

Breck Quarles, Chair
Cynthia Thornton, Vice-Chair
Stephanie Wright, Board Member
Peyton Williams, Board Member
Rhonda Herrington, Board Member
Lynn Calcote, Board Member
Katilin Scroggins, Board Member

Ana Sanchez, Library Director



**NOTICE OF MEETING
LIBRARY ADVISORY BOARD**

**February 8, 2022
11:30 a.m.**

**City Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/84311732473?pwd=TGV2ajFEczgrS1pFZ2pYaTVDbGR2QT09>

Meeting ID: 843 1173 2473

Passcode: 424022

One tap mobile

+13462487799,,84311732473#,,, *424022# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

Follow us live at: [facebook.com/palestinety/](https://www.facebook.com/palestinety/)

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Board. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. REPORTS

1. Report from Library Friends (Woolverton)
2. Report from Memorial Board (Safford)
3. Review and discuss Library Director's report including Narrative, Stats, Charts and Financial Reports for January 2022.

F. APPROVAL OF MINUTES

1. Review and approve minutes for the Library Advisory Board meeting for January 11, 2022.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding approval of Palestine Public Library National Voter Registration Act (NVRA) Implementation Plan.
2. Discussion and take possible action regarding Palestine Public Library relocation plans.

H. **ITEMS FROM BOARD MEMBERS**

I. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, February 4, 2022, at 5:15 p.m.**



April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 02/08/2022
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: January Report
Date Submitted: 02/04/2022

SUMMARY:

January 2022 Library Director's Report including Statistics and Financial Reports

RECOMMENDED ACTION:

January 2022 Library Director's Report including Statistics and Financial Reports

CITY MANAGER APPROVAL:

Attachments

Jan22Stats
Jan22Fin

	2021												2022
Operating Statistics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Items circulated-Physical Materials (includes check out, check in, renewals, in-house)	6,717	5,398	7,082	6,285	4,604	6,648	6,502	5,568	4,813	4,906	4,745	4,379	4,617
Print					3,704	5,603	5,479	4,531	3,925	4,102	3,977	3,556	3,759
Audio					314	234	296	326	285	246	224	228	190
Video					586	811	727	711	603	558	544	595	668
Downloadable audio/ebook usage	351	343	382	451	432	405	385	442	503	495	470	536	650
Total Circulation Transactions	7,068	5,741	7,464	6,736	5,036	7,053	6,887	6,010	5,316	5,401	5,215	4,915	5,267
Downloadable checkouts as % of total checkouts	4.97%	5.97%	5.12%	6.70%	8.58%	5.74%	5.59%	7.35%	9.46%	9.16%	9.01%	10.91%	12.34%
In-House Use	149	264	243	253	334	350	378	227	202	166	189	228	271
Holds placed on items	54	36	61	65	63	55	71	51	60	76	36	63	36
Fines paid	\$ 739.45	\$ 362.00	\$ 660.36	\$ 380.69	\$ 609.58	\$ 765.37	\$ 847.32	\$ 749.08	\$ 615.02	\$ 606.74	\$ 321.59	\$ 557.34	\$ 553.48
Overdue notices sent	156	114	61	120	138	83	188	266	266	127	95	134	92
Items added	244	103	255	347	122	175	197	206	154	484	165	100	63
Items deleted	329	444	368	106	5	20	22	273	985	145	286	827	364
New library cards issued	61	70	89	58	83	120	97	105	69	64	47	54	74
Reference questions answered	1,984	1,418	2,201	1,853	1,638	1,384	1,321	1,172	1,029	1,104	797	865	846
Interlibrary Loan Borrow/Loan	13	16	18	28	12	25	15	21	34	43	38	43	26
Library visits	2,010	1,451	2,442	1,943	2,162	2,653	2,681	2,320	2,144	2,039	2,066	2,026	2,125
Youth programs attendance	180	120	160	100	35	865	152	140	110	0	211	535	
Adult programs attendance	20	4	3	25	27	199	53	39	32	4	131	70	15
Driving Tests.org	17	8	6	6	5	8	6	6	3	3	5	1	4
Computer usage	544	381	664	537	555	767	656	671	590	540	484	483	509
Wireless usage	10,835	12,325	33,077	29,067	26,816	23,827	24,849	25,179	25,717	32,434	32,555	31,587	28,134

