

Bylaws of the  
**Lake Travis Community Library District**

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**ARTICLE I**  
Demographics

**SECTION 1 - Name**

The name of the political subdivision shall be Lake Travis Community Library District ("the District") as approved on the 15th day of May 2004 by the voters who reside within the boundaries of the District.  
The governing body shall be known as the Board of Trustees of the Lake Travis Community Library ("the Board").

**SECTION 2 - Location**

The District Administration Office shall be at 1938 Lohmans Crossing, Austin, Texas 78734.

**SECTION 3 - Purpose**

The purpose of the District, as established by Chapter 326 of the Local Government Code ("the Act"), is to establish, equip, and maintain one or more public libraries for the dissemination of general information relating to the arts, sciences, and literature to the residents living within the District and in the surrounding areas.

**SECTION 4 - Boundaries of the District**

The boundaries of the District shall encompass the area described in Exhibit A, which is attached hereto and incorporated herein for all purposes. These boundaries may be expanded only by election of a majority of voters in the area to be annexed.

## ARTICLE II Meetings

### SECTION 1 - Regular Meetings

The regular meetings shall be held at least once a quarter at the District's Administrative Office, being the Lake Travis Community Library located at 1938 Lohmans Crossing, Austin, Texas 78734 with a time set by the Board. Under special circumstances, a different location may be designated by the Board.

### SECTION 2 - Special Meetings

Special meetings may be called by the President or at the call of any two members of the Board, provided that notice thereof is given to the public and to all Board members.

A written notice of all meetings, which are not regular meetings, shall be emailed or hand delivered to each trustee at least three (3) days prior to the date of the meeting. This notice shall generally describe the business to be transacted. The members of the Board may waive in writing the provision as to notice and purpose. Waiver by the trustees shall not abrogate the posting and notice requirements of the Open Meetings Act.

### SECTION 3 - Agenda

The agenda at any meeting shall outline all business to be transacted and no other business of the District shall be transacted.

Agenda production shall be as follows:

- a) Library staff may submit items to the Board Secretary;
- b) Citizens may submit items to Board members;
- c) Board members may submit items to the Board Secretary;
- d) Deadline for all submissions is ten (10) days prior to meeting;
- e) Board Secretary shall submit consolidated items to President;
- f) President shall establish the agenda; and
- g) Agenda for meeting shall be posted in accordance with the Open Meetings Act.

### SECTION 4 - Voting

A majority of the members shall constitute a quorum at all meetings of the Board.

All questions presented for a vote of the Library Board shall be decided by concurrence of three members of the Board. The President shall be eligible to vote on all matters.

### SECTION 5 - Conduct of Meetings

Robert's Rules of Order, most recent edition, shall govern in the parliamentary procedure of the Board, in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

All meetings shall be posted in accordance with the Open Meetings Act.

## ARTICLE III

### Board of Trustees

#### SECTION 1 - Election and Term

The Board is elected by the qualified voters within the boundaries of the District.

No person may be elected to the Board unless the person is a resident of the

District and is a registered voter of Travis County, Texas. The Board is the governing body of the District created under the Act. The members of the Board shall serve for a term of two years and until their successors are appointed and qualified.

Upon creation of the District, two trustees were elected to serve until the May 2005 uniform election date and three trustees were elected to serve until the May 2006 uniform election date.

#### SECTION 2 - Powers and Duties

The Board has control over and shall manage the affairs of the District. The Board members shall:

- a) Abide by the Constitution of the State of Texas and applicable ordinances of the County of Travis;
- b) Employ any person, firm, partnership, or corporation the Board considers necessary for conducting the affairs of the District;
- c) Determine the term of office and compensation of any employee and consultant by contract or by resolution of the Board;
- d) Remove any employee at will;
- e) Employ a Library Director to administer the affairs of the District under policies established by the Board;
  - f) Determine the compensation of the Library Director;
- g) Appoint the Library Director or an employee as assistant to the Board Secretary to assist the Secretary in certifying the authenticity of any record of the District;
- h) Provide for and administer a workers' compensation plan for the employees of the District;
- i) Adopt reasonable rules and policies to accomplish the purposes of the District and approve policies to govern the operation and programs of the Library;
- j) Set monetary charges in reasonable amounts for the violation of a District rule or policy;
- k) Exclude from the use of the Library a person who willfully violates a rule or policy adopted by the Board;

- l) Plan and give guidance for the building or expansion of library facilities;
- m) Not receive any compensation for services to the Lake Travis Community Library District;
- n) Recommend special committees for Board approval and Board members are encouraged to recommend individuals for committees;
- o) Encourage in every possible way the development and advancement of the public library; and
- p) Conduct annual election of the Board of Trustees if needed.

