

**TENAKEE SPRINGS MUNICIPAL CODE**

**TITLE 14**

**LIBRARY, COMMUNITY BUILDING AND OTHER PUBLIC PLACES**

Chapters:

14.01 **LIBRARY**

14.02 **COMMUNITY BUILDING**

14.03 **CAMPGROUNDS**

14.04 **PARKS AND RECREATION**

**CHAPTER 14.01**

**LIBRARY**

Sections:	14.01.010	<b>LIBRARY ESTABLISHED</b>
	14.01.020	<b>LIBRARY POLICY</b>
	14.01.030	<b>LIBRARY BOARD</b>
	14.01.040	<b>LIBRARY ADMINISTRATION</b>
	14.01.050	<b>USE OF THE LIBRARY</b>
	14.01.060	<b>MISUSE OF LIBRARY PROPERTY</b>
	14.01.070	<b>DAMAGE TO PROPERTY AND DENIAL OF PRIVILEGES</b>

**14.01.010 Library Established** There shall be a library in and for the City of Tenakee Springs to be known as the Dermott O’Toole Memorial Library.

**14.01.020 Library Policy** A. The Library shall be operated in conformance with applicable federal and state laws and regulations including, but not limited to:

1. AS 09.25.140 Confidentiality of Library Records
2. AS 44.62.310 Open Meetings of Government Bodies
3. 4 ACC 57.020-330 Annual Report Library Operations
4. AS 14.56.030 State Library Programs

B. The City of Tenakee Springs adopts the American Library Association Library Bill of Rights and Freedom to Read. These documents will be maintained for reference in the Dermott O’Toole Memorial Library.

**14.01.030 Library Board** A. There is hereby created a Library Board to have administrative control of the library operations and funding, while the city retains ownership of the library collection and continues to support it by providing city building space and providing utilities and insurance for the library.

1. The Library Board shall consist of five (5) members. Said members shall receive no compensation for their services performed as members of the Board. The Board shall elect a chairman, vice chairman, secretary and treasurer from its members to serve for a period of one (1) year.
2. The terms of the Library Board members shall be 3 years.
3. The Board shall meet as often as required, but in no event, less than monthly. Meetings are at the call of the chairman or two (2) members of the Board or at the request of the library director.
4. In the event of a vacancy on the Library Board, the Board shall post a vacancy notice for a period of not less than two (2) weeks. The mayor shall appoint a new member with confirmation by the council.
5. If a Library Board member is absent for three (3) consecutive meetings, the seat of that member shall be declared vacant, unless the remaining members of the Board deem the absences excused.

B. Library Board duties are to:

1. Develop policies and procedures for the library.
2. Determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends.
3. Assist the library director in the preparation of the annual budget for the library.
4. Assist the library director in the preparation and submission grant applications for the development of the library program.
5. Submit a quarterly written report of the library program to the City Council.
6. Know local and state laws and regulations concerning the library.
7. Be aware of the services of the State Library.
8. The library director shall be appointed by the Board. The Board shall exercise supervision over the library director.

C. The secretary shall prepare minutes following each meeting.

D. The treasurer shall prepare a financial report for each meeting:

1. Upon approval of the Board, the treasurer will pay all bills.
2. All checks will require two signatures

**14.01.040 Library Administration** A. Duties of the library director are as follows:

1. Operate the library in accordance with approved policies and procedures.
2. Recommend needed policies and procedures to the Board.
3. Act as technical advisor to the Library Board.
4. Identify the need for special meetings.
5. Prepare reports detailing current operations and future needs of the library as needed or requested.
6. Know local and state laws concerning the library.
7. Select, order and account for all books, materials, and petty cash in accordance with Board policy and procedures.

8. Attend regularly scheduled and special Board meetings.
9. Be aware of the services of the State Library.
10. Prepare an annual budget for the library, with the assistance of the Library Board. Present a report of current expenditures at each regular board meeting and at each special meeting as requested.
11. Collect and present all bills for approval to the board at the monthly meetings.

**14.01.050 Use of the Library** All persons shall have the right to use the library, subject to observance of the rules established for using the library.

**14.01.060 Misuse of Library Property** A. No person shall willfully fail to return any library material for more than thirty (30) days after notification has been sent by mail to the last known or registered place of residence.

