

## Chapter 9 – Troy Public Library

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1. Establishment. The Public Library shall be established as a separate department of the City to be administered under the direction of the City Manager.

(Rev. 10-03-2011)

3. Powers and Duties. The City, may accept donations, contributions, and gifts, for either general or specific purposes, which become the property of the City with full rights of disposal. All monetary donations, contributions, and gifts shall be deposited with the City Treasurer in compliance with Section 8.8 of the Charter of the City of Troy.

(Rev. 10-03-2011)

4. Staff. The City Manager shall appoint a librarian and necessary staff. All employees constituting the library staff shall conform and be subject to all rules and regulations governing other employees of the City.

(Rev. 05-29-1967)

5. Library Building. The City Council shall provide suitable quarters for housing the library and shall provide janitor service and maintenance under the direction of the City Manager. Whenever the construction of a library building or buildings is contemplated it shall be the duty of the City Manager to have detailed plans and specifications prepared for same. The contract or contracts for such construction shall be let by the City Council as provided by Section 12.2 of the City Charter.

(Rev. 10-03-2011)

6. Records. At the end of the fiscal year and at any other times when requested by the Manager or City Council, the Librarian shall prepare a report stating the number of books and periodicals on hand; the number added by purchase or gift during the year; the number recorded lost, missing or worn out; the number of books loaned out, and such other statistics, information and suggestions as he may deem to be of general interest.

(Rev. 10-03-2011)

8. Receipts and Disbursements. All funds received by the library shall be deposited with the City Treasurer, and the Treasurer may establish a petty cash fund for the handling of emergency disbursements and maintenance of fines and fees. All supplies and materials shall be obtained through the Purchasing Department in compliance with administrative rules applying to all other City departments, or in accordance with a legal contract executed by the City for the purpose of providing such supplies and materials.

(Rev. 05-29-1967)

9. Use of Facilities. The Public Library shall be maintained for the use and benefit of the inhabitants and freeholders of the City of Troy. All inhabitants and freeholders of

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the City shall have free use of said library, subject to the rules and regulations governing the operation of the library, and subject further to the right of the City Manager, upon recommendation of the Librarian, to exclude from the use of the library any and all persons who shall willfully violate said rules. Non-residents may be granted permission to use the library under such conditions and upon payment of such fees as may be prescribed by the City Council.

(Rev. 08-28-1978)

10. Contracts. The City Council is hereby empowered to contract with another library or libraries or a library system in order to provide library services to the City of Troy under such terms and conditions as the City Council shall prescribe.

(Rev. 08-28-1978)

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11. Whoever willfully or negligently detains or fails to return to the Troy Public Library any book, magazine, pamphlet, map, manuscript, picture, microfilm, phonograph records, clipping, or other property belonging to such library, or pay the reasonable value thereof, within thirty (30) days from the date of notice addressed to such person at the last address furnished the public library, and which notice may be given at any time after the date on which such person, under the rules of the library, should have returned the loaned property, shall be deemed guilty of a violation of this ordinance and upon conviction thereof shall be fined not less than one dollar (\$1.00) nor more than twenty-five dollars (\$25.00) for each loan transaction, or upon failure to pay such fine may be sentenced to the County jail for not more than ten (10) days.

(Rev. 10-29-1986)