



Policy Manual

Updated January 19, 2023



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Procurement Procedures

1.0 Definitions

- 1.1 Procurement - the obtaining of goods or services
- 1.2 Contract - an agreement between two or more persons which creates an obligation to do or not to do a particular thing.
- 1.3 Vendor, supplier, contractor - used interchangeably, but usually “vendor” and “supplier” means the source of an off-the-shelf product, and “contractor” usually means someone performing effort to produce an end product, or end result.
- 1.4 Request for Quote (RFQ), Request for Proposal (RFP); used interchangeably, but RFQ usually means a solicitation for supplying a product, typically off-the-shelf, and RFP usually means a request for proposals involving effort to produce an end product or end result.
- 1.5 “Solicitation” means RFQ or RFP.
- 1.6 “Bid” and “Quote” are synonymous.
Best Value - This means selection of a product or contractor based upon analysis of all factors involved; price, quality, delivery/performance schedule, reputation, past performance, contract terms, and other factors deemed important by the Library Director or Board of Trustees.
- 1.7 Ad Hoc - “For this special purpose”

2.0 Procurement Philosophy

- 2.1 Procurements will be made, to the greatest extent possible, from vendors and contractors operating within the geographical boundary of the Library District.
- 2.2 The goal of all procurements will be to obtain the best value for the Library.
- 2.3 To the greatest extent feasible, procurements will be made on a competitive basis.
- 2.4 Exemptions:
 - 2.4.1 Collection development is not subject to this procedure, and will be administered in accordance with the “Collection Development” section of this Manual.
 - 2.4.2 Utility services, such as electric power, available from only one source, are so exempt from this procedure.

3.0 Recurring Services

- 3.1 Trades Services--- Plumbing, carpentry, electrical, janitorial, and other general maintenance services, estimated at less than \$500.00 per occurrence, may be obtained by the Library Director through arrangement with local contractors, on an ad hoc basis.
- 3.2 Professional Services---Accounting, auditing, information technology, and other professional services, estimated at less than \$500.00 per occurrence, may also be obtained by the Library Director through arrangement with local contractors, on an ad hoc basis. (Also see 5.0 hereof).
- 3.3 On an annual basis, concurrent with budget development, all trades and professional contractors will be evaluated for quality of work and reasonableness of prices. Comparisons may be made with prices charged by similar service providers. The Board will decide whether to continue with the incumbent trade and professional service providers, or seek other sources. The Library Director shall provide input to the Board regarding performance of subject service providers. At any time during the fiscal year, the Library Director may change trades service providers, whenever he/she deems it in the best interest of the Library.

4.0 Procurement Practices

4.1 Procurements less than \$500.00

- 4.1.1 Procurement of products or services estimated at a maximum of \$500.00 may be accomplished by the Library Director based upon verbal solicitation, when he/she determines that specifications for the product or service are self-evident, and a written solicitation is unnecessary.
- 4.1.2 Competitive solicitations for products or services estimated under \$500.00 is encouraged, but not mandatory. The Library Director may consult with the President of the Board of Trustees, or any individual trustee with special knowledge, if he/she wishes.

4.2 Procurements Greater Than \$500.00

- 4.2.1 Competitive solicitations are required for products or services estimated over \$500.00. However, see paragraphs 4.2.3 and 4.2.4.
- 4.2.2 An RFQ or RFP will be prepared, in as brief form as feasible, identifying the requirement, the minimum quality required (if possible), the desired or required delivery/performance schedule, and any other important information, such as a payment schedule, and time and place for bid/proposal submission. The RFQ/RFP shall be reviewed by the Board prior to issuance.
- 4.2.3 Non-competitive solicitations estimated over \$500.00 but less than \$2500.00 may be issued with the prior approval of the Board President.
- 4.2.4 Non-competitive solicitations estimated over \$2500.00 may be issued

- only with the prior approval of the Board.
- 4.2.5 Non-competitive solicitations estimated over \$500.00 will be supported by a brief written justification, describing the circumstances mitigating against competition. This justification might include an informal market survey, including comparative pricing information.
- 4.2.6 The successful contractor will be determined by majority vote of the Board.
- 4.3 Work Management - Work will not be sub-divided or separated into time increments in order to avoid dollar-level approvals.
- 4.4 Informal Estimates - The Library Director may seek informal estimates in order to arrive at projections of product or work performance costs and delivery/performance schedules.
- 4.5 Emergency Situations
 - 4.5.1 In case of an emergency that may create a health hazard for staff or library users, or which could result in damage to Library District facilities, equipment or collection, the Library Director may negotiate limited scope or duration contracts for the immediate remediation of the situation. The Library Director may consult with the President of the Board of Trustees, or any individual trustee with special knowledge, if he/she wishes.
 - 4.5.2 When the immediate problem is contained, if further remediation is required, the procedures in paragraphs 4.1 or 4.2 shall be followed.
- 4.6 Contracts
 - 4.6.1 Contract Form - A vendor or contractor's written bid or proposal may become the contractual document. It therefore should contain all the essential elements of the product or service.
 - 4.6.2 Contract Types - Procurements will be made on a fixed-price basis. However, when the nature or extent of work is uncertain, difficult to estimate, or when contractors' refuse to propose on a fixed-price basis, procurement can be made on a labor-hour, time-and-materials, or cost-plus-fixed-fee basis. Contracting on other than a fixed-price basis will only be done with the prior approval of the Board; except that the Library Director has authority to contract on a basis of other than fixed-price for services estimated at less than \$500.00.
 - 4.6.3 Texas House Bill 1295 amended the Government Code to prohibit a Governmental entity (Library District) from entering into a contract that requires an action or vote by the entity's governing body or has a value of at least \$1 million, unless the person/vendor submits a disclosure of interested parties at the time the vendor submits the signed contract to the entity. The Form 1295 Certificate of Interested Parties form is completed on the Texas Ethics Commission website at www.ethics.state.tx.us.

Intergovernmental contracts do not have to comply with HB 1295. The vendor should have completed the Form 1295 Certificate of Interested Parties with the intergovernmental agency.

It is the policy of the Dripping Springs Community Library District for all contracts with a value in excess of \$3,000 to require an action or vote by the Board of Trustees. Contracts with a value between \$500 and \$3,000 may be entered into by the Library Director with a notice to the Board of Trustees and an opportunity for discussion, in which case a 1295 is not required with the Vendor. Contracts with a value below \$500 may be entered into by the Library Director consistent with the approved annual budget of the library, in which case a Form 1295 is not required with the Vendor.

Steps to assure compliance with HB 1295:

1. Once the contract or purchase has been approved by the Library District Board of Trustees, it is the responsibility of the Library Director or his/her designee to contact the vendor and assure that they comply with HB 1295.
2. The vendor must sign on to the Texas Ethics Commission website to complete the Form 1295 Certificate of Interested Parties for the approved contract or purchase. The vendor will then print the Certificate of Interested Parties and have it notarized.
3. The vendor must then submit the notarized Form 1295 Certificate of Interested Parties to the Library Director or his/her designee.
4. The Library Director or his/her designee will then sign on to the Texas Ethics Commission website and acknowledge the Certificate of Interested Parties form.
5. A copy must be printed and attached to the contract.
6. A Form 1295 cannot be hand written. It must be completed electronically through the Texas Ethics Commission website application.
7. The District cannot proceed with any contract or purchase that is covered by HB 1295 until there is a certified, notarized and acknowledged Certification of Interested Parties on file.

Board Approved July 2016

- 4.7 The Board hereby establishes a goal of soliciting at least three sources for competitive procurements at any dollar level.
- 5.0 Professional Services—Exemption from competitive requirements; Professional services, such as accounting, auditing, technology services, insurance coverage, architectural services, surveying, and legal services, are exempt from competitive

procurement procedures, and may be processed in accordance with 4.2.3, 4.2.4, and 4.2.5, hereof.

- 6.0 Authority - The Library Director is the authorized procurement officer for the Library District. In his/her absence, the President of the Library District Board of Trustees shall act as procurement officer, and may delegate that responsibility to any member of the Board or library staff.

Board Approved April 2008



Library Policy

- **Circulation & Card Eligibility Policy**
- **Display and Exhibit Policy**
- **DSCL Rules of Behavior**
- **General Library Objectives**
- **Interlibrary Loan Policy**
- **Library Closures**
- **Meeting Room Policy**
- **Privacy Policy**
- **Policy for Unattended Children in the Library**
- **Animals in the Library**
- **Reference and Reader Advisory Policy**
- **TexShare Policy**

Circulation Policy

Library Access

The Library will be open for a minimum of 30 hours per week and as many hours as determined by library user request and the availability of volunteers.

Periodic review will be made of library services to determine whether the needs of the Community indicate that present services should be discontinued or other services should be added.

The use of the library or its services by large groups may be limited when excessive demands by those groups or individuals tend to curtail services to the general public.

The Board recognizes that tutors may need the resources of the library and that they should be able to find adequate quiet areas in the library, as recommended by the Library Director.

Service Area

The Dripping Springs Community Library will serve all residents of Hays County and all residents of the Dripping Springs Independent School District.

Persons residing outside the geographical area, but owning property or attending school or working in the Dripping Springs area may use the Dripping Springs Community Library services.

College students who attend college in Hays County but who do not have a permanent residence in the County (such as a rented apartment, house, etc.) may use the library if they are able to provide their college ID as proof of student status, as well as an on-campus address. Student registration is valid only for the current school year.

Residents just over the Hays County lines will be served as a courtesy since they are geographically closer to this library than to the Austin Public Library.

Library cards are free of charge for Hays County Residents. Lost cards will be replaced for a \$2.00 fee.

Non-residents will pay \$14.00 for a library card unless they have a TexShare card from their home library. Individuals with a current identification showing a permanent address out of Hays County can obtain a temporary library card for \$5.00 for a 3 month card. This allows computer usage and a 2 item limit. TexShare cards and Interlibrary Loans are not permitted. If possible a local address should be provided.

Who may use the Library?

The Dripping Springs Community serves all citizens without regard to religion, race, nationality, or personal beliefs.

Children under the age of ten must be accompanied by an adult. Children or those under the age of 18 must have their library account related/tied to their parent or responsible adult's account. Once the member turns 18, the account can be, but will not automatically be, separated from the family account. In order to separate the

new adult account, the Library must have their current contact information including address, phone number and/or email address. Both the parent/responsible adult and the 18-year old must be aware that the accounts will become separate.

The Library has an agreement with the DSISD to share some DSCL books in eFormat from one or more of our vendors with students whose parents do not have a DSCL library card. Related policies, if any, will be those of the School District.

Materials

Books, audiobooks may be checked out for three weeks and may be renewed unless on reserve.

DVDs and Music CDs may be checked out for one week and may be renewed unless on reserve.

Loan limit is two items per card for first time users. After initial materials are returned, the limit is 10 items per card with a limit of three DVD's per card.

Fines

The Dripping Springs Community Library charges .25 cents per day per item for all items except the book backpacks, which each contain ten books. The fine for these backpacks is \$1 per day. Members/Families who have fines or issues over \$5.00 are blocked from library privileges.

Charges for lost materials are based on the replacement cost plus a \$5.00 per item processing fee.

Revised 01/2023



Policy for Exhibits and Displays

Allowable Displays:

All displays and exhibits are limited to organizations that benefit the community at large. These include non-profits such as: educational, intellectual, civic or charitable groups. Groups or organizations that benefit directly the operation and services the DS Community library as well as non-partisan political educational materials are also allowed.

Exclusions:

- Political flyers or candidate's propaganda leaflets
- Advertisements of special interest groups
- Advertisement for business ventures
- Private activities resulting in payment of any kind

General Operational Guidelines:

- All displays must be approved by the library director or designate
- Displays are limited to available space
- A reasonable duration of the display or exhibit is determined by the library director
- A date and contact person with phone number must be shown
- Exhibit or display may be removed at the discretion of the library director at any time
- Displays (even those falling under the listing of allowable displays but not shown or approved by the library director) are removed without advising the organization.
- If a display is requested and falls in a "grey area" and not covered by this policy, the request must be made to the Board for approval.

Policy for Art Exhibit:

The above policy covers the information that is generally displayed in the bulletin board located in the entrance hall. Art exhibit materials need to be approved by a committee of two Library Board members and the library director. Art exhibits require a representative sample or full description of what is to be shown.

Board Approved 7/2008



Library Policy Agreement

General Use

The Dripping Springs Community Library hopes that the people who use the library will find the facilities a warm, welcoming place to be, as well as a receptive environment for lifelong learning. The library encourages children of all ages to visit the library with their parents to take advantage of the available resources.

Library policies are designed to provide for the safety, security, and comfort of all people, regardless of age, using the Library. Library visitors and library personnel share responsibilities for maintaining this vital community resource just as they share its space and resources.

Library visitors are required to observe these Library's rules of behavior and to accept responsibility for the use of the Library's computer resources and for all materials borrowed. Library staff stands ready to assist library visitors and to respond promptly to user concerns guided by library policies and the underlying principles shaping those policies. Library policies are designed for the safety, security, and comfort of all those sharing the Library resources.

