**[11.12 Public Library](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12_Public_Library)**

[11.12.010 Established-Library Management](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.010_Established-Library_Management)

[11.12.020 Board-Established-Terms Of Office](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.020_Board-Established-Terms_Of_Office)

[11.12.030 Board-Removal-Vacancies](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.030_Board-Removal-Vacancies)

[11.12.040 Board-Members To Serve Without Compensation](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.040_Board-Members_To_Serve_Without_Compensation)

[11.12.050 Board-Chairman-Duties](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.050_Board-Chairman-Duties)

11.12.060 Board-Space For Meetings, Equipment

[11.12.070 Board-Meetings-Absence](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.070_Board-Meetings-Absence)

[11.12.080 Board Meetings-Agenda-Powers](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.080_Board_Meetings-Agenda-Powers)

[11.12.090 City Council-Appointment Of Librarian](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.090_City_Council-Appointment_Of_Librarian/Library_Director)

[11.12.100 Board-Annual Reports](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.100_Board-Annual_Reports)

[11.12.110 Board To Adopt Rules For Library Use-Use Of Library To Be Free](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.110_Board_To_Adopt_Rules_For_Library_Use-Use_Of_Library_To_Be_Free)

**11.12.120 Unlawful Acts**

**11.12.130 Funding**

# [11.12.010 Established-Library Management](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.010_Established-Library_Management)

The Payson City Library is hereby established to be kept and maintained for the purpose of enhancing the public’s health, safety, morals and general welfare. The library shall be managed and operated by the Library Board pursuant to the provisions of this Chapter.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.020 Board-Established-Terms Of Office](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.020_Board-Established-Terms_Of_Office)

There is hereby created and established a library board of the Payson City Library, which shall consist of seven members, all of whom shall be residents of Payson City. The board shall be appointed by the mayor with the advice and consent of the city council for three-year terms or until their successors are appointed. Pursuant to Utah Code Annotated 9-7-402 (3) , only one (1) member of the board shall be a member of the city council. If any member is an elected official, such member shall be deemed replaced by the elected official’s successor in office. Subject to the above, any vacancy on the board will be filled by appointment by the Mayor, with the advice and consent of the city council. Initially, appointments shall be made for one, two, and three-year terms. Annually thereafter, the city council shall, before the first day of July of each year, or as soon as practicable thereafter, appoint board members for three-year terms to take the place of retiring members. Board members shall not serve more than two full terms in succession.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.030 Board-Removal-Vacancies](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.030_Board-Removal-Vacancies)

Any member of the board may be removed for misconduct or neglect of duty by the city council. Vacancies in the board of directors, occasioned by removals, resignations, or otherwise, shall be filled for the unexpired term in the same manner as original appointments.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.040 Board-Members To Serve Without Compensation](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.040_Board-Members_To_Serve_Without_Compensation)

Board members shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.050 Board-Chair-Duties](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.050_Board-Chairman-Duties)

Following appointment, board members shall meet and elect a chair and such other officers, as they deem necessary, for one-year terms. The chair shall present the agenda, as hereinafter provided, of all materials pertaining to the library to be considered at each meeting of the board.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# 11.12.060 Board-Space For Meetings, Equipment

The city administration shall establish and furnish suitable space for the meetings and the carrying on of the business and functions of the library board.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.070 Board-Meetings-Absence](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.070_Board-Meetings-Absence)

The board shall meet in regular meetings at a time designated by the board. Special meetings may be convened at any time as determined by the city council or the board chair upon giving notice to all members of the board and the city council. At least four (4) members of the board must attend said meeting in response to said notice, and a certified copy of the minutes of each special board meeting shall be furnished to all members of the board and the City Council. The absence of a member of the board from three (3) regular meetings in any four (4) month period shall be considered neglect of duty and have the effect of vacating the office of the member, unless such absence is authorized or approved by board action.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.080 Board Meetings-Agenda-Powers](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.080_Board_Meetings-Agenda-Powers)

1. The agenda for each meeting of the board shall be prepared by the chair, or the chair’s designee, and said agenda may cover all matters pertaining to the operation of the Payson City Library.
2. Written minutes shall be kept of all regular and special meetings and shall be transmitted to board members following such meetings. A permanent set of minutes shall be maintained by the chair or the chair’s designee. All records of the board shall be open to inspection during normal library business hours.
3. The Library Board shall:
   1. Maintain and care for the library; and
   2. Establish policies for its operation; and
   3. In general, carry out the spirit and intent of the state law as set forth in section 9-7-401 et. Seq., Utah Code annotated, as amended.
4. Upon approval of the city council, as established by resolution, the board may:
   1. Have control of the expenditures of the library fund, of construction, lease, or sale of library buildings and land, and of the operation and care of the library; and
   2. Purchase, lease, or sell land, and purchase, lease, erect, or sell buildings for the benefit of the library.
5. Except as set forth in this chapter or by resolution, all other administrative control in respect to the library is reserved to the mayor or mayor’s appointed designee.
6. The library board shall act as an advisory board to the city council on all policy and budgetary matters pertaining to the library.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.090 City Council-Appointment Of Librarian](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.090_City_Council-Appointment_Of_Librarian/Library_Director)

The library board shall recommend to the City Manager a competent person as librarian to have immediate charge of the library with such duties and compensation for services as it shall fix and determine. The librarian shall act as the executive officer for the library board. The board shall appoint, upon the recommendation of the librarian, other personnel as needed. Upon request by the board, the city administration shall provide the library with city employees and employee management for library purposes, pursuant to the pay range tables, and other employee policies established for city employees and pursuant to budget guidelines and constraints. Upon request by the board, the librarian shall also be a city employee. The funding for said employees shall come from the library budget.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.100 Board-Annual Reports](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.100_Board-Annual_Reports)

The board chair or chair’s designee shall make an annual report to the city council on the condition and operation of the library, including a financial statement. The librarian shall also submit such annual report to the Utah State Library Board as required by Title 9-7-211 Utah Code Annotated, as amended.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

# [11.12.110 Board To Adopt Rules For Library Use-Use Of Library To Be Free](https://payson.municipalcodeonline.com/book?type=ordinances&name=11.12.110_Board_To_Adopt_Rules_For_Library_Use-Use_Of_Library_To_Be_Free)

The board shall make and adopt rules and regulations not inconsistent with federal, state, or municipal law, for the governing of the library. Subject to such rules and regulations, the library shall be free to the use of the inhabitants of the city. The board may exclude from the use of the library any and all persons who shall willfully violate such rules and regulations. The board may extend the privileges and use of the library to persons residing outside the city on such terms and conditions as it may prescribe by its rules and regulations.

HISTORY

*Adopted by Ord.* [*05-18-2022-D*](https://s3-us-west-2.amazonaws.com/municipalcodeonline.com-new/payson/ordinances/documents/1653339554_05-18-2022-D%20Recodified%20Municipal%20Code.pdf) *on 5/18/2022*

**11.12.120 Unlawful Acts**

1. It shall be unlawful for any person to mark, tear, or in any manner injure, deface, mutilate or destroy any book, pamphlet or other property of the library.

2. It shall be unlawful for any person to fail to return any book, pamphlet or other property of the library within five (5) days after the receipt of a notice from the librarian thereof, demanding the return to the library of such property.

3. Any person violating any provision of this section shall be guilty of a class C misdemeanor.

**11.12.130 Funding**

Beginning in January of each year, a preliminary budget shall be prepared by the librarian and staff for the following fiscal year, which runs from July 1 to June 30. After review and approval of the board, the draft shall be included in the city’ sproposed fiscal budget.

All tax monies received for the library, as well as donated monies for the library, shall be deposited with the city to the credit of the library budget, and may not be used for any purpose except that of the library.