

Sutton County Commissioners Court

SPECIAL MEETING

Monday February 24, 2025 at 9:00 a.m.

Sutton County Annex Meeting Room, 300 E. Oak, Sonora TX 76950

Joseph Harris
County Judge

Lee Bloodworth
Commissioner
Precinct 1

Bob Brockman
Commissioner
Precinct 2

David Blesing
Commissioner
Precinct 3

Harold Martinez
Commissioner
Precinct 4

Members of the public may give comment before the Commissioners Court on any item on this agenda. Please note that members of the public may not communicate to the court about any other subject not specifically mentioned on this agenda. Members of the Commissioners Court cannot discuss, deliberate, or act on any item or topic not scheduled on this agenda in accordance with existing law.

BUSINESS

- 1 Determination of quorum and call to order
- 2 Invocation and Pledge of Allegiance
- 3 Public Comment

AGENDA

Receive reports of the following:

- 4 Community Supervision Corrections Department-Wendy Geaslin
- 5 Tax Assessor/Collector-Kathy Sanchez Marshall
- 6 County Commissioners
Lee Bloodworth, Precinct 1
Bob Brockman, Precinct 2
David Blesing, Precinct 3
Harold Martinez, Precinct 4
- 7 County Judge-Joseph Harris

Deliberate, Consider and take appropriate action regarding the following:

- 8 Accounts Payable-Maura Weingart
- 9 Treasurer's Report-Janell Martin
- 10 IT Services presentation from Network Consulting Services-Chris Taylor & Mike Taylor
- 11 Approval of Sutton County public library policy handbook
- 12 Discuss and appoint Local Health Authority


EXECUTIVE SESSION

- Note 1 Texas Government code 551.071, Consultation with Attorney
- Note 2 Texas Government code 551.072, Real Property
- Note 3 Texas Government code 551.074, Personnel Matters
- Note 4 Texas Government code 551.076, Security
- Note 5 Texas Government code 551.087, Economic Development Negotiations
- Note 6 Texas Government code 551.089, IT Security

The County Commissioners Court of Sutton County reserves the right to adjourn into executive sessions at any time during this meeting to discuss any of the matters listed below. The Court may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the court announces that the item will be considered during Executive Session.

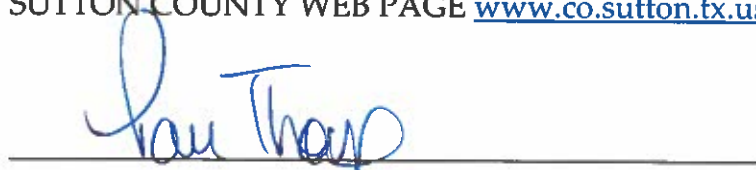
RECONVENE

13 Adjournment



JOSEPH HARRIS, County Judge

POSTED ON THE BULLETIN BOARD IN THE COURTHOUSE ANNEX BUILDING and the SUTTON COUNTY WEB PAGE www.co.sutton.tx.us this the 20th day of February 2025.



PAM THORP, County Clerk

COMMISSIONERS COURT SPECIAL MEETING

FEBRUARY 24, 2025

GENERAL-

ONSOLVE LLC-

(SHF OFFC)- REISSUE CHECK, PREVIOUS CHECK WAS LOST IN THE MAIL.

\$2,830.87 CK 31152

L.M.H.-

(EMS)- FEBRUARY CONTRACT PAYMENT

\$38,824.50 CK 31155

FMFC-

DEERE CREDIT-

(FMFC)- SKID STEER LEASE MONTHLY PAYMENT

\$2,080.57 CK 31153

VEHICLE ACCESSORIES-

(FMFC)- ADD GRILL GUARD, WINDOW TINT, & BED MAT TO 2024 PICKUP

\$1,965.96 CK 31154

TOTAL-\$45,701.90

A/P Regular Open Item Register

2/20/2025 2:10 PM
PACKET: 04522 2-24-25 GEN/FMFC - A/P
VENDOR SET: 01 SUTTON COUNTY
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		-----DESCRIPTION-----		GROSS	P.O. #	-----ACCOUNT NAME-----		DISTRIBUTION
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT			
01-1	ONE TIME VENDOR							
I-2024-164305	10	ALAN SCOTT PETLIN: FINE OVRPMT		6.00	1099: N			
2/10/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-455-4484	REIMBURSEMENT FOR FEES		6.00
		ALAN SCOTT PETLIN: FINE OVRPMT						
		=== VENDOR TOTALS ===		6.00				
01-1	ONE TIME VENDOR							
I-2024-163000	10	ALEXANDRO CHAIB: FINE OVR PYM		55.00	1099: N			
2/07/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-455-4484	REIMBURSEMENT FOR FEES		55.00
		ALEXANDRO CHAIB: FINE OVR PYMT						
		=== VENDOR TOTALS ===		55.00				
01-1	ONE TIME VENDOR							
I-2018 - 113990	10	AMANDA G GORDON: FINE OVR PYM		100.00	1099: N			
1/24/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-455-4484	REIMBURSEMENT FOR FEES		100.00
		AMANDA G GORDON: FINE OVR PYMT						
		=== VENDOR TOTALS ===		100.00				
01-1043	AT&T MOBILITY							
I-288084553X02092025	10	SHF OFC - JAN WIRELESS SVC		837.76	1099: N			
2/01/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-560-4200	COMMUNICATION		837.76
		SHF OFC - JAN WIRELESS SVC						
I-294874126X02092025	10	JUDGE - JAN WIRELESS SERVICE		48.34	1099: N			
2/01/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-400-4200	COMMUNICATION		48.34
		JUDGE - JAN WIRELESS SERVICE						
I-295434365X02092025	10	JP - JAN SVC		44.09	1099: N			
2/01/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-455-4200	COMMUNICATION		44.09
		JP - JAN SVC						
I-295435468X02092025	10	AUDITOR - JAN SVC		34.40	1099: N			
2/01/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-495-4200	COMMUNICATION		34.40
		AUDITOR - JAN SVC						
I-298544385X02092025	10	FMFC - JAN WIRELESS SVC		41.88	1099: N			
2/01/2025		DUE: 2/24/2025 DISC: 2/24/2025			15 5-611-4200	COMMUNICATION		41.88
		FMFC - JAN WIRELESS SVC						
I-326365520X02092025	10	TAX ASSESSOR- JAN WIRELESS SV		43.28	1099: N			
2/01/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-499-4200	COMMUNICATION		43.28
		TAX ASSESSOR- JAN WIRELESS SVC						

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01-1043	AT&T MOBILITY		(** CONTINUED **)					
I-333365810X02092025	2/01/2025	10	CO/DIST CLERK-JAN WIRELESS SV DUE: 2/24/2025 DISC: 2/24/2025 CO/DIST CLERK-JAN WIRELESS SVC	43.28	1099: N 10 5-450-4200		COMMUNICATION	43.28
=== VENDOR TOTALS ===								
01-1048	BAKER & TAYLOR, INC.			1,093.03				
I-5019342176	2/04/2025	10	LIBRARY - BOOKS DUE: 2/24/2025 DISC: 2/24/2025 LIBRARY - BOOKS	138.00	1099: N 10 5-650-5900		BOOKS	138.00
I-5019352016	2/10/2025	10	LIBRARY - BOOKS DUE: 2/24/2025 DISC: 2/24/2025 LIBRARY - BOOKS	17.75	1099: N 10 5-650-5900		BOOKS	17.75
I-5019352017	2/10/2025	10	LIBRARY - BOOKS DUE: 2/24/2025 DISC: 2/24/2025 LIBRARY - BOOKS	59.10	1099: N 10 5-650-5900		BOOKS	59.10
=== VENDOR TOTALS ===								
01-1067	BREWER REFRIGERATION			214.85				
I-365939	2/01/2025	10	FMFC - ICE MACHINE MO RENTAL DUE: 2/24/2025 DISC: 2/24/2025 FMFC - ICE MACHINE MO RENTAL	160.00	1099: N 15 5-611-4573		ICE MACHINE RENTAL	160.00
=== VENDOR TOTALS ===								
01-1727	CENTERLINE SUPPLY INC			160.00				
I-ORD0134406	2/06/2025	10	FMFC - BURNBAN SIGNS DUE: 2/24/2025 DISC: 2/24/2025 FMFC - BURNBAN SIGNS	470.00	1099: N 15 5-611-4921		SAFETY WORK EQUIPMT/SUPP	470.00
=== VENDOR TOTALS ===								
01-1	ONE TIME VENDOR			470.00				
I-0202-00441A	1/24/2025	10	CHRISTINA RAMIREZ:FINE OVR PY DUE: 2/24/2025 DISC: 2/24/2025 CHRISTINA RAMIREZ:FINE OVR PYM	77.75	1099: N 10 5-455-4484		REIMBURSEMENT FOR FEES	77.75
=== VENDOR TOTALS ===								
				77.75				

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POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT					
01-1500	CIRA									
I-INV993204637		NON DEPT - WEB PAGE JANUARY		587.14						
1/20/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					587.14
		NON DEPT - WEB PAGE JANUARY			10 5-409-4100	WEB PAGE				
		=== VENDOR TOTALS ===		587.14						
01-1	ONE TIME VENDOR									
I-218CL-2025-00058		COKE CO SHERIFF OFC: SVC FEE		85.00						
2/11/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					85.00
		COKE CO SHERIFF OFC: SVC FEE			10 5-450-4490	OTHER COUNTIES-SHERIFF R				
		=== VENDOR TOTALS ===		85.00						
01-1687	CTWP									
I-38559319		LIBRARY - COPIER AGREEMENT		292.37						
2/12/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					292.37
		LIBRARY - COPIER AGREEMENT			10 5-650-4560	COPIER / MAINT				
		=== VENDOR TOTALS ===		292.37						
01-1124	DAWN B CAHILL ATTORNEY									
I-84914		CO ATTY- TDCAA DIGITAL MANUAL		181.00						
2/11/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: Y					181.00
		CO ATTY- TDCAA DIGITAL MANUAL			10 5-475-4830	BOOKS & UPDATES				
		=== VENDOR TOTALS ===		181.00						
01-1129	DEVILS RIVER AUTO PARTS									
I-15338-145831		FMFC - REPAIR SUPPLIES		32.83						
1/30/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					32.83
		FMFC - REPAIR SUPPLIES			15 5-611-3500	REP & MAINT SUPPLIES				
I-15338-145971		FMFC - HYDRAULIC FLUID		129.98						
2/03/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					129.98
		FMFC - HYDRAULIC FLUID			15 5-611-3500	REP & MAINT SUPPLIES				
I-15338-146176		EXT OFC-- TRUCK MAINT SUPPLIE		29.46						
2/07/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					29.46
		EXT OFC-- TRUCK MAINT SUPPLIES			10 5-665-4600	VEHICLE MAINTENANCE				
I-15338-146286		SHF OFC - WINDSHIELD WIPERS		31.06						
2/11/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N					31.06
		SHF OFC - WINDSHIELD WIPERS			10 5-560-4600	VEHICLE MAINTENANCE				
		=== VENDOR TOTALS ===		223.33						

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01-1161	FMFC FUND							
I-202502122213	2/05/2025	10	EXT OFC - JAN FUEL USAGE DUE: 2/24/2025 DISC: 2/24/2025 EXT OFC - JAN FUEL USAGE	474.42		1099: N 10 5-665-3310	GASOLINE	474.42
I-202502122214	2/05/2025	10	CEMETERY - JAN FUEL USAGE DUE: 2/24/2025 DISC: 2/24/2025 CEMETERY - JAN FUEL USAGE	69.13		1099: N 10 5-517-3310	GASOLINE	69.13
I-202502122215	2/05/2025	10	PARK - JAN FUEL USAGE DUE: 2/24/2025 DISC: 2/24/2025 PARK - JAN FUEL USAGE	167.05		1099: N 10 5-660-3310	GASOLINE	167.05
I-202502182233	2/05/2025	10	SHF OFC - JAN FUEL USAGE DUE: 2/24/2025 DISC: 2/24/2025 SHF OFC - JAN FUEL USAGE	2,667.92		1099: N 10 5-560-3310	GASOLINE	2,667.92
I-202502202246	2/12/2025	10	CTHSE - MAINT TRUCK OIL CHANGE DUE: 2/24/2025 DISC: 2/24/2025 CTHSE - MAINT TRUCK OIL CHANGE	54.92		1099: N 10 5-510-4810	MISCELLANEOUS	54.92
=== VENDOR TOTALS ===				3,433.44				
01-1171	FRONTIER COMMUNICATIONS							
I-202502202247	2/07/2025	10	DPS - DRIV LIC FEB PHONE SVC DUE: 2/24/2025 DISC: 2/24/2025 DPS - DRIV LIC FEB PHONE SVC	261.56		1099: N 10 5-580-4202	DRIVERS LICENSE PHONE	261.56
=== VENDOR TOTALS ===				261.56				
01-1465	GALLS , LLC.							
I-030268733	1/24/2025	10	SHF OFC - DEPUTY VEST MACIAS DUE: 2/24/2025 DISC: 2/24/2025 SHF OFC - DEPUTY VEST MACIAS	393.20		1099: N 10 5-560-3400	CLOTHING ALLOWANCE	393.20
=== VENDOR TOTALS ===				393.20				
01-1180	GREAT AMERICA LEASING CORP							
I-38443413	1/30/2025	10	CO/DIST CLERK - COPIER AGRMNT DUE: 2/24/2025 DISC: 2/24/2025 CO/DIST CLERK - COPIER AGRMNT	491.31		1099: N 10 5-450-4560	COPIER / MAINT	491.31
I-38455457	1/31/2025	10	EXT OFC - COPIER AGREEMENT DUE: 2/24/2025 DISC: 2/24/2025 EXT OFC - COPIER AGREEMENT	137.29		1099: N 10 5-665-4560	COPIER / MAINT	137.29

-----ID-----		POST DATE		BANK CODE		-----DESCRIPTION-----		DISCOUNT		GROSS		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
01-1180		GREAT AMERICA LEASING CORP		(** CONTINUED **)													
I-38517959		2/05/2025		10		ADULT PROB - COPIER AGRMT		324.76		1099: N		COPIER / MAINT		324.76			
						DUE: 2/24/2025 DISC: 2/24/2025				10 5-570-4560							
ADULT PROB - COPIER AGRMT																	
I-38551745		2/11/2025		10		ADULT PROB - COPIER AGRMT		178.41		1099: N		COPIER / MAINT		178.41			
						DUE: 2/24/2025 DISC: 2/24/2025				10 5-570-4560							
ADULT PROB - COPIER AGRMT																	
01-1440		HCTC (HILL COUNTRY TELECOMMUN						1,131.77									
						=== VENDOR TOTALS ===											
I-202502122216		2/01/2025		10		PKS/WLDLF - FEB PHONE SVC		40.20		1099: N		PARKS & WILDLIFE TELEPHO		40.20			
						DUE: 2/24/2025 DISC: 2/24/2025				10 5-580-4201							
PKS/WLDLF - FEB PHONE SVC																	
I-202502122217		2/01/2025		10		AUD/TRES/NONDEPT-FEB SVC		791.08		1099: N		PHONE SYSTEM		534.28			
						DUE: 2/24/2025 DISC: 2/24/2025				10 5-409-5575		COMMUNICATION		172.06			
NON DEPT - FEB PHONE SVC										10 5-495-4200		COMMUNICATION		84.74			
AUDITOR-PHN & INTERNET FEB SVC										10 5-497-4200							
TREAS-PHN & INTERNET FEB SVC																	
I-202502142232		2/01/2025		10		FMFC - FEB PHONE SERVICE		142.15		1099: N		COMMUNICATION		142.15			
						DUE: 2/24/2025 DISC: 2/24/2025				15 5-611-4200							
FMFC - FEB PHONE SERVICE																	
I-202502182243		2/01/2025		10		CO/DIST CLERK - FEB INT SVC		99.95		1099: N		COMMUNICATION		99.95			
						DUE: 2/24/2025 DISC: 2/24/2025				10 5-450-4200							
CO/DIST CLERK - FEB INT SVC																	
01-1356		HIGHWAY FUND						1,073.38									
						=== VENDOR TOTALS ===											
I-202502202248		1/30/2025		10		FMFC - GOOSENECK TRL REGISTRA		7.50		1099: N		MISCELLANEOUS		7.50			
						DUE: 2/24/2025 DISC: 2/24/2025				15 5-611-4810							
FMFC - GOOSENECK TRL REGISTRAT																	
01-1219		JET SPECIALTY, INC						7.50									
						=== VENDOR TOTALS ===											
I-2803892		1/30/2025		10		FMFC - LUBE & PIPEWRENCH		154.38		1099: N		REP & MAINT SUPPLIES		154.38			
						DUE: 2/24/2025 DISC: 2/24/2025				15 5-611-3500							
FMFC - LUBE & PIPEWRENCH																	
01-1219		JET SPECIALTY, INC						154.38									
						=== VENDOR TOTALS ===											

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01-1303	JOE HERNANDEZ							
I-24-218-CCCR-000064	2/10/2025	10	CO COURT - APPTD ATTORNEY DUE: 2/24/2025 DISC: 2/24/2025 CO COURT - APPTD ATTORNEY	500.00		1099: Y 10 5-436-4040	COURT APPOINTED ATTORNEY	500.00
			=== VENDOR TOTALS ===	500.00				
01-1240	K& J CONTROL, INC							
I-160783	2/03/2025	10	JAIL - MONTHLY PEST CONTROL DUE: 2/24/2025 DISC: 2/24/2025 JAIL - MONTHLY PEST CONTROL	70.00		1099: N 10 5-512-3500	REPAIR & MAINTEN SUPPLIE	70.00
			=== VENDOR TOTALS ===	70.00				
01-1263	LILLIAN M HUDSPETH							
I-264891	1/26/2025	10	JAIL - INMATE G.S. MED FEES DUE: 2/24/2025 DISC: 2/24/2025 JAIL - INMATE G.S. MED FEES	105.00		1099: N 10 5-512-4820	MEDICAL FEES	105.00
			=== VENDOR TOTALS ===	105.00				
01-1265	LONGHORN OFFICE PRODUCTS							
I-540164-0	2/06/2025	10	AUDITOR-INK REFILLS© PAPER DUE: 2/24/2025 DISC: 2/24/2025 AUDITOR-INK REFILLS© PAPER	107.76		1099: N 10 5-495-3100	OFFICE SUPPLIES	107.76
I-540168-0	2/06/2025	10	TAX ASSESSOR - PENS DUE: 2/24/2025 DISC: 2/24/2025 TAX ASSESSOR - PENS	30.47		1099: N 10 5-499-3100	OFFICE SUPPLIES	30.47
I-540476-0	2/12/2025	10	AUDITOR - POST IT NOTES DUE: 2/24/2025 DISC: 2/24/2025 AUDITOR - POST IT NOTES	28.85		1099: N 10 5-495-3100	OFFICE SUPPLIES	28.85
			=== VENDOR TOTALS ===	167.08				
01-1316	LOWES PAY AND SAVE							
I-202502182234	1/31/2025	10	JAIL - JAN GROC STMT DUE: 2/24/2025 DISC: 2/24/2025 JAIL - JAN GROC STMT	314.68		1099: N 10 5-512-3910	FOOD & KITCHEN SUPPLIES	314.68
I-250109-214-1-1-62	1/19/2025	10	JAIL- JAN SEARCH MEAL SUPPLIE DUE: 2/24/2025 DISC: 2/24/2025 JAIL- JAN SEARCH MEAL SUPPLIES	85.39		1099: N 10 5-512-3910	FOOD & KITCHEN SUPPLIES	85.39

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01-1316	LOWES PAY AND SAVE	(** CONTINUED **)						
I-250213-36-2-2-47	FMFC-COFFEE& CLEANING SUPPLIE	34.05	1099: N					
2/13/2025 10	DUE: 2/25/2025 DISC: 2/25/2025		15 5-611-4810			MISCELLANEOUS		34.05
	FMFC-COFFEE& CLEANING SUPPLIES							
=== VENDOR TOTALS ===		434.12						
01-1284	MCCREARY VESELKA BRAGG & ALLEN							
I-299049	JP - DEC COLLECTION RPT PU	7,322.67	1099: N					
2/13/2025 10	DUE: 2/24/2025 DISC: 2/24/2025		10 5-455-4900			DEBT COLLECTION FEES		7,322.67
	JP - DEC COLLECTION RPT PU							
I-299050	JP - DEC COLLECTION RPT PC	346.20	1099: N					
2/13/2025 10	DUE: 2/24/2025 DISC: 2/24/2025		10 5-455-4900			DEBT COLLECTION FEES		346.20
	JP - DEC COLLECTION RPT PC							
=== VENDOR TOTALS ===		7,668.87						
01-1342	MIDAMERICA BOOKS							
I-0057175	LIBRARY - BOOKS	275.40	1099: N					
2/04/2025 10	DUE: 2/24/2025 DISC: 2/24/2025		10 5-650-5900			BOOKS		275.40
	LIBRARY - BOOKS							
=== VENDOR TOTALS ===		275.40						
01-1634	OMAR MADRID							
I-202502182241	SHF OFC-INMATE XFER FUEL REIM	26.00	1099: Y					
2/07/2025 10	DUE: 2/24/2025 DISC: 2/24/2025		10 5-560-4820			PRISONER TRANSFER		26.00
	SHF OFC-INMATE XFER FUEL REIMB							
=== VENDOR TOTALS ===		26.00						
01-1377	PAMELA THORP							
I-202502142231	CO/DIST CLRK-CLEANING SUPPLIE	18.95	1099: N					
2/13/2025 10	DUE: 2/24/2025 DISC: 2/24/2025		10 5-450-5715			REPLACEMENT-FLOORING		18.95
	CO/DIST CLRK-CLEANING SUPPLIES							
=== VENDOR TOTALS ===		18.95						

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 PACKET: 04522 2-24-25 GEN/FMFC - A/P
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 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	-----BANK CODE-----	-----DESCRIPTION-----	GROSS	DISCOUNT	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-1054	PARKER LUMBER						
I-6651767	10	FMFC - GLUE & NEWS DUE: 2/24/2025 DISC: 2/24/2025 FMFC - GLUE & NEWS	12.77		1099: N 15 5-611-3300	OPERATING SUPPLIES	12.77
I-6686363	10	TAX ASSESSOR - ENTRY KNOBSET DUE: 2/24/2025 DISC: 2/24/2025 TAX ASSESSOR - ENTRY KNOBSET	16.99		1099: N 10 5-499-4810	MISCELLANEOUS	16.99
I-6686984	10	TAX ASSESSOR & CTHSE- SUPPLIE DUE: 2/24/2025 DISC: 2/24/2025 TAX ASSESSOR - CARBIDE BURR COURTHOUSE - SAFETY GLASSES	42.98		1099: N 10 5-499-4810 10 5-510-3500	MISCELLANEOUS REPAIR & MAINT SUPPLIES	31.99 10.99
I-6692437	10	LIBRARY - FINE POINT MARKER DUE: 2/24/2025 DISC: 2/24/2025 LIBRARY - FINE POINT MARKER	5.69		1099: N 10 5-510-3500	REPAIR & MAINT SUPPLIES	5.69
I-6693841	10	CTHSE - REPAIR SPRINKLER DUE: 2/24/2025 DISC: 2/24/2025 CTHSE - REPAIR SPRINKLER	5.98		1099: N 10 5-510-3500	REPAIR & MAINT SUPPLIES	5.98
I-6694040	10	CTHSE - SPRINKLER HEAD DUE: 2/24/2025 DISC: 2/24/2025 CTHSE - SPRINKLER HEAD	13.99		1099: N 10 5-510-3500	REPAIR & MAINT SUPPLIES	13.99
I-6697924	10	ANNEX SO - NUTS, BOLTS & SCREW DUE: 2/24/2025 DISC: 2/24/2025 ANNEX SO - NUTS, BOLTS & SCREWS	10.69		1099: N 10 5-509-3300	OPERATING SUPPLIES & MAI	10.69
I-6698181	10	ANNEX SO - SPACKLING PASTE DUE: 2/24/2025 DISC: 2/24/2025 ANNEX SO - SPACKLING PASTE	9.99		1099: N 10 5-509-3300	OPERATING SUPPLIES & MAI	9.99
I-6705139	10	CO/DIST CLERK-DESK LEG COVERS DUE: 2/24/2025 DISC: 2/24/2025 CO/DIST CLERK-DESK LEG COVERS	43.36		1099: N 10 5-450-4810	MISCELLANEOUS	43.36
I-6705529	10	CO/DIST CLRK-FLOOR CLNR SUPPL DUE: 2/24/2025 DISC: 2/24/2025 CO/DIST CLRK-FLOOR CLNR SUPPLI	63.97		1099: N 10 5-450-4810	MISCELLANEOUS	63.97
I-6706910	10	CEMETERY - PVC DUE: 2/24/2025 DISC: 2/24/2025 CEMETERY - PVC	2.97		1099: N 10 5-517-3500	REPAIR & MAINT SUPPLIES	2.97
I-6708907	10	ANNEX SO - ANCHOR SCREWS DUE: 2/24/2025 DISC: 2/24/2025 ANNEX SO - ANCHOR SCREWS	6.99		1099: N 10 5-509-3300	OPERATING SUPPLIES & MAI	6.99

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01-1054	PARKER LUMBER		(** CONTINUED **)					
I-6713276	2/12/2025	10	FMFC - DRILL BIT DUE: 2/24/2025 DISC: 2/24/2025 FMFC - DRILL BIT	15.99	1099: N 15 5-611-3500		REP & MAINT SUPPLIES	15.99
I-6713407	2/12/2025	10	FMFC - FOAM SEALANT DUE: 2/24/2025 DISC: 2/24/2025 FMFC - FOAM SEALANT	10.78	1099: N 15 5-611-3500		REP & MAINT SUPPLIES	10.78
I-6713641	2/12/2025	10	FMFC - CUT OFF WHEEL DUE: 2/24/2025 DISC: 2/24/2025 FMFC - CUT OFF WHEEL	21.99	1099: N 15 5-611-3500		REP & MAINT SUPPLIES	21.99
I-6714532	2/13/2025	10	FMFC - SANDING SPONGES DUE: 2/24/2025 DISC: 2/24/2025 FMFC - SANDING SPONGES	7.58	1099: N 15 5-611-3300		OPERATING SUPPLIES	7.58
I-6714678	2/13/2025	10	FMFC - DRILLBITS, NUT DRIVER DUE: 2/24/2025 DISC: 2/24/2025 FMFC - DRILLBITS, NUT DRIVER	49.46	1099: N 15 5-611-3500		REP & MAINT SUPPLIES	49.46
I-6728541	2/18/2025	10	CEMETERY - COUPLINGS & ADAPTE DUE: 2/24/2025 DISC: 2/24/2025 CEMETERY - COUPLINGS & ADAPTER	9.75	1099: N 10 5-517-3500		REPAIR & MAINT SUPPLIES	9.75
I-6728709	2/18/2025	10	CEMETERY- COMPRESSION COUPLIN DUE: 2/24/2025 DISC: 2/24/2025 CEMETERY- COMPRESSION COUPLING	4.59	1099: N 10 5-517-3500		REPAIR & MAINT SUPPLIES	4.59
I-6729008	2/18/2025	10	FMFC - ACETONE AND PAINT DUE: 2/24/2025 DISC: 2/24/2025 FMFC - ACETONE AND PAINT	74.98	1099: N 15 5-611-3500		REP & MAINT SUPPLIES	74.98
I-6729031	2/18/2025	10	FMFC - COFFEE MAKER DUE: 2/24/2025 DISC: 2/24/2025 FMFC - COFFEE MAKER	44.99	1099: N 15 5-611-4810		MISCELLANEOUS	44.99
===== VENDOR TOTALS =====				476.48				
01-1323	PERDUE BRANDON FIELDER COLLINS							
I-202502182245	2/11/2025	10	CO/DIST CLERK-TITLE SEARCH FE DUE: 2/24/2025 DISC: 2/24/2025 CO/DIST CLERK-TITLE SEARCH FEE	990.60	1099: N 10 5-450-4484		REFUND COURT FEES	990.60
===== VENDOR TOTALS =====				990.60				

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-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-1320	PETE GOMEZ,	112TH DISTRICT JU					
I-202502122218	2/07/2025	10	DIST JUDGE- FEB CAR ALLOWANCE DUE: 2/24/2025 DISC: 2/24/2025 DIST JUDGE- FEB CAR ALLOWANCE	207.33	1099: N 10 5-435-4250	CAR ALLOWANCE	207.33
=== VENDOR TOTALS ===							
01-1090	QUILL CORPORATION			207.33			
I-42693566	2/03/2025	10	CTHSE & ANNEX SO-MISC SUPPLIE DUE: 2/24/2025 DISC: 2/24/2025 COURTHOUSE - CLEANING SUPPLIES ANNEX SO - DIAL SOAP	165.94	1099: N 10 5-510-3500 10 5-509-3300	REPAIR & MAINT SUPPLIES OPERATING SUPPLIES & MAI	110.86 55.08
I-42737992	2/05/2025	10	ANNEX SO - MULTIFOLD TOWELS DUE: 2/24/2025 DISC: 2/24/2025 ANNEX SO - MULTIFOLD TOWELS	79.98	1099: N 10 5-509-3300	OPERATING SUPPLIES & MAI	79.98
I-42881543	2/14/2025	10	LIBRARY - COFFEE MAKER DUE: 2/24/2025 DISC: 2/24/2025 LIBRARY - COFFEE MAKER	41.99	1099: N 10 5-650-3300	OPERATING SUPPLIES	41.99
=== VENDOR TOTALS ===							
01-1141	REGAL OIL INC			287.91			
I-26-391253	2/06/2025	10	FMFC - UNLEADED GASOLINE DUE: 2/24/2025 DISC: 2/24/2025 FMFC - UNLEADED GASOLINE	1,737.32	1099: N 15 5-611-3310	GASOLINE	1,737.32
=== VENDOR TOTALS ===							
01-1623	RJL RENOVATIONS, LLC			1,737.32			
I-1226	2/10/2025	10	CIV CTR - REPAIR DOOR DUE: 2/24/2025 DISC: 2/24/2025 CIV CTR - REPAIR DOOR	1,295.00	1099: N 10 5-516-4568	BUILDING MAINTENANCE	1,295.00
=== VENDOR TOTALS ===							
01-1386	SNIDER TECHNOLOGY			1,295.00			
I-40815	2/01/2025	10	JUDGE - FEB IT SVC DUE: 2/24/2025 DISC: 2/24/2025 JUDGE - FEB IT SVC	200.00	1099: N 10 5-400-4865	IT SERVICES	200.00
=== VENDOR TOTALS ===							
				200.00			

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-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	GROSS	P.O. #	-----ACCOUNT NAME-----	DISTRIBUTION
01-1645	SONORA CHAMBER OF COMMERCE							
I-202502122219	2/07/2025	10	CIV CTR - SEC DEP REIMB DUE: 2/24/2025 DISC: 2/24/2025 CIV CTR - SEC DEP REIMB		500.00	1099: N 10 2200	SECURITY DEP CIVIC CNTR/	500.00
=====								
=== VENDOR TOTALS ===					500.00			
01-1182	SONORA TIRE SERVICE							
I-97397	1/07/2025	10	FMFC - STOP LEAK DUE: 2/24/2025 DISC: 2/24/2025 FMFC - STOP LEAK		27.00	1099: Y 15 5-611-4500	REPAIRS	27.00
I-97404	1/08/2025	10	FMFC - FLAT RPR & NEW TUBE DUE: 2/12/2025 DISC: 2/12/2025 FMFC - FLAT RPR & NEW TUBE		34.95	1099: Y 15 5-611-4500	REPAIRS	34.95
I-97473	1/23/2025	10	FMFC - SKID STEER TIRE REPAIR DUE: 2/24/2025 DISC: 2/24/2025 FMFC - SKID STEER TIRE REPAIR		35.00	1099: Y 15 5-611-4500	REPAIRS	35.00
I-97493	1/27/2025	10	FMFC - FLAT REPAIR DUE: 2/24/2025 DISC: 2/24/2025 FMFC - FLAT REPAIR		12.50	1099: Y 15 5-611-4500	REPAIRS	12.50
=====								
=== VENDOR TOTALS ===					109.45			
01-1186	SOUTHWEST TEXAS ELECTRIC COOPE							
I-202502182235	1/30/2025	10	SHF OFC - 12/25 TO 1/18/25 SV DUE: 2/24/2025 DISC: 2/24/2025 SHF OFC - 12/25 TO 1/18/25 SVC		43.76	1099: N 10 5-560-4227	RADIO TOWER REPEATER/EXP	43.76
=====								
=== VENDOR TOTALS ===					43.76			
01-1211	SUTTON APPRAISAL DISTRICT							
I-202502122220	2/05/2025	10	TAX ASSESSOR - 2ND QTRLY PYMT DUE: 2/12/2025 DISC: 2/12/2025 TAX ASSESSOR - 2ND QTRLY PYMT		49,279.08	1099: N 10 5-499-4010	APPRAISAL DIST CONTRACT	49,279.08
=====								
=== VENDOR TOTALS ===					49,279.08			

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-----ID-----	POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-1321	SUTTON CO APPELLATE						
I-202502182242	2/10/2025	10	CO/DIST CLERK - APPELLATE FEE DUE: 2/24/2025 DISC: 2/24/2025 CO/DIST CLERK - APPELLATE FEES	5.00	1099: N 10 4-450-0990	TEMP HOLDING FD/COORDIST	5.00
=====							
=== VENDOR TOTALS ===				5.00			
01-1726	TEXAS A&M AGRI LIFE EXTENSION S						
I-E511330	11/12/2024	10	COMM - DISTRICT 10 CONF LB DUE: 2/24/2025 DISC: 2/24/2025 COMM - DISTRICT 10 CONF LB	70.00	1099: N 10 5-401-4800	DUES & CONVENTIONS	70.00
I-E511331	11/12/2024	10	COMM- DISTRICT 10 CONF-BB & H DUE: 2/24/2025 DISC: 2/24/2025 COMM- DISTRICT 10 CONF-BB & HM	140.00	1099: N 10 5-401-4800	DUES & CONVENTIONS	140.00
I-E512493	2/13/2025	10	EXT OFC - YRLY INTERNET SVC DUE: 2/24/2025 DISC: 2/24/2025 EXT OFC - YRLY INTERNET SVC	761.40	1099: N 10 5-665-4200	AGRICULTURE TELEPHONE	761.40
=====							
=== VENDOR TOTALS ===				971.40			
01-1498	TEXAS ASSOCIATION OF COUNTIES						
I-248432-2	1/01/2025	10	TREASURER - CTAT 2025 DUES DUE: 2/24/2025 DISC: 2/24/2025 TREASURER - CTAT 2025 DUES	175.00	1099: N 10 5-497-4800	DUES & CONVENTIONS	175.00
I-95739	1/01/2025	10	NON DEPT-CO MBRSHP DUES FY202 DUE: 2/24/2025 DISC: 2/24/2025 NON DEPT-CO MBRSHP DUES FY2025	550.00	1099: N 10 5-409-4810	MISCELLANEOUS - OTHER SE	550.00
=====							
=== VENDOR TOTALS ===				725.00			
01-1729	TEXAS DEPARTMENT OF AGRICULTUR						
I-02107290	2/19/2025	10	DPS - WEIGHT SCALES RENEWAL DUE: 2/24/2025 DISC: 2/24/2025 DPS - WEIGHT SCALES RENEWAL	400.00	1099: N 10 5-580-5700	CO WEIGHT SCALES	400.00
=====							
=== VENDOR TOTALS ===				400.00			

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-----ID-----		-----DESCRIPTION-----		P.O. #		-----ACCOUNT NAME-----		DISTRIBUTION	
POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
01-1231 TEXAS WILDLIFE DAMAGE MANGEMEN									
I-256839		PKS/WLDLFE - JANUARY AGRMNT		9,600.00					
1/31/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		PKS/WLDLFE - JANUARY AGRMNT			10 5-580-4870	ANIMAL DAMAGE CONTROL PR		9,600.00	
=====									
=== VENDOR TOTALS ===				9,600.00					
=====									
01-1233 THE CITY OF SONORA									
I-202502142225		PARK - CONC STAND 12/31 - 1/1		48.28					
1/08/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		PARK - CONC STAND 12/31 - 1/18			10 5-660-4400	UTILITIES		48.28	
I-202502142226		FMFC - WAREHOUSE 12/31 - 1/31		356.49					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		FMFC - WAREHOUSE 12/31 - 1/31			15 5-611-4400	UTILITIES		356.49	
I-202502142227		PARK - 9/31 - 10/31		312.94					
2/10/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		PARK - 9/31 - 10/31			10 5-660-4400	UTILITIES		312.94	
I-202502142228		PARK - 11/30 - 12/31 SVC		312.94					
2/10/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		PARK - 11/30 - 12/31 SVC			10 5-660-4400	UTILITIES		312.94	
I-202502142229		PARK - 12/31 - 1/31 SVC		312.94					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		PARK - 12/31 - 1/31 SVC			10 5-660-4400	UTILITIES		312.94	
I-202502142230		PARK - SLAB 12/31 - 1/31 SVC		104.92					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		PARK - SLAB 12/31 - 1/31 SVC			10 5-660-4400	UTILITIES		104.92	
I-202502182236		LIBRARY - 12/31 - 1/31 SVC		147.80					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		LIBRARY - 12/31 - 1/31 SVC			10 5-650-4400	UTILITIES		147.80	
I-202502182237		SHF OFC & JAIL - JANAUARY SVC		343.57					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		SHF OFC - JANAUARY SVC			10 5-560-4400	UTILITIES		171.79	
		JAIL - JANAUARY SVC			10 5-512-4400	UTILITIES		171.78	
I-202502182238		CIV CTR - YELLOW MTL BLDG JAN		132.01					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		CIV CTR - YELLOW MTL BLDG JAN			10 5-516-4400	UTILITIES		132.01	
I-202502182239		CIV CTR - 12/31 - 1/31 SERVICE		293.00					
2/01/2025	10	DUE: 2/24/2025 DISC: 2/24/2025			1099: N				
		CIV CTR - 12/31 - 1/31 SERVICE			10 5-516-4400	UTILITIES		293.00	
=== VENDOR TOTALS ===				2,364.89					