People demonstrating disruptive behavior will be required to leave the library grounds. Dripping Springs Community Library is pleased to support Dripping Springs Independent School District in the development of character of the community's youth and voluntarily ascribes to the DSISD Code of Conduct. **Persistent** or serious disruptive behavior, as defined by the DSISD Code of Conduct, may result in the complete or partial loss of library access or borrowing privileges. Restoration of library access or borrowing privileges will follow a prescribed schedule and is subject to review by the Library Director.

Children's Safety at the Library

Parents must guide the behavior of their children under the age of eighteen, set age-appropriate limits, and observe necessary precautions for the safety of their children in the library.

To best ensure their safety, children under the age of ten cannot be left unattended **or unsupervised** in the library. In order to best safeguard their children, parents will want to be readily available and within close proximity, whether their children are browsing for materials or participating in library programs.

Parents are responsible for providing transportation for older children with an awareness of library business hours. Children cannot be left on the property after business hours. Staff cannot know if children are leaving with a parent or with a stranger. Occasionally children who are unsupervised become bored, disruptive and destructive. It is not the library's intention to seek out unattended children but rather to have a reasonable response prepared as problems present themselves.

It is the responsibility of parents to insure the appropriate behavior of their children in the library. Library personnel cannot be responsible for children who are unsupervised. All library users demonstrating disruptive behavior will be required to leave the library for a period of time to be determined by library staff with the oversight of the Library Director. As appropriate, Dripping Springs Community Library will consult with the parent(s) or guardian(s) of minors.

All types of harassment against any individuals are prohibited. Sexual harassment includes physical advances, inappropriate touch or coercing this activity, jokes or conversations. Not included in this description is providing assistance to a child by holding their hand or offering a hug for comfort.

Examples of harassment may include, but not be limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; name calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. (DSISD Handbook and Code of Conduct and Policy)

If this behavior is reported to library staff, a complaint form will be completed, and the library director will be notified. The library director will call the local Hays County Sheriff's office to report the incident.

Policy for Animals in the Library

Unless they qualify as a service animal pursuant to the current version of the American Disabilities Act (ADA), or are being used for the purpose of library programs, the Dripping Springs Community Library does not allow animals inside the library.

The *Americans with Disabilities Act* defines a service animal as – Dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform? Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

A person with a disability cannot be asked to remove his service animal from the premises unless:

- The dog is out of control and the handler does not take effective action to control it.
- The dog is not housebroken. When there is a legitimate reason to ask that the service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Emotional support animals are not covered under the Americans with Disabilities Act and are not allowed in our library.

Borrowed Materials

Circulating books, in print or alternative formats, can be borrowed for three weeks. DVD's can be checked out for one week. Unless requested by other library members, items may be renewed in person, by telephone, or online through the Library's website. Items may be borrowed from other libraries through Inter-library Loan. Items not immediately available may be reserved for future use. Late fines of **25 cents per day except the book backpacks, which each contain ten books.** The fine for these backpacks is \$1 per day and are assessed with a maximum fine on any overdue item of \$5. Dripping Springs Community Library charges the actual replacement cost to the library from our book vendor plus a processing fee of \$5 for lost or damaged items. All replacements will be purchased by the Dripping Springs Community Library. Items can be returned to the circulation desk or placed in the book drop after hours.

Limits to Access

The Dripping Springs Community Library serves all residents of Hays County and/or the Dripping Springs Independent School District, and all persons employed or enrolled in a college located in Hays County free of charge. Those residing outside of the area may purchase a limited use card or a renewable card for a fee. This fee is waived for TexShare card holders.

TexShare cardholders share all borrowing privileges and are subject to the same policies as resident members with one exception. TexShare cardholders from other libraries are not eligible for interlibrary loan through the Dripping Springs Community Library and are referred to their "home" library for this service. Some eResources may also be restricted from use.

In order to best share limited resources, the Library sets and periodically reviews material and service limits per cardholder. Library items may be designated for in-library reference use only. Cardholders must maintain an accumulated fee and fine total of \$5.00 or less to preserve their library borrowing privileges.

Computer Resources and Internet Access

Internet access provides a means for library users to obtain information resources beyond the walls of the Dripping Springs Community Library.

Dripping Springs Community Library cardholders are allowed unlimited access to the Internet during our open hours unless there is a wait. Public computer users are subject to the disclaimers and guidelines below.

Disclaimers

The DSCL Library offers both filtered and non-filtered computer access. ***Filtering does not guarantee blocking of inappropriate or illegal sites.***

Parents of minor children must assume responsibility for their children's use of the Internet in the library and must provide signed permission for children under the age of 18.

Not all information obtained from the Internet is equally credible or current. The Library cannot be held responsible for the accuracy, reliability, or legality of the content of any database. Evaluation of material retrieved is the responsibility of the user.

Users are expected to comply with U.S. copyright law (Title 17, U.S. code), which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use".

Library equipment may not be used for illegal purposes. Violations will result in loss of computer access privileges. Unlawful activities or deliberate misuse of computers is subject to further penalties defined by local, state and federal law.

Guidelines for Internet Use

Library staff will assist any individual computer user without prejudice or definition of task as time permits.

Using their Dripping Springs Community Library card or a valid identification card, library users "check out" the computer at the circulation desk. Each session is 30 minutes; however, requests for additional time will be honored if no one else is waiting, up to 120 minutes with exceptions made with the director of the library.

In order to best protect their identity and personal data, library users are expected to "log-out" at the computer workstation and "check-in" the computer at the circulation desk when

the session is completed. Library users are encouraged to inform library personnel when computers need attention. Printed pages are \$.20 each for black-and-white and \$.50 for color printouts, payable at the circulation desk.

Member Signature DATE

Parent or Guardian Signature DATE



General Library Objectives

The general library objectives of the Dripping Springs Community Library shall be:

- To assemble, preserve and administer, in an organized collection, books and related educational and recreational materials.
- To serve the community as a center of reliable information.
- To provide a place where inquiring minds may encounter the original, sometimes unorthodox, and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on the free competition of ideas.
- To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- To seek continually to identify community needs and to provide services and materials to meet those needs.



Interlibrary Loan Policy

Dripping Springs Community Library participates in the State Library plan for Interlibrary Loan. This program allows our members in good standing to request materials not owned by this library from libraries around the country. Our library also participates by lending our materials to members in good standing from other participating libraries.

Borrowing Materials From Other Libraries:

The member fills out the appropriate form at the circulation desk. The library staff will request the material via Internet. When the material arrives, the member will be notified by phone.

Each cardholder is allowed to request two (2) items at a time. When those two (2) items are returned, the member may request two (2) more.

\$2.00 is charged per item for return postage. Members will not be charged for a title listed in the catalog that has a missing or lost status for over 3 months.

\$2.00 is charged per item for items denied or not picked up. If the library made an error in the request, no charge is applied and will be removed from the member account.

If charges are made by the lending library for materials or articles, that cost is passed on to the member requesting the item.

Borrowing periods and willingness to lend are set by the lending libraries.

Renewals are usually not possible with Interlibrary Loan materials. Items returned after the indicated due date will incur a fine of .25 per day.

If an item is lost or damaged, the charge incurred is the responsibility of the member.

Lending Materials to Other Libraries:

When a library does not have in its collection, an item requested by one of their card-holding members, the library may request items for loan from Dripping Springs Community Library at no cost to the requesting library.

Items available for loan

All items housed in Dripping Springs Community Library collection are available for loan with the exception of reference items, genealogy items, newspapers, magazines, and items with a publication date less than six months old. Photocopies can be made from items not allowed to be loaned out. There is no charge for the photocopies, but copyright limitations do apply.

Requesting an ILL

Requests for interlibrary loans can be made by emailing us at info@dscl.org or by calling 512-858-7825. Ask for Interlibrary Loan Services.

Time frame for filling requests

When a request is made for an interlibrary loan, Dripping Springs Community Library will make every attempt to fill the request within two weeks.

Loan period

Books, printed or audio, have a loan period of three weeks from the date received. DVD's and Music CD's will have a loan period of one week. Items with high demand circulation could have a shorter loan period. New releases or bestseller titles are not available for loan. The Dripping Springs Community Library reserves the right to determine the availability of any material for Interlibrary Loan.

Loss or damages

In the event material becomes lost, stolen, or damaged, the borrowing library is responsible for replacement costs.

Board Approved 8/12/2009



Library Closures

The Dripping Springs Community Library may close for the following:

- Close annually for inventory
- Severe weather conditions (reflecting the Dripping Springs Independent School District closures)
- Board approved holidays
- Staff Training – twice annually unless otherwise dictated by an emergency.
- For any unusual circumstances, the decision to close to be made by the library director and the President of the Board of Trustees.

To ensure that library users are aware, a 3 week notice will be posted of any planned closures.

Board Approved 5/2008



Meeting Room Policy

Meeting Room

Purpose

In keeping with the Library's mission and strategic initiatives to “connect people and ideas”, the Dripping Springs Community Library meeting room is available for use by community groups for informational, educational or cultural meetings and programs when not needed for library purposes. Use of the library meeting room does not imply endorsement by the library staff or Trustees of the viewpoints presented.

Policy

The Library Board encourages the widest possible use of the library meeting room by government agencies and nonprofit community groups as long as this use does not interfere with the normal functions of the library.

- All meetings shall be open to the public.
- Room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
- Room bookings are subject to cancellation with two weeks’ notice if the room is needed for library programming.
- Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy, which allows performers at Dripping Springs Community Library programs with prior approval to sell products related to their performance.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- Room will not be used for personal or family purposes.
- Groups may reserve space for up to six meetings in a six month period. No single group may have more than six meetings in a six month period unless the Library is a co-sponsor.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

Charges

There is no charge for use of the meeting room. Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours' notice, the group may be disqualified from future use of the rooms.

General Rules and Regulations Regarding Meeting Room

Applications/Reservations

- Groups interested in using the library meeting room must first fill out an "Application for Use of Library Meeting Rooms." This application must be on file with the administration/director at least one week prior to the first scheduled meeting date.
- An authorized adult representative of the group must request use of the meeting room and fill out the application form. By signing the form, the applicant agrees that the "General Rules and Regulations Regarding Meeting Room Use" has been read and understood. Failure to abide by these regulations may disqualify the group from future use of the room.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- The meeting room is scheduled on a first come, first served basis.
- Reservations may be made no more than six months in advance. However, the Library does reserve the right to cancel a scheduled meeting with 2 weeks' notice if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right.
- Room reservations may be called in but are not confirmed until the application form has been completed, signed and processed.
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours' notice the group may be disqualified from future use of the rooms.
- Meetings at the library will be posted on the daily schedule board in accordance with the information submitted at the time of the reservation.

Conditions of Use

Schedule

- Meetings must be held during regular library hours.
- Meetings must end on time so the room can be cleared or prepared for other meetings. All meetings must end 15 minutes before closing.
- The meeting room will not be available June 1st thru August 15th because of summer reading program use.

Open Meetings

- Meetings must be free and open to the general public at all times.

ADA Requirements

- Groups are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

Food or Drink

- Groups who use the library rooms may serve light refreshments (**note: they must ask to serve alcoholic beverages**) when their plan to do so has been approved by the library.
- The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or required extra cleanup.

Equipment and Media

- Subject to availability, the library's media equipment may be used in the library meeting room.
- There is no charge for the use of the equipment. Equipment should be reserved at least one week in advance of the meeting. It is recommended that the equipment be reserved at the time the room is reserved. The library cannot provide operators for the equipment.

Internet/PC Use

- Wireless internet access is available in the meeting room. Groups will need to bring their own laptops. The library does not have projection units for groups to use with PCs. Groups will need to bring their own.

Signs

- Signs, working papers or posters may not be attached to the walls of the meeting rooms.
- Notice of public meetings at the Dripping Springs Community Library will be posted on the day of the meeting on our outside bulletin board. Any additional signs or posters placed anywhere in the building must be approved by Library Director.



Privacy Policy

It is the policy of the Dripping Springs Community library to safeguard all member information and considers such information confidential.

This information is defined as records in any form that is maintained by the Library and that contain information that a member is required to supply in order to obtain a library card and receive and enjoy the benefits the library offers.

This information also includes the record that specifies and list the number and type of library materials the member has requested in the past and that still may be obtainable via the database.

This information also includes that which the member him/herself may have provided to the library staff to facilitate the finding of requested book, audio or visual materials or web based URL's.

All member information on the DSCL database can neither be reviewed nor requested without the proper authorization and documentation.

The library staff is specifically instructed to deny to a third party any member information via phone request, written request or requests made in person.

