

**City of Coffman Cove  
Ordinance 19 01**

**AN ORDINANCE OF THE CITY OF COFFMAN COVE, ALASKA AMENDING THE  
WORDING OF TITLE II: CITY ADMINISTRATION, CHAPTER 2.10: COFFMAN  
COVE COMMUNITY LIBRARY.**

**Section 1. Purpose.**

To add, delete and amend the language of Chapter 2.10: Coffman Cove Community Library of Title II: City Administration.

**Section 2. Classification.**

This Ordinance is of general and permanent nature and shall become part of the Municipal Code.

**Section 3. Prior Ordinance superseded.**

This Code supersedes any and all Ordinances adopted prior to this code and not included within this Code at the time of this Code's adoption.

**Section 4. Severability.**

If in any provision of this Ordinance or application thereof to any person or circumstance is held invalid, the remainder of this Ordinance shall not be affected thereby.

**Section 5. Titles and Chapters adopted.**

**TITLE II CITY ADMINISTRATION, CHAPTER 2.10: COFFMAN COVE  
COMMUNITY LIBRARY**

**Chapter 2.10**

**Coffman Cove Community Library**

Sections:

2.10.010	Coffman Cove Community Library
<del>2.10.020</del>	<del>Library Commission}</del>
<del>2.10.030</del>	<del>Librarian}</del>
<del>2.10.020</del>	<del>Purpose of the Coffman Cove Community Library</del>
<del>2.10.030</del>	<del>Volunteer Librarian</del>
<del>2.10.040</del>	<del>Volunteer Librarian Duties and Responsibilities</del>
<del>2.10.050</del>	<del>State of Alaska Public Library Assistance Grant</del>
<del>2.10.060</del>	<del>Coffman Cove Community Library Hours of Operation</del>
<del>2.10.070</del>	<del>Coffman Cove Community Library Staffing Requirements</del>
<del>2.10.040</del>	<del>Failure to return library property}</del>

<u>2.10.080</u>	<u>Failure to Return Library Property</u>
<u>2.10.090</u>	<u>Non-Resident Services and Fees</u>
<u>2.10.100</u>	<u>Coffman Cove Community Library Policy</u>

**Section 2.10.010 Coffman Cove Community Library**

~~{There shall be a public library in the city called the Coffman Cove Community Library, operated and owned by the City of Coffman Cove.}~~

The City of Coffman Cove shall establish a public library, known as the Coffman Cove Community Library, that shall be organized as a municipal department of the City.

~~{Section 2.10.020 Library Commission~~

- ~~A. There is created the Library Commission, consisting of seven members: One member shall be the librarian; six members shall be from the community at large.~~
- ~~B. Members shall serve for a term of three years. Each member's term shall continue, in any event, until a successor is appointed and qualified.~~
- ~~C. Members of the library commission shall receive no compensation for their services on the commission.~~
- ~~D. In addition to such other duties the Library Commission shall:
 
  - ~~1. The librarian shall report to the Council monthly.~~
  - ~~2. Provide for the acceptance of gifts, endowments, grants and donations to the library.~~
  - ~~3. Advise the librarian on protection and preservation of historical documents and donations.~~
  - ~~4. Submit with the assistance of the librarian, an annual report and state grant application, and;~~
  - ~~5. Assist the librarian in making library acquisitions, and;~~
  - ~~6. Meet quarterly.}~~~~

~~{Section 2.10.030 Librarian~~

~~The librarian shall direct the services and perform all administrative tasks necessary for efficient and economical operation of the library.}~~



Section 2.10.020 Purpose of the Coffman Cove Community Library

The purpose of the Coffman Cove Community Library is to provide city residents with a quiet, public place to utilize provided materials, services and programs or to engage in private reading, study or research. Any activity that conflicts with this purpose is forbidden unless authorized by City Council motion.

Section 2.10.030 Volunteer Librarian

The volunteer librarian shall be the library department head, is nominated by the Mayor and confirmed by the City Council.

Section 2.10.040 Volunteer Librarian Duties and Responsibilities

The volunteer librarian shall:

1. Provide a written report monthly to City Council on all library matters. Reports will be provided to the City Clerk one week prior to the regular monthly meeting to be included in the regular monthly meeting packet.
2. Prepare and submit to the Mayor an annual library mission statement detailing library goals and objectives for City Council consideration, modification and adoption.
3. Submit recommendations to the Mayor on all library related matters unless otherwise provided in this chapter.
4. Supervise and schedule library volunteer efforts.
5. Perform all administrative tasks necessary for the efficient and economical operations of the library.
6. Comply with all applicable City ordinances and policies.
7. Comply with all federal and/or state reporting or other requirements for federal or state funding received.
8. Comply with all applicable federal and/or state training and certification requirements.
9. Other duties or responsibilities as assigned by the Mayor.

Section 2.10.050 State of Alaska Public Library Assistance Grant

If requested by City Council motion, the volunteer librarian shall prepare and submit to the City Clerk for City Council consideration and approval the annual request for the State of Alaska Public Library Assistance Grant at least six weeks prior to the State of Alaska filing deadline.

Section 2.10.060 Coffman Cove Community Library Hours of Operation

Coffman Cove Community Library hours of operation shall be established by City policy.

The Coffman Cove Community Library shall attempt to maintain hours of operation as required to qualify for the State of Alaska Public Library Assistance (PLA) and/or other applicable grants or financial assistance.

Section 2.10.070 Coffman Cove Community Library Staffing Requirements

The Coffman Cove Community Library shall attempt to maintain volunteer staffing levels required to qualify for the State of Alaska Public Library Assistance (PLA) and/or other applicable grants or financial assistance.

~~{Section 2.10.040 Failure to return library property}~~

Section 2.10.080 Failure to return library property

- A. No person shall willfully keep any library materials [~~for more than thirty days~~] after being notified that it is overdue.
- B. Violation of this section is punishable by:
  - 1. Assessing against the borrower the replacement cost of borrowed materials.
  - 2. Revocation of the borrower's privilege to remove materials from the library [~~for a period of time not to exceed one year~~].
  - 3. Prosecution as a criminal violation [~~punishable by a fine of not more than \$300.00~~].
  - 4. Fines as established by City policy.
  - 5. Any combination of the above.

Section 2.10.090 Non-Resident Services and Fees

Services available to non-resident library patrons and applicable fees will be established by City policy.

Section 2.10.100 Coffman Cove Community Library Policy

Coffman Cove Community Library rules, regulations and other matters will be established by City policy unless otherwise provided for in this chapter.

NOW, THEREFORE, BE IT ENACTED BY THE COFFMAN COVE CITY COUNCIL,  
AS FOLLOWS:

New language: *italics and underlined*; Deleted language: [~~in bold brackets and  
stricken.~~]

1<sup>ST</sup> READING: January 17<sup>th</sup>, 2019

2<sup>ND</sup> READING: February 21<sup>st</sup>, 2019

PUBLIC HEARING: February 21<sup>st</sup>, 2019

PASSED AND APPROVED by the Coffman Cove City Council on this 21<sup>st</sup> day of February,  
2019.

  
\_\_\_\_\_

Perry Olson, Mayor

ATTEST:

  
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Gina Cavaretta, Clerk