Meeting Room	
Staff Meetings-Training	18
Meeting Room Use	15
Technology Center -Virtual Meetings	
Technology Center-Workforce Meetings	6
Total	39

3/1/2021-All youth programming since since September 2020 has been passive
 Passive=Grab and go craft kits; coloring and activity pages

Adult programming has been passive since September 2020
 Legal Clinic has been virtual

06/01/2021
 Tai Chi resumed activity at alternate location-First
 Christian Church

12/15/2021
 In Person Storytime-53 in attendance

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022010-GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<hr/>						
<u>EXPENDITURE SUMMARY</u>						
LIBRARY SERVICES	<u>592,958</u>	<u>30,344.68</u>	<u>146,889.25</u>	<u>44,067.53</u>	<u>402,000.98</u>	<u>32.20</u>
TOTAL EXPENDITURES	592,958	30,344.68	146,889.25	44,067.53	402,000.98	32.20

010-GENERAL FUND

DEPARTMENT - LIBRARY SERVICES

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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PERSONNEL

010-5-710-1010 SALARIES AND WAGES	241,030	17,078.75	65,534.47	0.00	175,495.93	27.19
010-5-710-1015 SALARY PREMIUM	10,464	0.00	8,138.02	0.00	2,325.53	77.77
010-5-710-1020 OVERTIME	515	2.27	16.33	0.00	498.67	3.17
010-5-710-1030 LONGEVITY	4,818	315.00	1,115.79	0.00	3,702.21	23.16
010-5-710-1031 CERTIFICATION PAY	4,800	400.00	1,442.86	0.00	3,357.14	30.06
010-5-710-1040 SOCIAL SECURITY	20,014	666.35	5,520.59	0.00	14,493.87	27.58
010-5-710-1050 HEALTH INSURANCE	54,562	2,568.88	10,275.52	0.00	44,286.04	18.83
010-5-710-1061 WORKER'S COMPENSATION	1,658	35.38	147.99	0.00	1,510.12	8.93
010-5-710-1070 RETIREMENT	<u>35,146</u>	<u>2,487.87</u>	<u>11,382.31</u>	<u>0.00</u>	<u>23,763.32</u>	<u>32.39</u>
TOTAL PERSONNEL	373,007	23,554.50	103,573.88	0.00	269,432.83	27.77

SUPPLIES AND MATERIALS

010-5-710-2010 OFFICE SUPPLIES	7,500	0.00	88.94	0.00	7,411.06	1.19
010-5-710-2020 POSTAGE	1,000	0.00	768.64	0.00	231.36	76.86
010-5-710-2030 JANITORIAL SUPPLIES	500	0.00	0.00	0.00	500.00	0.00
010-5-710-2080 SMALL TOOLS & EQUIPMENT	30,000	0.00	0.00	0.00	30,000.00	0.00
010-5-710-2200 READING PROGRAM	<u>2,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>
TOTAL SUPPLIES AND MATERIALS	41,000	0.00	857.58	0.00	40,142.42	2.09