Exceptions are:

- Requests made by State, Federal or Local law-enforcement agencies with proper authorization/documentation such as: valid subpoena, search warrant or court order.
- Request made by State, Federal or Local law-enforcement agencies investigating matters involving grave public safety issues.
- Requests made by law-enforcement agencies with proper authorization and documentation (as defined in point 1) to review and monitor a member's internet activity.
- A member may authorize the library staff to divulge the member's data to a requesting Party, ONLY if the Library is informed of this authorization in written form. Verbal authorization is not acceptable.
- Requests made by a parent, guardian or a custodian regarding records of minor children.

Board Approved 8/2008



Procedure for Handling Unattended Children in the Library

Children Under Age 10

- Children under the age of ten should not be left alone in the library. Staff should comfort any frightened unattended child.
- Staff should try to locate parent by walking through the library with the child, or with the help of the child, staff will call the parent. Firmly inform the parent of the library's policy and request that the child be picked up immediately.
- A written report of the incident with all the pertinent data should be made and be given to the Library Director.

Procedure of older children left at the library:

- One half hour before closing time notify the child of closing time and have the child call their parent.
- Under no circumstances shall the staff member take the child away from the library building.
- Staff shall make a written report of the incident and give it to the Library Director.

Policy for Animals in the Library

Unless they qualify as a service animal pursuant to the current version of the American Disabilities Act (ADA), or are being used for the purpose of library programs, the Dripping Springs Community Library does not allow animals inside the library.

The *Americans with Disabilities Act* defines a service animal as – Dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

- Is the dog a service animal required because of a disability
- What work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

A person with a disability cannot be asked to remove his service animal from the premises unless:

- The dog is out of control and the handler does not take effective action to control it.
- The dog is not housebroken. When there is a legitimate reason to ask that service be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Emotional support animals are not covered under the Americans with Disabilities Act and are not allowed in our library.



Reference and Reader Advisory Policy

The Dripping Springs Community Library provides general reference service both in house and over the telephone.

The Library staff and volunteers will make every effort to assist any library user to find needed information or material. We will also help library users to use the library's resources.

If materials owned by the library have previously been checked out, a reserve will be placed and the member will be notified when the material is available.

Reference help in the library takes precedence over telephone inquiries that will take more time.

The Dripping Springs Community Library does not provide crisscross reference services. Library staff cannot interpret legal or medical information to library users.

The copy machine is available to any member of the community who wishes to copy materials for the established fee.

The Dripping Springs Community Library adheres to the intent of the Revised Copyright Act of 1976, Title 17 of the U.S. Code, Section 101-810, which became effective January 1, 1978. Library users are advised that violations of the copyright law are the responsibility of the person who makes the copies. A sign posted near the copy machine notifies library users of their responsibility.

The library accepts the responsibility for securing information beyond its own resources by collecting information and listing for referral the resources of agencies, institutions, organizations and individuals in and beyond the community.

Information or materials not available in the library may be requested through interlibrary loan.



TexShare Policy

TexShare Card Program

The TexShare card program is a reciprocal borrowing program established by the Texas State Library. It is designed as a service to offer wider access to information for Texas library users. Library users will be able to borrow materials from participating TexShare libraries throughout the State of Texas.

DSCL Members

Eligibility

- Current members of the Dripping Springs Community Library, who have regularly used the library in the past three months (at least 4 separate material circulations excluding computers) and who have no pending overdue or fines may obtain a TexShare card. New members are eligible to get a TexShare card after three months of regular library usage (at least 4 separate material circulations excluding computers) with no overdue or pending fines.
- The TexShare card will be valid for 12 months, and will be renewed if member has no pending overdue or fines at the Dripping Springs Community Library or any other libraries.
- Children 17 or under must have a parent with them to sign the application.
- Members will have to adhere to the borrowing policies of the lending libraries.
- Members must return materials to the lending library according the individual policies for each library.
- Members are responsible for payment of fines for overdue items, and replacement costs for lost materials.

TexShare Borrowers

- TexShare borrowers may apply for a DS Library card by presenting their TexShare card, driver's license and their "home" library card. They will fill out the application at the new member computer.
- Materials may be renewed in person or by telephone, with a limit of 2 renewals. Materials that are on hold for other members may not be renewed.
- Borrowers are responsible for returning materials directly to the Dripping Springs

Community Library. They can drop off materials inside the library or use the outside drop box when the library is closed. They may also mail materials by first class mail to: Dripping Springs Community Library, 501 Sportsplex Dr., Dripping Springs, TX 78620.

- Members will be charged fines when applicable and will be responsible for payment of lost items or damaged items.
- Members with overdue or unpaid fines will lose their borrowing privileges until their account is cleared.
- TexShare borrowers are subject to the same borrowing policies as local members with the following exception:
 - No Interlibrary loan services.



Camping Policy

Library property, including facilities, grounds, and parking lots, may not be used for camping purposes.

Camping includes:

- arranging bedding, or using a tent, shelter, trailer, camper, or other vehicle for the purpose of overnight sleeping, or
- conducting activity that reasonable appears to be the use of a public area for living accommodations

Violators will be towed, banned, or issued a warrant of trespass.



Collection Development

- **Authority and Responsibility**
- **Material Selection Policy**
- **Design of the Book Collection**
- **Criteria for Rejection of Materials**
- **Citizen's Request Form for Reevaluation of Library**



Collection Development

Authority and Responsibility

The Board of Trustees

The Board of *Trustees* is responsible for the selection of the librarian, for setting policies which determine the direction of development of the library, for securing funds to carry on the library's work, for evaluating its performance and interpreting the library and its needs to the community. The board is responsible for the design, character, and growth of the book and other collections and is answerable to the members for it.

The Board delegates the selection of *materials* for the library to the librarian, who, in selection, carries out the policies set by the board. The Board's major concern with the building of the library's collection is that of adopting a design for it, setting policies having to do with choosing materials for it, interpreting the community and its needs to the librarian, and backing the librarian who carries out the board's policies. The board should review the policies on a systematic basis, judge them from the results, and if indicated, change them.

The Librarian

The librarian is responsible for recommending policy for the board's consideration, for keeping the board informed on the major needs and problems the library faces, and of the results of the following policy. The decision to buy, or not to buy a title, or to add or not to add a gift to the library's collection, rests with the librarian. The librarian may confer with the board also before adding a gift to the collection or rejecting it when the gift seems important because of its market value, its donor, or its implications for precedent.

The Public

Recommendations of titles to be added and subject areas or authors to be represented in the Library's collection will be accepted by the librarian from any member of the public and recorded for careful consideration. After considering the merits of the recommendation, the money available, and other materials or needs of the library, the decision will be made by the librarian whether or not to purchase. If the recommendation is followed, the one who recommended the purchase will be notified.

Complaint Procedure

1. If a library user objects to materials in the library, they can address their concerns to the librarian.

2. Members of the Dripping Springs Community Library may direct their complaints or criticisms of material selection to library board by submitting a citizen's request for reevaluation form.
3. The review process shall be considered with specific objection in mind. The review process will be limited to a maximum of one month. The board will inform the complainant of its decision in writing.
4. If the complainant decides to take legal action to remove the material, the board will provide legal support for the defense of its decision. A decision to retain the material in the library collection will be based on the library's overall collection development policy and the professional responsibility of librarians, rather than a defense of the individual items.

Revised July 2000



Material Selection Policy

- a. Materials will be selected with regard to the general objectives of the Dripping Springs Community Library to educate, inform, and entertain.
- b. Materials acquired will meet high standards of quality and content, expression and format, with variation in age level, educational level, reading ability, individual needs and interests, as well as community needs. They will also provide a balance of opinions on contemporary issues generating diverse points of view.
- c. Standard material selection tools are to be consulted in the choice of materials.
- d. In deciding on the purchase of all materials, including bestsellers, consideration is to be given to the:
 1. Needs of the community and the overall balance of the collection
 2. Availability from other sources in this area
 3. Budgetary limitations
 4. Suitability of the format of the material for library use
 5. Purpose or intent of material; manner of presentation
 6. Literary quality, readability
 7. Authority and reputation of the author
 8. Accuracy of information
 9. Contemporary significance
 10. Potential usefulness and general appeal
 11. Reputation and standing of publisher
 12. Scarcity of information in the subject area
- e. The responsibility for material selection rests with the Community Librarian, operating within the framework of the policies enunciated herein.
- f. Requests for specific materials from members will be handled in one of two ways: If the librarian feels the material is a useful addition to the collection, and funds are available, it will be purchased; if not, the librarian will contact the interlibrary loan service to see if the material can be located and borrowed.
- g. Materials, which no longer meet the stated objectives of the library, will be systematically discarded according to accepted professional practices.



Design of the Book Collection

The Dripping Springs Community Library collection will contain the following in print, audio, and digital formats where applicable:

- Fiction:
 - Adult
 - Children
 - Young Adult
- Non-Fiction
 - Adult
 - Children
 - Young Adult
- Large Print for Adults
- DVD
 - Adult
 - Children
 - Young Adult
- Magazines and Periodicals
 - Adult
 - Children
 - Young Adult

Proportions of the total book collection

- Children's materials: 30-35%
- Fiction for adults: 25-30%
- Non-Fiction: 30-35%
- Young adult materials: 5%

These proportions will serve as guidelines as orders are prepared to ensure the collection is well balanced.

Scope and treatment of periodicals and newspapers

The library will acquire a selection of periodicals covering a broad range of subjects for adults and children, reflecting the community's general interest. Local and area newspapers and selected national newspapers will be acquired.

Scope and treatment of book collections for children and young people

The children's collection will contain material for children from pre-school age through eighth grade level. Materials for young adults will be shelved in a separate section from that of adults, and will contain selected materials of age appropriate fiction and non-fiction covering subjects of special interest to young adults.

Evaluating the collection

The collection will be weeded on a systematic schedule using the CREW manual as a guide. Discarded books in good condition will be placed in the book sale.

Revised 8/2012



Trustees

- **Duties and Responsibilities**
- **DSCL District Bylaws**
- **Local Government Code**



Duties and Responsibilities of the Library Trustees

1. Employ a competent Librarian and staff.
2. Determine and adopt written policies to govern the operation and programs of the Library.
3. Determine the purpose of the Library and secure adequate funds to carry on the library's programs.
4. Know the programs and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the librarian in planning the library programs, and support the librarian and staff in carrying it out.
5. Prepare and adopt the annual budget.
6. Know and conform to local and state laws.
7. Establish among the library policies those dealing with book and material selection.
8. Attend all trustee meetings and see that accurate records are kept on file at the library.
9. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations, when feasible.
10. Report regularly to the general public.
11. Conduct statutorily authorized trustee elections.
12. Monitor investments, and administer library revenues, assets, and expenditures, and complete required audits.
13. Complete required Board member training regarding state laws regulating governance of the library district.

Revised July 2007

DRIPPING SPRINGS COMMUNITY LIBRARY DISTRICT BYLAWS
(Adopted Feb. 8, 2000; Revised January 16,
2013)

ARTICLE I.

The Dripping Springs Community Library District (the "District") is a political subdivision of (Vernon Supp. 1999).

ARTICLE II – Purpose.

The purpose of the District shall be to manage the assets of the district and oversee the Dripping Springs Community Library for the purpose of enlightenment, enrichment, information, creativity and recreation of the community.

ARTICLE III – The Board of Trustees.

The District shall be governed by a five member duly elected Board of Trustees in accordance with the laws of the State. The Board shall have control over and manage the affairs of the District.

ARTICLE IV – Conduct of Business.

1. The Board shall be responsible for setting the policies of the District for public use of the Library.
2. Board meetings shall be conducted monthly, and at other times as the business of the District requires.
3. Regularly scheduled Board meetings shall be conducted on the third Wednesday of each month. Special meetings of the Board may be conducted at other times as the business of the District requires.
4. A quorum shall consist of three trustees and a concurrence of three is sufficient in any matter relating to the business of the District.
5. The office for the District and the meeting site for Board meetings shall be at the Library 501 Sportsplex Drive, Dripping Springs, Texas.

ARTICLE V – Election of Officers.

1. In accordance with statute, the Board shall annually elect from among the trustees a President, Vice-President, and Secretary.
2. The Board shall also elect a Treasurer from among the Trustees and may also appoint or employ an assistant to the Treasurer.
3. The elections shall be held at the regularly scheduled Board meeting within 45 days of the annual election of Trustees and shall become effective immediately.
4. The term of office for the President, Vice-President, Secretary and Treasurer shall be one year. There shall be no restriction on the number of terms that may be served by an elected Trustee.

ARTICLE VI – Duties of Officers.

