

BEFORE THE BOARD OF COMMISSIONERS
FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. 649

ESTABLISHMENT OF MULTNOMAH COUNTY PUBLIC LIBRARY

An Ordinance relating to library services, establishing the Multnomah County Public Library, creating an advisory Library Board, making necessary changes to existing County Code and setting an operative date.

The County of Multnomah ordains as follows:

SECTION 1. MULTNOMAH COUNTY PUBLIC LIBRARY ESTABLISHED

(A) The Multnomah County Library is hereby established under the provisions of ORS 357.400 to 357.621.

(B) The County will operate the Library under ORS 357.410(1) and as a "Department" under MCC Chapter 2.30. The Library Director shall be a "Director" under MCC 2.30.010.

(C) The public library shall be financed by general fund monies, library operating revenues, grants, gifts, donations and bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors.

(D) The Multnomah County Public Library shall be the public agency responsible for providing and making fully accessible to all residents in the County of Multnomah library and information

1 services suitable to persons of all ages.

2 SECTION 2. LIBRARY BOARD

3 (A) The Multnomah County Library Board is hereby
4 created. The board shall consist of 15 members
5 to be appointed by the Chair subject to approval
6 by the Board of County Commissioners.

7 (B) The term of office of the board members shall be
8 4 years and their terms shall commence on July 1
9 in the year of their appointment. Of the first
10 15 board members appointed, 3 members shall
11 initially hold office for 1 year, 4 for 2 years,
12 4 for 3 years and 4 for 4 years. The County
13 Chair shall designate the initial individual
14 terms. At the expiration of the term of any
15 members of the board, the Chair shall appoint a
16 new member or may reappoint a member for the term
17 of 4 years, subject to Board of County
18 Commissioners approval. If a vacancy occurs
19 during a term of office, the Chair shall appoint
20 a new member for the unexpired term, subject to
21 Board of County Commissioners approval. No
22 person shall hold appointment as a member for
23 more than 2 full consecutive terms, but any
24 person may be appointed again to the board after
25 an interval of 1 year.

1 (C) Members of the board shall receive no
2 compensation for their services, but may be
3 reimbursed for expenses incurred in the
4 performance of their duties.

5 SECTION 3. BOARD ORGANIZATION

6 (A) The Library Board shall elect a chairperson from
7 its members.

8 (B) The Library Director shall keep the record of the
9 board's actions.

10 (C) The board may establish and amend rules for its
11 procedure consistent with the laws of the State
12 of Oregon and with the charter, ordinances,
13 resolutions, and regulations of Multnomah County.

14 (D) The board shall meet at least six times each year
15 and at such other times as it decides.

16 SECTION 4. LIBRARY BOARD MISSION

17 The Library Board shall promote excellence in library
18 services and be advocates for a strong and visible library
19 system. To that end, the board shall actively respond to the
20 community's changing needs through comprehensive and
21 visionary planning and uphold the principles of intellectual
22 freedom and accessible library services for all residents.

23 SECTION 5. LIBRARY BOARD GENERAL POWERS

24 The Library Board shall be an advisory board and shall
25 have no executive or administrative powers or authority, and
26 this Ordinance shall not be construed as depriving elected or

1 appointed officials of the County of any power they may have
2 under the laws of the State or the Charter of the County.

3 The board shall have powers and duties as follows:

4 (A) The Library Board, in coordination with the
5 Library Director, shall undertake long-range
6 planning for library services and make
7 appropriate recommendations to the Board of
8 County Commissioners. Long-range plans shall
9 address service needs, budget priorities, stable
10 public funding, and capital improvements, and
11 shall be consistent with County, regional, State
12 and national goals for libraries.

13 (B) The Library Board shall serve as the department's
14 citizen budget advisory committee,
15 notwithstanding MCC 2.30.640(G)(3).

16 (C) The Library Board shall actively seek library
17 funding for materials, capital improvements and
18 services which County funding, alone, cannot
19 provide. Furthermore, the Board shall facilitate
20 the donation of real or personal property or
21 funds to the Library under Section 6 of this
22 Ordinance and make recommendations for the
23 acceptance, use, or expenditure of any real or
24 personal property or funds so donated.

25 (D) The Library Board shall, upon the request of the
26 Library Director, respond to concerns about items

1 that are a part of the Library's collection of
2 books and other library materials as well as
3 concerns about the Library's materials selection
4 policy. The Library Director has authority and
5 reponsibility for the Library's collection of
6 books and other library materials.

7 (E) The Library Board may advise the County Chair in
8 the selection of a Library Director.

9 (F) The Library Board may, at the request of the
10 Library Director, review library policies and
11 programs for which public comment is appropriate.