### SECTION 3 - Oath

Each of the trustees must take the official oath required of members of the Texas Legislature before beginning the trustee's duties.

### SECTION 4 - Vacancies

Vacancies in office shall be handled as follows:

- a) Trustees shall be appointed by majority of the Board for the un-expired portion of the incumbent's term.
- b) In the event of resignation or incapacity of the President, the Vice President shall become the President for the un-expired portion of the term.
- c) Vacancies in officers other than the President shall be filled for the un-expired term by an election of the Board.

### SECTION 5 - Resignation

Upon at least thirty (30) days written notice to the District, a trustee may tender his resignation as a trustee subject to the provisions of Article XVI, Section 17 of the Texas Constitution, which states that all officers of the state shall continue to perform the duties of their office until their successors shall be duly qualified. The resignation of the trustee shall be effective upon acceptance by the District.

### SECTION 6 - Officers

Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

These officers shall be President, Vice President, Treasurer, and Secretary/Parliamentarian.

a) President - who shall be the chief executive officer of the District and, in general, will supervise and control all of the business and officers of the District.

Specifically, the President shall:

1. Preside over Board meetings, both scheduled and special, and be the Chief Executive Officer of the District.
2. Establish the agenda and provide supplemental material for Board meetings, and include agenda items requested by any Board member.
3. Serve as spokesperson for the Board in dealings with library staff, the residents of the District, and other persons or entities.
4. Represent the Board at public functions and be the library's chief liaison with the community.
5. Assign tasks relating to Board functions to Board members and monitor the progress of assigned tasks through reports by Board members.
6. Sign, with the Secretary or another proper officer of the District approved by the Board, any deeds, mortgages, bonds, contracts, or other instruments that the Board has authorized to be executed, except in cases in which the signing and execution of documents is delegated by trustee resolution, these bylaws, or by applicable statute or regulation to some other officer or agent of the District.
7. Serve as liaison with District's lawyers, architects, and consultants.
8. Decide on all issues referred by the Library Director, and
9. Have such authority and perform such other duties as may be prescribed from time to time by the Board.

b) Vice President - who shall assist the President in directing the affairs, and, in the absence or unavailability of the President, assume the duties of President and perform such other duties as may be assigned by the President or by the Board.

c) Treasurer - who shall:

1. Maintain all financial records of income and expenses.
2. Conduct all District financial business with banks and other financial institutions.
3. Be responsible for the accurate payment of all bills and expenditures approved by the Board.
4. Be responsible for proposing budgets and controlling expenses within budgeted limits.
5. Provide a report of the District's financial status at each regular Board meeting.
6. Serve as Investment Officer.
7. Liaise with auditors.
8. Handle tax issues, and
9. Perform such other duties as may be assigned by the President or by the Board.

d) Secretary/Parliamentarian - who shall:

1. Serve as President in the absence of both the President and Vice President.
2. Act as Secretary at all Board meetings and keep and publish Board meeting agenda and minutes.
3. Sign the approved minutes and file in Record Book.
4. Ensure that all records and books of the District are properly kept, including the Library's Policy and Procedures Manuals and Personnel Policy.
5. Compile the agenda for President's approval and posting.
6. Serve as Parliamentarian for the Board deciding on all issues of procedure and protocol, and
7. Perform such other duties as may be assigned by the President or by the Board.

Apart from the above, the Board may entrust the overseeing of some or all of the following functions to Board members or others with relevant expertise:

- a) Human Relations Advisor
- b) Systems Advisor
- c) Legal Advisor
- d) Property Maintenance Advisory
- e) Fundraising Coordinator
- f) Library Historian
- g) Grants Advisor

Other positions/responsibilities may be created by the Board from time to time depending upon the library's needs.

**ARTICLE IV**  
Committees

Committees not having or exercising the authority of the Board in the management of the District may be designated by a resolution adopted by a majority of the Board. All committees will have at least one Library Board member serving on them. These committees are automatically dissolved upon completion of assignment.