1. President – The President shall preside at all meetings and is the chief executive officer of the District. The President shall have the authority to handle any financial transactions in the absence of the Treasurer. The President may appoint, with the concurrence of the Board, committees (to consist of Board members, District employees and volunteers as deemed appropriate by the Board) to advise and assist in the management of the affairs of the District. The President shall prepare meeting agendas in consultation with all trustees. The President shall ensure that all Board members complete required training regarding District governance.
2. Vice-President – The Vice-President shall, in the absence or disability of the President, preside at Board meetings. The Vice-President shall monitor progress on implementing the District's Five-Year Plan.
3. Secretary – The Secretary shall, in the absence or disability of both the President and Vice-President, preside at Board meetings. The Secretary is responsible for ensuring that all records and books of the district are properly kept and shall certify the authenticity of any record of the district. The Board shall appoint the Library Director or an employee of the District to assist the Secretary. The assistant may certify the authenticity of any record of the district. The Secretary is responsible for preparing the minutes of all Board meetings and submitting them for approval at a regularly scheduled Board meeting. The Secretary is responsible for ensuring that Trustee elections are held in accordance with appropriate state Election Code guidelines. The Secretary will participate, or coordinate with the District's Election Officer to ensure that public notices are posted.
4. Treasurer – The Treasurer shall be the custodian of the funds and revenues of the District. The duties of the Treasurer shall include oversight of the following:
 - a. Paying all proper bills and accounts payable of the District;
 - b. Keeping accurate and complete records of the funds and pledges;
 - c. Reporting financial data to the Board at its regular monthly meetings or at the request of the President;
 - d. Supervising bookkeeping services;
 - e. Representing the Board to financial institutions;
 - f. Preparing the annual budget for review and approval by the Board;
 - g. Assuring proper tax reporting; and
 - h. Maintaining appropriate financials controls at the discretion of the Board.
 - i. Completing appropriate financial training required by state regulations
 - j. Ensuring that a bi-weekly payroll schedule is established and maintained.

ARTICLE VII – Appropriate Financial Controls.

1. All funds and revenues of the District shall be deposited in a federally insured institution designated by the Board as the depository for District monies.
2. Tax revenue of the District may be invested in an obligation that is an authorized investment for the State. Other funds or revenue of the District may be invested as deemed appropriate by the Board.
3. All disbursement of District funds shall be subject to the following approval or signature requirements:
 - a. Up to and including \$3500.00 (thirty-five hundred dollars) shall require approval of or, if a check, require one signature of a Board approved representative.
 - b. More than \$3500.00 (Thirty-five hundred dollars) shall require approval of or, if a check, require two signatures of a Board approved representative.
4. The Library regarding the use of electronic banking processes, such as online bill payments and direct deposits will follow the procedure outlined and approved by the board, adhering to the oversight principles outlined in the article.
5. The District's monies may be disbursed only by check, draft, order, or other instrument signed or authenticated in accordance with item 3 and 4 above.
6. Appropriate payroll documentation shall be maintained for salaried and contract personnel including all contract and employment agreements.
7. All payables and receivables shall be listed separately to insure proper identification and coding.
8. Annual budget preparation and amendments there to shall incorporate past fiscal expenditures as well as an assessment of current needs.
9. Written acknowledgment of all donations and pledges to the library shall be made in a timely manner.
10. The District shall have an annual audit of the affairs of the District performed by an independent certified public accountant.
11. A signed copy of the audit report shall be delivered to each trustee not later than the 120th day after the closing date of each fiscal year.
12. A copy of the audit report shall be kept on file at the District office and shall be made available for inspection by any interested person during regular business hours pursuant to a proper request.

ARTICLE VIII – Amendments.

These bylaws may be amended at duly called meeting of the Board by a quorum, with due notice of the amendment having been given at the previous regular Board meeting.

Revised January 2013
Board Approved March 2013

LOCAL GOVERNMENT CODE CHAPTER

326. LIBRARY DISTRICTS SUBCHAPTER

A. GENERAL PROVISIONS

Sec. 326.001. FINDINGS. The legislature finds that:

(1) children and other residents of many rural and suburban areas of the state do not have convenient access to a public library; and

(2) the creation of library districts in underserved areas would make valuable information resources more readily available to public school students and other residents of the state.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997

Sec. 326.002. PURPOSE. The purpose of a library district is to establish, equip, and maintain one or more public libraries for the dissemination of general information relating to the arts, sciences, and literature.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.003. DEFINITIONS. In this chapter:

(1) "Board" means the board of trustees of a district.

(2) "District" means a library district created under this chapter.

(3) "Municipal public library" means a library that is:

(A) financed and operated by a municipality; and

(B) open free of charge to all members of the public under identical conditions.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.004. DISTRICT AUTHORIZATION. (a) A library district may be created and must be maintained, operated, and financed as provided by this chapter.

(b) A district created under this chapter is a governmental agency, body politic and corporate, and political subdivision of the state.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 819, Sec. 1, eff. Sept. 1, 1999.

SUBCHAPTER B. CREATION OF DISTRICT

Sec. 326.021. CONFIRMATION ELECTION. A district may be created and a sales and use tax may be authorized only if the creation is confirmed and the tax is approved by a majority of the qualified voters of the district voting at an election held for that purpose.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.022. TERRITORY INCLUDED IN A DISTRICT. (a) A district may include any contiguous territory within a single county.

(b) The district may include incorporated or unincorporated territory.

(c) If the boundaries of the proposed district include any territory that, on the date on which an election is ordered on the question of creating the district, is part of a municipality that operated a municipal public library, then the governing authority of that municipality must consent by resolution to allow the inclusion of that municipal territory in the proposed district.

(d) After a district is created, the district may not be expanded to include additional territory unless the commissioner's court of the county in which the district is located calls and holds an election for that purpose in the territory to be added to the district. The commissioner's court may not expand the district unless a majority of the voters voting at

the expansion election approve the expansion of the district.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999,

76th Leg., ch. 819, Sec. 2, eff. Sept. 1, 1999.

Sec. 326.023. PETITION FOR CREATION OF DISTRICT. (a) Before a district may be created, the commissioner's court of the county in which the proposed district is located must receive a petition signed by at least five percent of the number of voters in the territory of the proposed district who voted in the most recent gubernatorial election.

(b) The petition must:

(1) include a name for the proposed district that describes the location of the district followed by the words "Library District";

(2) describe the boundaries of the proposed district by:

(a) metes and bounds;

(b) lot and block number, if there is a recorded map or plat and survey of the area; or

(c) other sufficient legal description;

(3) include the names of five persons who are willing and qualified to serve as the initial board of trustees of the district if elected at the election to create the district; and

(4) include the rate of the sales and use tax that would be imposed by the board of the proposed district on approval of the district.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 2001,

77th Leg., ch. 1263, Sec. 2, eff. Sept. 1, 2001.

Sec. 326.024. PAYMENT OF ELECTION COSTS. The commissioner's court may not order the creation of the district or a confirmation election until the petitioners deposit With the county clerk an amount of money equal to the cost of conducting the creation election of the proposed district, as computed by the county.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.025. FILING OF PETITION; HEARING; ORDERING ELECTION. (a) At the next regular or special session of the commissioners court held after the petition is filed with the commissioners court, the commissioners court shall consider the petition.

(b) The commissioners court shall grant the petition if the court finds that the petition is in proper form and conforms to the requirements of Section 326.023 and that the requirement of Section 326.024 is met.

(c) If a petition is granted, the commissioners court shall order an election to confirm the district's creation and to authorize the imposition of a sales and use tax.

(d) The election shall be held on the first authorized uniform election date under Chapter 41, Election Code, that occurs on or after the 45th day after the date the election is ordered. Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.026. ELECTION ORDER. In addition to the elements required to be included by the Election Code, the election order must state:

- (1) the ballot proposition stating the measure to be voted
- (2) the hours that the polls will be open; and
- (3) the location of each polling place.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.027. NOTICE. (a) The commissioners' court shall give notice of the election by

publishing a substantial copy of the election order once a week for two consecutive weeks in a newspaper with general circulation in the county in which the proposed district is located.

(b) The notice must be published not earlier than the 30th day or later than the 10th day before election day.

(c) In addition to the elements required to be included by the Election Code, the notice of the election must state the names of the five board of trustee candidates.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.028. BALLOT PROPOSITION. (a) The ballot for the election shall be printed to permit voting for or against the proposition: "The creation of the _____ (name of district) and adoption of a local sales and use tax in the (name of district) at the rate of _____ (rate) percent to provide revenue for the district."

(b) The ballot shall be printed to permit voting for or against each of the five initial trustees listed in the petition submitted to the commissioner's court under Section 326.023. A blank space must be printed after the name of each candidate, in each of which a voter may write in the name of another person for trustee.

(c) A voter may not vote for more than five persons for trustee.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.029. RESULTS OF ELECTION. (a) If a majority of the votes received in the election favor the creation of the district and the adoption of the sales and use tax, the commissioners' court shall by resolution or order declare that the district is created and shall declare the amount of the local sales and use tax adopted and enter the result in its minutes.

(b) If a majority of the votes received in the election are against the creation of

the district, the commissioners court shall declare the measure defeated and enter the result in its minutes.

(c) The order canvassing the results of the election must:

- (1) contain a description of the district's boundaries and a map of the district;
- (2) state the date of the election; and
- (3) state the total number of votes cast for and against the ballot proposition.

(d) The order issued by a commissioner's court canvassing the results of the election must be filed in the deed records of the county in which the district is located.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999,

76th Leg., ch. 1467, Sec. 2.08, eff. Oct. 1, 1999; Acts 2001, 77th Leg., ch. 1263, Sec. 3, eff. Sept. 1, 2001.

Sec. 326.030. INITIAL TRUSTEES. (a) The commissioner's court shall declare the five persons receiving the highest number of votes for trustee to be elected as trustees.

(b) The two trustees elected who received the fewest number of votes shall serve until the next board of trustees election following the confirmation election, and the three trustees who received the highest number of votes shall serve until the second succeeding trustee election after the confirmation election.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

SUBCHAPTER C. DISTRICT ADMINISTRATION

Sec. 326.041. BOARD OF TRUSTEES. A district shall be governed by a board of five trustees.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.042. REGISTERED VOTER REQUIREMENT. A person may not be elected to the board of trustees unless the person is a resident of the district and a registered voter of the county in which the district is located.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.043. ELECTION OF TRUSTEES; TERM OF OFFICE. (a) Trustees shall serve two-year terms.

(b) The general election for trustees shall be held annually on an authorized uniform election date under Chapter 41, Election Code.

(c) Except for the initial members of the board of trustees, a candidate for the office of trustee must file an application for a place on the ballot in accordance with Chapter 144, Election Code, and other applicable provisions of that code.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.0431. WRITE-IN CANDIDACIES. Write-in votes may be counted only for names appearing on a list of write-in candidates, in the manner that Subchapter C, Chapter 146, Election Code, provides for counting write-in votes for city officers.

Added by Acts 2001, 77th Leg., ch. 61, Sec. 1, eff. Sept. 1, 2001.

Sec. 326.0432. ELECTION OF UNOPPOSED CANDIDATE. Subchapter C, Chapter 2, Election Code, applies to the election of an unopposed candidate for the office of trustee after the election of the initial members of the board of trustees.

Added by Acts 2001, 77th Leg., ch. 61, Sec. 1, eff. Sept. 1, 2001.

Sec. 326.044. BOARD VACANCY. A vacancy in the office of a trustee shall be filled by appointment by the remaining trustees.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.045. OFFICERS. After the trustees have assumed office, the trustees shall elect from among the trustees a president, a vice president, a secretary, and any other officers the board considers necessary.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.046. QUORUM; OFFICERS' DUTIES. (a) Three trustees constitute a quorum and a concurrence of three is sufficient in any matter relating to the business of the district.

(b) The president presides at all board meetings and is the chief executive officer of the district.

(c) The vice president acts as the president if the president is incapacitated or absent from a meeting.

(d) The secretary acts as the president if both the president and vice president are incapacitated or absent from a meeting.

(e) The secretary is responsible for ensuring that all the records and books of the district are properly kept.

(f) The board may appoint the library director or an employee as assistant or deputy secretary to assist the secretary. The assistant or deputy secretary may certify the authenticity of any record of the district.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.047. BYLAWS. The board may adopt bylaws to govern:

- (1) the time, place, and manner of conducting board meetings;
- (2) the powers, duties, and responsibilities of the board's officers and Employees;

- (3) the disbursement of money by a check, draft, or warrant;
- (4) the appointment and authority of board committees;
- (5) the keeping of accounts and other records; and
- (6) any other matter the board considers appropriate.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.048. MEETINGS AND NOTICE. (a) The board may establish regular meetings to conduct district business and may hold special meetings at other times as the business of the district requires.

(b) The board shall hold its meetings at a designated meeting place. Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.049. MANAGEMENT OF DISTRICT. (a) The board has control over and shall manage the affairs of the district.

(b) The board shall employ any person, firm, partnership, or corporation the board considers necessary for conducting the affairs of the district.

(c) The board shall determine the term of office and compensation of any employee and consultant by contract or by resolution of the board.

(d) The board may remove any employee.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.050. LIBRARY DIRECTOR. The board may employ a library director to administer the affairs of the district under policies established by the board. The board shall set the compensation of the library director.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.051. BOND. The board may require an officer or employee to execute a bond payable to the district and conditioned on the faithful performance of the person's duties. Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.052. TRUSTEE INTERESTED IN CONTRACT. (a) A trustee who is financially interested in a contract with the district, or a trustee who is an employee of a person that is financially interested in a contract with the district, shall disclose that fact to the other trustees. The disclosure shall be entered into the minutes of the meeting.