PROF/CONTRACTUAL SERV

010-5-710-3011 COPIER AND PRINTER CONTRA	6,720	0.00	1,390.44	0.00	5,329.56	20.69
010-5-710-3041 CITY ISSUED CELL PHONES	650	0.00	0.00	0.00	650.00	0.00
010-5-710-3042 INTERNET	0	0.00	267.00	0.00 (267.00)	0.00
010-5-710-3080 MEMBERSHIP & SUBSCRIPTION	9,000	278.88	1,504.83	0.00	7,495.17	16.72
010-5-710-3082 TRAVEL AND TRAINING	3,000	0.00	49.00	0.00	2,951.00	1.63
010-5-710-3090 IT SUPPORT	3,794	304.50	1,522.50	2,131.56	139.77	96.32
010-5-710-3095 SOFTWARE MAINTENANCE	54,166	134.70	5,017.49	6,941.90	42,207.01	22.08
010-5-710-3110 ADVERTISING	500	27.00	108.00	0.00	392.00	21.60
010-5-710-3112 PRINTING SERVICES	500	0.00	0.00	0.00	500.00	0.00
010-5-710-3210 MERCHANT CR CRD PROCESSIN	800	88.78	191.17	0.00	608.83	23.90
010-5-710-3220 INSURANCE AND BONDS	1,000	0.00	387.60	0.00	612.40	38.76
010-5-710-3330 CONTRACTUAL SERVICES	25,678	34.00	220.00	0.00	25,458.00	0.86
010-5-710-3400 JANITORIAL SERVICES	<u>0</u>	<u>3,800.00</u>	<u>5,400.00</u>	<u>10,200.00 (</u>	<u>15,600.00)</u>	<u>0.00</u>
TOTAL PROF/CONTRACTUAL SERV	105,808	4,667.86	16,058.03	19,273.46	70,476.74	33.39

MAINTENANCE & REPAIR

010-5-710-4025 FURN/FIXTURE MAINT EXP	<u>2,500</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL MAINTENANCE & REPAIR	2,500	0.00	0.00	0.00	2,500.00	0.00

UTILITIES

010-5-710-4500 UTILITIES - ELECTRIC	1,000	1,287.07	6,161.65	0.00 (5,161.65)	616.17
010-5-710-4501 UTILITIES-WATER/SEWER	3,000	200.54	926.84	0.00	2,073.16	30.89
010-5-710-4502 UTILITIES - GAS	2,000	0.00	241.83	0.00	1,758.17	12.09
010-5-710-4503 PHONES/INTERNET	<u>14,543</u>	<u>549.93</u>	<u>3,648.53</u>	<u>134.07</u>	<u>10,760.22</u>	<u>26.01</u>
TOTAL UTILITIES	20,543	2,037.54	10,978.85	134.07	9,429.90	54.10

010-GENERAL FUND

DEPARTMENT - LIBRARY SERVICES

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>						
010-5-710-7020 BUILDINGS	0	0.00	0.00	24,660.00 (24,660.00)	0.00
010-5-710-8050 LIBRARY BOOKS	<u>50,000</u>	<u>84.78</u>	<u>15,420.91</u>	<u>0.00</u>	<u>34,579.09</u>	<u>30.84</u>
TOTAL CAPITAL OUTLAY	50,000	84.78	15,420.91	24,660.00	9,919.09	80.16
<u>INTERFUND ACTIVITY</u>						
010-5-710-9570 TRANSFER TO FLEET FUND	<u>100</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL INTERFUND ACTIVITY	100	0.00	0.00	0.00	100.00	0.00
<hr/>						
TOTAL LIBRARY SERVICES	592,958	30,344.68	146,889.25	44,067.53	402,000.98	32.20

CITY OF PALESTINE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

010-GENERAL FUND

CES

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	592,958	30,344.68	146,889.25	44,067.53	402,000.98	32.20



Agenda Date: 02/08/2022
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: January 2022 Minutes
Date Submitted: 02/04/2022

SUMMARY:

Consider approval of minutes from January 11, 2022 Library Advisory Board meeting.

RECOMMENDED ACTION:

Consider approval of minutes from January 11, 2022 Library Advisory Board meeting.

CITY MANAGER APPROVAL:

Attachments

JANMIN22

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Library Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, January 11, 2022, at 11:30 a.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Board Members, Breck Quarles, Cynthia Thornton, Rhonda Herrington, Kaitlin Scroggins, Peyton Williams and Lynn Calcote.

