

RAINS COUNTY PUBLIC LIBRARY ADVISORY BOARD By-Laws

ARTICLE I - NAME

The name of this body shall be the Rains County Public Library Advisory Board. This Advisory Board is organized under Resolution # 106-05 promulgated by the Commissioners Court of Rains County on April 28, 2005, which derives its authority from Chapter 323.006 and other relevant sections of the of the Local Government Code.

ARTICLE II - MISSION AND ROLE

Section 2.1. Mission

The mission of the Rains County Public Library Advisory Board is to act as a liaison between the community and the Commissioner's Court to promote the library's services and programs and enrich the lives of people so that the quality of life in Rains County is improved.

Section 2.2. Vesting of Authority

Legal responsibility for the operation of the Rains County Public Library is vested in the Rains County Commissioner's Court, which is the governing body of the institution. Subject to existing statutes and ordinances, the Rains County Commissioner's Court has the power and responsibility to determine rules and regulations governing library services, with recommendations from the Rains County Public Library Advisory Board.

Section 2.3. Role of the Library Advisory Board

- (a) The Board will assist in developing policies, budget proposals, and other important matters, which are then presented to the governing body, the Rains County Commissioner's Court, for approval and adoption.
- (b) Working closely with the library director, the Advisory Board may assist with the development of policies, assist with the development of library budget proposal, and call special meetings or work sessions to perform specific tasks.
- (c) Recommendations are submitted to the governing body for a course of action(s) or adoption of a particular policy. The governing body will discuss, then accept, reject, or amend the Library Advisory Board's recommendation.
- (d) This Library Board subscribes to the tenets contained in "A Statement of Ethics for Library Trustees" of the American Library Trustee Association.

Bylaws

Rains County Public Library Advisory Board

ARTICLE III - MEMBERSHIP

Section 3.1 Initial Appointment / Term

The Advisory Board of the Rains County Public Library shall consist of eleven (11) members, to be appointed by the Commissioners' Court for the term of two years. Five (5) shall be appointed during odd numbered years and six (6) shall be appointed during even numbered years for said two (2) year terms. The Library Director is an Ex Officio nonvoting member of the Board. Of the first eight (8) appointments made under the resolution for the creation of this Board, four (4) were appointed for one (1) year and four (4) were appointed for two (2) years. Of the next eight (8) appointments made under the amended terms, two (2) members were appointed for three (3) years and six (6) were appointed for two (2) years. The initial terms under this enactment shall commence to run from the date of the Resolution # 106-05 promulgated by the Commissioners Court of Rains County on April 28, 2005, which derives its authority from and other relevant sections of the Chapter 323.006 of the Local Government Code.

Section 3.2 New Appointments

Any resident of Rains County, of legal age, may be considered for nomination to the Library Board. Such interest shall be directed to the Board of Advisors. Nominated named voted on by the Board shall be submitted to the Commissioners' Court for their consideration, along with any nominated by the Commissioner's Court, for their final appointment.

Section 3.3 Removal from the Board

Absenteeism of a Board member for three successive meetings without due cause shall be regarded as a resignation, and it shall be the duty of the Chair to report the same to the governing body. The new appointee shall complete the term of the resigned member and may seek reappointment upon completion of that term.

Section 3.4 Vacancies

Vacancies in the Advisory Board shall be filled by special appointment for the unexpired term.

ARTICLE IV - MEETINGS

Section 4.1 Organizational Meeting

There shall be an organizational meeting held in February of each year for the purpose of the election of officers (Chairperson, Vice-Chairperson, and Secretary), and such other business as may be deemed necessary by the Board of Advisors.

Section 4.2 Regular Meeting

Regular meetings of the Board shall be held on such dates and at such times as the Board directs.

The regular meetings are usually held on the 4th Monday of each month.

Section 4.3 Special Meeting

Special meetings shall be held at the call of the Chairperson, or on the request of five members of the Board. To call a special meeting, the Secretary of the Board must give three days' notice to all Board members in writing, which may be electronically delivered. If the special meeting is of an emergency nature, twenty-four hours' notice, either orally or electronically, must be given.

Section 4.4 Quorum:

Seven board members constitute a quorum; business transacted at a meeting without a quorum must be ratified or rejected at the next officially constituted meeting. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Board in office.

Section 4.5 Meeting Agenda:

- (a) Citizen comments will be limited to a maximum of five (5) minutes per person.
- (b) The Library Director shall prepare for the meetings of the Board regular reports covering the activities of the previous month and the Library's current progress and future needs. Such reports should be both statistical and descriptive.
- (c) All correspondence and communication from Board members pertaining to library policy will be discussed with or provided to all Board members either before or at the time of transmittal.