B. Library patrons are responsible for the safe return of borrowed material; liability for damage beyond normal wear and tear is limited to the replacement value of said material.

**14.01.070 Damage to Property and Denial of Library Privileges** A. Damage to property:

1. No person shall willfully or intentionally damage property belonging to the City of Tenakee Springs
2. Said violation shall be punishable under the statutes of the State of Alaska.

B. Denial of library privileges:

1. The library director or Library Board may prohibit any person from using the library of the City of Tenakee Springs who willfully or persistently violates any rule or is deemed dangerous to other persons.

## CHAPTER 14.02

### COMMUNITY BUILDING

Sections:	14.02.010	AUTHORIZATION
	14.02.020	COMMUNITY BUILDING MANAGER
	14.02.030	MANAGER POWERS AND DUTIES
	14.02.040	ESTABLISHMENT OF POLICY PROCEDURE, REGULATION AND FEES

**14.02.010 Authorization.** There is authorized hereby implementation of policy and procedure for management of the city owned Community Building and for regulations and fees for the purpose of renting the Community building to individuals and groups.

**14.02.020 Community Building Manager.** A. The position of Community Building manager is hereby established.

B. The Community Building manager shall be appointed by the mayor and confirmed by the City Council. In the absence of an appointment the mayor shall be the Community Building manager. The mayor may delegate his duties as Community Building manager.

**14.02.030 Manager Powers and Duties.** A. The Community Building manager works under the direction and control of the mayor.

B. The Community Building manager shall have the authority to enforce each provision of this chapter unless otherwise indicated.

C. The Community Building manager shall perform the duties necessary to manage and operate the Community Building in accordance with the policy and procedure and regulations and fees set forth by this chapter.

D. The Community Building manager shall recommend to the mayor and the City Council supplements for adoption that are advisable and consistent with provisions of this chapter.

**14.02.040 Establishment of Policy and Procedure and Regulations and Fees.**

A. The City Council shall set policy, procedure, fees, and regulations for use of the Community Building by Resolution to become a part of the Tenakee Springs Regulations, Policies and Fees, and shall review same every two (2) years.

**CHAPTER 14.03**

**CAMPGROUNDS**

Sections:	14.03.010	<b>CAMPING ALLOWED</b>
	14.03.020	<b>(RESERVED)</b>
	14.03.030	<b>CAMPGROUND MAINTENANCE</b>
	14.03.040	<b>CAMPGROUND REGULATIONS</b>
	14.03.050	<b>PENALTY</b>

**14.03.010 Camping Allowed.** A. Camping on Public Land is allowed only in areas so designated and established by ordinance for that purpose.

B. Camping on private land is prohibited except with the permission of the private land owner.

C. Commercial camping is prohibited.

**14.03.020 (Reserved)**

**14.03.030 Campground Maintenance.** A. The maintenance of Public Campground facilities is the responsibility of the Department of Public Works. Campers and recreational users are responsible for the cleanliness of these facilities.

B. The Department of Public Works, in its annual budget request, will propose improvements to campgrounds as well as their estimated costs.

**14.03.040 Campground Regulations.** A. The following regulations are hereby established for the use of Public Campgrounds:

1. Use of campground is limited to fourteen (14) days.
2. Fires are permitted only in established fire rings or pits. Fires must be fully extinguished before vacating or leaving the campground for any length of time.
3. Cutting of live trees is prohibited. Firewood may be cut from windfalls or snags.
4. Littering is prohibited.
  - a.) Burnables must be burned completely.
  - b.) All other refuse must be packed out.
5. Campers are responsible for their pets and must keep them under control at all times--pet waste must be cleaned up and buried completely.
6. Except in the defense of life or property, the discharge of firearms within two hundred and fifty (250) yards of a campground is prohibited.
7. Vandalism, defacing of public property or facilities, including trees, is prohibited.
8. Motorized vehicles are prohibited within a campground.
9. Violation of any of the above regulations is cause for immediate ejection from a campground as well as prosecution stipulated in Section 14.03.050.

**14.03.050 Penalty.** Violation of any provision of this chapter is a civil violation for which a notice may be issued under the provisions set forth in Chapter 01.05 and subject to a civil penalty in the amount set forth in Section 01.05.030 not to exceed five hundred dollars (\$500).