

## **ORDINANCE NO. 1008**

**AN ORDINANCE OF THE CITY OF LANSING, KANSAS AMENDING UNDER CHAPTER 13, ARTICLE 4 OF THE CODE OF THE CITY OF LANSING, KANSAS, AND AMENDMENTS THERETO.**

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

**SECTION 1.** Chapter 13, Article 4 of the code of the City of Lansing is hereby amended to read as follows:

### **13-401 LANSING COMMUNITY LIBRARY - DEFINITIONS**

1. Unless the context requires a different meaning, the following words, terms and phrases shall have the meaning ascribed to them in this section:
  - a. "City" shall mean the City of Lansing, Kansas.
  - b. "Governing Body" shall mean the governing body of the City.
  - c. "Library" or "Lansing Community Library" shall mean the public library in the City serving the public and is supported in whole or in part with tax revenue.
  - d. "Library Advisory Board" or "Lansing Community Library Advisory Board" shall mean a board appointed by the Mayor with the consent of the Governing Body of the City to advise the Governing Body, City Administrator, and Library Director concerning Library matters.
  - e. "Mayor" shall mean the city-wide elected position of Mayor of the City.

### **13-402 LANSING COMMUNITY LIBRARY – ESTABLISHMENT AND RESPONSIBILITY**

1. The public library is a department of the City and is hereby established, continued, and maintained for the City of Lansing, Kansas under the provisions of Charter Ordinance No. 1-2018, this Ordinance, and any related Ordinances and/or Charter Ordinances adopted by the Governing Body and any by-laws adopted by the Library Advisory Board.
2. The public library shall be called the Lansing Community Library.
3. The Lansing Community Library shall be the public agency responsible for providing library and information services that are freely accessible to all eligible patrons.
4. The Library Director and library staff shall be hired and employed by the City.

### **13-403 LANSING COMMUNITY LIBRARY – FINANCING AND LEVY OF TAXES**

1. The Lansing Community Library shall be financed through the use of general fund monies, library mill levy revenues, library operational revenues (including, but not limited to, fines and fees established by resolution of the Governing Body), intergovernmental agreements, grants, gifts, donations and bequests received and designated to be used for library purposes, and any other tax levies that may be authorized by the Governing Body of the City under the authority of Charter

Ordinance No. 1-2018, and in accordance with the Kansas cash-basis law (K.S.A. 10-1101 et seq., and any amendments thereto), and any other applicable provisions otherwise set forth in this Chapter or under Kansas law.

2. The Governing Body shall annually levy a tax for the operation, maintenance, and support of the Library, including employee benefits, in such sum as it may choose. Such tax levy may be based, in part, on the recommendation of the Library Advisory Board, but shall be levied by the Governing Body without limitations, except those limitations which may control as set forth in any applicable statute fixed by law.
3. Such levied and collected tax revenue shall be maintained and identified in a separate fund to be known as the "Library Fund" as itemized with the City's annual budget.

**13-404**

#### **LANSING COMMUNITY LIBRARY – ADMINISTRATIVE POLICIES AND PROCEDURES**

1. The Library Director, as an employee of the City, shall be responsible for the fiscal and internal administrative operations of the Library, except as determined by the City Administrator in collaboration with the Library Director, in order to optimize operational efficiencies.
2. The Library shall operate in conformance with City administrative policies and procedures, including, but not limited to, those pertaining to:
  - a. Personnel, including recruitment, selection, classification and pay for Library personnel.
  - b. The City Administrator may consult with the Library Advisory Board regarding the selection of a Library Director.
3. Receipt, disbursement, and accounting of all revenues, from whatever source it is derived, dedicated for the operation of the library.
4. Maintenance of general books, cost accounting records, and other financial documents.
5. Budget administration.
6. Operation and maintenance of equipment and buildings.

**13-405**

#### **LANSING COMMUNITY LIBRARY – REMOVAL OF MATERIALS AND PENALTY**

1. It shall be unlawful for any person to take from the Lansing Community Library, or any premises thereof, any property, whether public or personal, belonging to or under the control of the Library unless authorized by the Library Director or his or her designated representative, and in compliance with the policies of the Library. It shall be unlawful for any persons to retain and convert any property belonging to the Library to their possession or keep the same longer than permitted by Library policy.
2. The penalty for violating this Article shall be fined as established by the fee schedule.

**13-406**

#### **LIBRARY ADVISORY BOARD - CREATION**

1. There is hereby established a Lansing Community Library Advisory Board. The Library Advisory Board advises the Governing Body, City Administrator, and Library Director concerning Library matters based on the duties and responsibilities

enumerated in Section 13-410 of this Chapter.

**13-407**

**LIBRARY ADVISORY BOARD – MEMBERSHIP**

1. The Lansing Community Library Advisory Board shall consist of eight members:
  - a. Seven (7) voting members shall reside within the Lansing USD 469 district.
  - b. The Mayor shall be a non-voting ex-officio member.