12 (G) The Library Board shall review the annual report
13 of the Library Director to the State Library and
14 to the Board of County Commissioners.

15 SECTION 6. ACCEPTANCE OF GIFTS FOR LIBRARY PURPOSES

16 Gifts of any real or personal property or funds
17 donated to the Library and accepted by the Board of County
18 Commissioners shall be administered in accordance with each
19 gift's terms, if any, and all property or funds shall be held
20 in the name of Multnomah County.

21 SECTION 7. INTERNAL ADMINISTRATIVE POLICIES AND PROCEDURES

22 The Multnomah County Public Library shall operate in
23 conformance with County administrative procedures including
24 those pertaining to the following:

25 (A) Personnel, including recruitment, selection,
26 classification and pay for library personnel.

1 (B) Receipt, disbursement, and accounting for monies.

2 (C) Maintenance of general books, cost accounting
3 records, and other financial documents.

4 (D) Budget administration.

5 (E) Operation and maintenance of equipment and
6 buildings.

7 SECTION 8. PROHIBITED ACTIONS AND PENALTIES

8 (A) It shall be unlawful for any person to wilfully
9 or maliciously detain any library materials
10 belonging to the Multnomah County Public Library
11 for 30 days after notice in writing from the
12 Library Director that the library material is
13 past due.

14 (B) Violation for wilful detention of library
15 materials is punishable upon conviction by a fine
16 of not less than \$25 nor more than \$250.
17 Conviction and payment of the fine shall not be
18 construed to constitute payment for library
19 material, nor shall a person convicted under this
20 Section be thereby relieved of any obligation to
21 return the material to the library.

22 SECTION 9. MCC 2.30.100 is amended to read:

23 "2.30.100 Department of Human Services. The Department of
24 Human Services is established. It shall:

25 (A) Provide the services and perform their duties
26

1 imposed by state law on the local Health Officer, public
2 guardian and medical investigator;

3 (B) Provide community health care;

4 (C) Provide those health related services
5 prescribed by state law;

6 [(D) Provide library services;]

7 [(E)](D) Provide county services relating to
8 veterans' assistance, community action programs, food stamp
9 programs, councils on aging, human relation commissions,
10 metropolitan youth commissions, and other programs
11 administered by state, local, or private agencies relating to
12 the health and welfare of the people of Multnomah County; and

13 [(F)](E) Provide vector control programs and
14 facilities."

15 Section 10. CLASSIFIED EMPLOYEE STATUS

16 (A) Any person who, on June 30, 1990, is an employee of the
17 Library Association of Portland shall have the status of a
18 regular employee as defined by MCC 3.10.010 (II), effective
19 July 1, 1990, with the following exceptions:

20 (1) Any employee who is exempt from Classified Service
21 as defined in MCC 3.10.100.

22 (2) Any employee regularly scheduled to work less than
23 twenty (20) hours per week.

24 (3) Any employee working under temporary appointment
25 as defined by MCC 3.10.225.

26 (4) Any employee hired prior to July 1, 1990, shall

1 attain regular status only after successful
2 completion of the probationary period under the
3 terms and conditions of the Library Association
4 of Portland personnel policies.

5 (B) Any transferred Library Association of Portland employee
6 determined to be unclassified shall retain the employee's
7 return rights to the classified service within the Multnomah
8 County Public Library for the period July 1, 1990, through
9 June 30, 1991, according to the Library Association of
10 Portland personnel policies.

11 (C) The Personnel Officer shall before October 1, 1990,
12 determine and report to the Board of County Commissioners the
13 names and positions of all persons entitled to the status of
14 regular employee by reason of this Section.

15 Section 11. EXEMPT CLASSIFICATION/COMPENSATION

16 (A) The July 1, 1990, salary rates for each exempt Multnomah
17 County Public Library classification as shown in Exhibit A of
18 the Ordinance (Library Exempt Salary Ranges Effective July
19 1, 1990), which is incorporated by reference, are hereby
20 adopted. These salary rates shall be adjusted, retroactive
21 to July 1, 1990, in an amount equal to the percentage
22 increase in the Portland Consumer Price Index from July 1989
23 to July 1990 for All Urban Consumers, but no less than 2% or
24 more than 6%.

25 (B) The Exempt Fringe Benefit Summary as shown in Exhibit B
26 to Ordinance No. 534, as amended, shall apply to Multnomah

1 County Public Library exempt employees except that no
2 employee shall suffer a reduction of vacation accrual rate
3 thereby. Employees whose current vacation accrual rate
4 exceeds that afforded in Exhibit B, Vacation Leave (A)
5 Accrual, shall retain the higher accrual rate.

