

**CHAPTER 3**  
**DEPARTMENTS**  
**Article 3. Library Department**

**Chapter 3, Article 8 was amended by Ordinance 1995, 01/03/2017**

**§3-801 CITY LIBRARY ESTABLISHMENT AND AUTHORITY**

Pursuant to Neb. R.R.S. § 16-251, there is hereby established a Crete City Library, and the Mayor and City shall have the authority to maintain the library; to provide the necessary ground or buildings therefor; to purchase the papers, books, maps, manuscripts, and works of arts, and objects of natural or scientific curiosity and instruction therefor; and to receive donations and bequests of money or property for the same in trust or otherwise. The City shall have the authority to pass necessary bylaws and regulations for the protection and government of the library, with the exception of the Board's selection of the intellectual collection, displays or presentations. The ownership of the real and personal property of such library shall be in the City of Crete. The City shall govern and manage all library personnel in accordance with the City of Crete Personnel Manual, and shall manage all financial matters relating to the library.

**§3-802 MUNICIPAL LIBRARY; OPERATION AND FUNDING**

The Municipality owns and manages the Municipal Library through the Library Board and City Administrator. The Governing Body, for the purpose of defraying the cost of management, purchases, improvements and maintenance of the Library may each year levy a tax not exceeding the maximum limit prescribed by State law, on the actual valuation of all real estate and personal property within the Municipality that is subject to taxation. The revenue from the said tax shall be known as the Library Fund and shall include all gifts, grants, deeds of conveyance, bequests, or other valuable income-producing personal property and real estate from any sources for the purpose of endowing the Municipal Library. The Library Fund shall at all times be in the custody of the Municipal Treasurer. (Ref. 51-201, 51-202, 51-211 RS Neb.)

**§3-803 MUNICIPAL LIBRARY; ANNUAL REPORT**

The Library Board shall, on or before the second Monday in February, of each year, make a report to the Mayor and Council of the condition of their trust on the last day of the prior fiscal year. The report shall show all moneys received and credited or expended, number of materials held, including books, video and audio materials, software programs, and materials in other formats; the number of periodical subscriptions on record, including newspapers; the number of materials added and the

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number withdrawn from the collection during the year; the number of materials circulated during the year; and other statistics, information, and suggestions as may be deemed of general interest or as the Council may require, which report shall be verified by affidavit of the President and Secretary of the Library Board. (Neb. RS 51-213)

**§3-804 MUNICIPAL LIBRARY; BOOKS**

The Library Board may authorize the sale, exchange, or disposal of any surplus, damaged, defective, obsolete, or duplicate books in the Library. Records shall be kept of any such surplus, damaged, defective, obsolete, or duplicate books so disposed of. (Ref. 51-207 RS Neb.)

**§3-805 MUNICIPAL LIBRARY; RULES AND REGULATIONS**

The Library Board shall establish rules and regulations for the governing of the Municipal Library of the preservation and efficient management thereof. They shall fix and impose by general rules, penalties, and forfeitures for injury to the Library grounds, rooms, books, or other property, or for failure to return a book. All fees, penalties, and forfeitures may be collected in civil action in the event of failure, neglect, or refusal to pay the said assessments. (Ref. 51-205, 51-214 RS Neb.)

**§3-806 MUNICIPAL LIBRARY; BOOK REMOVAL**

It shall be unlawful for any person not authorized by the regulations made by the Library Board to take a book from the Library, without the consent of the Librarian, or an authorized employee of the Library. Any person removing a book from the Library without properly checking it out shall be deemed to be guilty of a misdemeanor. (Ref. 51-211 RS Neb.)

**§3-807 MUNICIPAL LIBRARY; DAMAGED AND LOST BOOKS**

Any person who injures or fails to return any book taken from the Library shall forfeit and pay to the Library not less than the value of the book in addition to any replacement costs and penalty which the Library Board may assess. (Ref. 51-211 RS Neb.)

**§3-808 MUNICIPAL LIBRARY; COST OF USE**

The Municipal Library shall be free for the use of the inhabitants of the Municipality. The Librarian may exclude from the use of the Library and reading rooms any person who shall willfully violate or refuse to comply with the rules and

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regulations established for the government thereof. (Ref. 51-201, 51-212 RS Neb.)

**§3-809 MUNICIPAL LIBRARY; MONEY COLLECTED**

Any money collected by the Library shall be turned over monthly by the Librarian to the Municipal Treasurer along with a report of the sources of the revenue. (Ref. 51-209 RS Neb.)

**§3-810 MUNICIPAL LIBRARY; CIRCULATING LIBRARIES**

The Library Board shall have power to authorize any circulating library, reading matter of work of art of any private person, association or corporation to be deposited in the Public Library rooms to be used within the Library Room in the same manner as the books and property of the library; but to be drawn upon and used outside of the rooms only on payment of such fees or membership as the person, corporation or association owning the same may require; provided, that the books or other reading matter so deposited in the rooms of such Public Library shall be separately and distinctly marked, and kept upon shelves apart from the books of the Public Library.

**§3-811 MUNICIPAL LIBRARY; AMENDMENT OF RULES**

Any bylaws, rules or regulations established by the Library Board may be amended by the Mayor and Council.

**§3-812 MUNICIPAL LIBRARY; DONATIONS, EXEMPTIONS, RELEASE AND RENEWAL OF MORTGAGES**

Any person may make any donation of money, lands, or property for the benefit of such library, and the title to the property donated may be made to and shall vest in the City for the Public Library, and such property shall thereupon be exempt from taxation. The President shall have the power to release, upon full payment any mortgage constituting a credit to the Library Fund outstanding in the name of such Library Board and the signature of the President on any such release shall be authenticated by the Secretary of the Board. The President and Secretary in like manner, upon resolution duly passed and adopted by the Board, may renew any such mortgage.

**§3-813 MUNICIPAL LIBRARY; COLLECTION OF PENALTIES**

Penalties imposed or accruing by any bylaw, rule or regulation of the Library Board may be recovered in a civil action before any court having jurisdiction; such action to be instituted in the name of the Public Library Board and monies collected in such actions shall be forthwith placed in the Treasury to the credit of the Library Fund.