Absent members: Stephanie Wright

Staff present: Library Director Ana Sanchez, City Secretary April Jackson and City Manager Administrative Assistant Susan Davis.

CALL TO ORDER

With a quorum present, Chairperson Breck Quarles called the meeting to order at 11:30 a.m.

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

None.

CONFLICT OF INTEREST DISCLOSURES

None.

REPORTS

1. Report from Library Friends. None.
2. Report from Memorial Board. None.
3. Review and discuss Library Director's report including Narrative, Stats, Charts and Financial Reports for November and December. Announced hiring of new Program Coordinator, Barbara Watson and in person programming for youth began in December.

APPROVAL OF MINUTES

1. Rhonda Herrington made a motion, seconded by Cindy Thornton to approve Minutes from November 9, 2021 meeting with proposed corrections. Upon vote, motion carried unanimously 6-0

DISCUSSION AND ACTION ITEMS

1. Notary Services Policy-Motion made by Kaitlin Scroggins, seconded by Rhonda Herrington to approve as presented. Upon vote, motion carried unanimously 6-0.
2. Library Relocation Plans. No action taken.

ITEMS FROM BOARD MEMBERS

1. New Board members welcomed Lynn Calcote and Stephanie Wright

ADJOURN

With no other business to come before the Board, Board Member Cindy Thornton made a motion, seconded by Board Member Rhonda Herrington to adjourn the meeting at 11:56 a.m. meeting was adjourned.

PASSED AND APPROVED THIS 8th DAY OF FEBRUARY 2022.

Breck Quarles, Chairperson

ATTEST:

Ana Sanchez, Library Director



Agenda Date: 02/08/2022
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: NVRA Implementation Plan
Date Submitted: 02/04/2022

SUMMARY:

Consider approval of Palestine Public Library National Voter Registration Act (NVRA) Implementation Plan.

According to the Texas Secretary of State :

The Texas Election Code (TEC) designates each public library, including any branch or other service outlet, as a voter registration agency. Public library, as defined in the TEC, refers to a library that:

- Is regularly open for business for more than 30 hours a week.
- Is operated by a single public agency or board.
- Is open without charge to all persons under identical conditions; and
- Receives its financial support wholly or partly from public funds.

RECOMMENDED ACTION:

Consider approval of Palestine Public Library National Voter Registration Act (NVRA) Implementation Plan.

CITY MANAGER APPROVAL:

Attachments

PPLNVRA
TXNVRALIB



2000 South Loop 256, Suite 42 · Palestine Texas 75801 · 903 729-4121
Fax 903 729-4062 www.palestine.lib.tx.us

**Palestine Public Library
National Voter Registration ACT (NVRCA) Implementation Plan**

PURPOSE

According to the Texas Secretary of State :

The Texas Election Code (TEC) designates each public library, including any branch or other service outlet, as a voter registration agency. Public library, as defined in the TEC, refers to a library that:

- Is regularly open for business for more than 30 hours a week.
- Is operated by a single public agency or board.
- Is open without charge to all persons under identical conditions; and
- Receives its financial support wholly or partly from public funds.

The City of Palestine has been designated by the Secretary of State to provide voter registration services through the Palestine Public Library

AGENCY COORDINATOR

Ana Sanchez
Library Director
Palestine Public Library
2000 S. Loop 256, Suite 42
Palestine, TX 75801
(903) 729-4121

IMPLEMENTATION

- Library Staff will offer a Voter Registration Card to any patron requesting a library card, renewing their existing library card, updating their address on their existing library account, or changing their account status from “Youth” to “Adult” as long as the patron is in person. Voter Registration Cards will also be made available via a public display for those not requesting services.
- Library Staff will assist patrons by request with completion of the form and provide bilingual services as much as is possible. Library Staff will not comment as to whether a patron is eligible to vote, nor deny any patron access to a Voter Registration Form. If there are any questions that Library Staff are unable to answer, the patron will be given

the toll-free number to the Elections Division at the Office of the Secretary of State and contact information to Anderson County Elections Office.

