

ORDINANCE NO. _____

1 AN ORDINANCE amending Title 2 of the Lincoln Municipal Code relating to
2 Officers, Departments and Personnel of the City of Lincoln by amending Section 2.02.020 to add
3 the “Library Department” and the “Library Director” to the list of departments and directors under
4 the supervision of the Mayor; by adding a new Section 2.02.085 to provide the Library Director shall
5 have charge and supervision of the Library Department and to set forth the duties of the Library
6 Director; by creating a new Chapter 2.25 entitled “Library Department” by adding a new Section
7 2.25.010 to establish the name of the department; by adding a new Section 2.25.020 to establish a
8 process for the hiring and removal of the Library Director; by adding a new Section 2.25.030 to
9 establish job duties of the Library Director; and by adding a new Section 2.25.040 to establish a
10 procedure for performance reviews of the Library Director; by amending Section 2.76.070 to remove
11 the Library Director position from classified service; and repealing Sections 2.02.020 and 2.76.070
12 of the Lincoln Municipal Code as hitherto existing.

13 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

14 Section 1. That Section 2.02.020 of the Lincoln Municipal Code be amended to read
15 as follows:

16 **2.02.020 Departments of the City Designated.**

17 The administration of the affairs of the City shall be performed under the direction and super-
18 vision of the Mayor by the following departments, each of which ~~department~~ shall have the
19 necessary staff and a director as designated herein:

- 20 (a) Building and Safety - Director of Building and Safety;

- 1 (b) Finance - Finance Director;
- 2 (c) Fire - Fire Chief;
- 3 (d) Health - Health Director;
- 4 (e) Law - City Attorney;
- 5 (f) Library - Library Director;
- 6 (f g) Parks and Recreation - Director of Parks and Recreation;
- 7 (g h) Personnel - Personnel Director;
- 8 (h i) Planning - Planning Director;
- 9 (i j) Police - Chief of Police;
- 10 (j k) Public Works and Utilities - Director of Public Works and Utilities;
- 11 (k l) Urban Development - Urban Development Director.

12 Section 2. That Chapter 2.02 of the Lincoln Municipal Code be amended by adding
13 a new section numbered 2.02.085 to read as follows:

14 **2.02.085 Library Department.**

15 Under the direction and supervision of the Mayor and Library Board, the Library Director
16 shall have charge and supervision of the Library Department. The Library Director shall have such
17 duties as provided by the ordinances of the City, this code, and as may be provided by the Mayor,
18 Library Board, or by the City Council consistent with the Charter of the City of Lincoln.

19 Section 3. That Title 2 of the Lincoln Municipal Code be amended by adding a new
20 section numbered 2.25.010 to read as follows:

21 **2.25.010 Name and Citation of Department.**

22 The Library Department may be referred to and operate as the Lincoln City Libraries.

1 Section 4. That Title 2 of the Lincoln Municipal Code be amended by adding a new
2 section numbered 2.25.020 to read as follows:

3 **2.25.020 Library Director; Process for Hiring and Removal from Position.**

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

9 The Mayor shall appoint, with City Council approval, one of the hiring committee's
10 recommended candidates for Library Director. The Library Director may be removed only by the
11 Mayor, after receiving approval by a majority vote of the Library Board.

12 Section 5. That Title 2 of the Lincoln Municipal Code be amended by adding a new
13 section numbered 2.25.030 to read as follows:

14 **2.25.030 Library Director; Job Responsibilities.**

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

18 (a) Plan, administer, and publicize all Library Department programs and services;

19 (b) Propose programs and policies concerning library services and develop adopted
20 programs and policies;

21 (c) Assume charge of and responsibility for the administrative supervision of all
22 divisions and personnel of the executive branch assigned or attached to the Library Department;

1 (d) Recommend any changes in the composition and/or operation of the Library
2 Department necessary for the protection and maintenance and further development of the library
3 system;

4 (e) Institute and report operational procedures and maintenance needs necessary for the
5 economical and efficient operation of the Library Department;

6 (f) Attend Library Board meetings and act as a professional adviser to the Library Board,
7 Mayor, and/or City Council on all matters concerning the library system and, in keeping with this
8 status, the Library Director shall keep abreast of contemporary library standards and practices; and

9 (g) Perform other tasks, as necessary, for a successful library system.

10 Section 6. That Title 2 of the Lincoln Municipal Code be amended by adding a new
11 section numbered 2.25.040 to read as follows:

12 **2.25.040 Library Director; Performance Review.**

13 The Library Board shall conduct a performance review of the Library Director and forward
14 such review to the Mayor. The Mayor shall then conduct a performance review, in compliance with
15 the City's Personnel Rules and Regulations, which shall be the final rating for purposes of the
16 Library Director's salary.

17 Section 7. That Section 2.76.070 of the Lincoln Municipal Code be amended to read as
18 follows:

19 **2.76.070 Classified Service; What Constitutes.**

20 The classified service shall consist of all positions not specifically included in the unclassi-
21 fied service, and shall include all employees of the Library Board. On or after September 11, 2008,
22 the Library Director shall not be considered a member of classified service.

1 Section 8. That Sections 3, 4, 5 and 6 of this ordinance be codified in the Lincoln
2 Municipal Code as “Chapter 2.25” entitled “Library Department.”

3 Section 9. That Sections 2.02.020 and 2.76.070 of the Lincoln Municipal Code as
4 hitherto existing be and the same are hereby repealed.

5 Section 10. That this ordinance shall take effect and be in force from and after its
6 passage and publication according to law.

Introduced by:

Approved as to Form & Legality:

City Attorney

Approved this ___ day of _____, 2008:

Mayor