**13-408**

**LIBRARY ADVISORY BOARD – APPOINTMENT, TERMS, VACANCIES, REMOVAL, COMPENSATION**

1. The members of the Library Advisory Board shall be appointed by the Mayor with the consent and approval of the Lansing City Council.
2. The term of appointment for each member of the Advisory Board shall be four (4) years with no limit on the number of terms a member may serve.
3. Terms shall expire on the last day of April of a given year.
4. Vacancies occurring before the expiration of a term shall be filled by appointment by the Mayor with the consent and approval of Lansing City Council for the remainder of the unexpired term.
5. The Advisory Board members may vote to remove any appointed member of the Advisory Board due to excessive absences. Advisory Board members shall be expected to attend at least seven (7) meetings in a calendar year.
6. The members of the Advisory Board shall serve without compensation.

**13-409**

**LIBRARY ADVISORY BOARD – APPOINTMENT OF OFFICERS AND CONDUCT OF MEETINGS**

1. The Advisory Board shall select from its membership a chairperson, a vice-chairperson, and a secretary.
  - a. Officers serve one (1) year terms and may be re-elected to consecutive officer terms with no limit on the number of officer terms.
2. The Advisory Board shall establish the time and place of when and where its meetings will be conducted.
3. The Advisory Board may make and establish such reasonable bylaws, rules and regulations as may be necessary for its own governance, and for the full and complete execution of its duties and responsibilities.
4. General or special meetings may be held at such time as the chairperson or majority of the members direct.
5. Four (4) members of the Advisory Board shall constitute a quorum for the transaction of business.
6. A record of all proceedings shall be kept.
7. All regular and special meetings shall be subject to the Kansas Open Meeting Act.

**13-410**

**LIBRARY ADVISORY BOARD – DUTIES AND RESPONSIBILITIES**

1. The Lansing Community Library Advisory Board shall be an advisory board for the Governing Body, City Administrator, and Library Director concerning Library matters. Nothing in this Chapter shall be construed as limiting any statutory authority under federal, state, or municipal law or ordinance of any City elected or appointed official. The Library Advisory Board shall have the following functions, duties and responsibilities:

- a. Abide by all applicable City ordinances.
- b. Act in an advisory capacity to the Governing Body, City Administrator, and Library Director.
- c. Provide opinion and guidance, as appropriate, for the annual Library budget.
- d. Pursue possible grant opportunities, when available and appropriate, for the development of the City's library or programs.
- e. Advise in the establishment and review of policies and procedures to ensure efficient and effective operation of the Library and its programs.
- f. Assist in strategic planning.
- g. Provide a public forum for communication on library issues.
- h. Attend annual Northeast Kansas Regional Library System training.
- i. Provide opinions and guidance, as appropriate, on issues such as income producing opportunities, the expansion of existing Library facilities and services, and new facilities.
- j. Engage in public relations activities for the purpose of educating and informing the public about Lansing Community Library and its various programs offered to the public.
- k. Participate in advocacy initiatives at the local, state, and federal levels as needed.
- l. Identify and recommend possible candidates to the Governing Body for open library board positions, as appropriate.

**SECTION 2. AMEND.** This ordinance shall amend Chapter 13, Article 4 of the Lansing City Code.

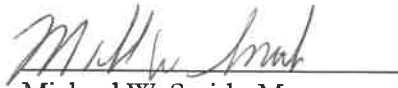
**SECTION 3. REPEAL.** Ordinance No. 960, and all other ordinances and any sections, provisions, or conflicting provisions contained in any previous ordinance or ordinances of the City in conflict herewith, are hereby repealed.

**SECTION 4. SEVERABILITY.** If any section, clause, sentence, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by a court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.


**SECTION 5.** This ordinance shall take effect from and after its passage, approval and publication in the official City newspaper.

**PASSED AND APPROVED** by the Governing Body of the City of Lansing, County of Leavenworth, State of Kansas, this 6<sup>th</sup> day of September 2018.

{SEAL}

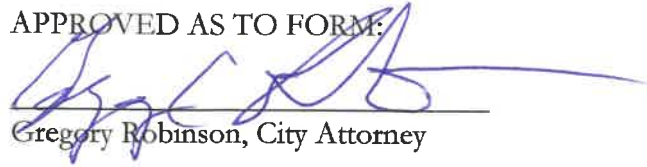
  
Michael W. Smith, Mayor

Attest:

  
Sarah Bodensteiner, City Clerk



APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read 'Greg Robinson', is written over a horizontal line.

Gregory Robinson, City Attorney

Published: *Leavenworth Times*

Date Published: 9-11-2018

**CITY OF LANSING**  
**FORM OF SUMMARY FOR PUBLICATION OF ORDINANCE**

**Ordinance No. 1008: An Ordinance of the City of Lansing Kansas Amending Under Chapter 13 Article 4, of the Code of the City of Lansing, Kansas and Amendments Thereto.**

Pursuant to the general laws of the State, a general summary of the subject matter contained in this ordinance shall be published in the official City newspaper in substantially the following form:

**Ordinance No. 1008 Summary:**

On September 6, 2018, the City of Lansing, Kansas, adopted Ordinance No. 1008, amending Chapter 13 Article 4 of the Code of the City of Lansing, Kansas and amendments thereto. A complete copy of this ordinance is available at [www.lansing.ks.us](http://www.lansing.ks.us) or at City Hall, 800 First Terrace, Lansing, KS 66043. This summary certified by Gregory C. Robinson, City Attorney.

This Summary is hereby certified to be legally accurate and sufficient pursuant to the laws of the State of Kansas.

DATED: September 6, 2018



\_\_\_\_\_  
Gregory C. Robinson, City Attorney