;
- (e) Institute and report operational procedures and maintenance needs necessary for the economical and efficient operation of the Library Department;
- (f) Attend Library Board meetings and act as a professional adviser to the Library Board, Mayor, and/or City Council on all matters concerning the library system and, in keeping with this status, the Library Director shall keep abreast of contemporary library standards and practices; and
- (g) Perform other tasks, as necessary, for a successful library system. (Ord. 19093 §5; June 9, 2008).

2.25.040 Library Director; Performance Review.

The Library Board shall conduct a performance review of the Library Director and forward such review to the Mayor. The Mayor shall then conduct a performance review, in compliance with the City's Personnel Rules and Regulations, which shall be the final rating for purposes of the Library Director's salary. (Ord. 19093 §6; June 9, 2008).