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				DISCOUNT	G/L ACCOUNT		
01-1725	THE LIBRARY STORE						
I-726731	2/07/2025	10	LIBRARY - MISC SUPPLIES	112.93			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			LIBRARY - MISC SUPPLIES		10 5-650-3300	OPERATING SUPPLIES	112.93
01-1366	TOM GREEN COUNTY SHERIFF						
			=== VENDOR TOTALS ===	112.93			
I-218CL-2025-00062	2/11/2025	10	CO/DIST CLERK - OUT OF CO SVC	85.00			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			CO/DIST CLERK - OUT OF CO SVC		10 5-450-4490	OTHER COUNTIES-SHERIFF R	85.00
01-1256	TOTAL OFFICE SOLUTION						
			=== VENDOR TOTALS ===	85.00			
I-EA409097	1/28/2025	10	JP-COPIER RATE, USAGE & LEASE	187.51			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			JP-COPIER RATE, USAGE & LEASE		10 5-455-4560	COPIER / MAINT	187.51
I-EA409769	2/03/2025	10	TAX ASSESSOR-COPIER RATE&USAG	85.49			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			TAX ASSESSOR - COPIER RATE		10 5-499-4560	COPIER / MAINT	14.64
			TAX ASSESSOR - USAGE		10 5-499-3100	OFFICE SUPPLIES	70.85
I-EA409771	2/03/2025	10	ADULT PROB-COPIER RATE & USAG	51.06			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			ADULT PROB-COPIER RATE & USAGE		10 5-570-4560	COPIER / MAINT	51.06
I-EA410054	2/05/2025	10	CO/DIST CLERK-COPIER RATE&USA	111.50			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			CO/DIST CLERK-COPIER RATE		10 5-450-4560	COPIER / MAINT	87.76
			CO/DIST CLERK - USAGE		10 5-450-3100	OFFICE SUPPLIES	23.74
I-EA410120	2/06/2025	10	NON DEPT - COPIER RATE & USAG	64.68			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			NON DEPT - COPIER RATE		10 5-409-4560	COPIER / MAINT	37.25
			NON DEPT - COPY USAGE		10 5-409-4561	COPY USAGE & SUPPLIES	27.43
I-EA410336	2/10/2025	10	JUDGE - COPIER RATE & USAGE	146.72			
			DUE: 2/24/2025 DISC: 2/24/2025		1099: N		
			JUDGE - COPIER RATE & USAGE		10 5-400-4560	COPIER / MAINT	146.72
			=== VENDOR TOTALS ===	646.96			

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POST DATE	BANK CODE			DISCOUNT	G/L ACCOUNT				
=====									
01-1494	TXU ENERGY								
I-052003766773	10	FMFC- WHSE 12/10 - 1/12/25 SV		274.55	1099: N		UTILITIES		274.55
1/24/2025		DUE: 2/24/2025 DISC: 2/24/2025			15 5-611-4400				
		FMFC - 12/10 - 1/12/25 SVC							
=====									
I-052003769064	10	PARK/SCALEHSE-12/18 - 1/20 SV		708.15	1099: N		UTILITIES		676.93
1/30/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-660-4400		UTILITIES/SCALES		31.22
		PARK - 12/18 - 1/20/25 SVC			10 5-580-4400				
		SCALEHSE- 12/18 - 1/20/25 SVC							
=====									
I-054007620228	10	CEMETERY - 12/12 - 1/14 SVC		162.04	1099: N		UTILITIES		162.04
1/24/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-517-4400				
		CEMETERY - 12/12 - 1/14 SVC							
=====									
I-054007635704	10	CIV CTR - 12/18 - 1/20/25 SVC		2,347.74	1099: N		UTILITIES		2,347.74
1/30/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-516-4400				
		CIV CTR - 12/18 - 1/20/25 SVC							
=====									
=== VENDOR TOTALS ===				3,492.48					
=====									
01-1266	UNIFIRS HOLDING-II								
=====									
I-2910049354	10	FMFC - R.H. UNIFORMS		22.01	1099: N		EMPLOYEE UNIFORMS PAYABL		22.01
2/05/2025		DUE: 2/24/2025 DISC: 2/24/2025			15 2116				
		FMFC - R.H. UNIFORMS							
=====									
I-2910049723	10	FMFC R.H. UNIFORMS		22.01	1099: N		EMPLOYEE UNIFORMS PAYABL		22.01
2/12/2025		DUE: 2/24/2025 DISC: 2/24/2025			15 2116				
		FMFC R.H. UNIFORMS							
=====									
=== VENDOR TOTALS ===				44.02					
=====									
01-1267	UNIFIRST HOLDINGS LP								
=====									
I-2910049385	10	SHF OFC - MAINT SUPPLIES		19.64	1099: N		REPAIR & MAINT SUPPLIES		19.64
2/06/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-560-3500				
		SHF OFC - MAINT SUPPLIES							
=====									
I-2910049389	10	JAIL - MAINT SUPPLIES		69.81	1099: N		REPAIR & MAINTEN SUPPLIE		69.81
2/06/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-512-3500				
		JAIL - MAINT SUPPLIES							
=====									
I-2910049432	10	LIBRARY - MAINT SUPPLIES		18.65	1099: N		REPAIR & MAINT SUPPLIES		18.65
2/06/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-650-3500				
		LIBRARY - MAINT SUPPLIES							
=====									
I-2910049438	10	CTHSE - MAINT SUPPLIES		45.33	1099: N		REPAIR & MAINT SUPPLIES		45.33
2/06/2025		DUE: 2/24/2025 DISC: 2/24/2025			10 5-510-3500				
		CTHSE - MAINT SUPPLIES							
=====									
=== VENDOR TOTALS ===				153.43					

A/P Regular Open Item Register

2/20/2025 2:10 PM
PACKET: 04522 2-24-25 GEN/FMFC - A/P
VENDOR SET: 01 SUTTON COUNTY
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		BANK CODE		DESCRIPTION		GROSS		P.O. #		ACCOUNT NAME		DISTRIBUTION	
POST DATE						DISCOUNT		G/L ACCOUNT					
01-1274	VERIZON WIRELESS												
I-6105521988	10	ANNEX - IPAD TCLOCK FEB SVC	2/08/2025	2/24/2025	DISC: 2/24/2025	37.99		1099: N		10 5-511-4200	COMMUNICATION	37.99	
=====													
=== VENDOR TOTALS ===													
						37.99							
01-1	ONE TIME VENDOR												
=====													
I-202502182244	10	VIVIAN VENEGAS: CTAT 2025 DUES	2/13/2025	2/24/2025	DISC: 2/24/2025	25.00		1099: N		10 5-497-4800	DUES & CONVENTIONS	25.00	
=====													
=== VENDOR TOTALS ===													
						25.00							
01-1297	YELLOWHOUSE MACHINERY CO												
=====													
I-985323	10	FMFC - EQUIPMENT RENTAL	2/04/2025	2/24/2025	DISC: 2/24/2025	500.00		1099: N		15 5-611-4810	MISCELLANEOUS	500.00	
=====													
=== VENDOR TOTALS ===													
						500.00							
=====													
=== PACKET TOTALS ===													
						93,557.15							



Janell S MARTIN
County Treasurer

SONORA, TEXAS: 76950

THE STATE OF TEXAS
COUNTY OF SUTTON
AFFIDAVIT

**FY 24-25 MONTHLY REPORT
JANUARY 2025**

The Treasurers' Monthly Report includes, but not limited to, money received and disbursed; and all other proceedings in the treasurer's office that pertain to the Financial Standing of Sutton County. {LGC 114.026(a)(b)}

The Treasurer's Books and the Auditor's General Ledger agree. The Bank Statements have been reconciled; any adjustments have been noted.

The affidavit must state the amount of the cash and other assets that are in the custody of the county treasurer at the time of the examination. {LGC 114.026 (d)} 8,937,052.47 Month Ending Balance

The Treasurers' Monthly Report has been submitted, and the Bank Reconciliations are pending review by the Auditor. {LGC 114.026(b)}

All investments are in compliance with both the Public Funds Investment Act and the Sutton County Investment Policy. The investment strategy is passive, which maintains a liquid cash flow and safety of the investment as priorities. As your Treasurer, I keep a watchful eye to ensure that the "return of our principal" takes precedent over the "return on our principal". {GC 2256.023}

Therefore, Janell S. Martin, County Treasurer of Sutton County, Texas, who being fully sworn, upon oath, says that the within and foregoing report is true and correct to the best of her knowledge.

Filed with accompanying data this 24th day of February 2025.

Janell S. Martin, Treasurer 2/24/2025
Janell Schniers Martin, Treasurer, Sutton County/ Date

Commissioners' Court having reviewed the Treasurer's Report as presented, having taken reasonable steps to ensure its accuracy and based upon presentations of the Treasurer's Office approve the report, subject to the independent auditor's review and request that it be filed with the official minutes of the meeting. {LGC 114.026(c)}

In Addition, the below signatures affirm that the Treasurer's Report complies with statutes as referenced. {LGC 114.026(d)}

Joseph Harris
Joseph Harris, County Judge/ Date

Lee C. Bloodworth
Lee Bloodworth, Comm. Pct. #1/ Date

Bob Brockman 2-24-25
Bob Brockman, Comm. Pct. #2/ Date

David Blesing 2-24-25
David Blesing, Comm. Pct. #3/ Date
Date

Heraldo Martinez 2-24-25
Heraldo Martinez, Comm. Pct. #4/

		BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE
ROAD & BRIDGE FUND					
15 -1050	CASH IN SONORA B	222,028.45	185.11	1,107.70CR	221,105.86
15 -1060	MM SONORA BANK F	435,918.19	1,097.22	0.00	437,015.41
15 -1070	CD -338 SONORA B	307,081.92	1,467.38	0.00	308,549.30
	FUND 15 TOTAL	965,028.56	2,749.71	1,107.70CR	966,670.57
DISTRICT ATTY HOT CR FUND					
40 -1050	CASH IN SONORA B	40.00	0.00	0.00	40.00
	FUND 40 TOTAL	40.00	0.00	0.00	40.00
AMERICAN RESCUE PLAN					
65 -1053	CASH - ARPAT IN	219,264.04	0.00	52,202.00CR	167,062.04
	FUND 65 TOTAL	219,264.04	0.00	52,202.00CR	167,062.04
SUTTON COUNTY #911					
71 -1050	CASH 911 IN SONO	5,788.38	0.25	0.00	5,788.63
	FUND 71 TOTAL	5,788.38	0.25	0.00	5,788.63
SHERIFF SEIZURE FUND					
89 -1050	CASH IN SONORA B	29,013.74	1.23	0.00	29,014.97
89 -1070	CD 399 SONORA BA	81,511.56	387.66	0.00	81,899.22
	FUND 89 TOTAL	110,525.30	388.89	0.00	110,914.19
APPELLATE COURT					
90 -1050	CASH IN SONORA B	68.07	33.20	0.00	101.27
	FUND 90 TOTAL	68.07	33.20	0.00	101.27
GENERAL CASH CONTROL					
99 -1010	MMA ACCT SONORA	126,302.35	837,623.66	0.00	963,926.01
99 -1015	CD 332 SONORA BA	1,028,407.21	4,891.27	0.00	1,033,298.48
99 -1016	CD 334 SONORA BA	1,028,407.21	4,891.27	0.00	1,033,298.48
99 -1017	CD 335 SONORA BA	1,028,407.21	4,891.27	0.00	1,033,298.48
99 -1018	CD 336 SONORA BA	1,028,407.21	4,891.27	0.00	1,033,298.48
99 -1019	CD 337 SONORA BA	1,028,407.21	4,891.27	0.00	1,033,298.48

1/07/2025 2:08 PM
DEPT: ALL
PAYROLL NO#: 01
PAY PERIOD BEGINNING: 12/23/2024
PAY PERIOD ENDING: 1/05/2025

PAYROLL CALCULATION
PRELIMINARY

PAGE: 57
CALC. CT.: 2

*** GRAND TOTALS ***

EARNINGS			BENF/REIMB		DEDUCTIONS		TAXES					
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBY	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOY
SAL	80.00	25,782.71	FRING	84.00	AFA	AFAFT	113.23		FED W/H	127,840.02	12,152.44	
REG	1,649.88	40,083.97			AEC	AFCAP	962.41		FICA	138,105.86	8,562.59	8562
OV	105.41	3,682.27			CO2	CSCAS	402.00		MEDI	138,105.86	2,002.57	2002
VAC	180.74	4,306.25			CO4	CSCOR	553.85					
CESTR	4.90	0.00			DEN	DENT	423.91	652.60				
HOL	2,306.48	56,485.23			LE2	LEPRN	315.63	125.95				
SICK	136.72	3,632.20			MA1	MASAL	63.00					
ADMSO	17.17	410.19			MA2	MASAP	97.50					
SGPAY	52.00	2,299.86			MA4	MASAE	91.00					
CAR	0.00	450.00			MEW	MEW		25222.56				
SB22	0.00	5,269.47			MEC	MEDCH	2080.32					
CT	35.83	719.03			MEF	MEDFM	924.67					

TOTALS: 4,569.13 143,121.18 84.00 19128.42 36324.52 22,717.60 10565.

DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
10-400	6,368.24	4,190.25	0.00	1,177.99	1,000.00	0.00	701.03	992.62	4,674.59
10-435	300.00	300.00	0.00	0.00	0.00	0.00	0.00	28.33	271.67
10-450	7,695.23	4,084.05	0.00	3,611.18	0.00	0.00	1,208.82	807.10	5,679.31
10-455	7,855.73	3,889.78	0.00	3,515.95	450.00	0.00	1,266.66	905.74	5,683.33
10-475	6,037.10	4,341.81	0.00	1,310.67	384.62	0.00	1,396.79	641.56	3,998.75
10-495	6,164.00	3,767.24	0.00	2,396.76	0.00	0.00	647.95	1,153.68	4,362.37
10-497	3,031.58	3,031.58	0.00	0.00	0.00	0.00	370.96	556.39	2,104.23
10-499	4,908.15	3,201.69	0.00	1,706.46	0.00	0.00	782.12	805.24	3,320.79
10-510	1,646.21	301.70	0.00	1,344.51	0.00	0.00	141.73	271.25	1,233.23
10-511	1,965.61	773.95	0.00	1,161.66	0.00	30.00	191.52	250.95	1,493.14
10-512	14,890.90	6,471.59	2,213.70	5,474.82	730.79	0.00	1,400.69	3,112.23	10,377.98
10-517	3,402.20	324.26	0.00	3,077.94	0.00	0.00	271.12	359.84	2,771.24
10-560	47,783.53	25,324.84	1,468.57	15,126.01	5,864.11	0.00	6,831.26	8,232.51	32,719.76
10-580	874.10	250.30	0.00	623.80	0.00	0.00	69.19	66.86	738.05
10-650	4,052.82	1,562.90	0.00	2,489.92	0.00	0.00	534.32	646.49	2,872.01
10-660	1,810.89	712.35	0.00	1,068.54	0.00	30.00	146.76	337.23	1,296.90
10-665	3,340.09	2,136.99	0.00	1,203.10	0.00	0.00	281.36	551.24	2,507.49
15-611	21,078.80	1,201.40	0.00	19,853.40	0.00	24.00	2,886.14	2,998.34	15,170.32
TOTALS	143,205.18	65,866.68	3,682.27	65,142.71	8,429.52	84.00	19,128.42	22,717.60	101,275.16

REGULAR INPUT: 57 MANUAL INPUT: 0 CHECK STUB COUNT: 1 DIRECT DEPOSIT STUB COUNT: 56

1/21/2025 1:59 PM

PAYROLL CALCULATION

DEPT: ALL
PAYROLL NO#: 01

PRELIMINARY

PAY PERIOD BEGINNING: 1/06/2025
PAY PERIOD ENDING: 1/19/2025

*** GRAND TOTALS ***

EARNINGS			BENEF/REIMB		DEDUCTIONS			TAXES				
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBY	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
SAL	80.00	30,848.98	FRING	291.33	AFA	AFAFT	113.23		FED W/H	121,704.83	10,114.17	8162.21
REG	3,307.67	81,423.16			AFC	AFCAP	962.41		FICA	131,648.10	8,162.21	1908.94
OVT	133.30	4,676.59			C02	CSCAS	402.00		MEDI	131,648.10	1,908.94	
VAC	51.09	1,123.16			CO4	CSCOR	553.85					
CESTR	5.65	0.00			DEM	DENMO	26.42	75.30				
HOL	24.00	374.28			DEN	DENT	423.91	652.60				
SICK	171.28	3,991.48			LF2	LEPRN	315.63	133.33				
ADMLV	9.33	208.37			MA1	MASAI	63.00					
ELOFF	0.00	5,308.13			MA2	MASAP	97.50					
ADMSO	64.10	1,531.35			MA4	MASAE	91.00					
SGPAY	66.00	2,887.50			MA6	MASAI	9.00					
DSPLJL	20.95	750.85			MA8	MASAP	14.00					
SB22	0.00	4,800.72			MBV	MBV		25222.56				
CT	2.85	68.32			MEC	MEDCH	2427.04					
CE	21.28	0.00			MEF	MEDFM	924.67					

TOTALS: 3,957.50 137,992.89 291.33 20451.65 39070.25 20,185.32 10071.15

DEPARTMENT RECAP									
DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
10-400	5,913.10	5,278.52	0.00	103.33	531.25	0.00	701.98	924.84	4,286.28
10-401	5,205.96	0.00	0.00	0.00	5,205.96	0.00	1,915.20	450.68	2,840.08
10-435	1,657.36	1,347.86	0.00	0.00	102.17	207.33	95.02	356.29	998.72
10-450	7,771.74	7,571.25	0.00	200.49	0.00	0.00	1,214.18	819.92	5,737.64
10-455	7,819.84	7,364.08	0.00	455.76	0.00	0.00	1,264.16	891.17	5,664.51
10-465	3,862.50	3,862.50	0.00	0.00	0.00	0.00	270.38	499.97	3,092.15
10-475	6,086.68	5,121.10	0.00	0.00	384.62	0.00	1,400.26	649.96	4,036.46
10-495	6,091.96	5,818.47	0.00	273.49	0.00	0.00	651.91	1,140.12	4,299.93
10-497	3,031.58	3,031.58	0.00	0.00	0.00	0.00	370.96	556.39	2,104.23
10-499	4,908.15	4,670.76	0.00	237.39	0.00	0.00	782.12	805.24	3,320.79
10-510	1,619.44	1,459.93	0.00	159.51	0.00	0.00	139.86	266.22	1,213.36
10-511	1,966.08	1,936.08	0.00	0.00	0.00	30.00	191.56	251.04	1,493.48

1/21/2025 1:59 PM
DEPT: ALT
PAYROLL NO#: 01
PAY PERIOD BEGINNING: 1/06/2025
PAY PERIOD ENDING: 1/19/2025

PAYROLL CALCULATION
PRELIMINARY

DEPARTMENT RECAP

DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
10-512	9,379.48	7,651.18	997.51	0.00	730.79	0.00	1,014.89	1,669.76	6,694.83
10-517	3,401.96	2,532.34	0.00	869.62	0.00	0.00	271.11	359.81	2,771.04
10-560	37,504.27	25,081.65	3,679.08	419.78	8,323.76	0.00	6,111.69	5,821.94	25,570.64
10-580	1,621.88	998.08	0.00	623.80	0.00	0.00	121.53	176.07	1,324.28
10-630	155.91	155.91	0.00	0.00	0.00	0.00	0.00	11.93	143.98
10-650	4,056.01	3,828.96	0.00	227.05	0.00	0.00	534.54	647.08	2,874.39
10-660	1,810.88	1,780.88	0.00	0.00	0.00	30.00	146.76	337.22	1,296.90
10-665	3,340.33	3,296.85	0.00	43.48	0.00	0.00	281.37	551.27	2,507.69
15-611	21,079.11	19,484.16	0.00	1,570.95	0.00	24.00	2,972.17	2,998.40	15,084.54
TOTALS	138,284.22	112,272.14	4,676.59	5,765.61	15,278.55	291.33	20,451.65	20,185.32	97,355.92

REGULAR INPUT: 68 MANUAL INPUT: 0 CHECK STUB COUNT: 1 DIRECT DEPOSIT STUB COUNT: 67

Sutton County Public Library

Policy Handbook

2025



JANUARY 24, 2025

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Sutton County Public Library

Monday, Tuesday, and Thursday 8:00-6:00

Wednesday 8:00-5:00

Friday 8:00-4:30

The Sutton County Public Library will close on the holidays designated by the State of Texas and the Sutton County Commissioners. A notice of closure will be posted on the front door one week before each holiday. Days and library hours are subject to change if deemed necessary.

Sutton County Public Library Vision:

- Sutton County residents will view the library as a community information gateway.
- Sutton County residents seek the library as a free resource center with open access to unlimited information.
- Sutton County residents will view the library as a nurturing component of a town that supports our youth's moral, ethical, and successful future.
- Sutton County Public Library will promote recreational reading and provide unbiased research resources.

Sutton County Library Mission:

- The Sutton County Public Library gives residents of all ages the means to continue to learn, meet reading interests, and use information; to get answers to their questions.
- The Sutton County Public Library promotes lifelong learning and is committed to cost-effective information using traditional materials and technology.

Sutton County Public Library General Library Goals Shall Be:

- To serve all residents of the community and the surrounding region.
- To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to
 - Become well informed
 - Locate answers to important questions
 - Cultivate the imagination and creative expression
 - Develop skills for career and vocational advancement
 - Enjoy leisure through reading and other media services
- To acquire the means to provide the most frequently requested material locally and upon demand.
- To maintain a program of service, that locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- To strive consistently to discover new methods and improvements for better service for the library's patrons.
- To review regularly these goals of the Sutton County Public Library and, if necessary, revise them in light of new developments.

Who May Use the Library?

- The Sutton County Public Library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- The use of the library may be denied for reasonable cause. Such cause will include but not limited to failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.
- The use of the library computers and the Internet may be denied for reasonable cause. Such cause will include but limited to the violation of federal, state, or local laws and library policies related to computer and Internet use and/or damage done to the library computer.
Any violation of these laws and policies will result in the patron being permanently banned from the library and the appropriate authorities being contacted if necessary.

Prohibited uses of library computers and the Internet include, but is not limited to:

- "hacking" or otherwise attempting unauthorized use of the library Internet;
- attempting to interfere with or disrupt other users;
- attempting to evade security measures;
- invading the privacy of other users;
- attracting the attention of others to sexually explicit images depicted on the screen or in copies made on library printers;
- violation of copyright laws;
- registering multiple logon IDs, sharing a login ID, or using another user's logon ID;
- violating software license agreements;
- sending harassing, threatening, or libelous messages or materials; or
- accessing peer-to-peer, torrent, or other file sharing sites are not allowed.

Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance (disturbance of others, destruction of library property, illegal or objectionable conduct on library premises), that patron may be restricted from the Sutton County Public Library and from the use of the library facilities. For those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to law enforcement.

The following rules and regulations are in place for the protection and comfort of all patrons of the Sutton County Public Library. The library staff will enforce the rules and regulations.

- No smoking or vaping
- Food and drink will be permitted with prior approval from the library staff
- For health and safety reasons appropriate footwear must be worn in the library at all times
- Sleeping in the library is not permitted
- Alcohol or the consumption of alcohol is not permitted in the library

Children and Juveniles

The Sutton County Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. In addition, if the young child is attending a library program, we require the parent/person responsible must remain in the library throughout the program.

Disruptive Children

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes the library will be noisier at busy times and children by nature can cause more commotion. However, children (whether with parents or not) who are continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a library staff person until the parent arrives.

Services of the Library

The Sutton County Public Library provides materials and resources for information, entertainment, cultural and intellectual development, and enrichment of the people of the community. The library should endeavor to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various age groups.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours that best meet the needs of the community, including evening and weekend hours.
- Regularly review library services offered.
- Use media and other public relation mechanisms to promote the full range of available library services.

Materials Selection/Collection Development Policy

Objectives

The purpose of the Sutton County Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. For budgetary reasons, the library can acquire only a limited number of print and non-print materials. The library may not be able to purchase high cost materials or materials that require yearly upkeep without prior approval from the Sutton County Commissioners Court.

The library staff in the selection of materials use the following materials selection/collection development policies: *The Library Bill of Rights*, *Freedom to Read*, *Freedom to View*, and *The Texas Library Association Intellectual Freedom Statement* are integral parts of the policy (Refer to Appendix A, B, C & D (pages 30-35) for further information). The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the general public for actual selections made, the library director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

Materials will be selected and purchased based on the needs of the community, existing collection, and availability from sources. The Sutton County Library hopes to provide materials that represent as many areas of knowledge as possible.

The library director is responsible for preparing the budget and presenting it to the Sutton County Commissioners each fiscal year. The library director shall seek advice from the auditor's office or County Judge. The library director according to the terms in the budget may spend the library budget. **The main points considered in the selection of materials are:**

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele existing library holdings
- budget

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is therefore, given to requests from library patrons and books discussed on public media. Materials are judged based on the work as a whole, not on a part taken out of context. (Refer to Form 1 - page 46 - *Request for Purchase Consideration*)

Interlibrary Loan

Due to limited budget and space, the library cannot provide all materials requested. Therefore, interlibrary loan is used to obtain from other libraries materials that are beyond the scope of the Sutton County Public Library's collection.

The Sutton County Library will lend materials, including books, photocopies of books and other printed sources in accordance with the federal copyright law. In order to ensure that local Sutton County Public Library patrons have access to the latest, the following materials will not be available via interlibrary loan:

- Reference Material
- Genealogical Material
- Rare, Archival manuscripts or fragile items

The Sutton County Public Library never charges a fee for interlibrary loans

Interlibrary Loan Guidelines

- Only registered library patrons in good standing may borrow materials via interlibrary loan.
- No fee is charged for interlibrary loan requests. However, if the lending library charges a fee, this will be passed on to the borrower. The borrower will have the opportunity to accept or decline to pay any charges.
- If a book is damaged or lost the borrower will be responsible for paying for the replacement cost of the interlibrary material.
- Best-sellers or books published in the last year are not eligible for interlibrary loan.
- All materials loaned via interlibrary loan will have a loan period of 2 months.
- Materials not in high demand may be renewed for an additional 1 month.
- A maximum of 4 active interlibrary loan requests are allowed per library patron.
- The library reserves the right to further limit the number of requests as circumstances dictate.