ARTICLE V - RULES OF ORDER

Section 5.1. Robert's Rules of Order

The rules contained in Robert's Rules of Order (newly rev.) shall guide the business of the Board in all matters not covered by the bylaws.

ARTICLE VI - OFFICERS

Section 6.1. Officers

The officers of the Board of Advisors shall be Chairperson, Vice Chairperson, and Secretary. Each officer shall be elected at the organizational meeting and shall hold office for the term of one year, or until his or her successor shall be elected.

Section 6.2 Method of Election.

The Board shall in January elect a Nominating Committee of three members of the Board. Such committee shall present its recommendations at the February meeting, listing the names of one or more candidates for each office, provided the consent of such nominees shall have been obtained. Additional nominations, with the consent of the nominees, may be made from the floor. The election shall be take place at the February meeting. The terms of newly elected officers shall begin immediately and continue until their successors are elected.

Section 6.3 Duties

Duties of the officers shall be as follows:

A. Chairperson:

1. Preside at all meetings of the Board;
2. Authorize calls for any special meetings;
3. Nominate all standing committees for board approval;
4. Execute all documents authorized by the Board;
5. Serve as an ex officio member with vote of all committees;
6. Appoint annually a board member as the liaison to the Friends of the Rains County Public Library;
7. Serve as the official spokesperson for the Board;
8. Represent the Library Board at public functions;
9. Assist the Library Director in establishing the agenda for each meeting;
10. Perform all other duties associated with the office.

B. Vice-Chairperson:

1. In the absence or inability of the Chairperson to act or in the event of vacancy in that office, the duties of the Chair shall be assumed and performed by the Vice Chair;
2. Assist the Chair in directing the affairs of the Board.

C. Secretary:

1. Sign with the Chairperson such official papers as are necessary;
2. Keep an accurate record of all meetings of the Board;
3. Submit approved and signed copies of the minutes to the Library Liaison at the Commissioner's Court and to the Library Director;
4. Issue notice of all regular and special meetings;
5. Perform such other duties as are generally associated with the office;
6. In the absence of the Chairperson and Vice Chairperson, the Secretary shall serve as President.

Section 6.4 Vacancies

In the event of any vacancy in office, such will be handled as follows:

1. In the event of resignation or incapacity of the Chair, the Vice Chair shall become the Chair for the unexpired portion of the term.
2. Vacancies in officers other than the Chair shall be filled by special election for the unexpired term.

ARTICLE VII - COMMITTEES

Section 7.1. Committees

The committees of the Advisory Board may include the following:

(a) Special and Ad-Hoc Committee

- (i) The Chairperson may create such special and ad hoc committees as are deemed appropriate.
- (ii) Chairperson shall nominate the committee members with consideration for the Board 's preferences.

(b) Regular Committees

- (i) The committees of the Advisory Board may include the following: Facilities, Finance/Audit, Operations, Communications and Strategic Planning.
- (ii) Each committee shall consist of at least three members of the Board of Advisors, with full voting privileges, and other appropriate Library staff, who shall serve as non-voting ex officio members, as determined by the committee chair and the Directors.

- (iii) Meetings shall be held at the call of the committee chair subject to Texas Open Meetings Law.
- (c) In addition, there shall be special committees as the Board from time to time determines to be advisable.
- (d) By majority vote, the Board can resolve itself in to a Committee of the Whole for the purpose of discussing any subject. Either the Chairperson or the Committee Chair can preside.

Section 7.2 Assignment and responsibilities:

(a) Facilities Committee

- (i) Responsible for all matters related to buildings, grounds, equipment, vehicles, and other physical facilities;
- (ii) Work with the Library Director and appropriate Library staff to determine the building needs and improvements, equipment additions/enhancement/repair, and upkeep of grounds.
- (iii) Assist in assessment and planning for expansion of library facilities.

(b) Finance/Audit Committee

- (i) Monitor and oversee the fiscal status of the Library.
- (ii) Work closely with the Library Director in designing a process for monitoring and assessing Library fiscal performance;
- (iii) Oversee and update the performance monitoring process and reporting fiscal performance to the full Board;
- (iv) In serving as the Library's audit committee, for the purposes of the annual audit and preparation of the Library's Comprehensive Annual Financial Report, review financial reports and make necessary corrections/adjustments.
- (v) Review requests for proposals and make recommendations to the Rains County Commissioner's Court in the awarding of contracts;
- (vi) Review the strategic plan documentation for the Library's budget and annual appropriations, and recommending action to the full Board.
- (vii) Members of the public may be included as advisory members of the Finance/Audit Committee.