(b) A trustee who is financially interested in a contract may not vote on the acceptance of the contract or participate in the discussion on the contract.

(c) The failure of a trustee to disclose the trustee's financial interest in a contract and to have the disclosure entered in the minutes invalidates the contract.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

SUBCHAPTER D. POWERS AND DUTIES

Sec. 326.061. GENERAL POWERS OF DISTRICT. (a) A district has all of the powers, authority, rights, and duties that will permit the accomplishment of the purposes for which the district was created, including the power to borrow money, purchase, construct, acquire, own, operate, maintain, repair, or improve any land, works, materials, supplies, improvements, facilities, equipment, vehicles, machinery, or appliances as necessary for the district.

(b) If a district acquires existing improvements, facilities, plants, equipment, or appliances, the district may assume the contracts and obligations of the previous owner.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 2001,

77th Leg., ch. 300, Sec. 1, eff. Sept. 1, 2001.

Sec. 326.062. EMPLOYEE PLANS. (a) The board may provide for and administer a workers' compensation, health benefit, retirement, disability, or death compensation plan for the employees of the district.

(b) The board may adopt a plan to accomplish the purpose of this section.

(c) The board, after notice and a hearing, may change any plan or rule adopted under this section.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.063. SUITS. (a) A district may sue and be sued in any court of this state in the name of the district.

(b) All courts of this state shall take judicial notice of the establishment of a district. Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.064. RULES. (a) The board may adopt reasonable rules to accomplish the purposes of the district.

(b) The board may set monetary charges in reasonable amounts for the violation of a district rule.

(c) The board may exclude from the use of the library a person who wilfully violates a rule adopted by the board under this section.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.065. FEES. (a) A district may impose any necessary charges or fees for providing a district service.

(b) A district may discontinue a service to enforce payment of an unpaid charge or fee that is owed to the district.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.066. DEPOSITORY. (a) The board shall designate one or more banks inside or outside of the district to serve as the depository for district money.

(b) Tax revenue of the district shall be deposited in a depository bank. Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.067. INVESTMENTS. (a) Tax revenue of the district may be invested in an obligation that is an authorized investment for the state.

(b) District money other than tax revenue may be invested in accordance with policies adopted by the board.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.068. EXPENDITURES. A district's money may be disbursed only by check, draft, order, or another instrument that must be signed by one or more officers or employees of the district as designated by the board of trustees.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.069. ACCOUNTS AND RECORDS; AUDITS. (a) The district shall keep a complete system of accounts.

(b) The district shall have an annual audit of the affairs of the district performed by an independent certified public accountant.

(c) A signed copy of the audit report shall be delivered to each trustee not later than the 120th day after the closing date of each fiscal year.

(d) A copy of the audit report shall be kept on file at the district office and shall be made available for inspection by any interested person during regular business hours.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.070. FISCAL YEAR. The fiscal year of the district is from January 1 to December 31, unless the board adopts another fiscal year.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.071. REPAYMENT OF ORGANIZATIONAL EXPENSES. (a) The district may:

(1) pay all costs and expenses necessarily incurred in the creation and organization of the district; and

(2) reimburse any entity or person for money advanced for the costs and expenses described by Subdivision (1).

(b) Payments under this section may be made from money obtained from taxes or other revenue of the district.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.072. GIFTS, GRANTS, AND DONATIONS. A district may accept and administer a gift, grant, or donation from any source to carry out the purposes of this chapter. Added by Acts 1999, 76th Leg., ch. 152, Sec. 3, eff. Sept. 1, 1999.

SUBCHAPTER E. SALES AND USE TAX

Sec. 326.091. SALES AND USE TAX. (a) If a district adopts the tax, there is imposed a tax on the receipts from the sale at retail of taxable items in the district at a rate of up to one-half of one percent. There is also imposed an excise tax on the use, storage, or other consumption in the district of taxable items purchased, leased, or rented from a retailer during the period that the tax is effective in the district.

(b) For purposes of this section, "taxable items" includes all items subject to any sales and use tax that is imposed by the county if the county has imposed a sales and use tax.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.092. IMPOSITION, COMPUTATION, ADMINISTRATION, AND GOVERNANCE OF TAX. (a) Chapter 323, Tax Code, to the extent not inconsistent with this chapter, governs the imposition, computation, administration, and governance of the tax under this subchapter, except that Sections 323.101, 323.105, 323.404, and 323.406 through 323.408, Tax Code, do not apply.

(b) Chapter 323, Tax Code, does not apply to the use and allocation of revenue under this chapter.

(c) In applying the procedures under Chapter 323, Tax Code, to the district, the district's name shall be substituted for "the county" and "board of trustees" is substituted for "commissioners court."

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 1999,

76th Leg., ch. 1467, Sec. 2.09, eff. Oct. 1, 1999.

Sec. 326.093. TAX RATES. The permissible rates for a local sales and use tax levied under this chapter are one-eighth of one percent, one-fourth of one percent, three-eighths of one percent, and one-half of one percent.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.094. ABOLITION OF OR CHANGE IN TAX RATE. (a) The board by order may decrease or abolish the local sales and use tax rate or may call an election to increase, decrease, or abolish the local sales and use tax rate.

(b) At the election, the ballots shall be printed to permit voting for or against the proposition: "The increase (decrease) in the local sales and use tax rate of (name of district) to (percentage) to be used for the purposes of the district" or "The abolition of the district sales

and use tax." The increase or decrease in the tax rate is effective if it is approved by a majority of the votes cast. In calling and holding the election, the board shall use the procedure for the confirmation and tax election set forth in this chapter.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.

Sec. 326.095. USE OF TAX. Taxes collected under this subchapter may be used only for the purposes for which the district was created and may be pledged as collateral for borrowing money to further those purposes.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997. Amended by Acts 2001,

77th Leg., ch. 300, Sec. 2, eff. Sept. 1, 2001.

Sec. 326.096. LIMITATION ON ADOPTION OF TAX. A district may adopt a tax under this subchapter only if as a result of adoption of the tax the combined rate of all local sales and use taxes imposed by political subdivisions having territory in the district will not exceed two percent.

Added by Acts 1997, 75th Leg., ch. 1204, Sec. 1, eff. Sept. 1, 1997.



Financial Policies

- **Budgeting Cycle**
- **Capitalization/Expense Policy**
- **Cash Register Management Policy**
- **De-acquisitions of capital assets**
- **Operating Fund Checking Account**
- **Operating Fund Reserves Policy**
- **Petty Cash Management Policy**
- **Policy for Handling the Library's Financial Records**
- **Sub-Accounts Policy with Texpool**
- **Sunshine Fund**
- **Gifts/Donations**
- **Investment Policy**
- **Procurement Policy**



Financial Policies

Budgeting Cycle

May	Presentation and discussion of information to be sent to Hays County for Funding request
June	Approval of budget information submitted to County
July	Amend budget according to previous year statistics and revenue projections
August	Prioritize budget expenditures on library collection
September	Board approval of priority expenditures Development of specific operational budget, Level I (best case) and Level II (worse case)
October	Discussion of operational budget
December	Adoption of operational budget

Capitalization/Expense Policy

1. All purchased fixed assets shall be booked at cost.
2. All donated fixed assets shall be booked at fair market value.
3. All repairs and improvements to property in excess of \$1,000 shall be capitalized.
4. Fixed assets valued at \$500.00 or less will be expensed in the period purchased.
5. Fixed assets valued in excess of \$500.00 will be depreciated in compliance with generally accepted accounting principles.

Board Approved 11/2004

Cash Register Management Policy

A balance of \$100.00 will be maintained in the cash register to make change for transactions involving Fines, Book Sales, Printer Sales and Copier Sales. Funds from the Donation Box are also processed through the cash register. Petty Cash disbursements are not to be taken from the cash register.

The cash register is to be reconciled using the attached Daily Cash Register Report. Reconciliation and coding to the proper income account will be performed by the Library Assistant each day she or he is scheduled to work. Funds in excess of \$100.00 will be deposited at least weekly.

Board Approved 11/2004

Designated Signers for Checks

Upon Board consensus, all Board members are authorized to sign checks and other bank transactions for all accounts. The Board may designate the Library Director as an authorized bank representative who may also sign checks and/or approve or authenticate other bank transactions for all accounts.

- Restricted Accounts

Will contain funds for designated purposes created by Board vote and recorded in the minutes.

Board Approved 5/2011

De-acquisition of Fixed Assets

De-acquisition fixed assets of the library, other than the library collection, requires Board approval. In exigent circumstances, the Board President may authorize the Library Director to do so.

Board Approved 9/2008

Operating Fund Checking Account Policy

- A. Funds the equivalent of one month's budgeted expenditures should be available. At month's end cash in excess of monthly budgeted expenditures should be reallocated to investment accounts earning a higher rate of interest.
- B. When establishing a checking account require, if possible, the following:

- a. Interest on the account
- b. No minimum balance
- c. No service charges
- d. Free checks
- e. Bank verification that two authorized signatures appear on checks written for \$3,500.00 or more before they are cleared.
- f. On-line access
- g. No charge for transfer of funds from another financial institution

Board Approved 6/2004

Operating Fund Reserves Policy

Funds the equivalent of three months of budgeted expenses is to be maintained in an interest-bearing Operation Funds Reserve Account.

Board Approved 7/2009

Petty Cash Management Policy

A Petty Cash fund of \$200.00 shall be maintained. Disbursements from this fund will, for example, be for small amounts of postage, reimbursement to employees for minor out of pocket expenditures incurred while attending meetings and other miscellaneous small item expenditures.

Each disbursement from the fund will be recorded on one of the two attached forms as appropriate. Reconciliation and coding of expenditures to the proper accounts will be done as required but monthly at a minimum. The fund will be brought up to its \$200.00 balance after each reconciliation.

Board Approved 11/2004

Sub-Accounts Policy Within TexPool

The TexPool account is utilized to house all short-term use funds (those required in one year or less) as well as those in excess of the one month's budgeted expenditures maintained in a local bank Operating Fund checking account. Sub-Accounts may be established by the Board of Trustees according to need. Example accounts are:

1. Operating Account Funds – those in excess of one month budgeted expense requirements

2. New Construction Funds
3. Four Month Operating Fund Reserves
4. Other funds donated for a specific purpose

Board Approved 7/2007

Sunshine Fund

The Sunshine Fund is available to pay for gifts and gatherings to enhance employee morale. The fund is comprised of designated donations made to the Sunshine Fund and donations made for services. It will not exceed \$500 and can be used at the discretion of the Library Director.

Board Approved 4/2013



Gifts/Donations

Within the provision of the State laws, the Library adopts the following policies:

The Library and its collection have been enriched greatly by fine donations of books, prints, periodicals, money, real property, stocks and other materials.

1. Donations will be accepted on the condition that the Board, with assistance of the librarian, has the authority to make whatever disposition he/she deems advisable.
2. In accepting a gift, however, the Library reserves the discretion to accept or decline any offered donation. If contingent or conditional gifts are offered to the Library, the Board maintains the sole discretion to accept or decline those gifts.
3. Of the innumerable books and other materials which citizens so generously give, a considerable portion cannot be used to full advantage by the Dripping Springs Community Library.
4. The Library makes an effort to dispose of all gift material it does not add to its own collection to the very best advantage. If at all suitable, publications may be offered to other libraries or to teachers. Books not disposed of otherwise may be sold for old paper or at a second hand book sale. The money is used to buy new books.
5. Donors must maintain their own itemized list of non-cash donations. A dollar evaluation cannot be made for gifts.
6. The Library will not accept for deposit materials which are not outright gifts.

Revised 2/2001



Investment Policy and Strategy

1.0 Policy

It is Library policy that after allowing for the anticipated cash flow requirements and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines and to the maximum extent possible, at the highest rates obtainable at the time of investment.

1.1 INVESTMENTS SHALL BE MADE WITH THE PRIMARY OBJECTIVE:

- Safety and preservation of principal
- Maintenance of sufficient liquidity to meet operating needs
- Maximization of yield on the portfolio
- Public trust from prudent investment activities

2.0 Purpose

The purpose of this Investment Policy is to comply with Chapter 2256 of the Government Code ("Public Funds Investment Act"), which requires each entity to adopt a written Investment Policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the Entity's funds.

3.0 Scope

This Investment Policy applies to all of the Library's financial assets. These funds are accounted for in the Comprehensive Annual Financial Report and include:

3.1 Funds

- Operating Fund
- Construction Fund

3.2 Delegation of Authority

The Library designates that the Treasurer will serve as the Investment Officer and will perform any duties of the office required by the general laws of the

State of Texas.

4.0 Prudence

The standard of prudence to be applied by the Investment Officer and the Board of Directors or Trustees shall be the “prudent investor” rule. This rule states that “investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.” In determining whether an officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

The investment of all funds, or funds under the Library’s control, over which the trustees had responsibility rather than a consideration as to the prudence of a single investment. Prudence will also require the investment decision be consistent with the written approved Investment Policy of the Library.