In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Sutton County Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the library director can dispose of them as he/she sees fit. The same criteria of selection that are applied to purchase materials are applied to gifts. All paperbacks are donated and will not be processed with the regular collection.

The library has the right to discard any gifts that are in poor condition i.e. torn pages, missing pages, mildew etc. The library will offer to another agency any gifts which are duplicated and already in the collection, not needed for replacements, placed on the Free Book cart or will be sold in the library book sale held by the Sutton County Public Library when needed.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Refer to Form 2 - page 47 - *Gift/Donation Receipt* & Form 3 - page 48 - *Memorial/Honor Request Form*

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the County Commissioners.

Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. Weeded books will be placed on the Free Book cart or in the book sale for the benefit of the Sutton County Public Library.

Types of books that are regularly weeded from the library collection:

- Books too badly worn to be mended
- Books with poor format, yellowed or brittle paper
- Books with missing pages that cannot be replaced
- Books that are not current
- Duplicates which are no longer needed
- Books that have been superseded by new or revised editions
- Books that are in poor quality

Potential Problems or Challenges with Library Materials

The Sutton County Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Challenged Library Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a *Reconsideration of Library Materials* (Refer to Form 4 - page 49) which is available in the library. Failure to return, complete or sign the Request for Reconsideration form will cause no action to be taken.

A person submitting a reconsideration request must reside within the Sutton County legal service area, hold a valid Sutton County Public Library Adult (18+) library card in good standing and have, read, viewed, or listened to the material in its entirety. Multiple requests for reconsideration of the same item will be combined as a single request.

Material(s) under question will remain active in the collection during the review process. A work is evaluated as a whole, not by excerpts that may be taken out of context. The Library Director will respond to formal requests within (7) seven business days confirming the receipt of the request. There will be a 90- day review time for the Library Director to respond. If an agreement cannot be reached on said materials, the library director will then present it to the Sutton County Commissioners Court for the final decision. The Sutton County Commissioners will have 90 days to review the material and make a decision.

Recommendations will be: Retain the material with no changes, relocate the item to a different library, reclassify the material, or remove the material.

Library materials shall only be subject to review under this policy every three years.

Circulation Policy

The Sutton County Public Library will classify non-fiction materials according to the Dewey Decimal System. Descriptive cataloging will follow the Anglo-American Cataloging Rules. American Library Association rules will be followed. All books, books on tape, audio books in the permanent collection will be fully catalogued. Paperbacks will not be catalogued. Materials will be re-catalogued only as needed to avoid conflict or confusion. The library director will have final responsibility for the cataloging and classifications decisions but may delegate portions of this responsibility to other staff as is appropriate. (Refer to Appendix E - page 36 - *Labeling Systems* for further information)

Library Cards/Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials. Patrons must fill out an application form to register for a new library card.

The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future.

Signature _____

Identification is required. A driver's license, Texas Identification card, or student ID is preferred; however, any other official ID or recent non-personal (i.e. electric bill, water bill) piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued. All library cards expire after 2 years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills. (Refer to Form 5 - page 50 - *Application for Library Card*)

Lost or Forgotten Cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

Loan Periods

- 2 weeks for books, audiobooks and movies
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out.
- Interlibrary loans are due on the date indicated by the lending library.
- Books may be renewed once if there is not a waiting list for the title.
- Current issues of periodicals do not circulate.

The library director may establish the loan period for special collections, materials that are temporarily in great demand, such as for student projects, or materials added to the collection, which are in a new format, e.g., computer software. Patrons may borrow up to six items at one time, with one exception -- two items on a subject is the limit for a known school assignment.

Reserves

Patrons either in person or over the phone may place reserves. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve.

Fines and Charges

Sutton County Public Library fine is 10 cents per day per item checked out. A first notice is sent via email after the material is due. Patrons who have overdue library materials shall be denied borrowing privileges until overdue materials are returned or paid for if lost and/or damaged. No fines will be charged for days the library is closed.

Damaged Materials

If materials are damaged to the degree the library has judged it unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

(Refer to Form 6 - page 51 - *Damage Charges Letter*)

Confidentiality (Refer to Appendix F – page 36 - *Attorney General Opinions* for further information)

Section 552.124. Exception: Confidentiality of Records of Library or Library System

(a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section 552.021 unless the record is disclosed:

(1) because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;

(2) under Section 552.023 ; or

(3) to a law enforcement agency or a prosecutor under a court order or subpoena obtained after a showing to a district court that:

(A) disclosure of the record is necessary to protect the public safety; or

(B) the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

(b) A record of a library or library system that is excepted from required disclosure under this section is confidential.

Added by Acts 1995, 74th Leg., ch.76, Sec. 5.03(a), eff. Sept. 1, 1995; Acts 1995, 74th Leg., ch. 1035, Sec. 11, eff. Sept. 1, 1995

Amended by: Acts 2011, 82nd Leg., R.S., Ch. 1229(S.B. 602), Sec. 16, eff. September 1, 2011
The Sutton County Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users

The Federal Privacy Act of 1974

Broadly stated, the purpose of the Privacy Act is to balance the government's need to maintain information about individuals with the rights of individuals to be protected against unwarranted invasions of their privacy stemming from federal agencies' collection, maintenance, use, and disclosure of personal information about them. The Act focuses on four basic policy objectives:

1. To restrict disclosure of personally identifiable records maintained by agencies.
2. To grant individuals increased rights of access to agency records maintained on themselves.
3. To grant individuals the right to seek amendment of agency records maintained on themselves upon a showing that the records are not accurate, relevant, timely, or complete.
4. To establish a code of "fair information practices" that requires agencies to comply with statutory norms for collection, maintenance, and dissemination of records.

Reference Service Policy

The Sutton County Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the library's resources in printed form, but also consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

Full searches of extensive materials are not possible by library staff due to limitations of time and resources. Library staff are neither lawyers, nor doctors and cannot offer any interpretations of legal or medical materials to library patrons.

Materials in the Reference, Texana Reference, and Genealogy sections may not be checked out unless there is a special need. Prior approval from the library director is necessary to check out materials in these sections. The checkout period for these materials is overnight or over the weekend.

The copy machine is available to any member of the community who wishes to make copies of these reference materials. (Refer to page 17 *Equipment Use Policy* for copy fees)

The Sutton County Public Library adheres to the intent of the Copyright Act of 1976, Title 17 of the United States Code, Sections 101-810 which became effective January 1, 1978. Copyright signs will be posted in the library.

Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films, activities on school and non-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Equipment Use Policy

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.15 per page for black & white and \$1.00 per page for color.

Copy machine users are advised there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

A fax machine is available to patrons who wish to fax materials at the rate of \$1.00 per page up to the first five pages and \$0.25 for each page after five.

For patrons who wish to receive a fax, the rate is \$1.00 per page.

Prices are subject to periodical increase

Internet Use Policy

The Sutton County Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Sutton County Commissioners have established the Internet use policy to ensure appropriate and effective use of this resource. The computers and Internet are available during regular library hours and are subject to periodic maintenance.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement (Refer to Form 8 page - 53 - *Internet Use Agreement*). All users must sign the login chart prior to beginning their session.

Filtering and Unfiltered Computers

Pornography, sexually explicit sites and phishing (fraudulent attempt to obtain sensitive information such as user names, passwords, or credit card details) sites are filtered on most public library use computers.

Requests to Block or Unblock Internet Sites

Library patrons who encounters sites they believe should be blocked or who are unable to access sites they believe should not be blocked may request a review of the site in question by submitting a Request for Reconsideration (Refer to Form 7 page 52 - *Request for Reconsideration to Filter/Unfilter Website*). The library director will evaluate the site and decide whether to accept the patron's request. Library patrons providing contact information will be notified about the decision within 14 days.

Incidents and Complaints

A patron may not attract the attention of others to sexually explicit images on the screen or in copies made on library printers. In these situations, library staff will inform and fully warn patrons to comply with the library policies and procedures.

Any person (patron or staff) who has observed a patron viewing child pornography on any library computer, or on any other electronic device used on the library property, will immediately contact authorities to report the incident.

Internet Use Expectations

Library computers and network systems may not be used for any purpose that violates federal state, or local laws and library policies. The user will be held responsible for his/her actions using the Internet. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Under Federal and Texas law, it is a crime to distribute or exhibit material that is "harmful" to minors, or to be reckless about "whether a minor is present who will be offended or alarmed by the display" of harmful material.

Library patrons are prohibited from using the library's Internet and computer network systems for illegal activities, to access illegal or obscene materials or to display material that violates the provisions of Section 43.24 and 43.25 of the Texas Penal Code: Sale, Distribution or Display of Harmful Material to Minors. The library's policies and computer network systems comply with the Children's Internet Protection Act (CIPA)

Users are expected to abide by the policies below that include generally accepted rules of network etiquette.

Children under the age of 18 shall have parental permission to use the Internet. The Sutton County Public Library assumes no responsibility for the use of the Internet by children. It is not possible for the library staff to control specific information that children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their library collection, they also do not for Internet information. It is the responsibility of the user, parent, guardian, or caregiver to determine what is appropriate.

Computer users are financially responsible for any damage done to the computers. Adults are financially responsible for any damage done to the computer by children for whom they have given permission to use them.

Internet Use Warnings

The Internet is a decentralized, unmoderated global network; the Sutton County Public Library has no control over the content found there. Not all information found on the Internet is accurate, complete, up-to-date, or otherwise acceptable to all individuals. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. Library patrons are responsible for having the proper hardware, software, and network settings on their personal devices to connect to the library's Wi-Fi. The Sutton County Library is not liable for any loss of privacy or data on a user's personal computer from the use of data downloaded from the library's Wi-Fi. Library patrons create, store, and use personal files at their own risk.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Internet Use Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Users will respect and uphold copyright laws and all other federal, state, or local laws, and library policies; they will not use the Internet for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. They may, however be able to offer searching suggestions and answer questions. Due to library scheduling, library staff may not always be available.

Refer to Appendix G - pages 38-41 – *Access to Digital Information, Services, and Network &* Appendix H - pages 42-44 - *Internet Filtering* for further information.

Meeting Room Policy

The meeting room* is available to individuals or organized groups and is available only during library hours unless prior arrangements have been made with the library staff. Exceptions may be made when extenuating circumstances are involved. (Refer to Form 9 - page 54- *Library Meeting Room Policy* & Form 10 - page 55 - *Reservation for Meeting Room*)

- It is understood that library programming will have first priority in room use.
- Any publicity or marketing materials for individual or group meetings that include the Sutton County Public Library name and/or address as the meeting location must include the following disclaimer: "This event is not sponsored by the Sutton County Public Library. The library does not advocate or endorse the viewpoints of meetings or meeting room users". Use of any library phone number is prohibited. Neither the name, nor address of the library may be used as the official address or headquarters of an organization.
- The library cannot be listed as the sponsoring organization for public relations purposes, only as the "location site".
- Library staff reserve the right to attend or observe all meetings. Such attendance or observation shall not constitute an endorsement.
- Commercial use of any kind is prohibited. Direct and indirect solicitation of goods or services and collection of fees for any purpose, including fundraising, goods, services or admission is prohibited.
- The meeting room may not be used for a political partisan event in support or protest of a cause. May not be used for the creation or distribution of materials for a political campaign or for any other purpose in support of a political campaign, ballot issue or candidate.
- Refreshments may be served and shall be provided by the group with prior approval. No alcoholic beverages allowed.
- All fire regulations must be followed including room capacity, clear aisles, exits, and doors. Candles, open -flame devices (lighters, matches, torches, etc.) are prohibited.
- Requests for equipment such as tables, chairs, or easel should be made at the time the room is reserved.
- Children and juveniles must be supervised by an adult.
- The meeting room capacity is 50. Public use area capacity is 90

The group/individual using the meeting room shall leave it in a neat, clean, and orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. The meeting room must be swept, tables cleaned, trash taken to the outside dumpster, trash bag replaced with a new one and the lights turned off. If the floor is stained or damaged in any way, the individual /group will be responsible for hiring a flooring professional approved by Sutton County to repair the damage.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting. Library staff and Sutton County do not assume any liability for groups or individuals attending a meeting in the library. Library staff do not assume any liability for groups or individuals attending a meeting in the library.

*Meeting Room and/or the public use area of the library

Exhibits and/or Display Policy

It will be the policy of the Sutton County Public Library to regularly mount exhibits and displays of an artistic, cultural, and informational nature.

Requests to display a collection are accepted and considered when scheduling exhibits. The library will cooperate to the fullest extent possible with other individuals, organizations, and educational institutions in the community to develop exhibits.

Exhibits about religion and politics may be sponsored by the library. The library will not sponsor exhibits organized in support of specific religions or political candidates.

