

Chapter 9.5

LIBRARY*

Art. I.	In General, §§ 9.5-1—9.5-30
Art. II.	Personnel Policy, §§ 9.5-31—9.5-50
Art. III.	Budget and Finances, §§ 9.5-51—9.5-60

ARTICLE I. IN GENERAL**Sec. 9.5-1. Scope.**

This chapter governs the general management of the affairs of the Abbott Memorial Library and outlines the responsibility and procedural process to be followed as provided by the laws of the State of Maine, the Dexter Town Charter, and the other ordinances of the Town of Dexter.
(Ord. No. C2011-11, 10-13-11)

Sec. 9.5-2. Policy.

Operations of the Abbott Memorial Library shall adhere to the tenets of the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.
(Ord. No. C2011-11, 10-13-11)

Sec. 9.5-3. Library access.

The Abbott Memorial Library is available for use by all Dexter residents as well as residents of surrounding communities that pay an annual fee to the Town of Dexter allowing use of the library by their residents. Agreements with neighboring communities allowing access to the library will be maintained by the town manager.
(Ord. No. C2011-11, 10-13-11)

***Editor's note**—Ord. No. C2011-11, adopted Oct. 13, 2011, amended ch. 9.5 in its entirety to read as herein set out. Former ch. 9.5, §§ 9.5-1—9.5-61, pertained to similar subject matter and derived from: Ord. No. C92-2, adopted Mar. 5, 1992; Ord. No. C2004-22, adopted Oct. 14, 2004; Ord. No. C2007-3, adopted May 10, 2007; Ord. No. C2010-10, adopted July 8, 2010; and Ord. No. C2011-2, adopted Mar. 10, 2011.

§ 9.5-4

DEXTER CODE

Secs. 9.5-4—9.5-30. Reserved.**ARTICLE II. PERSONNEL POLICY****Sec. 9.5-31. Personnel policy.**

The town shall provide appropriate rules and regulations for library personnel. Such rules and regulations shall conform as practicable to the standards recommended by the Maine Library Association.

(Ord. No. C2011-11, 10-13-11)

Sec. 9.5-32. Selection of staff.

Selection of staff members is based solely upon merit, with due consideration of personal, educational and physical qualifications and of training and aptitudes of the position involved. Personnel shall be hired only after appropriate public notice to fill a vacancy. Final authority for hiring new personnel rests with the town manager.

(Ord. No. C2011-11, 10-13-11)

Sec. 9.5-33. Evaluation.

The town manager is responsible for the performance evaluation of the librarian. The town manager may seek evaluation inputs from the board as well as recommendations on salary and benefits.

(Ord. No. C2011-11, 10-13-11)

Secs. 9.5-34—9.5-50. Reserved.**ARTICLE III. BUDGET AND FINANCES****Sec. 9.5-51. Budget.**

The proposed annual operating budget shall be prepared by the librarian.

- (1) The budget shall be reviewed by the board of trustees prior to submission to the town manager and once again prior to presentation to the town council.

LIBRARY

§ 9.5-60

- (2) The proposed budget shall be presented to the town council by an officer of the board of trustees and/or the librarian.
(Ord. No. C2011-11, 10-13-11)

Sec. 9.5-52. Reserved.**Sec. 9.5-53. Funds management.**

(a) *Cash management of funds.* The librarian is responsible for the day-to-day cash management of library funds. All library funds shall be subject to an annual audit by an independent audit agency. Authority over library revenues are divided between the town and the board as follows:

- (1) Town funds are those revenues generated from user fees paid by communities that are provided access to the library for their residents, funds annually appropriated for library operation and dedicated library capital reserve accounts, and from funds derived from fines.

(b) *Town funds.* Accounting of all town funds shall be managed in accordance with procedures utilized by the town treasurer and finance officer. All revenues from town-designated sources shall be accounted for on a routine basis and identified as revenue sources in the annual town budget. The authorization for expenditure of town funds will be done exclusively through the town finance officer or treasurer.

(Ord. No. C2011-11, 10-13-11)

Secs. 9.5-54—9.5-60. Reserved.

Supp. No. 34