(c) Operations Committee

- (i) Provide guidance and assistance to the Library Director and appropriate Library staff in providing and enhancing contemporary Library services to the residents of the Library's service district and others as determined by the Advisory Board;
- (ii) Promote the library services through all appropriate means.
- (iii) Responsible for: working closely with the Library Director and management staff in designing a process for monitoring and assessing Library programmatic performance and overseeing and updating the performance program monitoring process and reporting program performance to the full Board;
- (iv) Design and implement grant strategy;
- (v) Working closely with the Library Director and administrative staff in overseeing the execution of Library policies and service objectives.

(d) Human Resources Committee

- (i) Work with the Library Director and appropriate Library staff to recommend personnel and compensation policies of the Library.
- (ii) Work with the Library Director and appropriate Library staff to best determine the working conditions that contribute to the success of the overall mission of the Library.
- (iii) The Committee shall design and maintain orientation materials for new Board members. The Committee will conduct the annual performance review of the Library Director for submission to the Library Liaison of the Commissioner's Court.

(e) Communications Committee

- (i) Work with the Library Director and appropriate Library staff to develop an effective and appropriate venue for Board/Staff communications;
- (ii) Coordinate Board communications for public information, bond issues and levy campaigns.

(f) Strategic Planning Committee

- (i) This committee shall consist of the committee chairs;

- (ii) Work closely with the Library Director and management staff in designing and maintaining a planning process that fully meets the needs of the Library; adopting the annual planning calendar; overseeing implementation of the annual planning process;
- (iii) Prepare, review and publicize statements of the Library's values, vision and mission, as well as the strategic directions, plans, and services of the Library; reviewing the by-laws; reviewing the planning documentation for the Library's tax budget and annual appropriations and recommending action to the Board.

Section 7.3 Ad-Hoc Committees

From time-to-time, the Chairperson shall appoint committees of one or more members of the Board, the Director, and appropriate Library staff for such purposes as the business of the Library may require. When an ad hoc committee has members of the public as participants, a member of the Board shall serve as chair. An ad hoc committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report of the ad hoc committee has been received by the Board.

Section 7.4 Limitations

No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. Prior to considering or recommending action, which involves expenditure of funds, any committee (other than Finance) shall confer with the chair of the Finance Committee and the entire Advisory Board.

Section 7.5 Committee Reports

The minutes will be kept of all committee meetings and will be approved at the next regularly scheduled Board meeting. A copy of all committee meetings shall be submitted to the Library Liaison in Rains County Commissioner's Court.

ARTICLE VIII - AMENDMENTS

Section 8.1 These bylaws may be changed or amended upon one month's notice in writing of the proposed amendment, or amendments, and read at a regular meeting of the Advisory Board.

Section 8.2 All amendments must be ratified by the Commissioner's Court.

Section 8.3 Adoption of the proposed change will be affected upon a majority vote of all the Board

A STATEMENT OF ETHICS FOR LIBRARY BOARD

Each Board member who accept appointment to the Rains County Public Library Advisory

Board pledge to adhere to the following:

- Promote the highest level of Library service while observing ethical standards.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the institution.
- Disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.
- Respect the confidential nature of Library business while being aware of and in compliance with that particular state's freedom of information act.
- Be prepared to support to the fullest the efforts of Library Directors in resisting censorship of Library materials by groups or individuals.
- Perform all the duties and responsibilities of an Advisory board.

Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Approved by the Rains County Commissioners Court this 26th day of March, 2026.

X 

Brent D. Hilliard
County Judge

X 

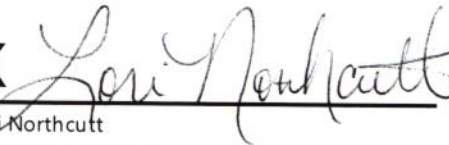
Jeremy Cook
Commissioner Pct 1

X 

Mike Willis
Commissioner Pct 2

X 

Korey Young
Commissioner Pct 3

X 

Lori Northcutt
Commissioner Pct 4

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funding for our e-book and audiobook platform, conducting multiple book sales throughout the year to raise funds for the library, and advocating for the library within the community.

The library is under the general supervision of the Rains County Commissioners Court. The Court appoints 11 members to the Library Advisory Board to work with the Director and Commissioners Court.

The library is funded by Rains County tax revenues. Additionally, grants are sought and acquired for special projects.

THE COMMUNITY AND THE LIBRARY

Rains County is located between two popular destination lakes. While the community is still mostly rural, it is seeing significant growth in residences and retail/service businesses. This shift in population demographics means the library will have to expand services and outreach to meet the growing needs of the community.