Individuals or groups lending items to the library for display purposes do so at their own risk. Each exhibitor is required to sign a waiver, which releases the library from any liability incurred through damage to any exhibited material. The library staff is not responsible for the sale of any exhibit. All inquiries will be directed to the owner of the exhibit. (Refer to Form 11 - page 56 - *Exhibitor and/or Display Waiver*)

Guidelines for Exhibits and/or Displays

- Each display will be for no more than three months
- You may not schedule for two consecutive three-month periods
- A two-week notice will be given to remove the exhibit by the library.
- No exhibits or displays are allowed during the summer due to the Summer Reading Program
- Refer to Appendix 1 – page 45 - *Exhibit and Bulletin Boards* for further information

Policy with Regard to the Americans with Disabilities Act

The Sutton County Public Library fully intends to comply with the spirit and letter of the Americans with Disabilities Act. With regard to its services and treatment of all patrons with disabilities.

The library will make every effort to inform staff and volunteers of the law and that special awareness of the problems of the disabled and special services are mandated by the ADA. The library will assess its physical facility for architectural barriers and make every effort to modify any existing problems to the extent budget considerations will allow. All major defects will be addressed on any remodeling or alteration undertaken to the library.

The library staff is aware that disabled patrons may need auxiliary services. This may include assistance with the card catalog, telecommunication devices for the deaf, braille materials, large print materials and a willing attitude to retrieve materials from shelves, or to relocate activities to accessible areas.

Sutton County Public Library will fully investigate any complaint alleging non-compliance with the ADA requirements.

Publicity

Sutton County Public Library will actively publicize activities and events hosted by the library using the following media and Internet sources:

- Devil's River News
- Local Radio Station
- Sutton County Public Library Facebook page
- Sutton County Public Library Web-page
- Flyers posted in the library and on community bulletin boards
- Other print or social media sites as deemed necessary

Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The library director must approve all postings and may prohibit postings that do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

Volunteers

The Sutton County Public Library will work with volunteers on an as-needed basis by accepting volunteers and/or community service workers.

A volunteer application will be filled out at the time of inquiring about volunteer work or community service (Refer to Form 12 - page 57 - *Volunteer Application*). The library director will keep track of the hours for library reports. Unless parental consent is given, the minimum age for a volunteer is 16 years old.

The library director will supervise the volunteers. In the event the library director is not present, the assistant librarian will take over.

Some of the Sutton County Public Library Volunteer opportunities are but, are not limited to the following:

- Assist with checking books in and out
- Renew books in person or over the phone
- Shelf books in their proper section
- Straighten bookshelves
- Assist with programs sponsored by the library
- Assist with covering books
- Process paperback books
- Assist in decorating the library
- Janitorial Assistance

All volunteers and/or community service workers must read and agree to the following:

- To read the Sutton County Public Library Policy
- Be familiar with the routines and responsibilities of the library
- Abide by the rules set forth for the library
- Have a signed current volunteer application on file

Janitorial

The Sutton County Head of the Maintenance Department will supervise janitorial maintenance. Library staff will assist in maintaining the building on a minimal surface such as dusting, watering plants, throwing out trash, replacing items in the restrooms, and vacuuming.

Building Maintenance

Problems with leaks, electrical hazards, plumbing, heating and cooling, and other serious physical situations regarding attention should be reported during the day to the Sutton County Maintenance Department. Major maintenance should be reported to the County Judge (325-387-2711). If additional reporting is needed, consult the Sutton County Commissioners Court.

Emergency Procedures for Library Staff

Severe Weather

Internet weather radar will be kept on weather news. In the event of severe weather, staff will explain the situation to patrons and direct them to a safe shelter. Patrons may prefer to leave the building. Handicapped persons should be assisted if they need help. Before leaving the area, staff should make sure all electronic equipment is turned off.

Fire

Remain calm and do not shout "Fire!" Do not underestimate the potential danger to patrons or library staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by library staff, proceed to do so but only if this is possible without endangering the personal safety of the staff. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. All library staff and patrons should leave the building through the nearest exit. No effort should be made to save personal belongings.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all library staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

Health emergencies

Library staff should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, library staff should not undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, library staff members should use their judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

All bomb threats should be taken seriously and reported to the Sonora Police Department/Sutton County Sheriff's Department immediately. Library staff will notify patrons and then explain that a threat has been received and they must immediately leave the building.

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds that may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Snowstorms

The Sutton County Public Library will follow the recommendation and actions of Sutton County between 8:00 a.m. and 6:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the library director.

Emergency phone numbers are posted by each phone.

APPENDIX

JANUARY 24, 2025

Appendix A Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Appendix B

Freedom to Read

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

Appendix B

Freedom to Read

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix D

Texas Library Association Intellectual Freedom Statement

A. PREAMBLE

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that it is the essence of democracy that citizens shall have the right of free inquiry and the equally important right of forming their own opinions and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the Library Bill of Rights of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. AREAS OF CONCERN

LEGISLATION. The Texas Library Association is concerned with legislation at the federal, state, local, and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local, and school district level which might restrict, prejudice, or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

INTERFERENCE. The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgments or on the procedures or practices of librarians, receives requests for advice and assistance where freedom has been threatened or curtailed, and recommends action to the Executive Board where it appears necessary.

Appendix D

Texas Library Association Intellectual Freedom Statement

MATERIALS SELECTION POLICY. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the Library Bill of Rights.

EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the Library Bill of Rights and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active educational program for librarians, trustees, and the general public.

LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the right to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on Texas Library Association positions and cooperates with other organizations.

Adopted September 15, 1992 by the TLA Council.

Reaffirmed April 7, 1995 by the TLA Council.

Appendix E

Labeling Systems

An Interpretation of the Library Bill of Rights

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

Appendix F

Attorney General Opinions

Authority of Opinions

The weight and authority of Attorney General Opinions in law is a concept which has not been clearly delineated. The following comments may enable the reader to better understand just what these opinions are and how they should be viewed.

The Texas Attorney General is authorized under the Texas Constitution and Texas Government Code to provide upon request legal advice to the Governor, state officials, heads of departments of state government, and local officials on unusual or difficult legal questions, including questions relating to open records. Although the authority of the Attorney General to render opinions is not questioned and those services are regularly requested, the opinions themselves are not binding on the courts. Some courts have given individual opinions great weight and some have rejected them.

The Attorney General acknowledged the limited authority of his own opinions in Attorney General Opinion No. 0-7234-A (1946), where he stated:

The opinions of the Attorney General have not the force of law and are legally binding on no one. They may be highly persuasive to the courts but apparently only in those cases where they coincide with the court's view of the law.

A leading case expressing the court's views on the authority of Attorney General Opinion states that opinions "while entitled to careful consideration by the courts, and quite generally regarded as highly persuasive, are not binding on the judiciary...." The courts also assessed the status of Attorney General Opinions in light of the Legislature's specific delegation of authority in the Open Records Act, when a Texas Court of Civil Appeals stated:

Normally, opinions of the Attorney General are persuasive but not controlling on the courts. We consider that great weight should be given such opinions when the legislature has specifically delegated to the Attorney General the duty of interpreting the Act and aiding in its enforcement.

Although the courts have generally ruled that opinions are "advisory in nature," persons who reasonably rely on Attorney General Opinions may be protected from civil and criminal liability, even if the Attorney General has erred in his interpretation. Conversely, the failure to follow the authoritative advice of the Attorney General may be evidence of a lack of good faith.

In summary, Attorney General Opinions are not binding on the courts; however, they are persuasive and the courts may give them great weight. Since the Attorney General is constitutionally and statutorily charged with interpretation of the law upon request by certain persons, reasonable reliance upon an Attorney General Opinion would constitute an affirmative defense to criminal prosecution.

Exercise Caution

One should always exercise caution in interpreting and applying opinions. The State Legislature may, for example, pass a law which would render a previously issued opinion inoperable; while more recent opinions may overrule part or all of previous opinions. In addition, opinions are responses to specific, factual situations in point of time, which may or may not be the same as those of the reader. An attorney should be contacted if you seek further advice.

Appendix G

Access to Digital Information, Services, and Networks

An Interpretation of the *Library Bill of Rights*

Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.¹ Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the *Library Bill of Rights* and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

Appendix G

Access to Digital Information, Services, and Networks

The Rights of Users

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including "Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities."

Users' access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults ("Access to Library Resources and Services for Minors"; "Access to Resources and Services in the School Library"; and "Minors and Internet Activity").²

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with "Privacy: An Interpretation of the *Library Bill of Rights*," and "Advocating for Intellectual Freedom: An Interpretation of the *Library Bill of Rights*."

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.³ All libraries should develop policies concerning access to digital information that are consistent with ALA's policies and guidelines, including "Economic Barriers to Information Access: An Interpretation of the *Library Bill of Rights*," "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities," and "Services to Persons with Disabilities: An Interpretation of the *Library Bill of Rights*."

Appendix G

Access to Digital Information, Services, and Networks

Information Resources and Access

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁴ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁵

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries ("Diversity in Collection Development").

Appendix G

Access to Digital Information, Services, and Networks

1 *Martin v. Struthers*, 319 U.S. 141 (1943); *Lamont v. Postmaster General*, 381 U.S. 301 (1965); Susan Nevelow Mart. *The Right to Receive Information*, 95 Law Library Journal 2 (2003).

2 *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); cert. denied, 534 U.S. 994 (2001)

3 ALA Policy Manual, 50.3 "Free Access to Information"; 53.1.14 "Economic Barriers to Information Access"; 60.1.1 "Minority Concerns Policy Objectives"; 61.1 "Library Services for the Poor Policy Objectives"

4 ALA Policy Manual, 53.1.17, "Resolution on the Use of Filtering Software in Libraries"

5 "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." *United States, et al. v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.
References to cited policies have been updated on November 6, 2018

Appendix H Internet Filtering

An Interpretation of the Library Bill of Rights

In the span of a single generation, the Internet has revolutionized the basic functions and operations of libraries and schools and expanded exponentially both the opportunities and challenges these institutions face in serving their users. During this time many schools and libraries in the United States have installed content filters on their Internet access. They have done so for a variety of reasons, not least of which is the requirement to comply with the Children's Internet Protection Act (CIPA) in order to be eligible to receive federal funding or discounts through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and the Universal Service discount program (E-rate), or to comply with state filtering requirements that may also be tied to state funding. Their rationale for filtering is that it is better to have filtered access than no access.

CIPA specifically requires public libraries and schools seeking e-rate discounts for internet connections to install technology protection measures, i.e., content filters, to block two categories of visual images that are unprotected by the First Amendment: obscene images and images of child pornography. These are categories of images the Supreme Court has consistently ruled outside the constitutional protection of the First Amendment. CIPA also requires those libraries and schools to block a third category of images for minors under the age of 17 that courts deem "harmful for minors" that are constitutionally protected for adults but not for minors. CIPA does not require libraries and schools to block any other constitutionally protected categories of images, or any constitutionally protected categories of speech.

Research demonstrates that filters consistently both over- and under block the content they claim to filter. Filters often block adults and minors from access to a wide range of constitutionally protected speech. Content filters are unreliable because computer code and algorithms are still unable to adequately interpret, assess, and categorize the complexities of human communication whether expressed in text or image. In the case of websites containing sexually explicit images, the success rate of filters is frequently no greater than chance. In addition, the use of content filters cedes vital library and school resource and service decisions to external parties (private companies and contractors) who then exercise unknown and unaccountable influence over basic functions of the library or school and users' access to library or school resources and services.¹ In addition to this research, the experience of librarians and educators working within the constraints of CIPA suggests that filters are unreliable and routinely circumvented by technologically adept users.

Most content filters are designed and marketed for a much larger market than libraries and schools, and offer options for filtering wide categories of protected speech such as objectionable language, violence, and unpopular or controversial opinion, as well as entire categories of Internet-based services such as e-mail and social media. In addition, many content filters operate on an "opt out" model where the filter defaults "on" unless the user is given the option to shut it off. Categories frequently are set to default to the most stringent settings and may only be adjusted by administrative intervention.

Appendix II Internet Filtering

Unblocking for adults on request was a key factor in the Supreme Court decision to uphold CIPA in public libraries.² This has proved to be equivocal in actual practice in some libraries, because of the unwillingness or inability of libraries to unblock when requested, especially when system administrators may be outside of library administrative control. While some filtering systems allow librarians at the local or end user level to modify the filter settings, others restrict that authorization to the highest administrative levels, creating lengthy delays in the processing of user requests to unblock erroneously filtered content.

This same situation also occurs in schools. Such delays represent de facto blocking for both library users and K-12 students, because most users rarely have the flexibility or time to wait hours or even days for resources to become available. This dilemma is exacerbated by the secrecy surrounding category definitions and settings maintained by the filtering industry, frequently under the guise of trade secrets. There are also issues of user privacy when users must identify themselves and their interests when asking for specific websites to be unblocked. Certainly, both adults and students researching highly personal or controversial topics will be reluctant to subject themselves to administrative review in order to have access to information that should be freely available to them.