6 (C) The Library Association of Portland policies and
7 procedures governing salary administration for exempt
8 employees shall remain in full force and effect for the
9 period July 1, 1990, through June 30, 1991, and shall apply
10 to Multnomah County Public Library exempt employees for that
11 period.

12 SECTION 12. OPERATIVE DATE

13 Sections 1 and 3 through 8 of this Ordinance shall
14 first be operative July 1, 1990.

15 SECTION 13.

16 Sections 1 to 8 and 10 and 11 are added to and made a
17 part of MCC Chapter 2.30.

18 ADOPTED this 17th day of May, 1990, being
19 the date of its second reading before the Board of County
20 Commissioners of Multnomah County.



25
26

By Gladys McCoy
Gladys McCoy
Multnomah County, Oregon

LAURENCE KRESSEL, COUNTY COUNSEL

By John L. DuBay
9 of 9

Exhibit A

LIBRARY EXEMPT SALARY RANGES

Effective July 1, 1990

	PAY	STEPS					
	1	2	3	4	5	6	7
HUMAN RESOURCES CLERK 1	7.57	7.95	8.34	8.76	9.20	9.66	10.14
HUMAN RESOURCES CLERK 2	8.40	8.82	9.26	9.73	10.21	10.72	11.26
ASST BUILDING & GROUNDS COORD	9.84	10.33	10.84	11.39	11.96	12.56	13.18
BRANCH SUPERVISOR	9.84	10.33	10.84	11.39	11.96	12.56	13.18
COMPUTER ROOM SUPERVISOR	9.84	10.33	10.84	11.39	11.96	12.56	13.18
DEPARTMENT CLERK SUPERVISOR	9.84	10.33	10.84	11.39	11.96	12.56	13.18
HEAD OF OUTREACH SERVICES	9.84	10.33	10.84	11.39	11.96	12.56	13.18
HEAD OF STACK SERVICES	9.84	10.33	10.84	11.39	11.96	12.56	13.18
HUMAN RESOURCES SPECIALIST	9.84	10.33	10.84	11.39	11.96	12.56	13.18
TECHNICAL SERVICES CLERK SUPR	9.84	10.33	10.84	11.39	11.96	12.56	13.18
EXECUTIVE SECRETARY	11.49	12.06	12.67	13.30	13.96	14.66	15.40
ADMINISTRATIVE ASST/CENTRAL	12.59	13.22	13.88	14.58	15.30	16.07	16.87
ASST. DIRECTOR HUMAN RESOURCES	12.59	13.22	13.88	14.58	15.30	16.07	16.87
ASST. DIRECTOR TECHNICAL SVC	12.59	13.22	13.88	14.58	15.30	16.07	16.87
VOLUNTEER COORDINATOR	12.59	13.22	13.88	14.58	15.30	16.07	16.87
DEPARTMENT HEAD 1	12.59	13.22	13.88	14.58	15.30	16.07	16.87
SYSTEMS MANAGER TECHNICAL SVC	12.59	13.22	13.88	14.58	15.30	16.07	16.87
BRANCH HEAD 1	12.59	13.22	13.88	14.58	15.30	16.07	16.87
ACCOUNTING MANAGER	14.41	15.13	15.89	16.68	17.51	18.39	19.31
BRANCH HEAD 2	14.41	15.13	15.59	16.68	17.51	18.39	19.31
DEPARTMENT HEAD 2	14.41	15.13	15.89	16.68	17.51	18.39	19.31
ASST. DIRECTOR EXTENSION SVC	16.23	17.04	17.90	18.79	19.73	20.72	21.75
BUILDING & GROUNDS COORDINATOR	16.23	17.04	17.90	18.79	19.73	20.72	21.75
DEPARTMENT MANAGER	16.23	17.04	17.90	18.79	19.73	20.72	21.75
PUBLIC RELATIONS COORDINATOR	16.23	17.04	17.90	18.79	19.73	20.72	21.75
REGIONAL BRANCH MANAGER	16.23	17.04	17.90	18.79	19.73	20.72	21.75
YOUTH SERVICES COORDINATOR	16.23	17.04	17.90	18.79	19.73	20.72	21.75
CENTRAL LIBRARY DIRECTOR	17.81	18.70	19.63	20.62	21.65	22.73	23.87
EXTENSION SERVICES DIRECTOR	17.81	18.70	19.63	20.62	21.65	22.73	23.87
FINANCE DIRECTOR	17.81	18.70	19.63	20.62	21.65	22.73	23.87
HUMAN RESOURCES DIRECTOR	17.81	18.70	19.63	20.62	21.65	22.73	23.87
TECHNICAL SERVICES DIRECTOR	17.81	18.70	19.63	20.62	21.65	22.73	23.87
LIBRARY DEPUTY DIRECTOR	30.15						
LIBRARY DIRECTOR	34.43						