The U.S. Census Bureau 2020 population shows Rains County with 12,823 (population estimate July 1, 2022) citizens, which represents an 18% increase over the 2010 population of 10,914. The demographic breakdowns of ages from the 2010 census to the 2020 census are as follows:

	<u>2010 Census</u>	<u>2020 Census</u>
Less than 5 years old	5.3 %	4.7%
5 to 18 years old	21.7%	19.8%
19 to 64 years old	52.6%	50.3%
65 and older	20.4%	25.2%
Female		49.8%

The languages represented in the community are primarily English and Spanish. The 2020 Census data showed 85.4% of the citizenry 25 years of age or above have a high school diploma or GED, while 13.7% have 4+ years of college.

The unemployment rate in December 2009 was 8.9%, nearly double the 4.4% in December 2008. In December 2012, the unemployment rate was at 6.2%, and in January 2015, the unemployment rate had dropped to 4.9%. The current unemployment rate is 3.9%. Median family income in 2024 was \$65,413. Data USA show 9.99% population below the poverty level with 20.8% of children below the poverty level.

Data shows that Rains County's largest employers are the Rains Independent School District, Rains County, Senior Suites, Ivan Smith Furniture Warehouse, Brookshire's Grocery, Hooten's Hardware, City of Emory, and Texas Department of Transportation. Primary industries in the county include retail/service and agriculture. It is expected that the next five years will see a trend for decreasing reliance on an agricultural economy to continue, and an increasing reliance on retail, business services, tourism and light manufacturing.

Information sources within the county are primarily the local newspaper (The Rains County Leader), which is also online, radio stations KSST, KMOO, KRER, and various community organizations and social media groups. Libraries, other than the county library, include one at each level of public school, small primarily religious collections at several local churches, two small "honor" libraries located within the storm shelters in Point and East Tawakoni, and the Genealogy Library maintained by the Rains county Genealogical Society.

Rains County currently has 2 private preschools, and one each of public preschool, elementary school, intermediate school, junior high school, and high school. There is a small private school for Mennonite families. Data showing how many students were withdrawn from Rains ISD for homeschooling is displayed in the following table:

Year	# of children withdrawn for homeschooling
2008-2009	24
2009-2010	17
2010-2011	24
2011-2012	18
2014-2015	31
2015-2016	32
2016-2017	45

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Because homeschoolers in Texas do not need to register with the State or local school district, it is impossible to determine how many school age children in the county may be homeschooled. Our homeschooling groups in the county consist of approximately 250 families.

Health service providers in the community are the nursing home, Andrews Center, two medical clinics, one urgent care facility, and one pediatrician's office in Emory.

There are approximately 30 churches in the county.

There are approximately 15-20 community-based service organizations.

VISION STATEMENT

The Rains County Library- providing excellence in library services.

MISSION STATEMENT

The mission of the Rains County Public Library is to provide access to 21st Century resources and services to maintain and improve the quality of life for all the citizens of Rains County.

GOALS AND OBJECTIVES

The following goals are the priorities to be accomplished over the course of the next five years which address key strategic issues and support our vision and mission. *They are not intended to address all the issues facing the Library, instead they are designed to focus the efforts of the Library Advisory Board and staff in providing materials and programs that meet the needs of the Rains County community and maintain an excellence in service.* These goals will be used by the Library Director to prepare annual operating plans which will implement the Long-Range Plan.

SERVICE GOALS

GOAL 1 Provide programs and services that support the library's mission and service responses and that augment the collection

- Objective 1* Maintain a continuously updated collection through selection and purchase of current materials and weeding of outdated materials
Action Steps:
A. *Evaluate collection to determine average age of materials and identify areas needing improvement for the Collection Development Plan (Ongoing)*
B. *Maintain Collection Turnover rate of 2 (Ongoing)*
- Objective 2* Maintain relations with Friends of the Library organization and support Friends of the Library initiatives such as book sales.
A. Continue to accept donations of books and media for the book sales
B. Continue to provide the Friends of the Library with library event information, and publicity items in their effort to advertise and promote the library.

GOAL 2 Provide access to resources that are critical to success in an increasingly technological world

- Objective 1* Upgrade current technological resources and add additional resources as required to meet the community's needs and demands while continuing to maintain and update all features of the catalog system. (Ongoing)
- Objective 2* Continue to make e-books available to our patrons (Ongoing)
- Objective 3* Continue utilizing the CIRA library web page
Action Steps:
A. *Update information as needed and add additional information to the web page (Ongoing)*
B. *Maintain improved user-friendly web presence. (Ongoing)*

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GOAL 3 Enable citizens to continue their active participation in lifelong learning