The Board may remove any committee member or persons authorized to appoint such member whenever in their judgment the best interests of the District will be served by such removal.

**ARTICLE V**  
Librarian

**SECTION 1 - Role of Library Director**

The Library Director (the "Librarian") works, under the direction of the Board of Trustees, to establish and maintain library policies and procedures, as well as their application and enforcement. Manages the operation of the District's library(s) and staff. In the absence of the Library Director, a designated library staff member may serve in this capacity.

**ARTICLE VI**  
Powers of the District

**SECTION 1 - Summary of Powers**

A Library District is a political subdivision of the state and has full authority to carry out the objects of its creation, including establishment and maintenance of public libraries.

A Library District may:

- a) Acquire, purchase, hold, lease, manage, occupy, and sell real and personal property or any interest in that property;
- b) Enter into and perform any necessary contracts;
- c) Appoint or employ necessary officers of the Board, agents and employees;
- d) Sue and be sued;
- e) Impose and receive sales and use taxes as prescribed by the Act;
- f) Accept and receive donations;
- g) Lease, own, and maintain real property, improvements, and fixtures to house and maintain library facilities and equipment;

- h) Borrow money, give security therefore and contract with other entities, including other districts or municipalities, to make library facilities and services available to the District;
- i) Administer any trust declared or created for any library operated or maintained by the District and receive by gift, devise, bequest, transfer, or assignment of any existing trusts, and hold in trust or otherwise property situated in this state or elsewhere and, if not otherwise provided, dispose of such property for the benefit of the District;
- j) Establish policy to govern the running of the library or libraries of the District;
- k) Adopt an annual operating budget for the library; and
- l) Perform other acts necessary to carry out the intent of the Act.

### SECTION 2 - Adoption of a Plan of Operation

The District may adopt a plan to accomplish the purposes for which it was created.

## ARTICLE VII

### Contracts for Services

The District shall have the authority to enter into contracts with groups or individuals in order to provide the best possible services for the residents of the District. All contracts would be governed as outlined in the Financial Controls Policy and the purchase process shall be in accordance with that outlined in the State of Texas Procurement Manual.

## ARTICLE VIII

### Financial Matters

### SECTION 1 - Fees

The District may impose any necessary charges or fees for providing services of the District.

### SECTION 2 - Taxes

The District shall levy and collect sales and use taxes in accordance with the requirements of the Act.

### SECTION 3 - Specific Duties Reserved to the Board

The Board shall perform the following duties:

- a) Adopt an annual operating budget;
- b) Approve all investments of District funds. The Board may delegate such authority to one or more of its members;
- c) Approve investment of any trust funds under control of the District;
- d) Approve a capital budget, if any;
- e) Establish bank accounts and approve those authorized to expend funds there from;
- f) Adopt investment policies to accomplish the purposes of the District;
- g) Authorize all contracts as outlined in the Financial Controls Policy. The Board may authorize one or more of its members to approve contracts within stipulated limits; and
- h) Authorize the borrowing of any funds.

### SECTION 4 - Financial Oversight

In addition to other duties, the Librarian is administratively responsible for financial duties not specifically reserved to the Board. The Board recognizes that many of these responsibilities require specialized training or experience.

At least annually, the Board will assess the capability of the Librarian and/or other staff members to ensure that these financial duties are properly executed.

Should the Board decide that additional financial experience is necessary, the Librarian will be directed to secure such additional expertise within the guidelines established in Article VII.

### SECTION 5 - Audit

At the end of each fiscal year, beginning the first fiscal year in which sales and use tax revenues are received, the District shall have an audit of the affairs of the District performed by an independent certified public accountant. The auditor shall be appointed by the Board and shall report to the Board. A signed copy of the audit report shall be delivered to each trustee not later than the 120th day after the closing date of each fiscal year.

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

### SECTION 6 - Fiscal Year

The fiscal year for the District shall be July 1 to June 30.

**ARTICLE IX**  
Conflicts

If any article or section of these bylaws is deemed to be in conflict with the Act, the wording of the Act shall prevail.

**ARTICLE X**  
Amendments

These bylaws may be amended by a majority vote of the Board at any regular meeting, or at a special meeting held for that purpose.

**ARTICLE XI**  
Updated and Revised Bylaws Approval

Approved by the Board of the District on this the 22nd day of January, 2026.

  
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Sharon Rogers, President

  
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ATTEST: Tom Seidenstricker, Vice President