In schools, the CIPA requirements have frequently been misinterpreted with the result of overly restrictive filtering that blocks many constitutionally protected images and texts. Educators are unable to use the wealth of Internet resources for instruction, and minor students are blocked from content relevant to their school assignments and personal interests. Interactive websites and social media sites are frequently restricted, and are thus unavailable to educators for developing assignments that teach students to live and work in the global digital environment. In many cases students are prevented from creating and sharing their documents, videos, graphics, music and other original content with classmates or the wider world; thus, valuable learning opportunities are lost. These situations occur in schools when librarians, educators and educational considerations are excluded from the development and implementation of appropriate, least-restrictive filtering policies and procedures. Minor students, and the librarians and educators who are responsible for their learning experience, should not be blocked from accessing websites or web-based services that provide constitutionally protected content that meets educational needs or personal interests even though some may find that content objectionable or offensive. Minors and the adult educators who instruct them should be able to request the unblocking of websites that do not fall under the categories of images required to be filtered under the Children's Internet Protection Act.

Appendix H Internet Filtering

CIPA-mandated content filtering has had three significant impacts in our schools and libraries. First, it has widened the divide between those who can afford to pay for personal access and those who must depend on publicly funded (and filtered) access. Second, when content filtering is deployed to limit access to what some may consider objectionable or offensive, often minority viewpoints religions, or controversial topics are included in the categories of what is considered objectionable or offensive. Filters thus become the tool of bias and discrimination and marginalize users by denying or abridging their access to these materials. Finally, when over-blocking occurs in public libraries and schools, library users, educators, and students who lack other means of access to the Internet are limited to the content allowed by unpredictable and unreliable filters.

The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering.³ However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy.

1. Kristen R. Batch. "Fencing Out Knowledge: Impacts of the Children's Internet Protection Act 10 Years Later" (ALA OITP & OIF Policy Brief No. 5, June 2014)
2. United States v. American Library Association, Inc., 539 U.S 194 (2003)
3. "Resolution on the Use of Filtering Software in Libraries" (1997) and "Resolution on Opposition to Federally Mandated Internet Filtering" (2001)

Adopted June 30, 2015, by the ALA Council.

Appendix I

Exhibit Spaces and Bulletin Boards

An Interpretation of the *Library Bill of Rights*

Libraries often provide exhibit spaces and bulletin boards in physical and/or electronic formats. The uses made of these spaces should conform to the American Library Association's *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it. Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, and July 1, 2014.

Sutton County Public Library Forms

JANUARY 24, 2025

**Sutton County Public Library
Request for Purchase Consideration**

Patron's Name:
Address:
Phone Number:
Email:
Title:
Author:
Publisher:
Copyright:
ISBN:
Price:
<div style="display: flex; flex-direction: column; gap: 5px;"><div><input type="checkbox"/> Adult Fiction</div><div><input type="checkbox"/> Adult Non-fiction</div><div><input type="checkbox"/> Adult Audio Book</div><div><input type="checkbox"/> Juvenile Fiction</div><div><input type="checkbox"/> Juvenile Non-fiction</div><div><input type="checkbox"/> Juvenile Audio Book</div><div><input type="checkbox"/> Children's Fiction</div><div><input type="checkbox"/> Children's Non-fiction</div><div><input type="checkbox"/> Children's Audio Book</div></div>

Patrons' Signature: _____ **Date:** _____

**Sutton County Public Library
Gift/Donation Receipt**

The Sutton County Public Library receives many gifts of books, audio books, paperbacks, and other materials. We accept these gifts with the understanding they will be added to the collection when needed, donated to other libraries, disposed of, or sold at the library book sale. The library cannot appraise the gift/donation. The donor will determine the value.

Below mark the type of donating and how many of each.

Hardback Books
Audio Books:
Paperback Books

Donor's Name:
Address:
Phone Number:

Received by:
Date:

I understand the Sutton County Public Library will make use of the gift/donation if possible but may hold it for later use, place it elsewhere, or dispose of the donation. I also understand the library cannot guarantee the return of any materials donated once they are accepted.

Donor's Signature
Date:

**Sutton County Public Library
Memorial/Honor Request Form****Given By:**

Name:
Address:
Phone Number:

In Memory of:(Provide the name as you wish it to appear on the bookplate)

Name:

In Honor of:**(Provide the name as you wish it to appear on the bookplate)**

Name:

Send card to:

Name:
Address:

If you wish to donate a specific book etc., provide the title and author below. Requests must meet the Sutton County Public Library's selection criteria and be approved by the library director.

When a donation is made in memory or honor of an individual:

- 1. A card is sent to the family of the deceased or the individual being honored informing them of the donation.**
- 2. A bookplate is placed inside the book.**

Library Staff's Signature:
Date:

**Sutton County Public Library
Reconsideration of Library Materials**

Patron's Name: _____	Library Card # _____
Address: _____	
Phone Number: _____	
Whom do you represent?	
Myself _____	
Organization (Name) _____	
Other (Specify Name) _____	
Type of Library Material (circle one)	
Book Paperback Audio Book	
Did you read the library material? Yes No	
If yes, which parts?	
What do you think the library material is about?	

In your own words, provide comments or criticisms of the library material. Be as specific as possible (Cite pages, provide examples etc. and if needed provide additional pages.)

Patron's Signature: _____ **Date:** _____

**Sutton County Public Library
Application for Library Card**

Date:		
Library Card Number:		
Name:		
Last	First	Middle Initial
Mailing Address:		
Physical Address:		
Phone Number:		Work Phone Number:
Email Address:		
Driver's License Number/Texas Identification Card Number		
<p>I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I have read the registration policy and agree to comply with the library rules and policies in place at the time of receiving my library card.</p>		
Signature: _____		Date: _____

PERMISSION TO HAVE ACCESS TO ALL MATERIALS IN THE LIBRARY

My child has permission to have a library card. I understand that children's and adult book collections are accessible to children. I accept responsibility for all selection of materials and any loss incurred through my child's use of the library.

Parent's Signature _____ **Date** _____

PERMISSION FOR COMPUTER INTERNET ACCESS FOR MINORS

I _____ have read and understand the Sutton County Public Library Internet/Computer Usage Policy and I will instruct my child in the appropriate usage of the Internet and the library computers.

_____ Internet access is not granted for minor(s) use.

Parent's Signature _____ **Date** _____

Sutton County Public Library
306 E. Mulberry Street
Sonora, Texas 76950

Date _____

Dear _____ at the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials.

Recently, materials checked out on your library card were returned to the library damaged beyond the point of being usable in the library's collection. The titles and costs of these materials are listed below:

----- \$-----

----- \$-----

----- \$-----

----- \$-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

52

**Sutton County Public Library
Internet Use Agreement**

I understand and will abide by the Sutton County Public Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

Date: _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Sutton County Public Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use Policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby permit my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____

Sutton County Public Library Meeting Room Policy

The meeting room* is available to individuals or organized groups during library hours unless prior arrangements have been made with the library staff. Exceptions may be made when extenuating circumstances are involved. The fact that a group is permitted to meet at the library does not constitute an endorsement of the group's policies or beliefs by the library staff.

It is understood that library programming will have priority in room use. There will be no charge for use of the meeting room. Commercial use of any kind is prohibited. Direct and indirect solicitation of goods or services and collection of fees for any purpose, including fundraising, goods, services, or admission is prohibited. No admission may be charged by the group using the meeting room.

Refreshments may be served and provided by the group with prior approval. No alcoholic beverages are permitted. No smoking, vaping, open flames, burning incense, or lit candles are allowed. Requests for equipment such as tables, chairs, or easels should be made at the time the room is reserved. Children and juveniles must be supervised by an adult. The Meeting Room capacity is 50.

The people using the meeting room shall leave it neat, clean, and in an orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. The meeting room must be swept, tables cleaned, trash taken to the outside dumpster, trash bag replaced with a new one, and the lights turned off. If the floor is stained or damaged in any way, the individual/group will be responsible for hiring a flooring professional approved by Sutton County.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting. Library staff do not assume any liability for groups or individuals attending a meeting in the library.

I have read and agree to the Sutton County Public Library Meeting Room Policy.

Signature:
Date:
Library Staff Signature:
Date:
Cancellation by:
Cancellation date:

*Meeting room and/or public use area of the library.

**Sutton County Public Library
Reservation for Meeting Room****Contact Person:****Address:****Phone Number:****Name of Organization:****Date of Meeting:****Meeting Time:****Purpose of Meeting:****Approximate Number Attending:****Equipment Requested:**

**Sutton County Public Library
Exhibitor and/or Display Waiver**

The undersigned being desirous of a loan and for display purposes certain works in the Sutton County Public Library, does so at the undersigned's own risk. The undersigned intentionally and knowingly and on behalf of the undersigned and his assigns, administrators, executors, or anyone claiming an interest in the property absolves and covenants to hold the County of Sutton the Sutton County Public Library, their officers, agents, and employees harmless from all liability or damages whether negligent, intentional, or otherwise due to loss, theft, defacement, or other damage to said property whether designated herein or not:

List of items included in the exhibit and/or display and a brief description of each item:

The undersigned has read the foregoing and understands the same and had freely and voluntarily executed the same.

Date:
Name:
Complete Address:
Phone Number:
Beginning Date for exhibit/display
Ending Date for exhibit/display
Exhibitor Signature/Date:
Library Staff Signature/Date:

**Sutton County Public Library
Volunteer Application**

Name:
Address:
Phone Number:

Emergency Contact:

Name:
Address:
Phone Number:

What special skills do you have? _____

Have you ever worked in a library as a volunteer or staff member? _____
If yes, explain the work you did _____

When would you like to work in the library? Morning _____ Afternoon _____

Numbers of hours available each week _____

What type of work would you like to do in the library? _____

Do you have any physical restrictions? _____

If yes, please list _____

I _____ have read and understand the Sutton County Public Library Volunteer Policy and will follow the procedures and guidelines of the library.

Signature: _____ Date: _____

Handbook Approval Forms

JANUARY 24, 2025

**Sutton County Public Library
Revision of Library Policies**

The preceding statements of the Sutton County Library's policies shall be subject to review and needed revision at least every five years. Individual policies will be reviewed or added as needed.

Adopted: _____

Date: _____

**Sutton County Public Library
Policy Handbook Approval**

Policies are not carved in stone. Resources, communities, and goals change and grow. The policies presented on this day reflect the current needs and services of the Sutton County Public Library.

The Sutton County Public Library Policy and Guidelines is presented to the Sutton County Commissioners for approval on _____ 20____.

Name	Signature	Date
County Judge Joseph Harris		
County Commissioner Lee Bloodworth		
County Commissioner Bob Brockman		
County Commissioner David Blesing		
County Commissioner Harold Martinez		

References

Abilene Public Library <https://abilenetx.gov/apl>

American Library Association <http://www.ala.org/>

Austin Public Library <https://library.austintexas.gov/>

Outagamie Waupaca Library System (OWLS) <http://www.owlsweb.org/>

San Antonio Public Library <https://www.mysapl.org/>

Texas State Library and Archives Commission <https://www.tsl.texas.gov/>



Certificate of Appointment for a Health Authority

The Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

☒ Commissioners Court for SUTTON County
☐ Governing Body for the Municipality of _____
☐ Director, _____ Health Department
☐ Director, _____ Public Health District

I, JOSEPH HARRIS, acting in my capacity as:

(Check the appropriate designation below)

☒ County Judge or Designee
☐ Mayor or Designee
☐ Non-physician and the Local Health Department Director
☐ Non-physician and the Public Health District Director

do hereby certify the physician, DR. WILLIAM C. GRIFFIN, DO, who is licensed
by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

☐ Health Authority
☐ Health Authority Designee

for the jurisdiction of _____, Texas.

Date term of office begins JANUARY 1ST, 2025

Date term of office ends DECEMBER 31ST, 2026, unless removed by law.

I certify to the above information on this the 24TH day of MARCH, 2025.



Joseph Harris
Signature of Appointing Official



THE STATE OF TEXAS

Statement of Elected/Appointed Officer

(Please type or print legibly)

I DR. WILLIAM C. GRIFFIN, DO, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

William C. Griffin, DO

Affiant's Signature

DR. WILLIAM C. GRIFFIN, DO

Printed Name

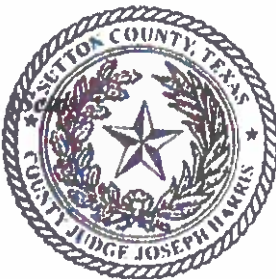
HEALTH AUTHORITY

Position to Which Elected/Appointed

SONORA/SUTTON COUNTY

City and/or County

SWORN TO and subscribed before me by affiant on this 24th day of February 2025.



Joseph Harris

Signature of Person Authorized to Administer
Oaths/Affidavits

JOSEPH HARRIS

Printed Name

SUTTON COUNTY JUDGE

Title



OATH OF OFFICE

For Health Authorities in the State of Texas

I, DR. WILLIAM C. GRIFFIN, DO do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Health Authority of the State of Texas and will to the best of my ability, preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

William C. Griffin, DO

Affiant

301 HUDSPETH ST., STE B, SONORA, TX 76950
Mailing Address ZIP

OFFICE: (325) 387-7911 CELL: (325) 226-8187
(Area Code) Phone Number (day and evening)

wgriffin@sonora-clinic.org
Email Address

SWORN TO and subscribed before me this 24th day of February, 2025.

Joseph Harris
Signature of Person Administering Oath

JOSEPH HARRIS
Printed Name

SUTTON COUNTY JUDGE
Title