4.1 Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment’s credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

5.0 Objectives

The primary objectives, in order of priority, of the Library’s investment activities shall be:

5.1 Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification is required in order to minimize market risk in any particular sector or security

5.2 Liquidity

The investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements, which might be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible

cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity. In addition, securities with active secondary or resale markets will be utilized.

5.3 Yield

The investment portfolio shall be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles, commensurate with the Library's investment risk, constraints, and cash flow characteristics.

6.0 Training

The Library's Investment Officer will attend training as required by the Public Fund Investment Act. All investment officers will:

- 6.0.1 Attend 10 hours of training as defined by the Act from providers approved by the Board within 12 months of taking office or assuming duties and
- 6.0.2 Attend 10 hours of investment training within every succeeding two-year period not less than once in a two-year fiscal.

7.0 Ethics and Conflicts of Interest

Investment Officers and employees involved in the investment process shall refrain from personal or business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment Officers shall disclose any material interest in financial institutions with which they conduct business. Investment officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Library.

8.0 Authorized Broker/Dealers

Prior to any investment transactions with the Library, pools are required to provide the Library with policy certification. Brokers/dealers must submit required written documents as defined by the Investment Officer and annual audited financial statements to the Library and be in good standing with the Financial Industry Regulatory Authority (FINRA). Representatives of the broker/dealer shall be registered with the State of Texas Securities Board and the firm must have membership in the Securities Investor Protections Corporation (SIPC).

- 8.1 The Library shall present a written copy of the Investment Policy to any broker/bank/pool offering to engage in an investment transaction with the Library. Prior to the library engaging in an investment transaction with an investment pool, the pool should be required to certify it will comply with the

library's investment policy.

9.0 Authorized Investments

From those investments authorized by law, the Board of Trustees authorizes investments of Library funds in only the following investment types, consistent with the strategies and maturities defined in this policy.

- 9.1 Obligations of the U.S., its agencies and instrumentalities with a stated maturity not to exceed 2 years and excluding Mortgage-Backed Securities.
- 9.2 Depository Certificates of Deposits with banks in Texas fully FDIC insured or collateralized in accord with this policy not to exceed 2 years to maturity.
- 9.3 Fully collateralized repurchase agreements permitted by State Government Code 2256.011 with a maximum maturity of 120 days.
- 9.4 General obligations of any U. S., State or subdivisions rated A with a maximum maturity of 2 years.
- 9.5 Commercial paper rated by two nationally recognized rating organizations not to exceed 180 days to maturity.
- 9.6 AAA rated money market mutual funds. The fund must strive to maintain a \$1 net asset value (NAV).
- 9.7 AAA rated constant dollar local government investment pools. The pool must strive to maintain a \$1 net asset value (NAV).
- 9.8 Securities shall be purchased using the delivery vs. payment (DVP) method with the exception of investment pools and mutual funds.

10.0 Safekeeping and Custody

All securities owned by the Library shall be held by its safekeeping agent and settled delivery v payment (DVP). The collateral for all bank time and demand deposits will be custodied in the Library's name in an independent bank or the Federal Reserve Bank. Original safekeeping receipts shall be obtained from the Custodian.

11.0 Collateralization

Consistent with the requirement of the Public Funds Collateral Act, it is the policy of the Library to require all bank deposits to be federally insured (FDIC) or to be collateralized with eligible securities. To the extent not insured by federal agencies all Library bank deposits shall be collateralized 102% by authorized securities. Only securities prescribed as eligible investments under the Texas Public

Funds Collateral Act qualify as collateral. Pledged securities must maintain a market value equal to at least 102% of total uninsured deposits.

12.0 Investment Strategy

The Library may commingle its funds in one portfolio for investment purposes recognizing the unique needs of the individual fund types below. Investments of the following fund categories shall be consistent with this policy and in accordance with the strategy defined below.

12.1 Operating Funds

Operating funds have as their primary objective safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

12.2 Capital Project Funds

Capital project funds have as their objective sufficient investment liquidity to meet capital project obligations in a timely manner. If the Library has funds from bond proceeds they shall be invested in accordance with provisions of this policy and the bond documents. Maturities may not exceed planned expenditure schedules for the bond proceeds.

13.0 Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling and financial institutions to reduce risk of loss resulting from over concentration of assets in a specific class of investments, specific maturity or specific issuer.

14.0 Maximum Maturities

The Library attempts to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities with stated maturity of more than two (2) years from the date of purchase.

14.1 The composite portfolio will have a maximum dollar weighted average nine (9) months. This dollar weighted average maturity will be calculated using the stated final maturity date of each security and position.

15.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a yield throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The basis used by the Investment Officer to

determine whether market yields are achieved shall be the six-month and 1 year U.S. Treasury Bills.

16.0 Reporting

The Investment Officer shall prepare and submit a quarterly report as required by law. It shall include all Library funds covered by this policy, beginning, ending and significant changes in the market value of the portfolio; beginning, ending market value, maturity date, types of funds and interest and yield for each separate security; and a statement as to the compliance with this policy and state law.

17.0 Investment Policy Adoption

The Library Investment Policy shall be reviewed and adopted by resolution of the Trustees at least annually. It is the Library's intent to comply with state laws and regulations. Changes made to comply with changing laws and regulation or improved operation shall be included in the adoption resolution.

Board Approved 10/20/2022



Criteria for Rejection of Materials

Lack of interest or value to community

Purchased materials should be of interest or use to some segment of the population living in the city or county.

Offensive to taste or ethical standards

Serious works, which present an honest picture of some problem or aspect of life, are not necessarily excluded because of coarse or offensive language or frankness. The purpose of the author and overall effect of the book, rather than the content of a few isolated passages will be considered in judging the book or other material.

Sectarian or doctrinal material in religion

Sectarian or doctrinal material will be added to the collection only if it provides needed balance and meets the general interests of the community.

Tools and treatises for the professional person

The library purchases a limited number of items on a professional level. The library may buy legal, medical, or other dictionaries for the reference collection or a book on how to make a will or on home hygiene and care of the sick.

Technical treatises on any subject

A small public library is seldom justified in buying technical treatments of scientific or other subjects. The books are useless unless they are recent. They are expensive and can only be read by advanced students of the subject rather than by the public.

Textbooks

Titles used in local or nearby schools or colleges will not be added to the collection. Textbooks not used locally are occasionally bought when they contain information useful to the general public.

Books in poor physical condition

Books in poor general condition will not be bought and will not be accepted as gifts for addition to the collection, unless the material is so desirable that it may be worth the cost of immediate rebinding.

Revised 12/2000

Dripping Springs Community Library

MEMBER REQUEST FORM FOR CHALLENGE OF LIBRARY MATERIALS

Initiated _____ by _____

Telephone _____ Address _____ REPRESENTING

Self _____ Organization or Group _____

(Name)

School _____

MATERIAL QUESTIONED

Author _____ Title _____ Copyright date _____

Material type: please circle one: Printed Book Audio Book DVD Music CD

Please respond to the following questions. If sufficient space is not provided, please use an additional sheet of paper or the back of this page.

1. Have you seen/heard/read this material in its entirety? _____ If not, what parts did you see/hear/read? (Chapters, pages, paragraphs, or approximate location of viewed material) _____
2. To what do you object? Please cite specific passages, pages, etc.

3. What do you believe is the main idea of this material? _____

4. What do you think was the author's purpose in writing this material? _____
5. Is there anything worthwhile in the material? _____
6. What do you feel might result from use of this material? _____

7. What reviews of this material have you read? List review sources and critic. _____

8. For what age group might this be suitable? _____
9. What action do you recommend that the library take on this material? _____

10. In its place, what material do you recommend that would have a similar purpose? _____

Date _____ Signature _____



Personnel Policy

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Duties and Responsibilities of Librarian

1. Act as technical advisor to the Board; recommend needed policies for Board action; recommend employment of all personnel and supervise their work.
2. Carry out the policies of the library as adopted by the Board.
3. Suggest and carry out plans for extending library services.
4. Prepare regular reports embodying the library's current progress and future needs; cooperate with the Board to plan and carry out the library program.
5. Maintain an active program of public relations.
6. Assist the Board in preparing an annual budget for the library; maintain appropriate financial records. Prepare grant proposals to extend library services.
7. Know local and state laws; actively support library legislation at the state and national levels.
8. Select and order all books and other library materials and manage the daily operation of the Library.
9. Attend all Board meetings other than those in which the librarian's performance and salary are under discussion.
10. Affiliate with county and state professional organizations; attend professional meetings and workshops to facilitate professional development and enhance library services.
11. Make use of the services and consultants of the state library.
12. Report regularly to the Library Board, to appropriate government officials, and to the general public.



Personnel Policy

Professional Attitude and Conduct

Definitions

Regular Employee – One who works 40 hours per week for more than three consecutive months.

Part-Time Employee – One who works at least 20 hours per week, but less than 40 hours per week for three consecutive months.

Probationary Employee - An employee who has worked less than three consecutive months.

Other Employee – One who works less than twenty hours per week.

Exempt Employee – An employee who is salaried and not eligible for over-time compensation as determined by the provisions of the Fair Labor Standards Act.

Non-exempt Employee – An employee who is eligible for overtime compensation (one-and-one-half times the normal hourly rate) after working 40 hours in a week.

Responsibilities Toward the Community

The primary responsibility of the library staff is to provide the community with exceptional customer service. Every employee plays an important role in developing and maintaining good public relations with our community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a library user is waiting to be served. All users regardless of sex, race, religion, disability or age are to be given the same high standard of friendly and courteous service.

Responsibilities Toward the Library Board

The Library Board of Trustees is the policy-making apparatus of the library district. The Library Board welcomes input from individual staff members, but requests that it be directed through the Head Librarian.

Equipment

All Staff members should take care of library equipment, furnishings, and property. At the end of the day, public and private desks should be straightened and work materials put away, so that all work areas are maintained in a neat and orderly condition.

Although the individual privacy of the library staff is to be respected, employees should have no reasonable expectation that privacy rights extend to work-related conduct or the use of Library equipment, supplies, or property. Staff is advised that library property including computers, E-mail, telephones and supplies are only to be used for official business.

Although Staff may have individual access passwords to voicemail, e-mail, and computer network systems, these systems are accessible at all times by the Library, and may be subject to periodic unannounced inspections for business purposes. Staff members are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the employee's e-mail messages.

Employees are expected to use the e-mail, voicemail, and computer network systems for Library business only and not for personal purposes. Personal purposes include solicitations not related to the job, such as proselytizing for commercial ventures, religious or political causes, or outside organizations. However, the Library recognizes that other incidental or occasional personal use is not prohibited if:

- a. It does not interfere with regular work,
- b. It does not generate a direct cost to the Library,
- c. It does not have the appearance of being an official communication of the Library (i.e. users should not use the library address in personal communication)

Employees may not install or download software without prior approval by the Director.

Politics

Federal and state laws prohibit an employee from using any official authority or influence to interfere with or to affect an election or nomination. One may not legally coerce, command, or advise another employee to lend or contribute time, money, or anything else of value for political purposes.

Confidentiality

Members - No confidential information will be given to unauthorized persons without the individual's or district's written consent. Information concerning members acquired from any source will be kept confidential and discussed only with appropriate staff. Failure to adhere to this policy is grounds for immediate dismissal.

Accidents and Emergencies

All accidents or emergencies must be reported immediately to the Library Director or the President of the Library Board. Any unsafe conditions that may be potential hazard should be reported to the Library Director. Each employee is responsible for following the proper procedures in case of fire or building evacuation, as well as knowing the location of the fire extinguisher and the first aid kit. The Librarian will annually provide training on accident and emergency procedures.

Standard for Employment

a. Recruitment/Selection

Notices of job vacancies will be advertised in community newspapers and in university offices. Each applicant will complete a written application to obtain professional data. The Board of Trustees will screen all applications and check references of qualified applicants. Personal interviews will be conducted for finalists. The decision to hire qualified applicants rests with the Board.

b. Equal opportunity

The Dripping Springs Community Library is an equal opportunity employer. No applicant or employee will be discriminated against because of race, creed, national origin, color, sex, religion, sexual preference, height, weight, handicap, marital status or age.

c. Requirements for certification

The Board will adhere to the standards set forth in the Texas County Librarian's certification (13 Texas administrative code paragraph 5.1-5.6) when selecting applicants that qualify for the appropriate grade of certification.

d. Duties and Responsibilities

The Board will adhere to the policies of "Duties and Responsibilities" when recruiting and evaluating applicants.(see appendix)

e. Employee Classification

Professional employees include the librarian and assistant librarians. A part time employee is scheduled to work less than 40 hours per week. A full-time employee is scheduled to work 40 hours per week.

f. Nepotism

In order to avoid any conflict of interest, the hiring of immediate family members (spouse, sibling, child, parent) of current employees and members of the board is prohibited.

Compensation

a. Pay Period

The Board of Trustees will determine the annual compensation for each employee during the budget adoption process. Compensation will be paid on a bi-weekly or monthly basis for a specified workweek.

b. Benefits

Social Security taxes are contributed for each employee as required by applicable Federal guidelines. The Library is a subscriber under the Worker's compensation laws of Texas.

c. Insurance

Medical coverage is mandatory for all eligible DSCL employees. Health insurance benefits are offered in accordance with Rule 28 T.A.C. §26.4(15) which defines 'eligible employee' as anyone who usually works at least 30 hours per week. Eligible employees who choose to waive coverage must provide documentation of a qualifying reason to decline coverage through the library. **New hires will be eligible for these benefits after ninety days after their start date.**

Board Approved 1/2023

Professional Development Leave

Leaves of absence for professional development and attendance at professional meetings will be paid in accordance with the plan approved during the annual adoption of the budget.

Personal/Family Illness Leave**The Family and Medical Leave Act**

Federal law provides certain employees with up to 12 work weeks of job-protected unpaid leave per year (or applicable paid leave if the employee has earned it), (1) in the case of the birth or adoption of a child, or the placement of a foster child, if the employee is the father or mother of the child, (2) for the care of an immediate family member – spouse, child or parent (not in-law) – with a serious health condition, or (3) when the employee is unable to work because of a serious health condition. For more information about this law, go to <http://www.dol.gov>. For the Library's purposes, the 12-month period in which the 12 weeks of leave entitlement occurs will be a "rolling" 12-month period measured backward from the date an employee used any FMLA leave. If an employee has accrued vacation or regular sick leave, that paid leave will be substituted for any or all of the unpaid FMLA leave, to the extent applicable. Leave taken for serious health conditions may be taken on an intermittent basis (not all at one time) when medically necessary. Intermittent leave and reduced schedule leave cannot be taken for birth, adoption, or foster care purposes, unless the employee and the library agree otherwise.

Holidays

The paid holidays schedule for employees will be determined by the Board. (See appendix). A holiday will be counted as the hours that normally would be worked that day.

Retirement Benefits

The Library contributes 3% of an employee's salary to a simple IRA plan, if the employee desires to contribute also. This plan will begin only after the three-month probationary period.

Tuition Fee Reimbursement

Tuition fee reimbursement benefits are granted to employees in accordance with the professional development plans approved during the annual budget adoption.

Travel Expenses

Travel expenses will be reimbursed in accordance with the professional development/travel plans approved during budget adoptions. Mileage will be the same rate allowed by IRS. Up to \$15.00 per day will be allowed for meals.

Attendance and Time Off

It is the expectation of the Board that the library will remain open to patrons during

specified hours of library operation. Any leave of absence other than those specified in policy, as paid leave of absence will be without pay unless the Board grants an exception. Such leave may be granted only upon Board review and action on written requests submitted by the employee.

a. Compensatory Hours

Compensatory hours may be granted at the discretion of the Head Librarian (or the Board for the Head Librarian).

b. Emergency closings

Emergency closings and employee work schedules during such closings will be determined by Board action.

c. Death in the family

An employee who wishes to take time off due to the death of a family member should notify his/her supervisor immediately. Employees are eligible for up to three days of paid leave for the death of a family member (spouse, domestic partner, child, step-child, parent and step-parent, step and grandparent, grandchild, spouse's grandparent, in-laws, sibling, aunt, uncle). To be eligible, the employee must attend the memorial service of the deceased. An employee may, with the supervisor's approval, use their available vacation (or unpaid time) for additional time off as necessary. Employees are also eligible for up to four hours to attend the funeral of a fellow employee or retiree of the Library.

d. Maternity Leave

Maternity leave may be granted by board review and action on a written request by the employee.

e. Sick Leave

The sick leave for regular and part-time employees is accrued at the rate of .0192 for every hour paid. This calculates to 5 days per year. Sick leave accumulates from the date of employment; however, an employee is only eligible to take paid leave after the completion of the 3-month probationary period of employment. Other employees will have the option of making up hours missed.

A regular or part-time employee may take accrued sick leave when the employee's illness or injury prevents the employee from performing his or her duties. In addition, in a single calendar year, a regular or part-time employee may take accrued sick leave for the illness or injury of an immediate family member (spouse, child or parent), so long as the amount of sick leave taken for this purpose does not exceed the amount of sick leave the employee would accrue in a calendar year (a maximum of 5 days for regular employees). Only regular full-time and part-time employees (see definitions) may use accrued sick leave for doctor and dental appointments. Part-time employees are strongly encouraged to schedule routine appointments during their time off whenever possible.

To be eligible for sick leave, the employee must notify his/her supervisor as early as possible on each day of absence. Sick leave may not be used in less than four-hour increments or at the discretion of the Director. An absence in excess of three days will require a doctor's certificate. If there is not sufficient accumulation of sick leave

to cover an employee's illness, first vacation time will be used, and the remainder will be unpaid. Sick leave will not accumulate from year to year and is not paid upon separation of employment.

f. Vacations

Vacations are encouraged for relaxation and revitalization; thus, both regular and part-time employees are eligible for paid vacation on the basis of continuous service. Regular and part-time employees accrue .0385 hour per hour paid (10 vacation days per year) for year 1 through year 5; .05769 hour per hour paid (15 vacation days) for year 6 through year 14; .07692 hour per hour paid (20 vacation days) for 15 or more years. New employees, while accumulating vacation, may not take vacation time during the probation time, which is 3 months. The Board, in its discretion, may modify vacation time accrual for exempt employees, pursuant to a written employment agreement.

Due to the nature of library work, certain departments have periods of time during which staff may not take vacations. Such periods will be determined and posed in advance by the Director.

The scheduling of vacation will be handled on a first-come basis; however, during popular holiday seasons, supervisors will ensure that time off is rotated fairly. All vacations will be scheduled at the convenience of the library and will not be officially confirmed until the Director approves a written vacation request form. Requests for more than one or two days must be given to the Director one week in advance.

Vacation time may not be taken in increments of less than 4 hours. No more than ten days of vacation time may be carried over to the following year. A day is defined as one fifth of the hours an employee would work in one week. Vacation exceeding the maximum accumulation must be used by December 31 annually or will be forfeited. Upon employee resignation or termination for any reason other than cause, unused vacation time will be compensated.

g. Jury Duty

Employees called for jury duty or witness duty will be granted leave with pay.

h. Outside employment

No employee shall engage in any other private business, or in the conduct of a profession during the hours for which he/she is employed to work for the library. No employee shall utilize library workspace, time, supplies or equipment for other than library business without library board approval.

Safety and Health

a. Sexual harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other like verbal, visual or physical conduct that results in submission being expressed or implied as a condition for employment or interfering with an individual's work performance or creating and intimidating, hostile or offensive working environment.

Conduct creating an intimidating, hostile or offensive working environment will not be tolerated, and those violating this proactive may be subjected to

disciplinary action up to and including discharge. Any employee who feels that he/she has been or is being subjected to sexual harassment is to immediately contact the Board.

b. Substance Abuse

The Dripping Springs Community Library prohibits the use, consumption, sale, transfer, purchase, or possession of any illegal drug during working hours or while on the premises. In addition, employees are prohibited from being under the influence of alcohol during working hours or while on the premises.

c. Smoking

A smoke free environment will be maintained on all of the library's premises.

d. Contagious Diseases

Employees are to be free from contagious diseases when on the library's premises.

Employment Status

a. Probationary Period

The first 90 days constitutes a probationary period; the employee shall be evaluated at the end of the probationary period to determine future employment status.

b. Orientation

An orientation program focusing on library services and operation and job specification shall be provided for each employee.

c. Evaluation

The Board of Trustees shall conduct an annual employee performance evaluation of all the members. The librarian shall submit job evaluation reports of library assistant and other employees. Evaluation will focus on job performance, accomplishment of Board accepted goals, and adherence to Board policy.

d. Evaluation Cycle

An Employee will get an annual job review to be completed by the beginning of the budget cycle or according to the staff member's annual review. The board will determine actions to be taken as a result of the job review and will inform the librarian of such action.

e. Supervision

The Board of Trustees assumes *overall* responsibility for the supervision of employee performance. The librarian will keep the Board informed on all personnel matters.

f. Professional Development Activities

The Board shall approve an annual plan for employee professional

development. The plan shall include education needed to maintain certification and provide professional growth needed to enhance Library services and goals. Attendance at County and State Library meetings is encouraged.

g. Causes for Disciplinary Action

Disciplinary action may occur when an employee is having difficulty performing adequately and/or his conduct is not satisfactory. The employee shall be given fair warning in writing if his performance or conduct is unsatisfactory. Such warning shall include necessary steps for improvement and the time in which acceptable improvement is to be achieved.

h. Dismissal

Employment is at will.

i. Resignations

Employees wishing to resign in good standing shall submit a dated and signed written statement giving the effective date of resignation. The resignation should be filed at least 1 month prior to its effective date.

j. Personnel Files

A personnel file shall be maintained for each employee. The confidential file shall include all data relevant to employment, performance, and professional development.

k. Dress code

Every employee is to give a neat, clean appearance. Attire that is appropriate for a business-like atmosphere is required.

ACKNOWLEDGMENT OF ACCEPTANCE

I understand that the policies and procedures set forth in this employee manual are not a binding employment contract. I understand that all employment with the Dripping Springs Community Library is "At Will". While it is hoped that employment relationships with the Dripping Springs Community will be successful and long term, the Dripping Springs Community Library or the employee may end this relationship at any time.

This employee manual replaces all earlier Dripping Springs Community Library personnel practices, policies, and guidelines.

I have received a copy of the personnel policy of the Dripping Springs Community Library, and I accept the policies stated therein and agree to abide by them. I clearly understand that this manual does not create a contract for employment with the Dripping Springs Community Library and that the Dripping Springs Community Library

may change or modify the policies and procedures found in this handbook from time to time. I will accept and abide by those amendments and/or new policies and procedures.

Employee Signature: _____ **Date:** _____

Library Director: _____ **Date:** _____

PUBLIC RECORDS

Information that is public record under open records for government positions includes the following: Name, sex ethnicity, race age, salary, dates of employment, military service, licenses and membership in professional organizations, work time information, educational background, transcripts, past work history, job references and performance evaluations.

Information that is generally confidential includes home addresses, telephone numbers, social security numbers, and person family information if the employee has requested that this information be closed. Information that is closed includes personal financial information, including federal tax information, medical and related records, allegations of sexual harassment, criminal history information.

Request for Confidential Personnel Records:

I, _____, request that the following personnel information be classified as confidential information: Home addresses, home telephone numbers, social security numbers, and personal family information.

Signed: _____ **Date:** _____



Records Management

- **Definition of Records of the Dripping Springs Community Library District**
- **Records Declared Public Property**
- **Policy**
- **Records Management Officer**
- **Records Control Schedule**
- **Confidentiality of Dripping Springs Community Library Member Records**



Records Management Policy

Definition of records of the Dripping Springs Community Library District.

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state of Texas, created or received by the District or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the District and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

Records declared public property

All records as defined in paragraph above are hereby declared to be the property of the district. No official or employee of the District has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Policy

The District shall provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a e system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirement of the Local Government Records Act and accepted records management practice.

Records management officer

The Library Director under the auspices of the Board of Trustees of the Dripping Springs Community Library District will serve as records management officer for the District as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirement of the Local Government Records Act. Tasks associated with records management may be delegated to the library staff as deemed appropriate by the Library Director and the Secretary of the Board.

Records control schedules

Appropriate records control schedules [i.e. Local Schedule GR, Local Schedule EL, and Local

Schedule PW] issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in the District, as provided by law. Any destruction of records of the District will be in accordance with these state legislated schedules and the Local Government Records Act.

Confidentiality of Dripping Springs Community Library member records

The Dripping Springs Community Library specifically recognizes that library records and member information are confidential.

- Library records are defined as a record in any form that is maintained by the Library and that contains any of the following types of information:
- Information an individual is required to provide in order to be eligible to use Library services or borrow materials
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual and that is retained for the purpose of statistical studies and evaluating the use of the Library or its collection is not considered confidential and is not subject to this policy.

Under Texas law, library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual, except in the following circumstances:

- The records of minor children when requested by parents, guardians, or custodians
- The records of an individual library user when presented by a valid subpoena, search warrant, or other court order, or, in exigent circumstances, when requested by a law enforcement officer who is investigating a matter involving public safety.
- At the written request or with the written consent of the individual who is the subject
- For library administrative purposes as defined by Texas Government Code § 552.023.

Dripping Springs Community Library District Board of Trustees shall remain informed of legal issues and will review Dripping Springs Community Library procedures to ensure appropriate response to inquiries annually.

In order to best protect each library user's right to privacy and confidentiality, with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted, the Dripping Springs Community Library will:

- Retain records for the minimum time necessary to insure library service.
- Annually assess all forms to ensure that only necessary information is solicited.
- Purge all computer caches and histories reflecting patron usage as frequently as software programs permit.
- Continue to purchase and use library circulation software in consideration of patron confidentiality issues.

- Train all library staff, including volunteers, to respond to any request for library records appropriately.
- Advise all library staff, both paid and volunteer, that library records shall not be made available to any agency of state, federal or local governments or law enforcement officials except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

In the event of the receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if the document is in proper form and if there is a showing of good cause for its issuance. The Library Director or supervising library staff should assist the agent with any search in order to best protect member information and library equipment. If anything is removed from the library site, detailed notes should be promptly recorded.



Texas Penal Codes

- Texas Penal Codes
 - 43.21 Definitions
 - 43.22 Obscene Display or Distribution
 - 43.23 Obscenity
 - 43.24 Sale, Distribution, or Display of Harmful Material to Minor

Texas Penal Code - Section 43.21. Definitions

SUBCHAPTER B.OBSCENITY

Sec. 43.21. DEFINITIONS. (a) In this subchapter:

(1) "Obscene" means material or a performance that

(A) the average person, applying contemporary community standards, would find that taken as a whole appeals to the prurient interest in sex;

(B) depicts or describes:

(i) patently offensive representations or descriptions of ultimate sexual acts, normal or perverted, actual or simulated, including sexual intercourse, sodomy, and sexual bestiality; or

(ii) patently offensive representations or descriptions of masturbation, excretory functions, sadism, masochism, lewd exhibition of the genitals, the male or female genitals in a state of sexual stimulation or arousal, covered male genitals in a discernibly turgid state or a device designed and marketed as useful primarily for stimulation of the human genital organs; and

(C) taken as a whole, lacks serious literary, artistic, political, and scientific value.

(2) "Material" means anything tangible that is capable of being used or adapted to arouse interest, whether through the medium of reading, observation, sound, or in any other manner, but does not include an actual three dimensional obscene device.

(3) "Performance" means a play, motion picture, dance, or other exhibition performed before an audience.

(4) "Patently offensive" means so offensive on its face as to affront current community standards of decency.

(5) "Promote" means to manufacture, issue, sell, give, provide, lend, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, present, exhibit, or advertise, or to offer or agree to do the same.

(6) "Wholesale promote" means to manufacture, issue, sell, provide, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, or to offer or agree to do the same for purpose of resale.

(7) "Obscene device" means a device including a dildo or artificial vagina, designed or marketed as useful primarily for the stimulation of human genital organs.

(b) If any of the depictions or descriptions of sexual conduct described in this section are declared by a court of competent jurisdiction to be unlawfully included herein, this declaration shall not invalidate this section as to other patently offensive sexual conduct included herein.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974.
Amended by Acts 1975, 64th Leg., p. 372, ch. 163, Sec. 1, eff. Sept. 1, 1975; Acts 1979, 66th Leg., p. 1974, ch. 778, Sec. 1, eff. Sept. 1, 1979; Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Texas Penal Code - Section 43.22. Definitions

§ 43.22. OBSCENE DISPLAY OR DISTRIBUTION. (a) A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is

present who will be offended or alarmed by the display
or distribution.

(b) An offense under this section is a Class C misdemeanor.

Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan.

1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, §

1.01, eff. Sept. 1,

1994.

Texas Penal Code - Section 43.23. Definitions

Sec. 43.23. OBSCENITY. (a) A person commits an offense if, knowing its content and character, he wholesale promotes or possesses with intent to wholesale promote any obscene material or obscene device.

(b) Except as provided by Subsection (h), an offense under Subsection (a) is a state jail felony.

(c) A person commits an offense if, knowing its content and character, he:

(1) promotes or possesses with intent to promote any obscene material or obscene device; or

(2) produces, presents, or directs an obscene performance or participates in a portion thereof that is obscene or that contributes to its obscenity.

(d) Except as provided by Subsection (h), an offense under Subsection (c) is a Class A misdemeanor.

(e) A person who promotes or wholesale promotes obscene material or an obscene device or possesses the same with intent to promote or wholesale promote it in the course of his business is presumed to do so with knowledge of its content and character.

(f) A person who possesses six or more obscene devices or identical or similar obscene articles is presumed to possess them with intent to promote the same.

(g) It is an affirmative defense to prosecution under that the person who possesses or promotes material or a device proscribed by this section does so for a bona fide medical, psychiatric, judicial, legislative, or law enforcement purpose.

(h) The punishment for an offense under Subsection (a) is increased to the punishment for a felony of the third degree and the punishment for an offense under Subsection (c) is increased to the punishment for a state jail felony if it is shown on the trial of the offense that obscene material that is the subject of the offense visually depicts activities described by Section 43.21(a)(1)(B) engaged in by:

(1) a child younger than 18 years of age at the time the image of the child was made.

(2) an image that to a reasonable person would be virtually indistinguishable from the image of a child younger than 18 years of age; or

(3) an image created, adapted, or modified to be the image of an identifiable child.

(i) In this section, "identifiable child" means a person, recognizable as an actual person by the person's face, likeness, or other distinguishing characteristic, such as a unique birthmark or other recognizable feature:

(1) who was younger than 18 years of age at the time the visual depiction was created, adapted, or modified; or

(2) whose image as a person younger than 18 years of age was used in creating, adapting, or modifying the visual depiction.

(j) An attorney representing the state who seeks an increase in punishment under Subsection (h)(3) is not required to prove the actual identity of an identifiable child.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1979, 66th Leg., p. 1975, ch. 778, Sec. 2, eff. Sept. 1, 1979; Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994; Acts 2003, 78th Leg., ch. 1005, Sec. 1, eff. Sept. 1, 2003.

Texas Penal Code - Section 43.24. Definitions

Sec. 43.24. SALE, DISTRIBUTION, OR DISPLAY OF HARMFUL MATERIAL TO MINOR. (a) For purposes of this section:

(1) "Minor" means an individual younger than 18 years.

(2) "Harmful material" means material whose dominant theme taken as a whole:

(A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;

(B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors;
and

(C) is utterly without redeeming social value for minors. (b) A person commits an offense if, knowing that the material is harmful:

(1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material;

(2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or

(3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in Subsection (b)(1) or (b)(2).

(c) It is a defense to prosecution under this section that

(1) the sale, distribution, or exhibition was by a person having scientific, educational, governmental, or other similar justification; or

(2) the sale, distribution, or exhibition was to a minor who was accompanied by a consenting parent, guardian, or spouse.

(d) An offense under this section is a Class A misdemeanor unless it is committed under Subsection (b)(3) in which event it is a felony of the third degree.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.



Disaster/Emergency Plan for DSCL

- **Emergency Exit Plan**
- **Fire**
- **Tornado**
- **Communication Plan**
- **Communication Chain**
- **Disaster Recovery**
- **Active Shooter**

Disaster/Emergency Plan for Dripping Springs Community Library

The disaster and emergency plan for the Dripping Springs Community Library provides details on the necessary steps to take before, during and after an emergency situation. This plan should be reviewed every 2 years or when any changes are made to the building structure that could affect evacuation pathways. The contact list will be reviewed and revised at the beginning of every year, especially when board trustee members have changed after an election.

Emergency Exit Plan

Prevention measures include regular inspection of the building, grounds, etc. especially smoke detectors and fire extinguishers. Flash lights will be readily available at both the main and the children's circulation desks.

Evacuation route maps will be placed at several visible areas throughout the library, especially at all entry/exits. Emergency shelter areas will be designated and identified with signage.

Staff will be regularly advised and reviewed of the exit plan as well as their role within the plan.

Fire – in the case of fire alarm:

Circulation staff directs members to safest emergency exit.

Children's Librarian directs members in the children's wing to the safest emergency exit, determines that the wing is clear, and then exits.

Library Director or specified staff will assess and determine if the attempt should be made to contain the fire using the closest fire extinguisher. If possible the fire will be contained. If there is no time to contain the fire, the director or specified staff will determine if the main building is clear, and then exits.

Designated staff or Director will call 911.

Designated staff or director will contact the Board President. The Board President will then contact all other board members.

Director will contact TML and begin the insurance claim process.

Tornado

Circulation/Director - gather and direct all members and remaining staff to the front member bathroom. If necessary, the staff bathroom will be used.

Designated staff or director will get the emergency flashlight, first aid kit, and portable radio. If possible a cell phone should also be brought to the shelter area. Designated staff or director will lock the front doors.

Children's librarian will gather and direct all members to the staff bathroom in the children's wing. If necessary, the member bathroom will also be used.

The Children's librarian will get the emergency flashlight and portable radio. If possible a cell phone should also be brought to the shelter area.

After emergency warning has cleared, check all members and staff for injuries. Treat minor injuries.

Designated staff or director will contact the Board President. The Board President will then contact all other board members.

Director will contact TML and begin the insurance claim process.

Communication Plan

The communication plan or procedure is provided with all current names and numbers. This plan will be reviewed yearly and revised after any changes in staff or board members. An emergency contact list will be posted in the circulation work area and in the director's office, and will be provided to all board members. Contact information will also be provided as a wallet size card to be carried at all times.

Insert emergency contact list and current staff/board member list here.

Communication Chain

Depending on who is on hand after disaster/emergency.

Director or designated staff will contact the Board President. The Board President will then contact all other board members. Director will contact TML to begin insurance claim process.

Disaster Recovery

Vital Records – vital records for the Dripping Springs Community Library are defined as records containing information essential to the survival of an organization in the event of a disaster.

- Financial and Tax records – offsite copies of financial and tax records (941s) are kept offsite at the office of our accountant, Leslie Pearson. Employee tax and payroll

information is also kept at this office. Audit information and 990 tax information is kept at the office of Archie Montemayor (512-442-0380).

- The land and building titles will be kept in the fire proof box (blue) in director's office to be taken out at time of emergency.
- Copies of security records, passwords, and other account accessibility information will be kept in a file folder in the top drawer of the file cabinet in the director's office. It is not labeled and is with the financial records.
- The library catalog, collection records, furniture and equipment inventory information are kept offsite through our automated library system Biblionix/Apollo. A detailed inventory should also be kept at TML.

Depending on the extent of the damage, whether fire, smoke, water, or structural, a temporary site may be necessary. Any salvageable items (books, furniture, equipment, supplies, technology, records) will be transported to the temporary site.

Temporary location –

Mobil Modular (1-800-944-3442) will be contacted and arrangements made for a portable unit to be delivered. The costs for a 24 X 64 unit will cost approximately \$865 a month, with delivery costing approximately \$2,090 and a setup fee of \$2,800. Setting up a temporary facility onsite will help hasten the salvage process and will offset the costs of transporting the salvageable items.

Priorities:

Reestablish:

- Electricity
- Internet
- Water
- Phone
- A/C Heat

Priority will be given to providing computer elements (possibly a laptop), and establishing internet connection. Cataloging and processing can be done any where there is an internet connection as it is web-based through Biblionix/Apollo.

Priority steps:

Determine what items can be salvaged. Salvaged items will be taken to the temporary offsite location for further clean up. An inventory of these items is taken. Remember those items that are checked out – consider them offsite. Make a temporary book return and take the returned items to the temporary offsite location.

Inventory items that will not be salvaged. This list will be used to assist in the claims process. Plastic sheeting for those items that may be exposed to the elements but cannot be moved

immediately. A cataloging/processing workstation – along with a computer and internet connection, the cataloging/processing staff will need the following materials immediately.

- Printer
- Barcodes
- Stamps
- Due Date Stamps
- Spine labels

Collection priorities will be determined and acquired using Core Collections for Small Public Libraries by Janice DeLong (1997 or newest edition). Public Library Catalog (H.W.Wilson 2007 or newest edition) will be used to develop the collection once the library is operational again.

Technology priority will then be given to the circulation desk, both computer components and internet connection. Circulation can resume manually when a core collection is cataloged, processed, and available.

Approved November 2007

Active Shooter Emergency Plan for Dripping Springs Community Library

1. CALL 911 when it is safe to do so. Inform the 911 operator that there is an active shooter.
2. Move away from the sound of the gunfire.
3. Remember the civilian response training: (from the Texas State University ALERT Academy)
 - Avoid** – starts with your state of mind.
 - Pay attention to your surroundings
 - Have an exit plan
 - Move away from the source of the threat as quickly as possible
 - The more distance and barriers between you and the threat the better
 - Deny** – when getting away is difficult or maybe even impossible
 - Keep distance between you and the source.
 - Create barriers to prevent or slow down a threat from getting to you
 - Lock doors when possible
 - Turn the lights off
 - Remain out of sight and quiet by hiding behind large objects and silencing your phone
 - Defend** – because you have the right to protect yourself
 - If you cannot Avoid or Deny, be prepared to defend yourself
 - Be aggressive and committed to your actions
 - Do not fight fairly. THIS IS ABOUT SURVIVAL
4. When law enforcement does arrive, FOLLOW ALL COMMANDS. Show your hands, listen and comply.
5. Rehearse and plan ahead.

Board Approved Feb. 2018