

**PETERSBURG PUBLIC LIBRARY
AND ITS
RELATIONSHIP TO THE CITY OF PETERSBURG**

At its regular council meeting on February 6th, 1974 the Petersburg City Council approved Ordinance 156 F which created a new department for the City. Ordinance 156 F described the new department as the "Library Department".

The Ordinance went on to create a Board of Trustees to supervise and operate the Petersburg Public Library and any future branch libraries established by the City Council. The Board of Trustees was given the authority under the Ordinance to formulate such rules and regulations as it deems necessary for the orderly use of the library facilities and in governing the performance of duties of library employees and personnel. The Board of Trustees, however, was not given any authority to obligate the City of Petersburg in any manner and the library's finances were to be handled in the same manner as any department of the City. Currently, the Library Department is part of the City's budget.

The Board of Trustees was created to consist of nine (9) members which were to be elected at public meetings under the existing bylaws of the Petersburg Public Library. The current members of the Board of Trustees are: Susan Dunavant, Lee Ramsey, Donna Lyde, Mike Adrian, Sharon Kurklin, Lupe Chappa, Kat Gicante, and Lacy Mayfield.

The officers are: Susan Dunavant, President and Sharon Kurklin as Vice President.

The existing bylaws are attached hereto for reference.

The hours of operation of the library are from 2 pm until 6 pm on Tuesday and Thursday and from 10 am until 2 pm on Saturday.

Lacy Mayfield is the current Library Manager.

The library is currently located at 1614 Main Street, Petersburg, Texas and the phone number is 806-667-3657. The library is housed in facilities owned by the City of Petersburg.

The Library normally holds an annual fund raiser known as the Christmas Tea during the first part of December. Please check for this year's time.

General Policies Of The Petersburg Public Library

The Petersburg Public Library shall attempt to supply the public with a balanced book and materials collection designed to meet the needs of the people of Petersburg. The Library will attempt to stimulate reading habits by offering children and young adults reading projects to encourage library participation.

1. Operation

- A. The Petersburg Public Library operates on funds and contributions made available by donations from individuals and interested groups. There is also city and county aid.
- B. A Library Board composed of eight members of the community shall govern the Library, operating under the rules herein contained.

1. Method of election of the Board

- a. A Library Board of eight (8) members shall be elected by the Board Members at the regular monthly meeting of the Library Board in Nov. The meeting is open to the public.
- b. Members of the Board shall be elected for four years terms. Which will be automatically staggered. New members to fill unexpired terms shall be voted on by the Board.
- c. The Librarian shall serve on the board as a non-voting member.

2. Duties and functions of Board

- a. The Board shall elect a chairperson, co-chairperson in November. The Librarian will serve as secretary- treasure.
- b. Its members shall have the responsibility of discharging all responsibilities attached to the maintenance and progress of the Library.
- c. Said Board shall have the privilege of calling upon the community for any assistance in carrying out its duties.
- d. The members of the Board shall assume their duties immediately after election.
- e. The Board shall determine policies and keep a written record of its decision. Keep accession records.
- f. The Board will review all policies made by the Board annually.
- g. With all the members of the Board present or having been contacted as to the nature of business these rules may be amended at any regular meeting of the Board by simple majority.
- h. Amendments will be made as deemed necessary by the Library Board.

3. Auditing Committee

- a. There shall be an annual audit of the books of the Library Board to be made in March and presented in April for the approval of the Board.
- b. The auditing committee shall be composed of the Chairperson and two(2) members of the Board.

C. Regulations

1. Hours: *Hours are posted on the door* 2:00 P.M. to ~~6:00~~ ^{6:00} P.M. ~~EST~~; and 2:00 P.M. to ~~6:00~~ ^{6:00} P.M. CST
Tues. and Thur. ~~9:00~~ ^{10:00} A.M. to ~~12:00~~ ^{12:00} P.M. Sat. *subject to change at the librarian's discretion.*
2. No membership fee shall be required for the loan of a books.
3. Overdue books: ~~Five cents~~ ^{25¢} per day fine after two weeks. This applies to regular days that the library is open.
4. Each borrower is entitled to check out ~~two~~ ³ books per library card, or more at the discretion of the Librarian.
5. Certain categories of books are not available for checkout. For example, reference books used only in the building.
6. Damaged fees shall be determined and assessed by the Librarian. If the book is lost or totally damaged the original price of the book shall be paid.
7. Holidays: Library to observe city-wide closings: January 1st, Memorial Day, July 4th, Thanksgiving, December 24th & 25th, and December 31th.
- * 8. The Board shall meet the first Tuesday of each month at 4:00 P.M.
Subject to change

D. General Services

1. Any person who adheres to the regulations may use the facilities of the Library.
2. The Library shall cooperate with the school and other libraries in our area in order to serve the public in the best possible way.

E. The Board shall elect a qualified and competent Librarian

1. Responsibilities

- a. Librarian shall be held responsible for the care of the building and equipment.
- b. Operate the library under the financial conditions set forth in the annual budget.
- c. The Librarian shall attend all Board meetings.
- d. The Librarian shall recommend needed policies for board action.
- e. The Librarian shall implement the policy of the library as adopted at board meetings.

- f. The Librarian shall help the board chairperson prepare the meeting agenda.
- g. The Librarian shall select and order library materials and supplies.
- h. The Librarian shall design and implement plans for extending use of library facilities.
- i. The Librarian shall cooperate actively with education organizations of the state, community, and civic organizations.



The Librarian shall submit regular annual reports to the State Library. **this is no longer required - PPL is no longer an accredited library*

- k. The Librarian shall participate in activities of the regional library system by attending meetings and provide ideas about potential system services which will benefit the users of the library.
- l. The Librarian shall be publicity chairman and shall keep the public informed of new books and library sponsored programs.
- m. The Librarian shall assume the office of Secretary- Treasure of the Library Board.

2. Conditions of dismissal

- A. Unsatisfactory work
- B. Non- Cooperation with patrons and board members.

3. Vacation and Leave Of Absence

- A. One week vacation with the Librarian paying a substitute.
- B. Leave of Absence to be discussed with the Library Board on an individual basis.

II. Book Selection Policy- Gifts

- A. The ultimate responsibility for all books selection rests with the library board. The selection will be made by the Librarian with recommendations and suggestions from the Library Board and the community.
 - 1. Request for the ordering of specific volumes shall be given consideration.
 - 2. If books donated to the library are judged not to be of value to the book collection, the board shall retain the rights to dispose of such books in any manner it wishes.
 - 3. The policy of disposing donated books shall be made clear to persons wishing to donate books.
 - 4. The Board will consider written complaints on the part of library patrons against specific materials in the library collection and will make the final determination as to the merit of the complaint.