- Library Staff will check the form in the patron's presence to ensure completion. All completed forms will be delivered to the Anderson County Elections Administrator at the County Courthouse no later than the 5th day after initial receipt of the form.
- The library will maintain a minimum of 25 applications on hand. The Agency Coordinator will be responsible for reordering forms when the library has reached the minimum amount.
- There will NOT be a record of patrons that decline to fill out a form at the library pursuant of Texas Election Code 20.093.

Office of the Secretary of State
Elections Division
P.O. Box 12060
Austin, TX 78711
Phone: 800-252-vote (8683)
Email: elections@sos.texas.gov
www.votetexas.gov;
txapps.texas.gov/tolapp/sos/SOSACManager

Casey Brown
Anderson County
Elections Administrator
703 N. Mallard St., Ste 116
Palestine 75801
Phone: 903-723-7438
www.co.anderson.tx.us/page/anderson.elections

VOTER REGISTRATION SERVICE HOURS

The Palestine Public Library is open Monday-Wednesday and Friday 10 a.m. to 6 p.m.; Thursday, 12:00 p.m. to 8 p.m. Voter registration service will be available during these hours of operation. Voter registration services will not be available when the library is closed to the public, such as on observed holidays or in times of disaster.

TRAINING

Library Staff will be provided training on an annual basis. New hires will receive NVRA training as part of their regular new-hire training.

PROHIBITED ACTS

In accordance with Section 20.007 of the TEC, an employee of the public library may not:

- (1) seek to influence an applicant's political party preference.
- (2) display any political party preference or allegiance; or
- (3) make any statement or take any action the purpose or effect of which is to discourage the applicant from registering to vote or lead the applicant to believe that a decision of whether to register has any bearing on the availability of services or benefits.

NVRA Implementation:

A Guide for Public Libraries



June 2021

Office of the Secretary of State
Elections Division
P.O. Box 12060
Austin, Texas 78711
1.800.252.VOTE (8683)
512.463.7552 - fax
www.sos.texas.gov



*The **Elections Division of the Office of the Secretary of State** has prepared this handbook for use by all state agencies designated as voter registration agencies. This handbook is merely intended to be a reference for implementing a voter registration program. It should be used in conjunction with all federal and state law including the National Voter Registration Act of 1993 and the Texas Election Code. Any questions or concerns should be directed to the Elections Division at the Office of the Secretary of State.*

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NATIONAL VOTER REGISTRATION ACT OF 1993

The National Voter Registration Act (NVRA) of 1993 requires states to provide voter registration opportunities through state agencies, including public libraries, that provide public assistance and services. The intent of this requirement is to increase voter registration opportunities, encourage voter participation, and protect the integrity of the electoral process.

TEXAS ELECTION CODE

The State of Texas passed legislation to address the above requirements and to ensure compliance with the federal law. The Texas Election Code (TEC) designates each public library, including any branch or other service outlet, as a voter registration agency. Public library, as defined in the TEC § 20.001(c), refers to a library that:

- Is regularly open for business for more than 30 hours a week;
- Is operated by a single public agency or board;
- Is open without charge to all persons under identical conditions; and
- Receives its financial support wholly or partly from public funds.

OFFICE OF THE SECRETARY OF STATE

As the chief election official for the State of Texas, the Secretary of State is responsible for the coordination of all voter registration activities, including those of public libraries designated as voter registration agencies, to ensure compliance with both state and federal law. As such, it is the role of this office to work collaboratively with all designated public libraries by providing educational resources, stakeholder training, program oversight, and voter registration materials to assist with implementation planning and the provision of voter registration opportunities.

RESPONSIBILITIES OF A VOTER REGISTRATION AGENCY

Implementation Planning

Designated public libraries must develop a plan for the implementation of all required voter registration procedures. This plan should be reviewed annually within the office to ensure continued compliance with state and federal law, or any changes and updates to the agency coordinator, days and hours open.