- Objective 1* Encourage computer classes for adults
Action Steps:
A. In the fall of 2022, The Literacy Council of Tyler became our point of contact for adult education programs.
B. Provide a room for The Literacy Council of Tyler to conduct ESL and GED classes (Ongoing)
- Objective 2* Continue to maintain the large print collection
Action Steps:
A. Survey circulation data for Large Print Collection in order to develop a better plan for this collection (Ongoing)
B. Maintain a Deposit Collection of Large Print/Audio Books at the Senior Suites by donating weeded materials. (Ongoing)

GOAL 4 Foster a lifelong love of books in children and a desire to learn that will help them live productive and satisfying lives

- Objective 1* Continue to present a Summer Reading Program for children annually
Action Steps:
A. Increase the number of children receiving a summer reading completion certificate by 2% by continuing to promote within the Rains ISD, Yantis, and surrounding schools (Annually)
1.) Offer prizes as incentives
2.) Award each child a certificate of completion, coupon envelope and a book.
B. Distribute summer reading brochures to Rains, Yantis and surrounding schools, as well as during Founder's Day each year in May prior to the start of the program. (Ongoing)
- Objective 2* Plan and conduct a weekly story time for children ages eighteen months to five years along with their parents.
Action Steps:
A. Continue story time at the library with associated publicity (Ongoing)
- Objective 3* Continue to expand the children's collection
A. Purchase new material each year
B. Make suggestions each year in the Collection Development Plan (Ongoing)
- Objective 4* Create an inviting reading/program environment for children by adding creative decorations that are age appropriate. (Ongoing)
- Objective 5* Encourage parents as their children's first teacher
Action Steps:
A. Provide publicity for Story Time and Summer Reading Program at Good Samaritans, local day care centers, home school families, and schools in the spring and fall of each year. (Ongoing)
B. Make available leveled reader books for early literacy to parents of young children 18 months to 5 years. (Ongoing)
C. Continue to work with DPIL (Dolly Parton Imagination Library) to put books in the hands of children under the age of 5. (ongoing)
- ## **GOAL 5 Evaluate ways to make the library a resource valued and used by teens**
- Objective 1* Expand programming and collection for Young Adults

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Action Steps:

- A. *Hang teen appropriate signage in teen area (Ongoing)*
- B. *Work with Dean of students and librarian at the High School and Jr High in August prior to the beginning of the school year to promote databases and other useful resources (Ongoing)*
- C. *Encourage participation in the teen activities and all programs at the library and provide flyers and publicity at the Rains ISD campuses. (Ongoing)*

GOAL 6 Increase and improve the awareness of the library's facility, materials, and services by marketing and promotion through newspaper and social media

Objective 1 Provide a pleasant, comfortable, and safe library facility for patrons

Action Steps:

- A. *Add security cameras inside and outside the building*
- B. *Submit budget request for funding to improve and expand parking lot (Ongoing until completed)*
- C. *Submit budget request for increased square footage for the library (Ongoing until completed)*

Objective 2 Explore and evaluate ways to serve the needs of patrons who work locally or from home

Action Steps:

- A. *Publicize availability of online library catalog, UNT Portal of Texas History and databases with handouts and newspaper articles (Ongoing)*
- B. *Survey local businesses on library research needs. (annually)*
- C. *Include useful links to resources in the online catalog (Ongoing)*

Objective 3 Increase the percentage of Rains County residents holding a current library card

Action Steps:

- A. *Support Friends of the Library booths and/or parade participation at 2 community wide events, such as the County Fair, Founders Day, Tamale Festival, Spirit of East Tawakoni, or Christmas parades and provide publicity flyers containing information about library services to the Friends to distribute. (Ongoing)*
- B. *Post Library Card Signup Banner each September and work with Friends for Library Card signup during the County Fair each September. (Ongoing)*
- C. *Participate in the Rains back to school fair each year in August. (when available)*

Objective 4 Create an inviting reading/program environment for children and teens

Action Steps:

- A. *Create a photo archive of all children's areas, used simultaneously, to facilitate planning for a new building, or expansion of the existing one. (Ongoing)*
- B. *Create a photo archive of all Young Adult areas visited by library staff to facilitate planning for a new building or expansion of the existing one. (Ongoing)*

Objective 5 Provide professional assistance to patrons in all areas of library service

Action Steps:

- A. *Have the library director and library staff participate in training of databases, digital portal, customer service, and e-book usage in order to help our patrons with the services we provide. (Ongoing)*
- B. *Assure that all staff is familiar with all of the services that the library provides and be able to communicate and assist patrons with its use.*

Objective 6 Provide workshops and educational opportunities for patrons

Action Steps:

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- A. *Work with The Literacy Council of Tyler in offering ESL and GED classes along with other college courses (Ongoing)*
- B. *Work with the Friends of the Library in offering a variety of classes and services for all ages.*

- Objective 7** Increase cooperation with public, private, and homeschool groups to anticipate student resources and needs
Action Steps:
A. *Distribute library flyer or bookmark to RISD teachers (Ongoing each August)*
B. *Distribute information and speak at new Teacher orientation (Ongoing each August, as the school will allow)*
C. *Conduct Workshop for homeschool parents and youth on resources available through TexShare databases, UNT Portal to Texas History and e-book apps on an as needed basis (Ongoing)*
D. *Provide Homeschool reading group to homeschool families, as long as we have staffing to do so.*
- Objective 8** Increase cooperation with business and civic groups in the community
Action Steps:
A. *Provide meeting room space for an average of 20 meetings per month (Ongoing)*
B. *Distribute library brochures and flyers to each group using the meeting room once each year (Ongoing)*

GOAL 7 Consistently strive to improve user statistics

- Objective 1** Increase circulation of all library materials
Action Steps:
A. *Improve collection by continuing to weed and replace (Ongoing)*
B. *Increase publicity through newspaper, flyers, social media, physical displays, and promotional materials about library events. (Ongoing)*
- Objective 2** Seek out and respond to suggestions and concerns of patrons about library facilities, services, and collections
- Objective 3** Present Library needs and gather information from local economic development group and civic organizations (ongoing)

GOAL 8 Provide ongoing training and fulfill staffing requirements to achieve service goals

- Objective 1** *Provide ongoing training to ensure a cohesive, qualified, and highly motivated staff to accomplish the service goals of the Library, which will advance the Library's vision and mission statements, thus recognizing staff as an invaluable resource*
A. *Seek training for staff in areas such as personal development, customer service and financial management. (Ongoing)*
B. *Director should continue to acquire at least 12 continuing education hours annually, by attending Texas Library Association Annual Conference workshops, ARSL Association for Rural and Small Libraries, or Public Library Association annual conference workshops, or other in-person or virtual training as it's made available.*
C. *Staff workshop on use of the OPAC (on-line Public Access Catalog), Texas State Library Databases, and UNT Portal on Texas History as new employees are hired or as new databases are received (Ongoing)*

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- Objective 2 Provide for staff levels appropriate to achieve the library's service responses and mission
Action Steps:
A. *Provide accurate job descriptions for all staff*
B. *Regularly update Volunteer Job Descriptions and assignments instructions*
C. *Review and update each Job Description in December or before new staff are hired*
D. *Maintain a volunteer program through FOL*
- Objective 3 Evaluate current salaries and strive to offer those which are commensurate to the regional level (Ongoing)
Action Steps:
A. *Research libraries of comparable population base in Texas to create a comparison spreadsheet for Library Director Salaries, staff salaries, and number of full-time and part-time staff to submit with Budget Request. (during budget)*
B. *Provide competitive salaries for all library employees, in order to retain good employees.*
- Objective 4 Provide opportunities for staff development in the decision-making process of the library
Action Steps:
A. *The director will serve on the Strategic Plan committee and one staff member should be available to participate if needed.*
B. *The director and one staff member serve on the Collection Development Plan committee each year.*
- Objective 5 Involve staff in awareness of their physical surroundings as a component of service, providing consistent and up-to-date safety training for staff
Action Steps:
A. *All staff will attend safety training when presented for county personnel to include LifeVac and Narcan.*
B. *All new staff should receive CPR training at the first available class and other staff maintain certification (Ongoing)*
- GOAL 9 Develop and maintain a diverse and dynamic collection (including all formats) to further the library's mission and service responses, which reflect current standards and the library's Collection Development Policy**
- Objective 1 Review guidelines and allocations of future expansion and development of library collections
Action Steps:
A. *Annually review collection Development Plan and allocate the materials budget based on the plan (Ongoing)*
B. *Maintain the book collection at 5 books per capita*
C. *Continue to improve the collection each year (Ongoing)*
- Objective 2 Create an Interlocal Agreement between the City of Point, the City of East Tawakoni and the Public Library in order that they may become "branch" libraries, or "deposit" libraries within their storm shelter/libraries. Funding for these branches would be the sole responsibility of each individual entity; the circulating materials would be counted within the statistical information for the existing Public library at 150 Doris Briggs Pkwy. This would enable the "library" to be able to reach out to other areas of Rains County without any additional funding. (ongoing)

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GOAL 10 **Create an expanded and inviting library that addresses critical space shortages, provides a technology center, and accommodates expanding content, services, and programs.** (See attached page 12 for facility needs.)

Objective 1 Look for grant monies for expansion

Objective 2 Evaluate need for enlarged space (additional square footage) considering the number of visits by patrons each day as well as the cramped space in the Meadows Cultural Center that is used for summer reading programs, story time, homeschool reading, Literacy Council of Tyler adult education and other community non-profit usage. (yearly until complete)

Objective 3 Increase the number of patron computers to include computer lab once the request for additional space is achieved.

Objective 4 Evaluate need for a quiet study area after the additional space request is provided.

GOAL 11 **Maintain a current Strategic Plan and Policies**

Objective 1 Review, evaluate, and modify annually the strategic plan and policy manual
Action Steps:
A. *Present revised Long-Range Plan to Library Advisory Board in April and the County Judge, and Commissioners in May*

Objective 2 Implement action steps from Strategic Plan as they are financially feasible

Objective 3 Annually compare local performance and collection with Library Standards, with special emphasis on budget considerations
Action Steps:
A. *Complete Standards comparison worksheet annually to present to Library Board, County Judge and County Commissioners with the Strategic Plan*

GOAL 12 **Continue to develop sources of public and private funding to support and improve the Library**

Objective 1 Identify grants available to fit the needs of the Library
Action Steps:
A. *The Library Director will attend a grant management training when available*
B. *The Library Advisory Board will continue looking for expansion grant possibilities. (until complete)*

GOAL 13 **The Library Advisory Board will seek to maintain a higher level of involvement, development, and education on library matters.**

Objective 1 Encourage the Library Advisory Board and County Officials to seek and maintain contact with local, state, and federal elected officials concerning issues important to libraries

Action Steps:
A. *The Library will provide information on relevant issues to Library Advisory Board Members during regularly scheduled meetings and to County Officials during Commissioner's Court. (Ongoing)*
B. *Library Advisory Board members will contact state or federal elected officials once per legislative session as the need occurs (Ongoing)*
C. *One or more Library Advisory Board Members or County Officials will attend the Texas Library Association Legislative Day, as budget allows*

RAINS COUNTY PUBLIC LIBRARY STRATEGIC PLAN 2026-2031

- Objective 3* Review annually Library Advisory Board responsibilities, as well as all policies, bylaws, and plans
Action Steps:
A. *Provide all new Library Advisory Board members the Library Advisory Board Handbook, Strategic Plan, statistical documents and any other relevant documents at the February meeting.*

CONCLUSION

This Strategic Plan provides a framework for the Library Advisory Board and Library staff to offer excellence in library service to our community. Our vision and mission statements reflect fundamental values of the community which will continue into the future. The goals outlined are the priorities set for implementation in the next five years.

REVIEW AND ACTION PLAN

By May 31st of each year, the plan should be reviewed to reflect activities that will take place in the next fiscal year to achieve the elements of the Strategic Plan. The Library Advisory Board has approved the content and implementation of the Strategic Plan.

Holly Morey, Board Chair	Date
Diana Bevans, Vice Chair	Date
Marcia Metzner, Secretary	Date
Sherri McCall, Member	Date
Lea Reed, Member	Date
Donna Asbill, Member	Date
Marsha Rakestraw, Member	Date
Dorothy Foley, Member	Date
Staci Ely, Member	Date
Michelle Graham, Member	Date
Mary Newport, Member	Date
Bernadette Thompson, Library Director	Date

RAINS COUNTY PUBLIC LIBRARY STRATEGIC PLAN 2026-2031

SWOT Analysis of the Community

Strengths of the community

- County-wide strategic planning and "directed" growth
- Family-oriented, small town values, excellent quality of life
- Active Civic Organizations
- Churches/Church Outreach
- School System

Weaknesses of the community

- Lack of employment opportunities
- Lack of citizens with higher education and/or employment skills
- Drugs and drug-related crimes; child abuse and crimes against children statistics
- Limited opportunities for adult education/computer training

Opportunities for the Community

- Increase in number of retail services
- Continued growth
- Increase in business and employment opportunities
- Continued need for infrastructure planning to accommodate future growth

Threats or Trends Facing the Community

- Crime rates Increased in 2005 but have decreased in following years
- Poverty/educational levels/literacy
- Growth challenges—infrastructure, taxes, services
- National economic downturn effects on County revenues

SWOT Analysis of the Library

Strengths of the Library in the areas selected as service responses:

- Seven desktop computers to access reference materials and training opportunities
- Summer Reading Program/ preschool programs and homeschool reading programs
- On-going efforts to update collection in all formats
- Large active enthusiastic Friends of the Library
- Library hours include 4 hours on Saturdays
- Renovated and improved facility
- On-line Public Access Computer (OPAC) with databases
- E-books through Overdrive/Libby
- Free WIFI
- Media Center in Meadows Cultural Center (co-funded by the Friends of the Library)

Weaknesses of the Library in the areas selected as service responses:

- More job/employment training necessary for higher paying jobs
- Library space and staff training for computer training limited
- Small collection outdated in many areas.
- No area to conduct computer classes
- Lack of a "quiet" or study area
- Lighting

Opportunities for the library to expand programs for targeted service responses:

- Expanded children's programming
- Serve as publicity outlet for other community groups providing computer training for adults
- Expansion of current facility to accommodate growth
- Large enthusiastic Friends of Library and other volunteer groups
- Expanded electronic services including data bases

RAINS COUNTY PUBLIC LIBRARY STRATEGIC PLAN 2026-2031

Threats to the library in expanding programs for targeted service services:

- Lack of effective marketing and promotion
- Funding issues: County, grants
- Lack of space and staffing
- Continued staff turnover
- Continued support of volunteers
- National economic downturn effects on County revenues

RAINS COUNTY PUBLIC LIBRARY LONG RANGE PLAN Future Facility Needs

Public Area

- Separate age group areas
- More reading/seating capacity
- More shelf space
- Need space for attractive eye-catching displays
- Quiet area/study rooms
- Space for Genealogy materials
- Appropriate shelving for materials
- Research tables and chairs
- Enlarged meeting room space

Computers

- Need space for additional public access computers
- Need ample space to arrange all computers and equipment so that they do not block an aisle
- Need separate computer room, so that we can provide computer classes to our patrons

Staff work area

- Need for efficient ergonomic workstations
- Need additional computer workstations
- Separate break room with area for personal storage
- In-wall book drop

Other space needs

- Need at least 15' x 15' storage room attached to main building
- Need a separate janitorial closet to store all janitorial equipment safely
 1. Need entire facility to meet ADA requirements for accessibility to disabled
 - a. All aisles (including work area) to meet ADA specifications for wheelchair accessibility
 - b. Ample turning space for wheelchairs
 - c. Automatic doors to accommodate wheelchairs
 - d. Restrooms to comply with ADA
 2. Refurbished, repainted, lighting and expanded parking lot

Meadows Cultural Center

- Closet adequate to store and access tables and chairs
- Electrical closet space separate from public storage area
- Additional space needed for programs in order to be within capacity limits



COUNTY OF RAINS

BRENT D. HILLIARD

COUNTY JUDGE



Resolution #051426IVAF

STATE OF TEXAS

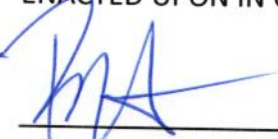
COUNTY OF RAINS

BE IT REMEMBERED, at a regular meeting of the Commissioners Court of Rains County, Texas, held on the 14th Day of May, 2026, on motion made by Commissioner of Precinct ____ and seconded by Commissioner of Precinct ____, the following Resolution was adopted:

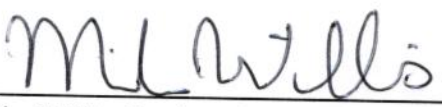
WHEREAS, the Rains County Public Library has prepared a Rains County Public Library Strategic Plan 2026 – 2031, which is attached hereto and made a part hereof. The Rains County Public Library Strategic Plan 2026 – 2031 shall be reviewed and updated by the Library Board annually and a copy of the same shall be provided to the Rains County Commissioners Court within thirty (30) days of each revision. ~~Any revision which materially changes the Rains County Public Library Strategic Plan 2026 – 2031 shall be submitted to the Rains County Commissioners Court for review and approval;~~

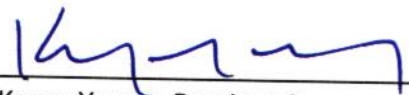
NOW, THEREFORE, BE IT RESOLVED, that the Commissioners Court of Rains County, Texas: (1) Approves the Rains County Public Library Strategic Plan 2026 – 2031 and (2) designates the County Judge as its Chief Executive Officer and Authorized Representative to act in all matters in connection with this matter.

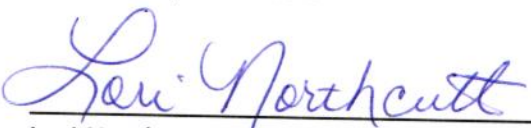
ENACTED UPON IN OPEN COURT on this 14th day of May 2026.

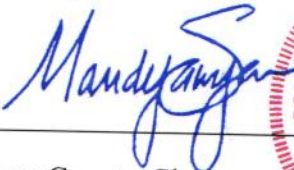

Brent D. Hilliard, County Judge


Jeremy Cook, Precinct 1


Mike Willis, Precinct 2


Korey Young, Precinct 3


Lori Northcutt, Precinct 4

Attest: 
Mandy Sawyer County Clerk



TEL: (903) 473-5000
FAX: (903) 473-4298

BRENT.D.HILLIARD@CO.RAINS.TX.US

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