Additionally, public library implementation planning must include the designation of one or more persons to serve as the coordinator for the voter registration program. The names and contact information for the program coordinators must be provided to the Secretary of State on an annual basis if anything is changed.

Finally, it is the responsibility of the voter registration coordinator to provide training for library employees in all voter registration procedures and requirements. The Office of the Secretary of State will assist in providing educational resources and training as requested. Public libraries designated under Chapter 20 of the Texas Election Code as voter registration agencies are not required to obtain additional certification as voter registrars.

General Responsibilities

Public libraries must offer voter registration applications to the public when applying for or renewing library services. All libraries must provide the same degree of assistance in completing voter registration paperwork as the library would provide for assistance with library related documentation. This includes, but is not limited to, bilingual assistance.

VOTER REGISTRATION FORMS

Voter Registration Application

Public libraries designated as voter registration agencies may use the Secretary of State prescribed voter registration application form or may use a library created form that is approved by the Secretary of State. To ensure voter registration applications meet all statutory specifications, all library created forms must be approved by the Secretary of State. Public libraries are encouraged to contact the Secretary of State for application orders.

VOTER REGISTRATION ELIGIBILITY

To be eligible to vote in the State of Texas, all applicants must meet the following requirements:

- be a United States Citizen;
- be at least 17 years and 10 months old;
- be a resident of Texas;
- not have been finally convicted of a felony; and if so, have completed their term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; and
- not have been declared totally or partially mentally incapacitated without the right to vote by a court of law.

PROVIDING ASSISTANCE

Library employees must provide all assistance to an applicant during the voter registration process that is routinely provided for library services. However, an employee of a public library may not make any determination about a person's eligibility for registration other than whether or not a person is of voting age or a U.S. Citizen. A person's age and citizenship status may be determined only if such information is filed with the library for purposes other than voting. A person must be offered voter registration assistance even if the applicant's age and/or citizenship status cannot be determined.

Library employees may review applications for completeness only if the applicant is present. If the library employee determines that the application does not contain all required information and the required signature, the library staff may return the application to the applicant for completion and resubmission.

If a question arises concerning voter registration that the library employee cannot answer, the employee must provide the applicant with the following information:

- The toll-free number for Elections Division at the Office of the Secretary of State (800-252-8683).
- The telephone number of the voter registrar with whom registration applications are submitted within the county.

PROHIBITED ACTS

While assisting individuals with voter registration, library employees must not influence an applicant or seek to influence an applicant in any way. No political party material should be provided or visible in the voter registration area. All applicants should be informed that registering to vote has no effect on the provision of library services.

COLLECTION AND DELIVERY OF APPLICATIONS

Upon receipt of completed voter registration applications, library employees should deliver the applications in person to the voter registrar of the county in which the agency office is located. All completed applications must be delivered to the appropriate state election official no later than the 5th day after the application is submitted to a library employee. If a library services citizens in more than one county it is recommended that the voter registration application(s) be delivered to the appropriate county. However, if it is not feasible that applications be delivered to multiple counties, then we recommend that the applications be delivered in the primary county where your library is located.

Information regarding the library to which an application is submitted is confidential and may be used only for voter registration purposes.

QUESTIONS ON VOTER REGISTRATION

Any questions related to voter registration from library employees or applicants should be referred to the Elections Division at the Office of the Secretary of State.

ADDITIONAL RESOURCES

For additional resources including NVRA training presentations, implementation planning guidance, and voter identification and education materials, please visit www.sos.texas.gov.



Agenda Date: 02/08/2022
To: Library Advisory Board
From: Ana Sanchez, Interim Library Director
Agenda Item: Library Relocation Plans
Date Submitted: 02/04/2022

SUMMARY:

Discuss and take possible action regarding Palestine Public Library relocation plans.

RECOMMENDED ACTION:

Discuss and take possible action regarding Palestine Public Library relocation plans.

CITY MANAGER APPROVAL:
