
MERCEDES CITY COMMISSION
REGULAR MEETING
DECEMBER 3, 2024 – 6:30 PM
MERCEDES CITY HALL – COMMISSION CHAMBERS
400 S. OHIO AVE., MERCEDES, TX 78570

“At any time during the course of this meeting, the City Commission may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the City Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at any time during the course of this meeting, the City Commission may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

1. **Call Meeting to Order**
2. **Establish Quorum**
3. **Invocation**
4. **Pledge of Allegiance**
5. **Open Forum**
6. **Presentation**
 - a. First Public Hearing regarding the voluntary annexation request by Gregoria Rodriguez
 - b. First Public Hearing regarding the voluntary annexation request by William Leggett
7. **Consent Agenda**
 - a. Approval of Minutes for Meeting(s) held November 19, 2024
 - b. Approval of Second and Final Reading of Ordinance 2024-22 creating Tax Increment Reinvestment Zone No. Two, City of Mercedes; making all the findings as required by Chapter 311, Texas Tax Code, and as set forth within the ordinance document attached herein
8. **Management Items:** Present, discuss, consider and possibly take action regarding:
 - a. Appointment of six individuals to the Tax Increment Reinvestment Zone Number Two, City of Mercedes Board of Directors with four representing the City, and two representing the developers, and designating the Mayor as Chairman of the Board
 - b. Approval of changes to the Dr. Hector P. Garcia Memorial Library Policy
9. **Ordinances/Resolutions**
 - a. Approval of First Reading of Ordinance 2024-23 regarding Parks and Recreational Facility Fees
10. **Bids/Contracts**
 - a. Approval for City Manager to enter into contract for recommended carrier for the RFP portion of the Section 125 Cafeteria Plan Health and Wellness Programs
11. **Executive Session: Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel**

Matters) and Section 551.087 (Economic Development)

- a. Discussion with City Manager regarding personnel matters – Section 551.074
- b. Consultation with Attorney regarding update on litigation - Section 551.071
- c. Consultation with Attorney regarding contracts – Section 551.071
- d. Discussion regarding economic development update – Section 551.087

12. Open Session

- a. Possible Action pertaining to executive session item a
- b. Possible Action pertaining to executive session item b
- c. Possible Action pertaining to executive session item c
- d. Possible Action pertaining to executive session item d

13. Adjournment

Notice is hereby given that the City Commissioners of the City of Mercedes, Texas will meet in a Regular Meeting on Tuesday, December 3, 2024 at 6:30 PM. Said meeting will be conducted in the Commission Chambers of the City Hall located at 400 S. Ohio, Mercedes, Texas for the purpose of considering and taking formal action regarding the items listed above. This notice is given in accordance with Vernon’s Texas Codes Annotated, Texas Government Code, Section 551.001 et. Seq.

WITNESS MY HAND AND SEAL OF THE CITY THIS THE 27TH DAY OF NOVEMBER, 2024.

ATTEST:

Joselynn Castillo

Joselynn Castillo, City Secretary

Time of Posting: 1:00 P.M.

ACCESSIBILITY STATEMENT

The City of Mercedes recognizes its obligations under the Americans with Disabilities Act of 1990 to provide equal access to individuals with disabilities. Please contact the City Manager’s Office at (956) 565-3114 at least 48 hours in advance of the meeting with requests for reasonable accommodations, including requests for a sign language interpreter.

Presentation

DATE: December 3, 2024
FROM: Adrian Perez, Planning Director
ITEM: **Discussion and possible action to First Public Hearing regarding the voluntary annexation request by Gregoria Rodriguez**

BACKGROUND INFORMATION: Ms. Gregoria Rodriguez has filed her petition with the City of Merced to annex 0.628 acres out of Lot 14 Block 64 Capisallo District Subdivision on September 16, 2024. The petition was accepted on October 15, 2024. The next step is to hold a public hearing to allow the public to speak for or against the annexation.

BOARD REVIEW/CITIZEN FEEDBACK: None at this time

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue): **Account Number(s):**
\$

Finance Review by: Not Applicable

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Gregoria Rodriguez Petition

STAFF RECOMMENDATION: No Action required only a public hearing

Voluntary Annexation Petition

CASE #

To the Mayor and City Commission:

Gregoria Rodriguez is the sole owner of the tract of land, which is more particularly described by metes and bounds in Exhibit A to this petition, hereby petitions the City Commission of the City of Mercedes to annex the following area(s):

0.628 acres out of lot 14 Block 64 Capisallo District
Subdivision of the Lands of The American Rio Grande Land
and Irrigation Company in The Llano Grande Grant
Hidalgo county Texas

Gregoria Rodriguez
Owner's Name (Print)

Gregoria Rodriguez
Owner (Signature)

9-16-24
Date

STATE OF TEXAS
COUNTY OF HIDALGO

Before me, the undersigned authority, a Notary Public in and for Hidalgo County, Texas, on this day personally appeared Gregoria Rodriguez, whom stated upon his oath the following:

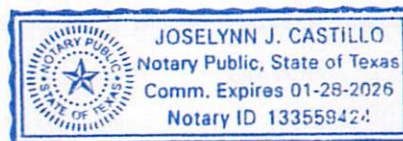
My name is Gregoria Rodriguez and I am the owner of the land or representative of the majority of the landowners. There are no residents nor are there any qualified voters in the area to be annexed.

Gregoria Rodriguez, hereby certify under penalty of perjury that to the best of my knowledge and belief, the property mentioned above currently does not owe any property taxes to the relevant tax authority.

Further affiant sayeth not.

SWORN TO and subscribed before me on this the 16th day of September, 2024.

[Signature]
Notary Public in and for the State of Texas



DEED

400
VOL 1810 PAGE 425

40781

WARRANTY DEED WITH VENDOR'S LIEN

THE STATE OF TEXAS
COUNTY OF HIDALGO.

} KNOW ALL MEN BY THESE PRESENTS:

That I, SUSANO GARZA, not joined hereby by my wife as the within described property does not now and has never constituted any part of our legal homestead, of the County of Hidalgo, and State of Texas, for and in consideration of the sum of TEN AND NO/100 (\$10.00)-----DOLLARS

and other valuable consideration to the undersigned paid by the grantees herein named, the receipt of which is hereby acknowledged, and the further consideration of the execution and delivery by Grantees of their one certain promissory Note, of even date herewith, in the principal sum of ELEVEN THOUSAND AND NO/100 (\$11,000.00) DOLLARS, payable to the order of THE HIDALGO COUNTY BANK & TRUST COMPANY, at its office in Mercedes, Hidalgo County, Texas, as therein provided and bearing interest at the rate therein specified, providing for acceleration of maturity and for attorney's fees, and being secured by a prior and superior Vendor's Lien and Superior Title herein and hereby expressly retained and reserved unto the property herein described and conveyed, and being additionally secured by a prior and superior Deed of Trust thereon of even date herewith to TOM J. WEIGEL, JR., TRUSTEE;
And for the further consideration of the execution and delivery by Grantees of their one certain other promissory Note, of even date herewith, in the principal sum of THREE THOUSAND AND NO/100 (\$3,000.00) DOLLARS, payable to the order of Grantor herein at Mercedes, Hidalgo County, Texas, as therein provided and bearing interest at the rate therein specified, providing for acceleration of maturity in the event of default in the payment thereof and further providing that should default be made in the payment of the \$11,000.00 Note hereinabove described or in any of the covenants of the Deed of Trust securing the same, the indebtedness evidenced by said \$3,000.00 Note, at the option of the holder thereof, shall at once become due and payable, said Note providing for attorney's fees and being secured by a Second and Inferior Vendor's Lien and Superior Title herein and hereby expressly retained and reserved upon the property herein described and conveyed, and said note being additionally secured by a Second and Inferior Deed of Trust thereon of even date herewith to SUZANNE R. SCOTT, TRUSTEE,

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~~the payment of which note is secured by the vendor's lien herein retained, and is additionally secured by a deed of trust of even date herewith to~~ Trustee

have GRANTED, SOLD AND CONVEYED, and by these presents do GRANT, SELL AND CONVEY unto ERNESTO RODRIGUEZ AND WIFE, GREGORIA R. RODRIGUEZ,

of the County of Hidalgo, and State of Texas, all of the following described real property in Hidalgo County, Texas, to-wit:

0.628 acres out of Lot 14, Block 64, CAPISALLO DISTRICT SUBDIVISION, of the Lands of the American Rio Grande Land and Irrigation Company in the Llano Grande Grant, Hidalgo County, Texas, according to the map or plat thereof recorded in Volume "P", Page 225, of the Deed Records of Hidalgo County, Texas, to which is here made for all purposes. Said

Presentation

DATE: December 3, 2024
FROM:
ITEM: **Discussion and possible action to First Public Hearing regarding the voluntary annexation request by William Leggett**

BACKGROUND INFORMATION: Mr. William Leggett has filed his petition with the City of Mercedes to annex 2.025 acre tract of land which lies wholly within, and forms a part of Lot 4, Block 26, Capisallo District Subdivision on September 16, 2024. The petition was accepted on October 15, 2024. The next step is to hold a public hearing to allow the public to speak for or against the annexation.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue): **Account Number(s):**
\$

Finance Review by: (Not Applicable)

LEGAL REVIEW: (Not Applicable)

ATTACHMENTS:

1. William Leggett Petition
2. WILLIAM LEGGETT map

STAFF RECOMMENDATION: No Action required, this is a public hearing only



Voluntary Annexation Petition

CASE #

To the Mayor and City Commission:

William Leggett is the sole owner of the tract of land, which is more particularly described by metes and bounds in Exhibit A to this petition, hereby petitions the City Commission of the City of Mercedes to annex the following area(s):

2.075 Capisano District subdivision Lot 4 Block 26

William Leggett
Owner's Name (Print)

Will. Leggett
Owner (Signature)

10-11-2024
Date

**STATE OF TEXAS
COUNTY OF HIDALGO**

Before me, the undersigned authority, a Notary Public in and for Hidalgo County, Texas, on this day personally appeared William Leggett, whom stated upon his oath the following;

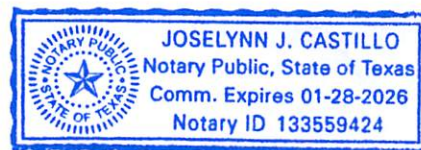
My name is William Leggett, and I am the owner of the land or representative of the majority of the landowners. There are no residents nor are there any qualified voters in the area to be annexed.

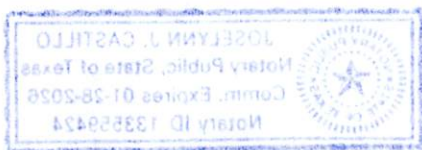
I, William Leggett, hereby certify under penalty of perjury that to the best of my knowledge and belief, the property mentioned above currently does not owe any property taxes to the relevant tax authority.

Further affiant sayeth not.

SWORN TO and subscribed before me on this the 11th day of October, 2024.

[Signature]
Notary Public in and for the State of Texas





Hidalgo County
Arturo Guajardo Jr.
County Clerk
Edinburg, Texas 78540

Document No: 3172649

Billable Pages: 4

Recorded On: December 04, 2020 01:34 PM

Number of Pages: 5

*****Examined and Charged as Follows*****

Total Recording: \$ 48.00

*****THIS PAGE IS PART OF THE DOCUMENT*****

Any provision herein which restricts the Sale, Rental, or use of the described REAL PROPERTY
because of color or race is invalid and unenforceable under federal law.

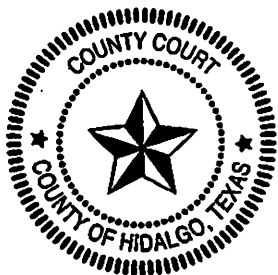
File Information:

Document No: 3172649
Receipt No: 20201204000241
Recorded On: December 04, 2020 01:34 PM
Deputy Clerk: Joey Eufrazio
Station: CH-1-CC-K17

Record and Return To:

Corporation Service Company
919 North 1000 West

Logan UT 84321



STATE OF TEXAS
COUNTY OF HIDALGO

I hereby certify that this Instrument was FILED in the File Number sequence on the date/time
printed hereon, and was duly RECORDED in the Official Records of Hidalgo County, Texas.

Arturo Guajardo Jr.
County Clerk
Hidalgo County, Texas

SIERRA TITLE

CLOSER Gms

GP# 3187265

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED OF RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED WITH VENDOR'S LIEN

Date: December 1, 2020

Grantor: LINDA COPELAND SCHWARZ, a single person

Grantor's Mailing Address (including county):

25063 N. Dilworth Road
Harlingen, Texas 78552
Cameron County

Grantee: WILLIAM STERLING LEGGETT, a single person and AMANDA SAENZ, a single person

Grantee's Mailing Address (including County):

500 Wichita Avenue
McAllen, Texas 78503
Hidalgo County

CONSIDERATION: TEN AND NO/100THS DOLLARS and other good and valuable consideration, and the further consideration of a note of even date that is in the principal amount of \$135,000.00 and is executed by Grantee, payable to W. C. ROSS, III, P. O. Box 717, Mercedes, Texas 78570. The note is secured by a vendor's lien retained in favor of W. C. ROSS, III, in this Deed and by a Deed of Trust of even date, from Grantee to BARRY E. JONES, Trustee.

W. C. ROSS, III, at Grantee's request, having paid in cash to Grantor that portion of the purchase price of the property that is evidenced by the note described, the vendor's lien and superior title to the property are retained for the benefit of W. C. ROSS, III and are transferred to W. C. ROSS, III without recourse on Grantor.

PROPERTY (including any improvements):

A certain 2.025 acre tract of land which lies wholly within, and forms a part of Lot 4, Block 26, **CAPISALLO DISTRICT SUBDIVISION**, of Llano Grande Grant, Hidalgo County, Texas, according to the map or plat thereof recorded in Volume "P", Page 226, Deed Records, in the Office of the County Clerk of Hidalgo County, Texas, to which reference is here made with plat and description of same, and more particularly described with metes and bounds as follows, to-wit:

COMMENCING at a point at the Northeast corner of Lot 4, Block 26, being also the centerline of a paved road;

THENCE, West, along the North line of said Lot 4, for a distance of 295.0 feet to an iron pin set for the Northeast corner of this tract, and for the point of beginning of this particular survey;

THENCE, 90 degrees to the left, or South, along the East line of this tract, for a distance of 210.0 feet to an iron pin set for the Southeast corner of this survey;

THENCE, 90 degrees to the right, or West, along the South line of this tract, for a distance of 420.0 feet to an iron pin set for the Southwest corner of this survey;

THENCE, 90 degrees to the right, or North, along the West line of this tract, for a distance of 210.0 feet to an iron pin set in the North line of Lot 4, for the Northwest corner of this survey;

THENCE, 90 degrees to the right, or East, along the North line of Lot No. 4, and along the North lien of this tract of land, for a distance of 420.0 feet to the point of beginning, and for a closure.

RESERVATIONS FROM AND EXCEPTIONS TO CONVEYANCE AND WARRANTY:

1. Right of way easement granted to Mercedes Rural Water Supply Corporation, by Kirk Schwarz, dated March 4, 1968, filed for record in the Office of the County Clerk of Hidalgo County, Texas in Volume 1213, Page 425, Deed Records Hidalgo County, Texas.
2. Road easement along the North line of the subject land according to the Map or Plat thereof, filed for record in Volume "P", Page 226, Deed Records Hidalgo County, Texas.
3. Easements and Conditions as shown on the Map or Plat thereof, filed for record in Volume "P", Page 226, Deed Records Hidalgo County, Texas.
4. Easements, rights, rules and regulations in favor of Hidalgo and Cameron Counties Irrigation District No. 9.
5. Oil, Gas and Mineral Lease, together with all rights relative thereto, express or implied, from George A. Schwarz and wife, Connie E. Schwarz to Kelly Bell, Inc., dated December 5, 1977, filed for record in the Office of the County Clerk of Hidalgo County, Texas in Volume 371, Page 440, Oil and Gas Lease Records Hidalgo County, Texas.
6. Taxes for 2021 and subsequent years.

Grantors, for the consideration, receipt of which is acknowledged, and subject to the reservations from and exceptions to conveyance and warranty, grant, sell and convey to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantees' heirs, executor, administrators, successors or assigns forever. Grantors and Grantors' heirs, executors, administrators and successors are hereby bound to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, *by, through or under Grantor but not otherwise*, except as to the reservations from and exceptions to conveyance and warranty.

Grantors, for the consideration, receipt of which is acknowledged, and subject to the reservations from and exceptions to conveyance and warranty, grant, sell and convey to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantees' heirs, executor, administrators, successors or assigns forever. Grantors and Grantors' heirs, executors, administrators and successors are hereby bound to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, *by, through or under Grantor but not otherwise*, except as to the reservations from and exceptions to conveyance and warranty.

The vendor's lien against and superior title to the property are retained until each Note described is fully paid according to its terms, at which time this Deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

Grantee accepts the property "As Is", "Where Is" and "With All Latent and Patent Defects and Faults," and except as otherwise expressly provided for in this Agreement, without representations or warranties of any kind or nature, express or implied or otherwise, including any representations or warranty as to title to the property (other than the warranty of title set forth herein), the physical condition of the property (including the condition of the soil or the improvements), the environmental condition of the property (including the presence or absence of hazardous substances on or affecting the property), the compliance of the property with applicable laws and regulations (including zoning and building codes or the status of development or use rights respecting the property), the financial condition of the property or any other representation or warranty respecting any income or expenses affecting or pertaining to the property or any part thereof. Grantee acknowledges that Grantee has examined, reviewed and inspected all matters which in Grantee's judgment bear upon the property and its value and suitability for Grantee's purposes. Grantee is not relying on and Grantors make no representations as to the accuracy of any and all information provided to Grantee by any broker, surveyor, title company or any other third party. Any and all information provided to Grantee by or on Grantors' behalf has been provided on an "as is" basis without representation or warranty, as to accuracy, for informational purposes only and Grantee has made his own determination as to the accuracy of same. Grantee is acquiring the property solely on the basis of Grantee's own physical and financial examinations, reviews and inspections, on the limited representations and warranties set forth herein and in the Agreement, and not in reliance on any representation, statement or other assertion made by broker or agent on Grantors' behalf.

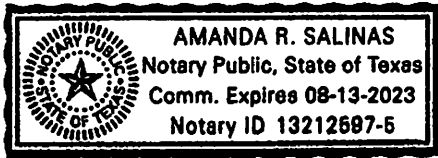
[SIGNATURE ON FOLLOWING PAGE]

Linda Copeland Schwarz
LINDA COPELAND SCHWARZ

(Acknowledgment)

STATE OF TEXAS §
 §
COUNTY OF CAMERON §

This instrument was acknowledged before me on December 1, 2020, by LINDA COPELAND SCHWARZ, a single person.



Amanda R. Salinas
Notary Public, State of Texas

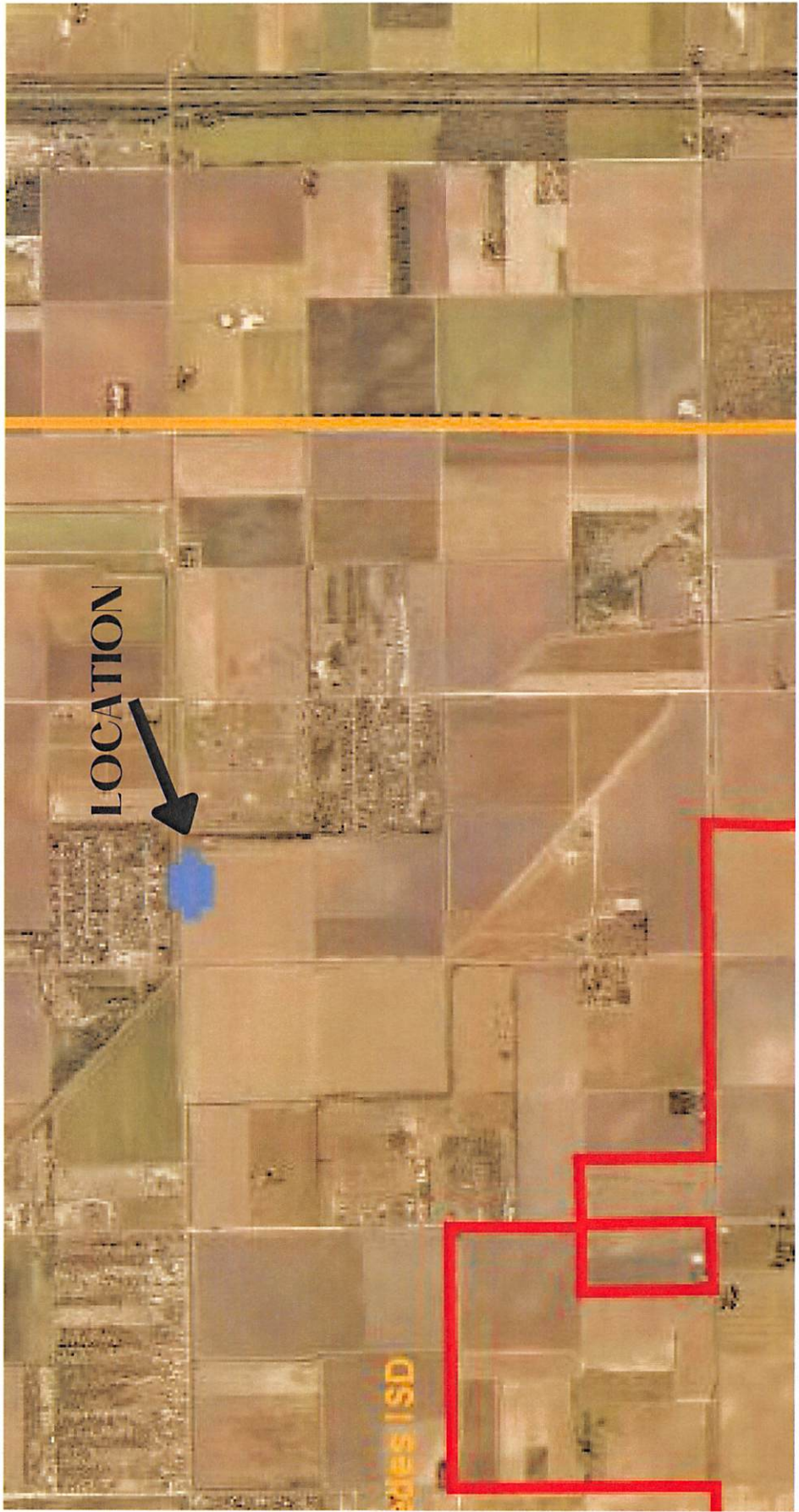
GMP: 8321.0

PREPARED IN THE OFFICE OF:

Greg M. Powers
1217 E. Harrison
Harlingen, Texas 78550

AFTER RECORDING RETURN TO:

Greg M. Powers
1217 E. Harrison
Harlingen, Texas 78550





**MERCEDES CITY COMMISSION
REGULAR MEETING
NOVEMBER 19, 2024 – 6:30 P.M.
MERCEDES CITY HALL – COMMISSION CHAMBERS**

MEMBERS PRESENT:	Oscar D. Montoya Sr.	Mayor
	Dr. Ruben Saldana	Mayor Pro-Tem
	Armando Garcia	Commissioner
	Joe Martinez	Commissioner
	Dr. Jacob Howell	Commissioner

STAFF PRESENT:	Alberto Perez	City Manager
	Martie Garcia-Vela	City Attorney
	Joselynn Castillo	City Secretary
	Patricio Avila	Asst. City Manager
	Adrian Perez	Planning Director
	Tomas Villagomez	Public Works Director
	Meredith Hernandez	Finance Director
	Michael Rocha	I.T Director
	Richard Morin	Recreation Director
	Armando Villela	Parks Director

OTHERS PRESENT: Ruth Valdez, Juan Vasquez

1. CALL MEETING TO ORDER

Mayor Montoya welcomed everyone and called the meeting to order at 6:30 p.m.

2. ESTABLISH QUORUM

All members of the commission were present which constitute a full quorum.

3. INVOCATION

Commissioner Howell said the invocation. Mayor Montoya added to keep the Castaneda Family in our prayers.

4. PLEDGE OF ALLEGIANCE

Commissioner Martinez led in the pledge of allegiance.

5. OPEN FORUM - No one signed up for open forum.

6. PRESENTATIONS:

a. **Proclamation for Abrianna Galindo**

Mayor Montoya expressed his pride in Ms. Abrianna Galindo for earning the prestigious honor of being named an All-American Cheerleader. He encouraged her to continue excelling and making the community proud. Mayor Montoya then read the proclamation recognizing her achievement. Ms. Galindo will represent the City of Mercedes by joining other athletes at the Pearl Harbor Memorial Parade in Honolulu, Hawaii.

At this time Mayor moved to item 11A which was postponed.

b. **Presentation by the Parks Director**

Mr. Armando Villela presented the City of Mercedes' park plans to the Commission, highlighting the city's seven parks and his efforts to remodel and upgrade them to increase community visits. He outlined plans to update play equipment for toddlers to teens, add BBQ areas, install fencing, and prioritize improved lighting. A preliminary master plan is being updated, and Mr. Villela is actively pursuing grant funding, including a \$28,000 grant through Keep Mercedes Beautiful for lighting enhancements.

Key recommendations and concerns from the Commission included:

- **Mayor Montoya** emphasized that lighting should be a priority.
- **Commissioner Martinez** suggested converting the kiddie pool into a splash pad, adding a caliche walking trail, addressing parking at Collier Park, and making parks inclusive for all ages.
- **Commissioner Howell** called for better lighting, maintenance, painting, asphalt for basketball courts, and the addition of a dog park.

Additionally, Mr. Villela informed the Commission about a forestry grant secured to plant trees at four schools, promoting outdoor education. Mayor Pro-Tem Saldana expressed gratitude for the parks department's efforts.

7. CONSENT AGENDA:

- a. **Approval of Minutes for Meeting(s) held November 7, 2024**
- b. **Approval of Second and Final Reading of Ordinance 2024-19 to Increase All Business License New/Renewal Fees in City of Mercedes**
- c. **Approval of the Second and Final Reading of Ordinance 2024-20 regarding Vacation Rental Platform permits**
- d. **Approval of the Second and Final Reading of Ordinance 2024-21 regarding Tire disposal inventory**
Commissioner Martinez motioned to approve all items and forego the reading. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

8. CITY MANAGER COMMENTS

- a. **RFP's for Dakota St.**
- b. **RFP's for City Hall Floors and Walls**

Mr. Perez stated the city will be going out for bids for the projects.

9. ACTION ITEMS: *Present, discuss, consider and possibly take action regarding:*

- a. **Public Hearing to create a Tax Increment Reinvestment Zone No. 2**

Mr. Perez stated we have been working on a potential development in a TIRZ zone. Mayor Montoya opened the public hearing at 7:17 p.m. Mr. Perez updated the Commission on a potential development within a designated Tax Increment Reinvestment Zone (TIRZ) in the City of Mercedes. The proposed project covers approximately 206 acres, currently within the city's Extra-Territorial Jurisdiction (ETJ), and will include a residential development of 650 single-family units in Phase 1 and 44 multi-family units in Phase 2. Mr. Bill Calderon explained that the project includes a financing plan outlining costs, revenue estimates, and the development timeline. TIRZ funding will be used for residential and public infrastructure improvements, including the reconstruction of Mile 2 W. Road. Current appraised base value of the property is \$3 million, with projected values increasing to \$580 million by the end of the TIRZ term. The city is expected to contribute 70% of its property tax increment, and the County's participation is under negotiation, with a recommendation for a 50% contribution from its Maintenance and Operations (M&O) tax rate. The total project costs, including reimbursable public infrastructure, are estimated at \$88.89 million. Incremental tax revenues will fund developer reimbursements over the TIRZ's projected 30 year life, ending in 2055. Developers Jacinto Garza and Joe Olivarez emphasized the importance of collaboration with local builders and improvements to Mile 2 W. Road for traffic needs. Commissioner Martinez highlighted the need for costs analysis on various material for infrastructure projects. Mayor Montoya proposed a meeting with county officials to finalize their participation. The next steps include further discussion with Hidalgo County regarding their contribution and the implementation of an ordinance to formally establish TIRZ No. 2. Mayor Montoya closed the public hearing at 7:46 p.m.

- i. **Approval of Ordinance 2024-22 creating Tax Increment Reinvestment Zone No. Two, City of Mercedes; making all the findings as required by Chapter 311, Texas Tax Code, and as set forth within the ordinance document attached herein**

Commissioner Martinez motioned to approve. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously. Mr. Calderon thanked the Commission for their support.

- b. **Approval of variance requests by Mirasol Subdivision**

Commissioner Martinez initially motioned to approve the item, with Commissioner Garcia seconding. Mr. Perez clarified that the development is located within the City's ETJ (Extra-Territorial Jurisdiction). During the discussion, concerns were raised about the development not being within city limits and the implications of it potentially not being developed at all. It was clarified that the proposed variances would apply to the ETJ, allowing the City to impose requirements for streets and lighting.

Following this clarification, Commissioner Martinez rescinded his motion. Mayor Pro-Tem Saldana then moved to approve the variances, contingent on the development remaining in the ETJ. Commissioner Garcia seconded the revised motion. Upon a called vote, the motion passed unanimously.

- c. **Approval of grant reimbursement for historically designated property 300 S. Texas/344 W. 3rd St.**

Mayor Pro-Tem Saldana motioned to approve. Commissioner Martinez seconded. Upon a called vote, the motion passed unanimously.

- d. **Approval of Agreement for the Temporary Closure of State Right-of-Way for the South Texas International Marathon**

i. Approval of Resolution 2024-35 for the Temporary Closure of State Right-of-Way

Commissioner Martinez motioned to approve both items which include the agreement and the resolution. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously.

10. BIDS/CONTRACTS: *Present, discuss, consider and possibly take action regarding:*

a. Approval to select a firm for Fire Hydrant Installation Services

Mr. Villagomez stated the city went out for bids for fire hydrant installation services. The city received 2 bids from Hard Texas Materials and the 5125 Company. The total for Hard Texas will hold the price for 13 hydrants at \$58,825. The 5125 Company submitted a bid for the 13 hydrants at \$97,500.00. Commissioner Martinez motioned to approve Hard Texas. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously.

11. ORDINANCES/RESOLUTIONS: *Present, discuss, consider and possibly take action regarding:*

a. Postponed: Approval of Resolution 2024-34 authorizing the Resale of Foreclosed Real Estate Properties for failure to pay ad valorem taxes

Commissioner Martinez motioned to approve and forego the reading. Commissioner Howell seconded. Upon a called vote, the motion passed unanimously. At this time, the commission moved back to item 6B.

12. MONTHLY DEPARTMENTAL REPORTS

a. Public Works, City Sec/HR, Planning, Rec Center, I.T., Library, Police, Fire

Mr. Villagomez presented his monthly report which was included for the commission to review. Mayor Montoya asked to look into bursting the lines.

Commissioner Martinez motioned to go into executive session. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously. The meeting went into executive session at 8:20 p.m.

13. EXECUTIVE SESSION: *Chapter 551, Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberation regarding Real Property), Section 551.074 (Personnel Matters) and Section 551.087 (Economic Development)*

a. Discussion with City Manager regarding personnel matters – Section 551.074

b. Consultation with Attorney regarding update on litigation - Section 551.071

c. Consultation with Attorney regarding contracts – Section 551.071

14. OPEN SESSION: Mayor called the meeting back to order at 9:14 p.m.

a. Possible Action pertaining to executive session item a

b. Possible Action pertaining to executive session item b

c. Possible Action pertaining to executive session item c

No action was taken on the items discussed in executive session.

15. Adjournment

Commissioner Martinez motioned to adjourn. Commissioner Garcia seconded. Upon a called vote, the motion passed unanimously. The meeting adjourned at 9:14 p.m.

ORDINANCE NO. 2024-22

AN ORDINANCE OF THE CITY OF MERCEDES TEXAS DESIGNATING A GEOGRAPHIC AREA WITHIN THE CITY OF MERCEDES AS A REINVESTMENT ZONE FOR TAX INCREMENT FINANCING PURPOSES PURSUANT TO CHAPTER 311 OF THE TEXAS TAX CODE TO BE KNOWN AS TAX INCREMENT REINVESTMENT ZONE NUMBER TWO, CITY OF MERCEDES; DESCRIBING THE BOUNDARIES OF THE ZONE; CREATING A BOARD OF DIRECTORS FOR THE ZONE; ESTABLISHING A TAX INCREMENT FUND FOR THE ZONE; CONTAINING FINDINGS AND PROVISIONS RELATED TO THE CREATION OF THE ZONE; PROVIDING A DATE FOR THE TERMINATION OF THE ZONE; PROVIDING THAT THE ZONE TAKE EFFECT IMMEDIATELY UPON PASSAGE OF THE ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the CITY OF MERCEDES, Texas (the "CITY"), pursuant to the Tax Increment Financing Act, Chapter 311 of the Texas Tax Code, (the "Act") may designate a geographic area within the CITY, as a tax increment reinvestment zone if the area satisfies the requirements of the Act; and,

WHEREAS, the Act provides that the governing body of a CITY by ordinance may designate a geographic area that is in the corporate limits or extra-territorial jurisdiction of the town to be a reinvestment zone if the governing body determines that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future; and,

WHEREAS, the City acknowledges that the area to be designated as TAX INCREMENT REINVESTMENT ZONE NUMBER TWO (TIRZ#2) is currently located in the City's extra-territorial limits, and will, upon voluntary annexation of the land by current Owners of the subject acreage described in the exhibit to this ordinance, consider the land as being inside an active TIRZ (TIRZ #2, City of Mercedes); and,

WHEREAS, the CITY Council desires to promote the development of a certain geographic area in the CITY, which is more specifically described as being approximately 225 Acres of land including public rights of way and as depicted and described on the attached Exhibit "A" and incorporated herein, through the creation of a new reinvestment zone as authorized by and in accordance with the Act; and,

WHEREAS, pursuant to and required by the Act, the CITY has prepared a *Preliminary Reinvestment Zone Project and Financing Plan* for TIRZ #2, attached as Exhibit "B" (hereinafter referred to as the "Preliminary Project and Finance Plan"); and,

WHEREAS, notice of the public hearing on the creation of the zone was published on November 7, 2024, in the Mercedes Enterprise, a newspaper of general circulation in the CITY OF MERCEDES, which date is before the seventh day (7th) before the public hearing held on November 19, 2024; and

WHEREAS, at the public hearing on November 19, 2024 at 6:30PM, interested persons were allowed to speak for or against the creation of the zone, its boundaries, or the concept of tax increment financing, and owners of property in the zone were given a reasonable opportunity to protest the inclusion of their property in the zone; the public hearing was held in full accordance with Section 311.003(c) of the Act; and,

WHEREAS, evidence was received and presented at the public hearing in favor of the creation of the zone; and,

WHEREAS, after all comments and evidence, both written and oral, were received by the CITY COUNCIL, the public hearing was closed on November 19, 2024, and,

WHEREAS, the CITY has taken all actions required to create the zone including, but not limited to, all actions required by the CITY Charter, the Act, the Texas Open Meetings Act, and all other laws applicable to the creation of the zone; and,

WHEREAS, the percentage of the property in the zone, upon annexation, excluding property that is publicly owned, that is currently used for residential purposes is less than thirty (30) percent; and,

WHEREAS, a Preliminary Project and Finance Plan has been prepared for the zone;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF MERCEDES, TEXAS:

Section 1. The facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct.

Section 2. The CITY Council, after conducting the above described hearing and having heard the evidence and testimony presented at the hearing, has made the following findings and determined based on the evidence and testimony presented to it:

- (a) That the public hearing on creation of the zone has been properly called, held, and conducted and that notice of such hearing has been published as required by law.
- (b) That the proposed improvements in the zone will significantly enhance the value of all the taxable real property in the zone and will be of general benefit to the Town.
- (c) That the zone meets the criteria and requirements of the Act because the proposed zone contains area that substantially arrests and impairs the sound growth of the CITY, retards

the provision of housing accommodations, constitutes an economic and social liability, and is a menace to the public health, safety, morals, and welfare in its present condition and use because of the presence of:

1. a substantial number of substandard, deteriorated, and deteriorating structures;
 2. the predominance of defective or inadequate sidewalk and street layout; and
 3. the deterioration of site or other improvements.
- (d) That the zone is a geographic area located wholly within the EXTRA-TERRITORIAL LIMITS of the CITY OF MERCEDES;
- (e) That less than thirty percent (30%) of the property in the zone, excluding property that is publicly owned, is used for residential purposes;
- (f) That the total appraised value of taxable real property in the zone, and in existing reinvestment zones of the CITY, does not exceed twenty five percent (25%) of the total appraised value of taxable real property in the Town and in industrial districts created by the CITY; and
- (g) That development or redevelopment of the property within the boundaries of the zone will not occur solely through private investment in the reasonably foreseeable future.
- (h) All of the necessary finding required by Chapter 311, related to the character of the land to be designated as a TIRZ created by the City of Mercedes will continue to meet all of the necessary criteria required in order that this creation ordinance be valid.

Section 3. That the CITY, acting under the provisions of the Act, does hereby designate as a reinvestment zone, and create and designate a reinvestment zone over the area more specifically described as being approximately 225 Acres of land more or less as depicted and described on the attached Exhibit "A" and incorporated herein to promote the development of the area. The reinvestment zone shall hereafter be named for identification as CITY OF MERCEDES TAX INCREMENT REINVESTMENT ZONE NUMBER TWO, CITY OF MERCEDES, Texas ("TIRZ #2").

Section 4. That there is here by created a Board of Directors for TIRZ #2, which shall consist of seven (7) members, including any members appointed by the participating taxing jurisdictions. Positions One through Four on the Board of Directors shall be reserved for the CITY. One position shall be reserved for other participating taxing jurisdictions levying taxes with TIRZ#2, each of whom may appoint one director. Any participating taxing jurisdiction entitled to appoint a director shall be assigned a Board position number in the order the appointment is received by the CITY. Failure of any taxing unit to appoint a director as provided herein, or of the Developer to designate the authorized positions, shall not be deemed waiver of their right to appoint a director. The Zone's developers, Jacinto Garza, Owner of San Jacinto Enterprises, and Joe Olivarez, owner of Olivarez Organization, LLC, (the "Developers"), shall be allowed to designate two of the Board positions for appointment by the CITY.

The initial directors to the Board of Directors of TIRZ #2 shall be appointed by resolution or ordinance of the CITY or participating taxing jurisdiction(s) within ninety (90) days of the passage of this Ordinance or the date they became a participating taxing jurisdiction, whichever is sooner. An increase in the number of Board of Directors shall be accomplished by resolution or Ordinance of the Town, but shall not exceed a total of fifteen (15) members. All members of the Board of Directors shall meet eligibility requirement as set forth in Chapter 311 of the Act.

The directors appointed to odd-numbered positions shall be appointed for a two-year term, beginning on the effective date of this Ordinance, while the directors appointed to even-numbered positions shall be appointed to a one-year term, beginning on the effective date of this Ordinance. All subsequent appointments shall be for two-year terms. A vacancy on the Board of Directors is filled for the unexpired term by appointment of the governing body of the taxing unit that appointed the director who served in the vacant position.

The Council shall appoint the chairman for a one (1) year term that begins on upon appointment, serving until the end of the calendar year. The Board of Directors shall elect from its members a vice chairman to preside in the absence of the chairman or when there is a vacancy in the office of the chairman. The Board of Directors may elect other officers as it considers appropriate.

The Board at Directors shall make recommendations to the CITY Council concerning the administration, management and operation of TIRZ #2. The Board of Directors shall prepare or cause to be prepared and adopt a project plan and a reinvestment zone financing plan for TIRZ #2, and shall submit such plans to the CITY Council for its approval. The CITY hereby authorizes the Board of Directors to exercise all of the powers necessary to administer, manage or operate TIRZ #2 and to prepare the project plan and reinvestment zone financing plan, including the power to employ consultants, legal counsel and financial advisors, or enter into any reimbursement agreements with consultants, legal counsel and financial advisors payable solely from the Tax Increment Fund established pursuant to Section 7 of this Ordinance that may be reasonably necessary or convenient to assist the Board of Directors in the administration, management or operation of TIRZ #2 and the preparation of the project plan and reinvestment zone financing plan. Notwithstanding the foregoing, the Board of Directors shall not be authorized to issue bonds, impose taxes or fees, exercise the power of eminent domain.

Section 5. That TIRZ #2 shall take effect immediately upon the passage and approval of this Ordinance, and termination of the operation of TIRZ #2 shall occur on December 31, 2059, or at an earlier time designated by subsequent ordinance, or at such time, subsequent to the issuance of tax increment bonds, if any, that all project costs, tax increment bonds, and the interest on the bonds, have been paid in full.

Section 6. That the Tax Increment Base of the CITY or any other taxing unit participating in

TIRZ #2 is the total appraised value of all real property taxable by the CITY or other taxing unit participating in TIRZ #2 and located in TIRZ #2, determined as of January 1, 2024, the year in which TIRZ #2 is designated as a reinvestment TIRZ #2 (the "Tax Increment Base"). Taxable value as certified by the HIDALGO County Appraisal District for tax year 2024 totals \$3,082,165.

Section 7. That there is hereby created and established a Tax Increment Fund for TIRZ #2 which may be divided into sub-accounts as authorized by subsequent ordinances. All Tax Increments, as defined below, shall be deposited in the Tax Increment Fund. The Tax Increment Fund and any sub-account shall be maintained at the depository bank of the CITY and shall be secured in the manner prescribed by law for funds of Texas cities. The annual Tax Increment shall equal the amount of tax generated by each participating jurisdiction, based on the following formula: annual certified taxable value in the zone, less the base value of \$3,082,165/ \$100, x the current adopted tax rate, x the approved percent participation of the current jurisdiction's adopted tax rate, as set forth in Chapter 311 of the Texas Tax Code. The CITY OF MERCEDDES will contribute no less than 70% if all taxes generated in the zone, using the formula above. All revenues from the sale of any tax increment bonds, notes, or other obligations hereafter issued by the CITY for the benefit of TIRZ #2, if any; revenues from the sale of property acquired as part of the project plan and reinvestment TIRZ #2 financing plan, if any; and other revenues to be used in TIRZ #2 shall be deposited into the Tax Increment Fund. Prior to termination of TIRZ #2, money shall be disbursed from the Tax Increment Fund only to pay project costs, as defined by the Act, for TIRZ #2, to satisfy the claims of holders of tax increments bonds or notes issued for TIRZ #2, or to pay obligations incurred pursuant to agreements entered into to implement the project plan and reinvestment TIRZ #2 financing plan and achieve their purposes pursuant to Section 311.010(b) of the Act. If a Local Government Corporation is created for use in facilitating development in the zone, and for issuance of tax exempt debt, the CITY may, by agreement, forward the tax increments collected annually to the Local Government Corporation to finance projects costs, included debt service payments.

Section 8. That should any section, clause or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the CITY as a whole or any part thereof, other than the part so declared invalid.

Section 9. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of the meeting of the CITY Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times to the general public at CITY Hall for the time required by law preceding this meeting, as required by the Open Meetings Law, Texas Government Code, Chapter 551, and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter hereof have been discussed, considered and formally acted upon. The CITY Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 10. That this Ordinance shall take effect immediately upon its adoption and publication in accordance with and as provided by Section 311.004(a)(3) of the Act and the CITY'S Charter.

INTRODUCED at a public hearing on November 19, 2024. Passed at First Reading on November 19, 2024, and is hereby ADOPTED, APPROVED and ENACTED on November 19, 2024.

BY: _____
Mayor

ATTEST: _____
Secretary

EXHIBIT “A”

**Map of TIRZ #2 , City of Mercedes
And
Legal Boundary Description**

EXHIBIT “B”
Preliminary Project Plan and Reinvestment Zone Financing Plan



DATE: December 3, 2024
FROM: Joselynn Castillo, City Secretary
ITEM: **Discussion and possible action to Appointment of six individuals to the Tax Increment Reinvestment Zone Number Two, City of Mercedes Board of Directors with four representing the City, and two representing the developers, and designating the Mayor as Chairman of the Board**

BACKGROUND INFORMATION: The City of Mercedes approved creating a TIRZ No. 2. The next step would be to appoint members to the board. The TIRZ Board consists of seven (7) members in total. The City may appoint four (4) members of the commission to the board and two (2) members will be from the developers and there will be one (1) county official.

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES/OPTIONS:

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):
\$

Account Number(s):

Finance Review by:

LEGAL REVIEW:

ATTACHMENTS:

None

STAFF RECOMMENDATION:

DATE: December 3, 2024
FROM: Marisol Vidales, Library Director
ITEM: **Discussion and possible action to Approval of changes to the Dr. Hector P. Garcia Memorial Library Policy**

BACKGROUND INFORMATION: There are two significant changes to the Library Policy. We have now incorporated the guidelines and policy for Gallery 434 and a 3D Printing service.

In regards to Gallery 434, the guidelines have been revised and items were added as situations occurred. Some examples of the new guidelines are that artwork come in ready for display, the artwork must be original works, and setting a date and time for when the artwork will be installed and removed from the gallery. Also revised was the actual form artists can fill out and submit for approval to the library.

The 3D Printing policy is a new service that will hopefully launch soon. Staff have been trained and all supplies needed are available. We just need to implement the policy. Some key points are:

- You must have a library card.
- You cannot have fines or fees.
- Must be 18 years old or have a parent with you.
- An appointment is needed in order to print.
- You cannot print things that are prohibited by law.
- You must pick up your print(s) within 7 days of its completion.
- Staff will not design your print.
- You must have a file ready when submitting a form.

The policy also includes the cost per gram of filament printed, the fee covers the material used as filament is expensive.

A few minor revisions were the removal of “no outside food or drinks” from the Library Behavior Policy. Updating the Services & Associated Cost to reflect the previously approved meeting room fees and adding a notary service fee. Adding the Hotspot Loan period and adding the device name to the hotspot lending agreement.

BOARD REVIEW/CITIZEN FEEDBACK: The library board has approved the changes

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):
\$

Account Number(s):

Finance Review by: (Not Applicable)

LEGAL REVIEW: (Not Applicable)

ATTACHMENTS:

- 1. DHPGML Policy Manual 6th Version 2024
- 2. DHPGML Policy Manual 7th Version 2024 beta

STAFF RECOMMENDATION: The Library Director recommends the approval of the revised policy.

DR. HECTOR P. GARCIA MEMORIAL LIBRARY POLICIES

Approved by Dr. Hector P. Garcia Memorial Library Board: January 29th, 2013

Adopted by the City Commission: February 19th, 2013

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: December 14, 2017

Adopted by the City Commission: December 19, 2017

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: March 26, 2019

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: October 5, 2022

Adopted by the City Commission: October 18, 2022

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: February 1, 2024

Adopted by the City Commission: March 19, 2024

**DR. HECTOR P. GARCIA MEMORIAL LIBRARY
POLICY MANUAL 2012**

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LIBRARY MISSION STATEMENT

The mission of the Dr. Hector P. Garcia Memorial Library is to inform, educate and entertain through a variety of formats with the purpose of strengthening our community.

To deliver on this promise, we rely on four great resources – our staff, our collections, our space and our set of core values.

Our Core Values

Support Intellectual Freedom

A democracy is dependent upon free and open access to ideas, and we serve our patrons as a strong advocate of this belief by providing free and equitable access to information.

Promote Lifelong Learning and Literacy

We value the love of reading, and we comprehend the ability reading has to expand horizons, which is why we encourage lifelong learning and support every patron in this endeavor through a variety of services.

Form Strong Partnerships

We understand the importance of community and work to create partnerships with non-profits, businesses, educators and community groups.

Respect and Embrace the Community

We support the diversity of our community and strive to guarantee that all our visitors feel welcomed by having all of their needs and expectations treated equally.

Adapt and Innovate

We recognize the evolving needs of our information consumers, and we continuously adapt what we do and how we do it. We are a learning organization, which invests in our staff, technology and infrastructure.

LIBRARY CARD REQUIREMENTS

In order to become a patron of the Dr. Hector P. Garcia Memorial Library, a library card must be obtained, which requires certain documentation and criteria be met.

1. The applicant must be 18 years of age or older.
2. The applicant must be a resident of the state of Texas.
3. The applicant must present an acceptable picture ID.
4. The applicant must present a proof of address.

If a patron is less than 18 years of age, then a parent or legal guardian must obtain the library card on their behalf, making them the responsible party for any fees or fines. Applications can only be completed in person at the circulation desk of the library.

The following are acceptable forms of photo identification:

- Texas Driver's License, temporary Texas Driver's License or learner's permit.
- Texas Department of Public Safety ID
- United States Passport
- Resident Alien Registration Card
- Military Identification

The following are acceptable forms of proof of current address:

- Utility deposit receipt or bill
- Voter's registration
- Vehicle registration
- Liability insurance
- Official rent receipt, rental agreement or lease
- Mail postmarked within the last 30 days

Library cards are available for seasonal Texas residents (Winter Texans) with proper photo identification from their place of residence and proof of a local address.

If a patron does not have a current proof of address or does not wish to check out physical material an E-Card can be issued. The E-Card allows the applicant to use the computers and online resources.

Regular library cards need to be renewed yearly in order to update contact information. E-cards must be renewed every three years.

No new library cards will be issued within 15 minutes of closing time.

LIBRARY SERVICES

The Dr. Hector P. Garcia Memorial Library offers a variety of services to its patrons. The following services are available to the general public, regardless if the patron has or does not have a library card:

- Copy services
- Faxing services
- Printing services
- Scanning services
- Test proctoring
- Tex Share Databases
- Meeting Room Use
- Wireless access
- Library tours
- Story time hours
- Reference assistance

In order to use the other services provided by the library, individuals must obtain a library card. The following are the extended services available to patrons with library cards:

- Computer access
- Laptop access
- Material borrowing including Inter-library loan privileges
- Subscription databases

Appendix A will provide a fee listing for those services that the Texas State Library and Archives Commission deems as permissible for charging, while retaining accreditation status.

LIBRARY COLLECTION & COLLECTION DEVELOPMENT

The Dr. Hector P. Garcia Memorial Library firmly believes in the Library Bill of Rights and uses it as a guiding principle for their collection and services.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that 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 that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

In following the Library Bill of Rights, the Dr. Hector P. Garcia Memorial Library staff attempts to maintain a well-rounded and relevant collection for the local community and surrounding areas. The library separates its material into various categories and employs the Dewey Decimal System for the majority of its collection in order to make the material easy to locate. Assistance in locating an item in our collection can happily be provided by any library staff member. The collection consists of the following materials:

Adult Collection

Regular Circulating Collection	Reference & Non-Circulating Collections
Fiction	Reference
Non-Fiction	Oversize Reference
Biographies	Texas Reference
Graphic Novels	Spanish Reference
Oversize	Rare Books
Large Print Fiction	
Paperbacks	
Texas Non-Fiction	
Texas Biographies	
Spanish Fiction	
Spanish Non-Fiction	
Spanish Biographies	

Young Adult Collection

Regular Circulating Collection	Reference & Non-Circulating Collections
Fiction	Reference
Non-Fiction	
Biographies	
Graphic Novels	
Spanish Fiction	
Spanish Non-Fiction	

Children's Collection

Regular Circulating Collection	Reference & Non-Circulating Collections
Fiction	Reference
Non-Fiction	Texas Reference
Biographies	Spanish Reference
Graphic Novels	
Texas Non-Fiction	
Texas Biographies	
Easy	
Board Books	
Spanish Fiction	
Spanish Non-Fiction	
Spanish Biographies	
Spanish Easy	

The library collection also consists of numerous magazine titles geared toward different age groups such as children's, young adult and adults. Along with magazines, the library subscribes to various local newspapers. Both these collections assist our patrons in remaining knowledgeable with current events and trends at the local and worldwide level.

The library also has in its collection DVD and Blu-Ray discs. Those items are classified by genre. The genres consist of the following eighteen categories: Action & Adventure, Classical Animation, Classics, Comedy, Documentary, Drama, Family & Kids, Foreign, Horror, Musicals, Mystery & Suspense, Romance, Sci-Fi & Fantasy, Spanish, Special Interest, Sports & Fitness, Television Series, and Westerns.

Finally, the library also includes within its collection historical documents and items whose value is priceless in connecting the community to its heritage. While this listing encompasses all the material we currently have in our collection, by no means does it limit its growth. It is a priority of the library to remain current in the informational needs of its community and with the ever-changing formats that information is made available to the public. Staff welcomes suggestions for the growth of the collection from all library patrons.

Collection Development

Criteria for Selection: The process of selection, acquisition, and organization of library materials is a cooperative venture. Library staff rely on a variety of sources for selection including reviews in professionally recognized literature, book lists by recognized authorities, popular reviews and bestseller lists, award lists, and recommendations of staff and patrons. Other criteria to be considered are cost, balance, value, demand, format, regional interest, authority of the author and reputation of the publisher, relevancy of subject, organization and style, good quality illustrations, durable binding and paper, and language.

Collection Maintenance (Weeding): The library's holdings are periodically evaluated using the CREW method to identify inappropriate or outdated materials. A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn if they are outdated, no longer of interest or in demand, unnecessary duplicates or multiple copies, or worn or mutilated. Weeding is done with the same care, thought, criteria, and judgment as selection. Items removed from the collection are discarded, recycled, or designated for sale in the used bookstore or at a used book sale.

Challenged Materials: The library believes in freedom of information for all and does not practice censorship. The library declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others. The library also recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration.

Reconsideration forms are available from library staff and online. When a patron wishes the library to discard or reclassify a book or item, he or she fills out the "Request for Reconsideration of Library Materials" form. The form is sent to the Library Director who

assigns a committee composed of the Assistant Library Director and Library Board to review the item. The committee will evaluate the request form, any available reviews, and the item to determine if it meets the library selection criteria and collection development guidelines. The committee will make a recommendation to the Library Director, who will review the material, related items, and make a final decision regarding the disposition of the challenged item.

Appendix E provides a copy of the Request for Reconsideration of Library Material.

GIFT ACCEPTANCE AND SELECTION POLICY

The Dr. Hector P. Garcia Memorial Library relies on the generosity of its donors to build its various collections. If a patron believes they have material that would enhance any of our collections, they are welcome to bring it to the library in order for staff to review it and determine its value for our collection.

Please note that due to space constraints and limited processing resources, the library is unable to accept all materials offered to us. Items donated to the library should be in good condition in order to be considered for addition to the collection. The library reserves the right to dispose of unsolicited materials in any manner it deems appropriate.

Gifts of materials that are accepted by the library become the absolute and unconditional property of the library and cannot be returned to the donor for any reason. Once the library takes possession of an item, we are free to make all decisions with respect to retention, storage, processing, use and disposition of that item.

Materials which the library determines are not suitable for adding to the collection may be offered for sale or disposed of in accordance with the library established policies and procedures.

The library and its staff are not able to advise donors with respect to tax deductibility with regards to gifts and therefore encourages any of its donors to consult with their legal, tax and/or financial advisors before making a gift to the Hector P. Garcia Memorial Library.

The library is able to offer a receipt for any monetary donations.

LOAN LIMITS AND LOAN PERIODS

The Hector P. Garcia Memorial Library wants all the material in its collections to be utilized by the community for their research, information or entertainment needs. However, certain borrowing policies do exist to encourage the timely return and accessibility of the material.

The collections limited to in-house circulation include all magazines, newspapers, rare books and reference material.

All other collections are available for check-out with a library card issued from the Dr. Hector P. Garcia Memorial Library, as well as a library card from any other Hidalgo County Library, which include the Sgt. Fernando de la Rosa Memorial Library, Donna Public Library, Dustin Sekula Memorial Library, Elsa Public Library, Hidalgo Public Library, La Joya Municipal Public Library, McAllen Public Library, Speer Memorial Library, Pharr Memorial Library, San Juan Memorial Library, Mayor Joe V. Sanchez Public Library and Peñitas Public Library.

A patron may check out a total of 10 items per library card regardless of age. However, no more than 8 audiovisual materials may be checked out per adult library card.

A patron may not use another patron's card to check out material unless they are the responsible party for that account. For example, a mother may check out items on her child's card, but not on her husband's card, since every adult is their own responsible party.

Books are available for loan periods of 28 days or 14 days depending on the status of the book. New books have a limited loan period of 14 days due to high interest and limited copies. Books in our regular collection may be borrowed for an extended period of 28 days. Renewals are allowed as long as the book has no hold.

Audiovisual material such as Blu-Ray's and DVD's may only be borrowed by an adult on their library card.

Blu-Ray's and DVD's may be borrowed for only a 5-day period and a total of 2 renewals are allowed.

Renewals may be done in person, online through our catalog or by phone.

All material must be borrowed 10 minutes prior to closing time.

Appendix B provides a table with loan limits and loan periods.

INTERLIBRARY LOAN POLICY

The Dr. Hector P. Garcia Memorial Library makes every attempt to provide a well-rounded collection. However, it is impossible to carry every topic or author a patron is requesting. In order to be able to accommodate as many requests as possible, the library participates in an interlibrary loan program with local libraries and libraries across the United States.

The interlibrary loan program is provided free of charge to our patrons. However, a patron is responsible for any fines imposed by the lending library. The patron is also responsible for any damage or loss of the material.

A patron is only allowed to request 2 interlibrary loans within a 14-day period. Patrons will be notified by phone or email when their loan arrives. A loan must be picked up within 5 days, if not the item will be returned to the lending library.

The loan period and renewals are dependent upon the rules of the lending library. The due date on the wrapper of the loan item states the date the item must be returned to the Dr. Hector P. Garcia Memorial Library. If a patron is interested in requesting a renewal, it must be requested to library staff 3 days prior to the listed due date.

If a patron is interested in submitting an interlibrary loan request there are requirements that the patron must fulfill.

- The patron must have a library card with a Hidalgo County Library System member.
- The patron must have an account in good standing with no fees or fines owed on their library account.
- The patron's interlibrary loan account must be in good standing with no interlibrary loan materials overdue at the time of the request.

When requesting an interlibrary loan please bear in mind that the library will not borrow:

- Ebooks and downloadable audio.
- Musical recordings or software in any format.
- Original books printed before 1950. However, we will try to borrow these materials in reprint if available.
- Items published within the last 3 months, as these are generally in a library's new books or bestseller category.
- Items that are owned by the Dr. Hector P. Garcia Memorial Library, unless all copies are lost, missing or checked out.

BORROWING FEES AND FINES POLICY

When borrowing material from the Dr. Hector P. Garcia Memorial Library, a patron is not only agreeing to our loan limit and loan period but to any associated fines or fees for damages, overdue, or lost items. If a patron is in violation of any of our policies regarding borrowing, their account will be blocked and various services will not be available until the account is cleared.

Items are considered overdue if they are returned one day after the listed due date. Overdue fines for books are 10 cents per day and can continue to accrue to the original cost of the book. Overdue fines for audiovisual material are \$1.00 per day and can continue to accrue to the original cost of the audiovisual material.

Overdue notifications are delivered by e-mail, text or mail based on your preference when establishing your library account. The first notification will be sent out after the item is overdue by 7 days.

Patrons are responsible for paying the full purchase price of the item when the item has been lost while borrowed on their account. The library will not hold patrons responsible for items lost or damaged in a fire, flood or theft when documented by a police or insurance report. If an item is found within 30 days and it was paid for, a refund can be issued by bringing the item and the receipt to the library. The library will only refund the cost of item and not any associated fees such as processing or possible damage fees. Refunds will be issued by mail from the City of Mercedes Finance Department within 30 days of the refund request.

Damages to our material are determined by the ability to continue to use the material for circulation. If an item can no longer continue to circulate and it must be withdrawn due to damages such as missing pages, water damage, pages stuck together, stains, broken or severely scratched disks, etc. then the charge will be the full purchase cost of the item.

Other damages such as torn pages, missing barcodes, missing due date cards, broken cases, etc. are charged on a per damage basis.

Appendix C lists the various fines and fees which have been approved by the Library Board, City Manager and City Commission.

For the laptop borrowing fees and policy please view Equipment Loan Policy.

COMPUTER USE AND WIRELESS ACCESS POLICY

Introduction

To fulfill its mission of providing public access to all types of information in a wide range of formats, The Dr. Hector P. Garcia Memorial Library provides access to Internet resources. The Internet provides access to local, national and international sources of information. Not all information accessed through the Internet is accurate, complete, dated, unbiased or inoffensive to certain individuals. It is a patron's responsibility to evaluate the validity and appropriateness of the information. The library is not responsible for the information on sites which are not maintained by the library. The same procedures used for selecting material are used when selecting what the library website links to.

Rules & Regulations

The Dr. Hector P. Garcia Memorial Library computers are to be used for purposes that are considered responsible, educational, entertaining and above all legal.

Regulations

- Devices are not to be used for any activity that violates United States or local laws, which include copyright and child pornography laws.
- Devices are not to be used to attempt to access the library's network or any other networks i.e. hacking.
- Devices are not to be used to transmit threatening, harassing and/or offensive material.
- Devices are not to be used to invade another person's privacy.
- Devices are not to be used to distribute unsolicited advertising.
- Patron or guardians of minor children must assume responsibility for their children's use of the internet through the library's facilities.
- The library is not liable for any harm or damage arising from the misuse of the internet or the device by the patron.

Rules

- Users should not make any attempts to intentionally damage the computer equipment or software.
- Users are not allowed to attempt to install their own software for use on our computers.
- Users are not allowed to download files directly to the computer's hard drive, but they may save files on their own memory storage devices such as a flash drive.

Filtering

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the library has implemented software filtering on all its

Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography and material that is harmful to minors.

Computer Use Guidelines

Patrons are required to have a library card and an account in good standing in order to use the computers at the Dr. Hector P. Garcia Memorial Library. An account is considered in good standing if there are no fines or fees owed on the account. A physical library card does not need to be presented for computer use but verification of the patron through our library system either by identification, date of birth, or full given name is required. If a patron does not have a library card, then only a 30-minute period will be granted per day.

Patrons are required to sign in with a staff member on a daily basis in order to use a computer. Use of the library's computers is on a first-come, first-serve basis. Patrons using a computer will have a time limit of one hour. Patrons using the library's computers agree as a condition of use that if anyone else needs to use a computer, the current user will make the computer available within 5 minutes of being notified by a staff member. If a patron is in fact asked to relinquish a computer due to a high demand, then the patron may immediately sign up again, but they will be at the bottom of the sign in list. If there are no patrons waiting to use a computer, then the use can be for the duration of the patron's visit. Computer use must cease 15 minutes prior to closing time.

Patrons ages 2 to 12 are required to use the computers available in the Children's Department. Patrons ages 13 and up are required to use the computers available in the adult section of the library. There is a limit of one patron per computer, exceptions to this rule must be approved by library staff but are limited to a maximum of two patrons per computer.

For a patron age 2 to 6, a parent is required to remain with the child at the computers in order to assist them and monitor their Internet use. The library staff does not act in the place of a parent to restrict what a child may access. For patron's age 7 to 12, a parent does not need to remain by the child's side, but the parent must remain in the building as discussed in the Unattended or Disruptive Children policy.

EQUIPMENT LOAN POLICY

Aside from desktop computers the Dr. Hector P. Garcia Memorial Library also provides laptops for library use only and hotspots for checkout.

Library Laptop Checkout Agreement

Check-Out Procedure

- Only adult library card holders without fines or overdue items may check out a laptop.
- A patron must have a traditional library card account and not an E-card in order to borrow a laptop.
- Patrons are required to provide a current phone number each time a device is checked out.
- A patron must sign the Liability and Appropriate Use Agreement, which can be found on Appendix D.
- The Liability and Appropriate Use Agreement must be renewed every 6 months along with the patron's mailing and email addresses.
- Laptops may be only be borrowed for use within the library for a period of 2 hours.
- If more than 2 hours are required a total of 2 renewals are possible but the laptop must be presented to the library staff each time.

Fines and Damages:

- Laptops will accrue a rate of \$1 per hour with a maximum late fee of \$10.
- Any laptop taken outside of the library, or kept past library hours, will be considered stolen and patrons will be contacted to facilitate return.
- Stolen or lost items will necessitate a police investigation. A replacement fee of \$300 will be charged for lost or stolen device.
- A damage fee of up to \$100 will be charged to patrons who return a device damaged.

Library Hotspot Loan Agreement

In order to borrow a mobile hotspot from DHPGML, you must meet the following eligibility requirements:

- Be 18 years of age or older
- Be 12 years of age or older but have a parent or guardian with a library card in good standing as the responsible party.
- Be a resident of Mercedes.
- Have a library card in good standing from the Dr. Hector P. Garcia Memorial Library.
- Sign the Library Hotspot Loan Agreement, which can be found on Appendix F.

The patron checking out the Hotspot agrees to the Verizon acceptable use policy. (<https://www.verizon.com/about/terms-conditions/acceptable-use-policy>) which prohibits pirating, illegal downloads, viewing child pornography, etc. and Dr. Hector P. Garcia Memorial Library's Computer Use and Wireless Access Policy (<https://cityofmercedes.com/about-the-library/>) which includes:

- Devices are not to be used for any activity that violates United States or local laws, which include copyright and child pornography laws.
- Devices are not to be used to attempt to access the library's network or any other networks i.e. hacking.
- Devices are not to be used to transmit threatening, harassing and/or offensive material.
- Devices are not to be used to invade another person's privacy.
- Devices are not to be used to distribute unsolicited advertising.
- Patron or guardians of minor children must assume responsibility for their children's use of the internet through the library's facilities.
- The library is not liable for any harm or damage arising from the misuse of the internet or the device by the patron.

The patron checking out the Hotspot is responsible for all materials associated with the Library Hotspot and will pay for the loss or damage to the device/components. These materials include Verizon Hotspot Device and Charger (including any missing parts, such as the SIM card, battery, start guide, and box).

If the mobile Hotspot is not returned by due date, wireless services will be **SUSPENDED** the next day after the due date and patrons will have NO access to the Internet through the Hotspot. If the Library Hotspot or related equipment is not returned after 14 days, your account will be blocked and you will be charged a replacement fee of \$89.99.

It is against Library policy to not return or vandalize any library material. We will move forward in taking a case to Municipal Court, if need be, to pursue collection of replacement cost of the device and court costs.

Loan Period: 28 days

Returns: Equipment must be returned to a staff member at Dr. Hector P. Garcia Memorial Library.

*Please **DO NOT** place the Hotspot in the outdoor book drop. The patron checking out the Hotspot must be same person returning device.

Borrowing Limit: 1 per household

Renewals: None

Holds: None

Late Charges: \$1/day

Lost/Damaged Replacement fees: Library Hotspot device: \$89.99

GPS: Yes

of Devices that can connect at one time to Verizon Orbic Speed Mobile Hotspot:
10

If you need assistance, please call us at 956.565.2371. For support after business hours until 9pm, contact **Verizon** Customer Service Hotline 800.922.0204.

If Circulation system at Dr. Hector P. Garcia Memorial Library is down, Hotspots will not be allowed to be checked out.

See Appendix F for Hotspot Agreement.

VISITOR POLICY

It is the goal of the Dr. Hector P. Garcia Memorial Library to make all visitors feel welcome and offer as many services as possible to any patrons that make use of our facility. While it is essential that a patron have a library card in order to borrow material for home use computers may be used by visitors without a library card.

Visitors are allowed the use of a computer for 30 minutes.

The right to use the facility as a visitor is only eligible to patrons that do not have a library card from any library in the Hidalgo County Library System. Also, visitor use should not occur on a regular daily basis. If a patron is routinely using the computers as a visitor library staff will recommend the patron obtain an E-Card to continue using the computers.

LIBRARY BEHAVIOR POLICY

It is the goal of the Dr. Hector P. Garcia Memorial Library to maintain a safe and welcoming environment and, as such, certain behaviors are hence forth prohibited in order to provide the best possible atmosphere.

The following are Not Allowed, inside and/or outside, the Dr. Hector P. Garcia Memorial Library property:

Inappropriate Behavior includes but is not limited to the following:

1. Bringing animals, other than service animals, inside the library building without prior permission of library staff.
2. Prolonged or chronic sleeping.
3. Using library restrooms for bathing, shaving, or other personal hygiene.
4. Using the library restroom of the opposite sex/gender.
5. Loitering on library grounds.
6. Entering staff only areas.
7. Selling any goods or services.
8. Soliciting or petitioning.
9. Not wearing a shirt and/or shoes in the library.
10. Bringing in outside food and beverages.
11. Using skates, skateboards or anything of like manner inside or outside the library.

Harmful and/or Disruptive Behavior

1. Throwing, running, climbing or playing sports.
2. Creating unreasonable noise such as speaking loudly or using personal electronic devices without headphones or at a volume that is audible to others. It is understood that involuntary mannerisms and vocal patterns may be considered '*Exempt*' due to the patron not having full control of such a physical condition - - the library staff is given discretion to guide such a patron on how to best minimize any incidental disruption to others.
3. Use of inappropriate language or gestures towards staff or patrons.
4. Harassment – physical, sexual or verbal abuse of staff or patrons.
5. Vandalism - Damaging, defacing, or misusing any Library materials or property.
6. Accosting other persons, staring, following, implying personal, rather than professional, relationships, stalking, and etc. (Library patrons must respect the privacy of both other patrons and staff at all times).
7. Having a knife or any other weapon; unless licensed by proper State authorities, carrying a gun is not permissible. (NOTE: the State mandated posters are on display at all entrances regarding such weapons.)

8. Refusal to comply with other Library policies or procedures when explained by staff.

Illegal Activities

1. Committing or attempting to commit any activity that constitutes a violation of federal, state, or local statute or ordinance.
2. Engaging in sexual conduct or indecent behavior on library premises as defined under Texas Penal Law – for example exhibitionism and flashing.
3. Using controlled substances on library premises.
4. Smoking or using other tobacco products inside the library or within 20 feet of the building.
5. Consuming alcoholic beverages on library premises is prohibited unless approved in advance by the Library Director and City Manager for a special event.

Staff Procedure for Inappropriate Behavior

1. Staff should issue a verbal warning and notify the patron that they will be asked to leave if the behavior continues.
2. The individual will be asked to leave the premises for the day by two library employees if the behavior continues.
3. A report of the issue must be provided to the Library Director and Assistant Librarian on the day of the incident.
4. If the patron returns and the behavior continues then the Library Director may ban them from the Library and its services. It is at the discretion of the Library Director to reinstate privileges.

Staff Procedure for Aggressive Patrons

1. When speaking with an aggressive patron, do not do this alone and whenever possible ask for assistance from the highest-ranking supervisor. If no supervisor is available then have a fellow co-worker address the patron with you.
2. Attempt to diffuse the situation and allow the patron to vent. The patron may not use foul language or shout during this time. Please let the patron know that they must still address the issue with respect and not disrupt the rest of the library.
3. Warn the patron that they will be asked to leave if they do not comply with policy, use foul language, shout, or refuse to stop their initial behavior.
4. If the behavior persists or escalates then let the patron know they must leave immediately or the police will be called.
5. If the patron refuses to leave or the behavior continues have someone call the police on your behalf and do your best to ensure your safety and those of the patrons within the library.

Staff Procedure for Patrons that are Openly Hostile or Under the Influence: the library staff will alert the Library Director and/or immediate supervisor and, after careful assessment, shall immediately call the Police Department to more carefully approach, assess, and diffuse the matter.

Patron Behavior Requiring Immediate Police Attention includes but is not limited to:

1. Vandalism
2. Graffiti
3. Carrying a weapon or using an ordinary object in a dangerous way
4. Sexual solicitation
5. Sexual exposure
6. Inappropriate touching of self or another
7. Public intoxication
8. Theft

UNATTENDED OR DISRUPTIVE CHILDREN POLICY

The Dr. Hector P. Garcia Memorial Library is a public place and as such is open to everyone for their use. We provide services to everyone regardless of their age, origin, interests and background. Therefore, as a public library, we are open to all kinds of people, and we do not discriminate.

As a library, we strive to provide a safe and welcoming environment to patrons of all ages, but as with most public places such as parks or malls, we cannot guarantee anyone's safety, especially that of minors. We are not a closely regulated environment, and as such we cannot keep track or be held responsible for each individual minor. At no time do library staff serve *in loco parentis*, meaning library staff do not and cannot legally assume authority in place of a parent, guardian or caregiver.

It is a parent's responsibility to maintain proper standards of behavior for their child and to regulate what information they view through the Internet and through physical formats such as books from our library. A parent of a child 12 years or younger must remain in the library with their child in order to control their behavior, monitor their activities and above all ensure their safety. Teens 13 and older may remain in the library without a parent or legal guardian.

If a child is found to be left unattended and contact cannot be made with the parent or legal guardian within 15 minutes, then the child will go into the care of the Mercedes Police Department. At no point can staff offer to care for the child, take them home or wait more than 15 minutes after closing for a parent of a child to arrive.

If a child is not behaving according to library rules, then the parent or legal guardian will be notified of the disturbance and held responsible for their behavior. Children are held to the same rules of behavior as adults. If the behavior cannot be controlled after a warning by staff, the child and their parent or legal guardian may be asked to leave. The same rule will apply to teens ages 13-17. Parents should be aware of the possibility of a minor 13 or older being asked to leave when determining if they should be in the library unattended.

The ages mentioned above serve as general guidelines of what is acceptable by library policy. In some cases, minors 13 or older may not be capable of unaccompanied attendance, and the library will have to implement the guidelines for children 12 and under.

LIBRARY TOURS POLICY

Library tours of the Dr. Hector P. Garcia Memorial Library are available for patrons and are encouraged by staff in order for patrons to become more comfortable with the library environment and its services. In order to schedule a tour, a two-week notice is required, as well as a completed tour application. Groups must have at least five attendees and no more than thirty. Tours are only to be conducted during library hours and no later than 2 hours prior to closing. If the tour attendees are minors, then they are required to have at least one adult in order to monitor their behavior.

There are two types of tours available- educational or recreational. An educational tour will provide patrons with a tour of the library and all its collections. It will also introduce patrons to all our available services and programs, as well as provide a hands-on lesson on how to use the library's online catalog. A recreational tour is geared mostly towards children 12 and under as it will include the reading of a story, the singing of songs and the making of a craft. A tour cannot be a combination of an educational or recreational tour due to the extensive time that both forms of tours require in order to be completed. Tours are limited to an hour-long period per group.

If at any point a tour group becomes too disruptive and are ignoring the repeated warnings of the staff member conducting the tour, then the tour may be ended by the staff member.

Tour applications are available at both the Children's and Circulation Departments, our website or one can be faxed to you by calling our library.

MEETING POLICY

In keeping with its mission, the Dr. Hector P. Garcia Memorial Library offers meeting room space to the public for educational, cultural, civic, and recreational purposes. Use of the library's meeting room does not imply endorsement by the library staff, library board, or city management of the viewpoints presented.

Policy

- The room may be used for educational, cultural, informational, or governmental/civic activities, which may include public lectures, panel discussions, workshops, and other similar functions.
- The room cannot be used for personal or family purposes such as anniversaries or birthdays.
- The room reservation is subject to cancellation with two weeks' notice if the room is needed for a library or city program.
- Users agree to abide by all regulations of the library relating to the use of the facility, as well as accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- Meetings must be held during regular library hours.
- Meetings must end on time or extra charges will be incurred per every 5 minutes past the scheduled end time.
- A group representative should sign out with a library staff member at the end of the meeting.
- Groups who use the library's Texas & Program Room may serve light refreshments with the approval of the library. PLEASE NOTE: ALCOHOLIC BEVERAGES ARE PROHIBITED.
- The group must remove all evidence of the trash/food at the close of the meeting. It is the group's responsibility to leave the meeting rooms in the condition they were found.
- The lights in the Pods, Texas Room, and Program Room must remain on at all times, unless given permission by the Library Director.
- Do not lock the doors to the Pods or Texas Room.
- Do not exceed the recommended Space capacity (Pods - 4 individuals, Texas Room – 30 individuals, Program Room – 30 individuals).
- Charges will be assessed at the discretion of the library for any damages or extra cleanup required after the reserved event.
- The library will only provide tables, chairs, and available equipment for reserved activities. No extra equipment will be provided by the library that is not already in the meeting space. However, groups may bring their own equipment with the approval of the library.
- Wireless internet access is available in the meeting room, but groups will need to bring in their own laptops.

- Any signage related to the meeting must be approved prior by staff.
- Library staff is not responsible for your belongings. You are solely responsible for your belongings.

Applications/Reservations

- Groups interested in using the library's meeting room must first fill out a Meeting Space Request Form provided by the library.
- An authorized adult representative of the interested group must request use of the meeting space and fill out the request form. By signing the form, the applicant agrees to the Meeting Space Policy and confirms that it has been read and understood.
- The Request Form must be submitted to the library on the day of the reservation.
- The Study Pods are scheduled on a first come, first serve basis, but can be scheduled up to 3 days in advance for 2 hours at a time.
- The Texas Room and Program Room are scheduled on a first come, first serve basis, but can be scheduled up to 1 week in advance for 4 hours at a time.
- Failure to abide by the policy may disqualify the interested group from future use of the meeting room.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- Room reservations may be called in, but they will not be confirmed until the Request Form and Fee have been completed and processed.
- The library does reserve the right to cancel or modify a scheduled meeting if the room is needed for library or city purposes.
- Library staff should be notified in advance of cancellations by the group. If a meeting is cancelled more than once with less than 24 hours' notice, the group may be disqualified from future use of the room.
- If a meeting is cancelled 2 hours or less prior to the event, the library reserves the right to hold partial cost of the room rental.

Charges

There is no charge for use of the meeting room by city governmental agencies or by groups in which the library is a sponsor or cooperating agency. Non-profit agencies will be charged \$15 per 4-hours, while Standard rates will be \$30 per 4-hours. If a group needs to reserve the meeting room for a period of 5 or more hours, an hourly fee of \$5 will be charged after the 4-hours.

APPENDICES

Appendix A - Library Services Fees

Services & Associated Cost

Copies and Printing		
Letter (8.5x11)	.15 cents per page - Black & White	.50 cents per page - Color
Legal (8.5x14)	.25 cents per page – Black & White	.60 cents per page – Color
Tabloid (11x17)	.50 cents per page – Black & White	\$1.00 per page – Color
Faxing		
\$1.00 per page for domestic calls		\$3.00 per page for international calls
Scanning		
.25 cents per page		
Test Proctoring		
\$10.00 per person, proctoring exceeding more than 2 hours will pay an hourly fee of \$5.00.		
Meeting Room		
\$25.00 per hour for non-profits		\$35.00 per hour for profit companies

Appendix B - Loan Periods & Limits

Loan Limits & Periods

Item	Limit	Loan Period	Borrower Type
New Books	10	14 days	Adult & Child
Books	10	28 days	Adult & Child
AV - DVD	3	5 days	Adult Only
AV- Blu-Ray	3	5 days	Adult Only
AV-Kit	1	14 days	Adult Only
AV- Audiobook (Playaway & CD)	1	14 days	Adult Only
Laptop	1	2 Hours in-house	Adult Only

*Only a total of 10 items may be borrowed at a time, which can consist of a combination of books, AV- audiovisual material and a laptop.

*Each item checked out may be renewed for a total of 2 times.

Appendix C - Borrowing Fees & Fines

General Fees

Library card replacements are \$1.00 for the first lost card. Additional replacements after the first lost card will be charged at \$3.00 per card.

Overdue books are 10 cents per day and accrue until the original cost of the book has been met.

Overdue AV material is \$1.00 per day and accrues until the purchase cost of the item has been met.

Damaged Audiovisual (AV)-DVD & Blu-Rays

Case: \$1.00

3D Glasses: \$1.00

Cover: \$1.00 + processing fee

Pamphlet: \$2.00 + processing fee

Barcode: \$1.00 + processing fee

Label: \$1.00 + processing fee

Wet: \$1.00 + processing fee

Total Damage: Full charge + processing fee

Damaged Books

Torn page: \$0.50 (per page)

Written page: \$0.50 (per page)

Wet page: \$.50 (per page)

Damaged pages (Stained and/or folded): \$.50 (per page)

Missing and/or torn barcode: \$1.00 + processing fee

Missing and/or torn label: \$1.00 + processing fee

Missing Date Due Card: \$1.00 + processing fee

Missing pocket: \$1.00 + processing fee

Missing pages: Full charge + processing fee

Wet book: Full charge + processing fee

Lost or Damaged Beyond Repair: Full charge + processing fee

Damaged Cover: \$ cost determined upon review *Processing fee is \$1.00

Appendix C - Borrowing Fees & Fines

Damaged Devices

Damaged laptop: Fine up to \$100 depending on cost of repair

Lost or Stolen laptop: \$300 and a police report will be filed.

Lost or Stolen Hotspot & Accessories: T-Mobile Hotspot \$90.00

USB Cable \$12.00

Wall Charger \$20.00

Internal SIM Card \$15.00

Battery \$45.00

Appendix D - Device Liability and Appropriate Use Agreement

By signing below, I attest that I have read, understand, and agree to the following:

- I understand that when I borrow a laptop (hereafter referred to as device) from the Dr. Hector P. Garcia Memorial Library (hereafter referred to as the Library) that I am responsible for the security of that device and that I will not leave the device unattended in a vehicle or public place.
- I hereby release the Library and the City of Mercedes, from any and all claims and damages of any nature arising from my use of, or inability to use, the Device; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
- I understand that if the Device is damaged, or not returned to the library within the loan period, that I will incur fees and/or fines.
- I understand that a fee of up to \$100 will be charged to me if I return the Device damaged in any way.
- I understand that any Device kept past its due date, will be considered stolen. I also understand that a replacement fee of up to \$300 will be charged to my account for a Device kept past its due date. This fee may be removed if the Device is returned within 24 hours.
- I agree to pay any fees, fines, or costs associated with the Device checkout.
- I understand that any incidences of theft and/or loss will be investigated by police.
- I also attest that I have read, understand, and agree to the Computer Use and Wireless Access Policy on the back of this document.

Care of the Device

- Do not place food and/or liquids near the Device.
- Do not stack heavy objects on top of the Device.
- Never attempt to repair or reconfigure the Device.
- Do not write, draw, stick or adhere anything to the Device.
- Do not obstruct the Device's vents, and do not place the Device on surfaces such as paper or carpet while it is turned on.
- Do not lend the Device to anyone while it is checked out to you.
- Do not poke the screen with anything. A stylus and your finger are the only means that should be used to touch the screen.
- Do not use any cleaning solution to clean the screen. If your screen needs to be cleaned, please notify library staff.

Signature

Printed Name

Date

My Library Card Number

Appendix D - Computer Use and Wireless Access Policy

Introduction

To fulfill its mission of providing public access to all types of information in a wide range of formats, The Dr. Hector P. Garcia Memorial Library provides access to Internet resources. The Internet provides access to local, national and international sources of information. Not all information accessed through the Internet is accurate, complete, dated, unbiased or inoffensive to certain individuals. It is a patron's responsibility to evaluate the validity and appropriateness of the information. The library is not responsible for the information on sites which are not maintained by the library. The same procedures used for selecting material are used when selecting what the library website links to.

Rules & Regulations

The Dr. Hector P. Garcia Memorial Library computers are to be used for purposes that are considered responsible, educational, entertaining and above all legal.

Regulations

- Computers are not to be used for any activity that violates United States or local laws, which include copyright and child pornography laws.
- Computers are not to be used to attempt to access the library's network or any other networks i.e. hacking.
- Computers are not to be used to transmit threatening, harassing and/or offensive material.
- Computers are not to be used to invade another person's privacy.
- Computers are not to be used to distribute unsolicited advertising.

Rules

- Users should not make any attempts to intentionally damage the computer equipment or software.
- Users are not allowed to attempt to install their own software for use on our computers.
- Users are not allowed to download files directly to the computer's hard drive, but they may save files on their own memory storage devices such as a flash drive.

Filtering

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the library has implemented software filtering on all its Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography and material that is harmful to minors.

Appendix E - Request for Reconsideration of Library Material
Dr. Hector P. Garcia Memorial Library

Title: _____
Author: _____
Publisher: _____
Format: _____ Book _____ Video _____ Audio _____ Magazine
Your Name: _____
Address: _____
Email: _____ Telephone: _____
Do you represent: _____ Yourself
_____ An Organization (name): _____

1. Did you read / view / listen to the entire work? If no, what parts?
2. Please describe your specific objections.
3. What do you feel might be the result of reading, viewing, or listening to this work?
4. For what age group would you recommend this work?
5. What is good about the work?
6. What reviews have you read or heard on the work?
7. What do you believe is the theme of the work?
8. In its place, what work would you recommend as a reasonable substitute that offers a valuable perspective on the overall subject?
9. Other comments:

Signature: _____ Date: _____

Appendix F - Hotspot Agreement

Due to the high cost of replacing this particular piece of equipment:

Hotspot TLC#: 55700000 _____	IMEI# _____	Replacement Cost: \$89.99
-------------------------------------	--------------------	--------------------------------------

You assume full responsibility for its proper care and safe use during the time you are in possession of the item. This item is loaned to you in good condition with the understanding that it will return in the same condition. You are responsible for proper operation of this item and keeping it safe while it is checked out to you. You must use it with the accompanying wall charger / USB cable supplied with the Hotspot.

Besides the item mentioned above the following items are also checked out in good condition and are expected to be returned in the same condition.

1 Wall Charger \$20.00	Out		In	
1 Internal SIM Card \$15.00	Out		In	
1 Battery \$45.00	Out		In	
1 Start Guide	Out		In	
1 Box	Out		In	

I agree to take appropriate care of the above items and to return them in the same condition when due. On review of the items returned – in the opinion of the library – to be missing or returned in less than like condition, by my signature below, **I agree** to reimburse the library for any repairs or replacements necessary to correct the loss or to put the item back in good condition.

Patron Initials _____

It is patron's responsibility to monitor usage of Internet by those in the household. Patron must Agree to Verizon's acceptable use policy, which prohibits pirating, illegal downloads, viewing child pornography, etc. (<https://www.verizon.com/about/terms-conditions/acceptable-use-policy>) and Dr. Hector P. Garcia Memorial Library's Internet Access Acceptable Use Policy.

We will move forward in taking case to Municipal Court, if need be.* **Initials _____

Name of Patron (Print)

Patron Signature (Checking Out)

Patron Phone No.

Patron Signature (Checking In)

E-Mail Address

Date/Time Checked Out Condition of Equipment

Staff Checking Out

Date/Time Checked In Condition of Equipment

Staff Checking In

Appendix G - Meeting Space Request Form

Group Name: _____

Purpose of Group/Organization: _____

- I am at least 18 years old. *
- I understand all food, drinks, & trash must be removed from the space by the close of the meeting.
- I understand my group will not be allowed into the room until my reservation start time begins.
- I understand my group must vacate the room/space 15 minutes prior to the library closing and/or at the time that the meeting is supposed to end, or additional charges will be given for running over the allocated time.

Name of Representative: _____ Phone: _____

Email: _____ Expected Attendance: _____

Alternate Contact Name: _____ Alt. Phone: _____

Alternate Email: _____

Reservations may be made up to 7 days in advance.

Rooms cannot be booked for days or times when the library is not open to the public.

Date Requesting: _____ Start Time: _____ End Time: _____

Indicate the Space Requesting: _____

Signature: _____ Date: _____

Print Name: _____

My signature above indicates that I agree to ensure that my organization will abide by the policies of the library with regard to meeting space use.

For Office Staff Use

Space: Pod 1 | Pod 2 | Texas Room | Program Room |

Non-Profit Fee: _____ Standard Fee: _____ Paid: _____

Notes: _____ Staff Initials: _____

* Under 18 must provide parents as alternate contact name Staff Printed Name: _____

Updated: 2/27/2024

DR. HECTOR P. GARCIA MEMORIAL LIBRARY POLICIES

Approved by Dr. Hector P. Garcia Memorial Library Board: January 29th, 2013

Adopted by the City Commission: February 19th, 2013

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: December 14, 2017

Adopted by the City Commission: December 19, 2017

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: March 26, 2019

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: October 5, 2022

Adopted by the City Commission: October 18, 2022

Amended and Approved by Dr. Hector P. Garcia Memorial Library Board: February 1, 2024

Adopted by the City Commission: March 19, 2024

**DR. HECTOR P. GARCIA MEMORIAL LIBRARY
POLICY MANUAL 2012**

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LIBRARY MISSION STATEMENT

The mission of the Dr. Hector P. Garcia Memorial Library is to inform, educate and entertain through a variety of formats with the purpose of strengthening our community.

To deliver on this promise, we rely on four great resources – our staff, our collections, our space and our set of core values.

Our Core Values

Support Intellectual Freedom

A democracy is dependent upon free and open access to ideas, and we serve our patrons as a strong advocate of this belief by providing free and equitable access to information.

Promote Lifelong Learning and Literacy

We value the love of reading, and we comprehend the ability reading has to expand horizons, which is why we encourage lifelong learning and support every patron in this endeavor through a variety of services.

Form Strong Partnerships

We understand the importance of community and work to create partnerships with non-profits, businesses, educators and community groups.

Respect and Embrace the Community

We support the diversity of our community and strive to guarantee that all our visitors feel welcomed by having all of their needs and expectations treated equally.

Adapt and Innovate

We recognize the evolving needs of our information consumers, and we continuously adapt what we do and how we do it. We are a learning organization, which invests in our staff, technology and infrastructure.

LIBRARY CARD REQUIREMENTS

In order to become a patron of the Dr. Hector P. Garcia Memorial Library, a library card must be obtained, which requires certain documentation and criteria be met.

1. The applicant must be 18 years of age or older.
2. The applicant must be a resident of the state of Texas.
3. The applicant must present an acceptable picture ID.
4. The applicant must present a proof of address.

If a patron is less than 18 years of age, then a parent or legal guardian must obtain the library card on their behalf, making them the responsible party for any fees or fines. Applications can only be completed in person at the circulation desk of the library.

The following are acceptable forms of photo identification:

- Texas Driver's License, temporary Texas Driver's License or learner's permit.
- Texas Department of Public Safety ID
- United States Passport
- Resident Alien Registration Card
- Military Identification

The following are acceptable forms of proof of current address:

- Utility deposit receipt or bill
- Voter's registration
- Vehicle registration
- Liability insurance
- Official rent receipt, rental agreement or lease
- Mail postmarked within the last 30 days

Library cards are available for seasonal Texas residents (Winter Texans) with proper photo identification from their place of residence and proof of a local address.

If a patron does not have a current proof of address or does not wish to check out physical material an E-Card can be issued. The E-Card allows the applicant to use the computers and online resources.

Regular library cards need to be renewed yearly in order to update contact information. E-cards must be renewed every three years.

No new library cards will be issued within 15 minutes of closing time.

LIBRARY SERVICES

The Dr. Hector P. Garcia Memorial Library offers a variety of services to its patrons. The following services are available to the general public, regardless if the patron has or does not have a library card:

- Copy services
- Faxing services
- Printing services
- Scanning services
- Test proctoring
- Tex Share Databases
- Meeting Room Use
- Wireless access
- Library tours
- Story time hours
- Reference assistance

In order to use the other services provided by the library, individuals must obtain a library card. The following are the extended services available to patrons with library cards:

- Computer access
- Laptop access
- Material borrowing including Inter-library loan privileges
- Subscription databases

Appendix A will provide a fee listing for those services that the Texas State Library and Archives Commission deems as permissible for charging, while retaining accreditation status.

LIBRARY COLLECTION & COLLECTION DEVELOPMENT

The Dr. Hector P. Garcia Memorial Library firmly believes in the Library Bill of Rights and uses it as a guiding principle for their collection and services.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that 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 that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

In following the Library Bill of Rights, the Dr. Hector P. Garcia Memorial Library staff attempts to maintain a well-rounded and relevant collection for the local community and surrounding areas. The library separates its material into various categories and employs the Dewey Decimal System for the majority of its collection in order to make the material easy to locate. Assistance in locating an item in our collection can happily be provided by any library staff member. The collection consists of the following materials:

Adult Collection

Regular Circulating Collection	Reference & Non-Circulating Collections
Fiction	Reference
Non-Fiction	Oversize Reference
Biographies	Texas Reference
Graphic Novels	Spanish Reference
Oversize	Rare Books
Large Print Fiction	
Paperbacks	
Texas Non-Fiction	
Texas Biographies	
Spanish Fiction	
Spanish Non-Fiction	
Spanish Biographies	

Young Adult Collection

Regular Circulating Collection	Reference & Non-Circulating Collections
Fiction	Reference
Non-Fiction	
Biographies	
Graphic Novels	
Spanish Fiction	
Spanish Non-Fiction	

Children's Collection

Regular Circulating Collection	Reference & Non-Circulating Collections
Fiction	Reference
Non-Fiction	Texas Reference
Biographies	Spanish Reference
Graphic Novels	
Texas Non-Fiction	
Texas Biographies	
Easy	
Board Books	
Spanish Fiction	
Spanish Non-Fiction	
Spanish Biographies	
Spanish Easy	

The library collection also consists of numerous magazine titles geared toward different age groups such as children's, young adult and adults. Along with magazines, the library subscribes to various local newspapers. Both these collections assist our patrons in remaining knowledgeable with current events and trends at the local and worldwide level.

The library also has in its collection DVD and Blu-Ray discs. Those items are classified by genre. The genres consist of the following eighteen categories: Action & Adventure, Classical Animation, Classics, Comedy, Documentary, Drama, Family & Kids, Foreign, Horror, Musicals, Mystery & Suspense, Romance, Sci-Fi & Fantasy, Spanish, Special Interest, Sports & Fitness, Television Series, and Westerns.

Finally, the library also includes within its collection historical documents and items whose value is priceless in connecting the community to its heritage. While this listing encompasses all the material we currently have in our collection, by no means does it limit its growth. It is a priority of the library to remain current in the informational needs of its community and with the ever-changing formats that information is made available to the public. Staff welcomes suggestions for the growth of the collection from all library patrons.

Collection Development

Criteria for Selection: The process of selection, acquisition, and organization of library materials is a cooperative venture. Library staff rely on a variety of sources for selection including reviews in professionally recognized literature, book lists by recognized authorities, popular reviews and bestseller lists, award lists, and recommendations of staff and patrons. Other criteria to be considered are cost, balance, value, demand, format, regional interest, authority of the author and reputation of the publisher, relevancy of subject, organization and style, good quality illustrations, durable binding and paper, and language.

Collection Maintenance (Weeding): The library's holdings are periodically evaluated using the CREW method to identify inappropriate or outdated materials. A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn if they are outdated, no longer of interest or in demand, unnecessary duplicates or multiple copies, or worn or mutilated. Weeding is done with the same care, thought, criteria, and judgment as selection. Items removed from the collection are discarded, recycled, or designated for sale in the used bookstore or at a used book sale.

Challenged Materials: The library believes in freedom of information for all and does not practice censorship. The library declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others. The library also recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration.

Reconsideration forms are available from library staff and online. When a patron wishes the library to discard or reclassify a book or item, he or she fills out the "Request for Reconsideration of Library Materials" form. The form is sent to the Library Director who assigns a committee composed of the Assistant Library Director and Library Board to review the item. The committee will evaluate the request form, any available reviews, and the item to determine if it meets the library selection criteria and collection development guidelines. The committee will make a recommendation to the Library Director, who will review the material, related items, and make a final decision regarding the disposition of the challenged item.

[Appendix E](#) provides a copy of the Request for Reconsideration of Library Material.

GIFT ACCEPTANCE AND SELECTION POLICY

The Dr. Hector P. Garcia Memorial Library relies on the generosity of its donors to build its various collections. If a patron believes they have material that would enhance any of our collections, they are welcome to bring it to the library in order for staff to review it and determine its value for our collection.

Please note that due to space constraints and limited processing resources, the library is unable to accept all materials offered to us. Items donated to the library should be in good condition in order to be considered for addition to the collection. The library reserves the right to dispose of unsolicited materials in any matter it deems appropriate.

Gifts of materials that are accepted by the library become the absolute and unconditional property of the library and cannot be returned to the donor for any reason. Once the library takes possession of an item, we are free to make all decisions with respect to retention, storage, processing, use and disposition of that item.

Materials which the library determines are not suitable for adding to the collection may be offered for sale or disposed of in accordance with the library established policies and procedures.

The library and its staff are not able to advise donors with respect to tax deductibility with regards to gifts and therefore encourages any of its donors to consult with their legal, tax and/or financial advisors before making a gift to the Hector P. Garcia Memorial Library.

The library is able to offer a receipt for any monetary donations.

LOAN LIMITS AND LOAN PERIODS

The Hector P. Garcia Memorial Library wants all the material in its collections to be utilized by the community for their research, information or entertainment needs. However, certain borrowing policies do exist to encourage the timely return and accessibility of the material.

The collections limited to in-house circulation include all magazines, newspapers, rare books and reference material.

All other collections are available for check-out with a library card issued from the Dr. Hector P. Garcia Memorial Library, as well as a library card from any other Hidalgo County Library, which include the Sgt. Fernando de la Rosa Memorial Library, Donna Public Library, Dustin Sekula Memorial Library, Elsa Public Library, Hidalgo Public Library, La Joya Municipal Public Library, McAllen Public Library, Speer Memorial Library, Pharr Memorial Library, San Juan Memorial Library, Mayor Joe V. Sanchez Public Library and Peñitas Public Library.

A patron may check out a total of 10 items per library card regardless of age. However, no more than 8 audiovisual materials may be checked out per adult library card.

A patron may not use another patron's card to check out material unless they are the responsible party for that account. For example, a mother may check out items on her child's card, but not on her husband's card, since every adult is their own responsible party.

Books are available for loan periods of 28 days or 14 days depending on the status of the book. New books have a limited loan period of 14 days due to high interest and limited copies. Books in our regular collection may be borrowed for an extended period of 28 days. Renewals are allowed as long as the book has no hold.

Audiovisual material such as Blu-Ray's and DVD's may only be borrowed by an adult on their library card.

Blu-Ray's and DVD's may be borrowed for only a 5-day period and a total of 2 renewals are allowed.

Renewals may be done in person, online through our catalog or by phone.

All material must be borrowed 10 minutes prior to closing time.

[Appendix B](#) provides a table with loan limits and loan periods.

INTERLIBRARY LOAN POLICY

The Dr. Hector P. Garcia Memorial Library makes every attempt to provide a well-rounded collection. However, it is impossible to carry every topic or author a patron is requesting. In order to be able to accommodate as many requests as possible, the library participates in an interlibrary loan program with local libraries and libraries across the United States.

The interlibrary loan program is provided free of charge to our patrons. However, a patron is responsible for any fines imposed by the lending library. The patron is also responsible for any damage or loss of the material.

A patron is only allowed to request 2 interlibrary loans within a 14-day period. Patrons will be notified by phone or email when their loan arrives. A loan must be picked up within 5 days, if not the item will be returned to the lending library.

The loan period and renewals are dependent upon the rules of the lending library. The due date on the wrapper of the loan item states the date the item must be returned to the Dr. Hector P. Garcia Memorial Library. If a patron is interested in requesting a renewal, it must be requested to library staff 3 days prior to the listed due date.

If a patron is interested in submitting an interlibrary loan request there are requirements that the patron must fulfill.

- The patron must have a library card with a Hidalgo County Library System member.
- The patron must have an account in good standing with no fees or fines owed on their library account.
- The patron's interlibrary loan account must be in good standing with no interlibrary loan materials overdue at the time of the request.

When requesting an interlibrary loan please bear in mind that the library will not borrow:

- Ebooks and downloadable audio.
- Musical recordings or software in any format.
- Original books printed before 1950. However, we will try to borrow these materials in reprint if available.
- Items published within the last 3 months, as these are generally in a library's new books or bestseller category.
- Items that are owned by the Dr. Hector P. Garcia Memorial Library, unless all copies are lost, missing or checked out.

BORROWING FEES AND FINES POLICY

When borrowing material from the Dr. Hector P. Garcia Memorial Library, a patron is not only agreeing to our loan limit and loan period but to any associated fines or fees for damages, overdue, or lost items. If a patron is in violation of any of our policies regarding borrowing, their account will be blocked and various services will not be available until the account is cleared.

Items are considered overdue if they are returned one day after the listed due date. Overdue fines for books are 10 cents per day and can continue to accrue to the original cost of the book. Overdue fines for audiovisual material are \$1.00 per day and can continue to accrue to the original cost of the audiovisual material.

Overdue notifications are delivered by e-mail, text or mail based on your preference when establishing your library account. The first notification will be sent out after the item is overdue by 7 days.

Patrons are responsible for paying the full purchase price of the item when the item has been lost while borrowed on their account. The library will not hold patrons responsible for items lost or damaged in a fire, flood or theft when documented by a police or insurance report. If an item is found within 30 days and it was paid for, a refund can be issued by bringing the item and the receipt to the library. The library will only refund the cost of item and not any associated fees such as processing or possible damage fees. Refunds will be issued by mail from the City of Mercedes Finance Department within 30 days of the refund request.

Damages to our material are determined by the ability to continue to use the material for circulation. If an item can no longer continue to circulate and it must be withdrawn due to damages such as missing pages, water damage, pages stuck together, stains, broken or severely scratched disks, etc. then the charge will be the full purchase cost of the item.

Other damages such as torn pages, missing barcodes, missing due date cards, broken cases, etc. are charged on a per damage basis.

Appendix C lists the various fines and fees which have been approved by the Library Board, City Manager and City Commission.

For the laptop borrowing fees and policy please view [Equipment Loan Policy](#).

COMPUTER USE AND WIRELESS ACCESS POLICY

Introduction

To fulfill its mission of providing public access to all types of information in a wide range of formats, The Dr. Hector P. Garcia Memorial Library provides access to Internet resources. The Internet provides access to local, national and international sources of information. Not all information accessed through the Internet is accurate, complete, dated, unbiased or inoffensive to certain individuals. It is a patron's responsibility to evaluate the validity and appropriateness of the information. The library is not responsible for the information on sites which are not maintained by the library. The same procedures used for selecting material are used when selecting what the library website links to.

Rules & Regulations

The Dr. Hector P. Garcia Memorial Library computers are to be used for purposes that are considered responsible, educational, entertaining and above all legal.

Regulations

- Devices are not to be used for any activity that violates United States or local laws, which include copyright and child pornography laws.
- Devices are not to be used to attempt to access the library's network or any other networks i.e. hacking.
- Devices are not to be used to transmit threatening, harassing and/or offensive material.
- Devices are not to be used to invade another person's privacy.
- Devices are not to be used to distribute unsolicited advertising.
- Patron or guardians of minor children must assume responsibility for their children's use of the internet through the library's facilities.
- The library is not liable for any harm or damage arising from the misuse of the internet or the device by the patron.

Rules

- Users should not make any attempts to intentionally damage the computer equipment or software.
- Users are not allowed to attempt to install their own software for use on our computers.
- Users are not allowed to download files directly to the computer's hard drive, but they may save files on their own memory storage devices such as a flash drive.

Filtering

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the library has implemented software filtering on all its Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography and material that is harmful to minors.

Computer Use Guidelines

Patrons are required to have a library card and an account in good standing in order to use the computers at the Dr. Hector P. Garcia Memorial Library. An account is considered in good standing if there are no fines or fees owed on the account. A physical library card does not need to be presented for computer use but verification of the patron through our library system either by identification, date of birth, or full given name is required. If a patron does not have a library card, then only a 30-minute period will be granted per day.

Patrons are required to sign in with a staff member on a daily basis in order to use a computer. Use of the library's computers is on a first-come, first-serve basis. Patrons using a computer will have a time limit of one hour. Patrons using the library's computers agree as a condition of use that if anyone else needs to use a computer, the current user will make the computer available within 5 minutes of being notified by a staff member. If a patron is in fact asked to relinquish a computer due to a high demand, then the patron may immediately sign up again, but they will be at the bottom of the sign in list. If there are no patrons waiting to use a computer, then the use can be for the duration of the patron's visit. Computer use must cease 15 minutes prior to closing time.

Patrons ages 2 to 12 are required to use the computers available in the Children's Department. Patrons ages 13 and up are required to use the computers available in the adult section of the library. There is a limit of one patron per computer, exceptions to this rule must be approved by library staff but are limited to a maximum of two patrons per computer.

For a patron age 2 to 6, a parent is required to remain with the child at the computers in order to assist them and monitor their Internet use. The library staff does not act in the place of a parent to restrict what a child may access. For patron's age 7 to 12, a parent does not need to remain by the child's side, but the parent must remain in the building as discussed in the [Unattended or Disruptive Children policy](#).

EQUIPMENT LOAN POLICY

Aside from desktop computers the Dr. Hector P. Garcia Memorial Library also provides laptops for library use only and hotspots for checkout.

Library Laptop Checkout Agreement

Check-Out Procedure

- Only adult library card holders without fines or overdue items may check out a laptop.
- A patron must have a traditional library card account and not an E-card in order to borrow a laptop.
- Patrons are required to provide a current phone number each time a device is checked out.
- A patron must sign the Liability and Appropriate Use Agreement, which can be found on Appendix D.
- The Liability and Appropriate Use Agreement must be renewed every 6 months along with the patron's mailing and email addresses.
- Laptops may be only be borrowed for use within the library for a period of 2 hours.
- If more than 2 hours are required a total of 2 renewals are possible but the laptop must be presented to the library staff each time.

Fines and Damages:

- Laptops will accrue a rate of \$1 per hour with a maximum late fee of \$10.
- Any laptop taken outside of the library, or kept past library hours, will be considered stolen and patrons will be contacted to facilitate return.
- Stolen or lost items will necessitate a police investigation. A replacement fee of \$300 will be charged for lost or stolen device.
- A damage fee of up to \$100 will be charged to patrons who return a device damaged.

Library Hotspot Loan Agreement

In order to borrow a mobile hotspot from DHPGML, you must meet the following eligibility requirements:

- Be 18 years of age or older
- Be 12 years of age or older but have a parent or guardian with a library card in good standing as the responsible party.
- Be a resident of Mercedes.
- Have a library card in good standing from the Dr. Hector P. Garcia Memorial Library.
- Sign the Library Hotspot Loan Agreement, which can be found on Appendix F.

The patron checking out the Hotspot agrees to the Verizon acceptable use policy (<https://www.verizon.com/about/terms-conditions/acceptable-use-policy>) which prohibits pirating, illegal downloads, viewing child pornography, etc. and Dr. Hector P. Garcia Memorial Library's Computer Use and Wireless Access Policy (<https://cityofmercedes.com/about-the-library/>) which includes:

- Devices are not to be used for any activity that violates United States or local laws, which include copyright and child pornography laws.
- Devices are not to be used to attempt to access the library's network or any other networks i.e. hacking.
- Devices are not to be used to transmit threatening, harassing and/or offensive material.
- Devices are not to be used to invade another person's privacy.
- Devices are not to be used to distribute unsolicited advertising.
- Patron or guardians of minor children must assume responsibility for their children's use of the internet through the library's facilities.
- The library is not liable for any harm or damage arising from the misuse of the internet or the device by the patron.

The patron checking out the Hotspot is responsible for all materials associated with the Library Hotspot and will pay for the loss or damage to the device/components. These materials include Verizon Hotspot Device and Charger (including any missing parts, such as the SIM card, battery, start guide, and box).

If the mobile Hotspot is not returned by due date, wireless services will be **SUSPENDED** the next day after the due date and patrons will have NO access to the Internet through the Hotspot. If the Library Hotspot or related equipment is not returned after 14 days, your account will be blocked and you will be charged a replacement fee of \$89.99.

It is against Library policy to not return or vandalize any library material. We will move forward in taking a case to Municipal Court, if need be, to pursue collection of replacement cost of the device and court costs.

Loan Period: 28 days

Returns: Equipment must be returned to a staff member at Dr. Hector P. Garcia Memorial Library.

*Please **DO NOT** place the Hotspot in the outdoor book drop. The patron checking out the Hotspot must be same person returning device.

Borrowing Limit: 1 per household

Renewals: None

Holds: None

Late Charges: \$1/day

Lost/Damaged Replacement fees: Library Hotspot device: \$89.99

GPS: Yes

of Devices that can connect at one time to Verizon Orbic Speed Mobile Hotspot:
10

If you need assistance, please call us at 956.565.2371. For support after business hours until 9pm, contact **Verizon** Customer Service Hotline 800.922.0204.

If Circulation system at Dr. Hector P. Garcia Memorial Library is down, Hotspots will not be allowed to be checked out.

See [Appendix F](#) for Hotspot Agreement.

VISITOR POLICY

It is the goal of the Dr. Hector P. Garcia Memorial Library to make all visitors feel welcome and offer as many services as possible to any patrons that make use of our facility. While it is essential that a patron have a library card in order to borrow material for home use computers may be used by visitors without a library card.

Visitors are allowed the use of a computer for 30 minutes.

The right to use the facility as a visitor is only eligible to patrons that do not have a library card from any library in the Hidalgo County Library System. Also, visitor use should not occur on a regular daily basis. If a patron is routinely using the computers as a visitor library staff will recommend the patron obtain an E-Card to continue using the computers.

LIBRARY BEHAVIOR POLICY

It is the goal of the Dr. Hector P. Garcia Memorial Library to maintain a safe and welcoming environment and, as such, certain behaviors are hence forth prohibited in order to provide the best possible atmosphere.

The following are Not Allowed, inside and/or outside, the Dr. Hector P. Garcia Memorial Library property:

Inappropriate Behavior includes but is not limited to the following:

1. Bringing animals, other than service animals, inside the library building without prior permission of library staff.
2. Prolonged or chronic sleeping.
3. Using library restrooms for bathing, shaving, or other personal hygiene.
4. Using the library restroom of the opposite sex/gender.
5. Loitering on library grounds.
6. Entering staff only areas.
7. Selling any goods or services.
8. Soliciting or petitioning.
9. Not wearing a shirt and/or shoes in the library.
10. ~~Bringing in outside food and beverages.~~
11. Using skates, skateboards or anything of like manner inside or outside the library.

Harmful and/or Disruptive Behavior

1. Throwing, running, climbing or playing sports.
2. Creating unreasonable noise such as speaking loudly or using personal electronic devices without headphones or at a volume that is audible to others. It is understood that involuntary mannerisms and vocal patterns may be considered 'Exempt' due to the patron not having full control of such a physical condition - - the library staff is given discretion to guide such a patron on how to best minimize any incidental disruption to others.
3. Use of inappropriate language or gestures towards staff or patrons.
4. Harassment – physical, sexual or verbal abuse of staff or patrons.
5. Vandalism - Damaging, defacing, or misusing any Library materials or property.
6. Accosting other persons, staring, following, implying personal, rather than professional, relationships, stalking, and etc. (Library patrons must respect the privacy of both other patrons and staff at all times).
7. ~~Having a knife or any other weapon; unless licensed by proper State authorities, carrying a gun is not permissible. (NOTE: the State mandated posters are on display at all entrances regarding such weapons.)~~
8. Refusal to comply with other Library policies or procedures when explained by staff.

Illegal Activities

1. Committing or attempting to commit any activity that constitutes a violation of federal, state, or local statute or ordinance.
2. Engaging in sexual conduct or indecent behavior on library premises as defined under Texas Penal Law – for example exhibitionism and flashing.
3. Using controlled substances on library premises.
4. Smoking or using other tobacco products inside the library or within 20 feet of the building.
5. Consuming alcoholic beverages on library premises is prohibited unless approved in advance by the Library Director and City Manager for a special event.

Staff Procedure for Inappropriate Behavior

1. Staff should issue a verbal warning and notify the patron that they will be asked to leave if the behavior continues.
2. The individual will be asked to leave the premises for the day by two library employees if the behavior continues.
3. A report of the issue must be provided to the Library Director and Assistant Librarian on the day of the incident.
4. If the patron returns and the behavior continues then the Library Director may ban them from the Library and its services. It is at the discretion of the Library Director to reinstate privileges.

Staff Procedure for Aggressive Patrons

1. When speaking with an aggressive patron, do not do this alone and whenever possible ask for assistance from the highest-ranking supervisor. If no supervisor is available then have a fellow co-worker address the patron with you.
2. Attempt to diffuse the situation and allow the patron to vent. The patron may not use foul language or shout during this time. Please let the patron know that they must still address the issue with respect and not disrupt the rest of the library.
3. Warn the patron that they will be asked to leave if they do not comply with policy, use foul language, shout, or refuse to stop their initial behavior.
4. If the behavior persists or escalates then let the patron know they must leave immediately or the police will be called.
5. If the patron refuses to leave or the behavior continues have someone call the police on your behalf and do your best to ensure your safety and those of the patrons within the library.

Staff Procedure for Patrons that are Openly Hostile or Under the Influence: the library staff will alert the Library Director and/or immediate supervisor and, after careful assessment, shall immediately call the Police Department to more carefully approach, assess, and diffuse the matter.

Patron Behavior Requiring Immediate Police Attention includes but is not limited to:

1. Vandalism
2. Graffiti
3. Carrying a weapon or using an ordinary object in a dangerous way
4. Sexual solicitation
5. Sexual exposure
6. Inappropriate touching of self or another
7. Public intoxication
8. Theft

UNATTENDED OR DISRUPTIVE CHILDREN POLICY

The Dr. Hector P. Garcia Memorial Library is a public place and as such is open to everyone for their use. We provide services to everyone regardless of their age, origin, interests and background. Therefore, as a public library, we are open to all kinds of people, and we do not discriminate.

As a library, we strive to provide a safe and welcoming environment to patrons of all ages, but as with most public places such as parks or malls, we cannot guarantee anyone's safety, especially that of minors. We are not a closely regulated environment, and as such we cannot keep track or be held responsible for each individual minor. At no time do library staff serve *in loco parentis*, meaning library staff do not and cannot legally assume authority in place of a parent, guardian or caregiver.

It is a parent's responsibility to maintain proper standards of behavior for their child and to regulate what information they view through the Internet and through physical formats such as books from our library. A parent of a child 12 years or younger must remain in the library with their child in order to control their behavior, monitor their activities and above all ensure their safety. Teens 13 and older may remain in the library without a parent or legal guardian.

If a child is found to be left unattended and contact cannot be made with the parent or legal guardian within 15 minutes, then the child will go into the care of the Mercedes Police Department. At no point can staff offer to care for the child, take them home or wait more than 15 minutes after closing for a parent of a child to arrive.

If a child is not behaving according to library rules, then the parent or legal guardian will be notified of the disturbance and held responsible for their behavior. Children are held to the same rules of behavior as adults. If the behavior cannot be controlled after a warning by staff, the child and their parent or legal guardian may be asked to leave. The same rule will apply to teens ages 13-17. Parents should be aware of the possibility of a minor 13 or older being asked to leave when determining if they should be in the library unattended.

The ages mentioned above serve as general guidelines of what is acceptable by library policy. In some cases, minors 13 or older may not be capable of unaccompanied attendance, and the library will have to implement the guidelines for children 12 and under.

LIBRARY TOURS POLICY

Library tours of the Dr. Hector P. Garcia Memorial Library are available for patrons and are encouraged by staff in order for patrons to become more comfortable with the library environment and its services. In order to schedule a tour, a two-week notice is required, as well as a completed tour application. Groups must have at least five attendees and no more than thirty. Tours are only to be conducted during library hours and no later than 2 hours prior to closing. If the tour attendees are minors, then they are required to have at least one adult in order to monitor their behavior.

There are two types of tours available- educational or recreational. An educational tour will provide patrons with a tour of the library and all its collections. It will also introduce patrons to all our available services and programs, as well as provide a hands-on lesson on how to use the library's online catalog. A recreational tour is geared mostly towards children 12 and under as it will include the reading of a story, the singing of songs and the making of a craft. A tour cannot be a combination of an educational or recreational tour due to the extensive time that both forms of tours require in order to be completed. Tours are limited to an hour-long period per group.

If at any point a tour group becomes too disruptive and are ignoring the repeated warnings of the staff member conducting the tour, then the tour may be ended by the staff member.

Tour applications are available at both the Children's and Circulation Departments, our website or one can be faxed to you by calling our library.

MEETING POLICY

In keeping with its mission, the Dr. Hector P. Garcia Memorial Library offers meeting room space to the public for educational, cultural, civic, and recreational purposes. Use of the library's meeting room does not imply endorsement by the library staff, library board, or city management of the viewpoints presented.

Policy

- The room may be used for educational, cultural, informational, or governmental/civic activities, which may include public lectures, panel discussions, workshops, and other similar functions.
- The room cannot be used for personal or family purposes such as anniversaries or birthdays.
- The room reservation is subject to cancellation with two weeks' notice if the room is needed for a library or city program.
- Users agree to abide by all regulations of the library relating to the use of the facility, as well as accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- Meetings must be held during regular library hours.
- Meetings must end on time or extra charges will be incurred per every 5 minutes past the scheduled end time.
- A group representative should sign out with a library staff member at the end of the meeting.
- Groups who use the library's Texas & Program Room may serve light refreshments with the approval of the library. PLEASE NOTE: ALCOHOLIC BEVERAGES ARE PROHIBITED.
- The group must remove all evidence of the trash/food at the close of the meeting. It is the group's responsibility to leave the meeting rooms in the condition they were found.
- ~~The group is responsible for leaving the meeting room in the condition in which it was found.~~
- The lights in the Pods, Texas Room, and Program Room must remain on at all times, unless given permission by the Library Director.
- Do not lock the doors to the Pods or Texas Room.
- Do not exceed the recommended Space capacity (Pods - 4 individuals, Texas Room – 30 individuals, Program Room – 30 individuals).
- Charges will be assessed at the discretion of the library for any damages or extra cleanup required after the reserved event.
- The library will only provide tables and chairs, tables, chairs, and available equipment for reserved activities. No extra equipment will be provided by the library that is not already in the meeting space. However, groups may bring their own equipment with the approval of the library.
- ~~No equipment will be provided by the library. However, groups may bring their own equipment with the approval of the library.~~

- Wireless internet access is available in the meeting room, but groups will need to bring in their own laptops.
- Any signage related to the meeting must be approved prior by staff.
- Library staff is not responsible for your belongings. You are solely responsible for your belongings.

Applications/Reservations

- Groups interested in using the library's meeting room must first fill out a Meeting Space Request Form ~~n-application_form~~ provided by the library.
- An authorized adult representative of the interested group must request use of the meeting ~~roomspace_~~ and fill out the application-request form. By signing the form, the applicant agrees to the Meeting Room-Space Policy and confirms that it has been read and understood.
- The application-Request Form must be submitted to the library on the day of the reservation.
- The meeting room Study Pods are scheduled on a first come, first serve basis, but can be scheduled up to 3 days in advance for 2 hours at a time.
- The Texas Room and Program Room are scheduled on a first come, first serve basis, but can be scheduled up to 1 week in advance for 4 hours at a time.
- Failure to abide by the policy may disqualify the interested group from future use of the meeting room.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- Room reservations may be called in, but they will not be confirmed until the application-Request fForm and Fee ~~has~~ been completed, ~~signed~~ and processed.
- The library does reserve the right to cancel or modify a scheduled meeting if the room is needed for library or city purposes.
- Library staff should be notified in advance of cancellations by the group. If a meeting is cancelled more than once with less than 24 ~~hours-notice~~ hours' notice, the group may be disqualified from future use of the room.
- If a meeting is cancelled 2 hours or less prior to the event, the library reserves the right to hold partial cost of the room rental.

Charges

There is no charge for use of the meeting room by city governmental agencies or by groups in which the library is a sponsor or cooperating agency. Non-profit agencies will be charged \$215 per 4-hours, while Standard rates ~~For-profit agencies~~ will be ~~charged~~ \$305 per 4-hours. If a group needs to reserve the meeting room for a period of 5 or more hours, an hourly fee of \$5 will be charged after the 4-hours.

ART GALLERY 434
Guidelines for Installations

- Artist or photographers can request a time to submit art for exhibition in the library. Art will be evaluated by administration for acceptance. Gallery 434 reserves the right to reject or refuse any work for any reason.
- All art exhibited must be the original work of the artist. No AI generated photos.
- Gallery 434 nor Dr. Hector P. Garcia Memorial Library will not be responsible for loss or damage to any artwork. Every precaution will be taken to protect artwork at all times.
- Wall cards for each artwork must be provided upon submission, to include: Artist Name, Title, Medium, Price, and Phone number for sale.
- All artwork submitted must be clean and ready for hanging/display in the galleries. Wire: All canvas or frames should have a wire behind the art piece and cannot be visible above the canvas or frame while hanging.
- Artwork will be hung by staff with input of the artist. Artwork will be hung during standard library hours with times previously arranged by the Library Director. One date & time is provided for installation and another for takedown.
- Artists may submit 3 pieces, per person from organization, of art unless otherwise indicated. Artists not part of an organization must submit a minimum of 3 mid-sized or 10 miniatures/small pieces in order to be considered for an exhibit.
- Recognition must be given to the artist being copied on the wall card. Example: John Doe after Rembrandt
- Artwork must be delivered and picked up at the specified date due to staff scheduling.
- No 3-D or sculptures may be submitted.
- Spaces available to exhibit the art work are the Texas Room, Pillars (fiction & nonfiction area & computer area), & Queen City Café.
- Artists may borrow easels from the organization RCARA or RCARA President Diane Goldsberry.
- Artist is asked to provide a brief bio and a description of artwork for Gallery 434 one months prior to the exhibition being installed.

Guidelines for Receptions

- If a private reception or public art opening event is requested, the artist will be provided with a four-hour period.
- Hours generally available fall from 11:00 a.m. to 7:00 p.m., Monday through Thursday.
- This 4-hour period includes set-up and clean-up time. It is the sole responsibility of the exhibiting artist to ensure that the space provided to them is left in the same state in which it was borrowed.
- The space includes the use of a television, computer, speakers, HDMI cord, up to 20 chairs, and 6 tables.
- The Library will not provide food or beverages of any sort, paper goods (plates, napkins, etc.), or any electronic device not specifically mentioned above.

Dr. Hector P. Garcia Memorial Library 3D Printing Policy

Purpose:

The Dr. Hector P. Garcia Memorial Library provides access to 3D printing technology to support the educational, creative, and professional needs of our community. This policy outlines the terms and conditions for public use of the library's 3D printer.

1. Eligibility

- 3D printing services are available to all library members in good standing.
- Users under 18 years of age must have a parent or guardian's consent to request the use of a 3D printer.

2. Cost

- Our library charges per gram of filament used, this fee covers material costs. Below are the costs per gram.
 - 1 color – 12¢ a gram
 - 2 colors – 14¢ a gram
 - 3 colors – 16¢ a gram
 - 4 colors – 20¢ a gram
- Patrons will be notified of the object cost before it is sent to print and will only be charged once staff is given confirmation from the patron.
- Payment must be made before the start of printing.
- City Employees/ Friends of the Library Members pricing will be:
 - 1 color – 8¢ a gram
 - 2 colors – 10¢ a gram
 - 3 colors – 12¢ a gram
 - 4 colors – 14¢ a gram
- City Employees/Friends of the Library Members must show identification of employment and/or membership in order to receive special pricing.

3. Usage Guidelines

- 3D printing is available on a first-come, first-served basis. Reservations can be made up to **5** business days in advance.
- Maximum print time is limited to **8** hours per project. Longer projects may be divided into multiple sessions.
- Users are limited to **5** prints per month to ensure fair access to all patrons.
- Patrons should bring their STL design file on either a USB drive or a micro SD card.
- Numerous websites offer free 3D designs or tools to create your own. For example, you can explore resources like Thingiverse or MakerWorld.
- Depending on the object's size and print status, it can take anywhere from 60 minutes to 2 weeks to complete the printing.
- The Dr. Hector P. Garcia Memorial Library only offers PLA filament for 3D printing.
- Only 1 job may be submitted at a time.

4. Content and Request Restrictions

- The library's 3D printer may not be used to create objects that are:
Prohibited by local, state, or federal law.

- Unsafe, harmful, or pose a danger to others (e.g., weapons or parts thereof).
In violation of another's intellectual property rights (e.g., copyrighted or trademarked materials).
- Considered obscene or inappropriate for a public setting.
- The library reserves the right to decline any 3D print request based on content, safety concerns, or other considerations.
- Patrons are responsible for the design of objects; library staff will not modify submitted designs.

5. Supervision and Assistance

Library staff will operate the 3D printer and provide basic assistance to print the patrons object.

6. Liability

- The library is not responsible for failed prints or for the functionality or safety of any object produced using the 3D printer.
- Users are responsible for checking their designs for accuracy and compliance with this policy.
- Once a print is completed and approved as satisfactory by library staff, it is considered final and is NOT eligible for refund or exchange.
- Prints that fail during the printing process are eligible for one reprint. Any subsequent failures will be considered final, and no refund will be issued.
- Printed objects must be picked up by the patron who requested the print.
- Print objects will become the property of Dr. Hector P. Garcia Memorial Library if they are not picked up within 7 business days after Library staff notify a patron that object is ready to be picked up.

7. Cancellations and Rescheduling

- Users must notify the library at least 24 hours in advance if they need to cancel or reschedule a printing session.
- Failure to appear for a scheduled session without notice may result in 7 business day suspension of 3D printing privileges.

8. Intellectual Property

The design and creation of 3D printed objects are the responsibility of the user. The library does not retain any rights to the files submitted for printing.

9. Privacy

The library respects users' privacy and will not share information about print jobs or designs unless required by law.

10. Revisions

This policy is subject to change. Users will be informed of any updates or changes to the 3D printing policy.

Approval and Effective Date:

This policy was approved by the library management on [DATE] and is effective immediately.

APPENDICES

Appendix A - Library Services Fees

Services & Associated Cost
Copies and Printing

	Black & White	Color
Letter (8.5 x 11)	.15 cents per page	.50 cents per page
Legal (8.5 x 14)	.25 cents per page	.60 cents per page
Tabloid (11 x 17)	.50 cents per page	\$1.00 per page
FAXING		
\$1.00 per page for domestic calls	\$3.00 per page for international calls	
Scanning		
.25 cents per page		
Test Proctoring		
\$10.00 per person Proctoring exceeding more than 2 hours will pay an hourly fee of \$5.00		
Meeting Room		
\$15.00 per hour for non-profits	\$30.00 per hour for profit companies	
Notary		
\$10 per signature		

Appendix B - Loan Periods & Limits

Loan Limits & Periods

Item	Limit	Loan Period	Borrower Type
New Books	10	14 days	Adult & Child
Books	10	28 days	Adult & Child
AV - DVD	3	5 days	Adult Only
AV- Blu-Ray	3	5 days	Adult Only
AV-Kit	1	14 days	Adult Only
AV- Audiobook (Playaway & CD)	1	14 days	Adult Only
Laptop	1	2 Hours in-house	Adult Only
Hotspot	1	28 days	Adult Only

*Only a total of 10 items may be borrowed at a time, which can consist of a combination of books, AV- audiovisual material and a laptop.

*Each item checked out may be renewed for a total of 2 times.

Appendix C - Borrowing Fees & Fines

General Fees

Library card replacements are \$1.00 for the first lost card. Additional replacements after the first lost card will be charged at \$3.00 per card.

Overdue books are 10 cents per day and accrue until the original cost of the book has been met.

Overdue AV material is \$1.00 per day and accrues until the purchase cost of the item has been met.

Damaged Audiovisual (AV) – DVD & Blu-Rays
Case: \$1.00
3D Glasses: \$1.00
Cover: \$1.00 + processing fee
Pamphlet: \$2.00 + processing fee
Barcode: \$1.00 + processing fee
Label: \$1.00 + processing fee
Wet: \$1.00 + processing fee
Missing and/or torn RFID tag: \$1.00 + processing fee
Total Damage: Full charge + processing fee
Damaged Books
Torn page: \$0.50 per page
Written page: \$0.50 per page
Wet page: \$0.50 per page
Damaged pages (stained and/or folded): \$0.50 per page
Missing and/or torn barcode: \$1.00 + processing fee
Missing and/or torn label: \$1.00 + processing fee
Missing and/or RFID tag: \$1.00 + processing fee
Missing pages: Full charge + processing fee
Wet book: Full charge + processing fee
Lost or Damaged Beyond Repair: Full charge + processing fee
Damaged Cover: cost determined upon review

*Processing fee is \$1.00

Appendix C - Borrowing Fees & Fines

Damaged Devices

Damaged laptop: Fine up to \$100 depending on cost of repair

Lost or Stolen laptop: \$300 and a police report will be filed.

Lost or Stolen Hotspot & Accessories: Verizon Hotspot \$90.00

USB Cable \$12.00

Wall Charger \$20.00

Internal SIM Card \$15.00

Battery \$45.00

Appendix D - Device Liability and Appropriate Use Agreement

By signing below, I attest that I have read, understand, and agree to the following:

- I understand that when I borrow a laptop (hereafter referred to as device) from the Dr. Hector P. Garcia Memorial Library (hereafter referred to as the Library) that I am responsible for the security of that device and that I will not leave the device unattended in a vehicle or public place.
- I hereby release the Library and the City of Mercedes, from any and all claims and damages of any nature arising from my use of, or inability to use, the Device; including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
- I understand that if the Device is damaged, or not returned to the library within the loan period, that I will incur fees and/or fines.
- I understand that a fee of up to \$100 will be charged to me if I return the Device damaged in any way.
- I understand that any Device kept past its due date, will be considered stolen. I also understand that a replacement fee of up to \$300 will be charged to my account for a Device kept past its due date. This fee may be removed if the Device is returned within 24 hours.
- I agree to pay any fees, fines, or costs associated with the Device checkout.
- I understand that any incidences of theft and/or loss will be investigated by police.
- I also attest that I have read, understand, and agree to the Computer Use and Wireless Access Policy on the back of this document.

Care of the Device

- Do not place food and/or liquids near the Device.
- Do not stack heavy objects on top of the Device.
- Never attempt to repair or reconfigure the Device.
- Do not write, draw, stick or adhere anything to the Device.
- Do not obstruct the Device's vents, and do not place the Device on surfaces such as paper or carpet while it is turned on.
- Do not lend the Device to anyone while it is checked out to you.
- Do not poke the screen with anything. A stylus and your finger are the only means that should be used to touch the screen.
- Do not use any cleaning solution to clean the screen. If your screen needs to be cleaned, please notify library staff.

Signature

Printed Name

Date

My Library Card Number

Appendix D - Computer Use and Wireless Access Policy

Introduction

To fulfill its mission of providing public access to all types of information in a wide range of formats, The Dr. Hector P. Garcia Memorial Library provides access to Internet resources. The Internet provides access to local, national and international sources of information. Not all information accessed through the Internet is accurate, complete, dated, unbiased or inoffensive to certain individuals. It is a patron's responsibility to evaluate the validity and appropriateness of the information. The library is not responsible for the information on sites which are not maintained by the library. The same procedures used for selecting material are used when selecting what the library website links to.

Rules & Regulations

The Dr. Hector P. Garcia Memorial Library computers are to be used for purposes that are considered responsible, educational, entertaining and above all legal.

Regulations

- Computers are not to be used for any activity that violates United States or local laws, which include copyright and child pornography laws.
- Computers are not to be used to attempt to access the library's network or any other networks i.e. hacking.
- Computers are not to be used to transmit threatening, harassing and/or offensive material.
- Computers are not to be used to invade another person's privacy.
- Computers are not to be used to distribute unsolicited advertising.

Rules

- Users should not make any attempts to intentionally damage the computer equipment or software.
- Users are not allowed to attempt to install their own software for use on our computers.
- Users are not allowed to download files directly to the computer's hard drive, but they may save files on their own memory storage devices such as a flash drive.

Filtering

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the library has implemented software filtering on all its Internet-accessible computer terminals. The software installed on Internet-accessible computers at the Library protects against access to visual depictions of obscenity, child pornography and material that is harmful to minors.

Appendix E - Request for Reconsideration of Library Material
Dr. Hector P. Garcia Memorial Library

Title: _____
Author: _____
Publisher: _____
Format: _____ Book _____ Video _____ Audio _____ Magazine
Your Name: _____
Address: _____
Email: _____ Telephone: _____
Do you represent: _____ Yourself
_____ An Organization (name): _____

1. Did you read / view / listen to the entire work? If no, what parts?
2. Please describe your specific objections.
3. What do you feel might be the result of reading, viewing, or listening to this work?
4. For what age group would you recommend this work?
5. What is good about the work?
6. What reviews have you read or heard on the work?
7. What do you believe is the theme of the work?
8. In its place, what work would you recommend as a reasonable substitute that offers a valuable perspective on the overall subject?
9. Other comments:

Signature: _____ Date: _____

Appendix F - Hotspot Agreement
Hotspot Agreement

Due to the high cost of replacing this particular piece of equipment:

Hotspot TLC#: 55700000 _____	Mifi # _____ IMEI# _____	Replacement Cost: \$89.99
-------------------------------------	---	--

You assume full responsibility for its proper care and safe use during the time you are in possession of the item. This item is loaned to you in good condition with the understanding that it will return in the same condition. You are responsible for proper operation of this item and keeping it safe while it is checked out to you. You must use it with the accompanying wall charger / USB cable supplied with the Hotspot.

Besides the item mentioned above the following items are also checked out in good condition and are expected to be returned in the same condition.

1 Wall Charger \$20.00	Out		In	
1 Internal SIM Card \$15.00	Out		In	
1 Battery \$45.00	Out		In	
1 Start Guide	Out		In	
1 Box	Out		In	

I agree to take appropriate care of the above items and to return them in the same condition when due. On review of the items returned – in the opinion of the library – to be missing or returned in less than like condition, by my signature below, **I agree** to reimburse the library for any repairs or replacements necessary to correct the loss or to put the item back in good condition.

Patron Initials _____

It is patron's responsibility to monitor usage of Internet by those in the household. Patron must Agree to Verizon's acceptable use policy, which prohibits pirating, illegal downloads, viewing child pornography, etc. (<https://www.verizon.com/about/terms-conditions/acceptable-use-policy>) and Dr. Hector P. Garcia Memorial Library's Internet Access Acceptable Use Policy.

***We will move forward in taking case to Municipal Court, if need be. Initials** _____

Name of Patron (Print)

Patron Signature (Checking Out)

Patron Phone No.

Patron Signature (Checking In)

E-Mail Address

Date/Time Checked Out Condition of Equipment

Staff Checking Out

Date/Time Checked In Condition of Equipment

Staff Checking In

Appendix G - Meeting Space Request Form

Group Name: _____

Purpose of Group/Organization: _____

- I am at least 18 years old. *
- I understand all food, drinks, & trash must be removed from the space by the close of the meeting.
- I understand my group will not be allowed into the room until my reservation start time begins.
- I understand my group must vacate the room/space 15 minutes prior to the library closing and/or at the time that the meeting is supposed to end, or additional charges will be given for running over the allocated time.

Name of Representative: _____ Phone: _____

Email: _____ Expected Attendance: _____

Alternate Contact Name: _____ Alt. Phone: _____

Alternate Email: _____

Reservations may be made up to 7 days in advance.

Rooms cannot be booked for days or times when the library is not open to the public.

Date Requesting: _____ Start Time: _____ End Time: _____

Indicate the Space Requesting: _____

Signature: _____ Date: _____

Print Name: _____

My signature above indicates that I agree to ensure that my organization will abide by the policies of the library with regard to meeting space use.

For Office Staff Use

Space: Pod 1 | Pod 2 | Texas Room | Program Room |

Non-Profit Fee: _____ Standard Fee: _____ Paid: _____

Notes: _____ Staff Initials: _____

* Under 18 must provide parents as alternate contact name Staff Printed Name: _____

Updated: 2/27/2024

Appendix H - Exhibition Request Form

**Dr. Hector P. Garcia Memorial Library
&
Gallery 434**



Artist or Photographer Name: _____

Phone Number: _____ Email: _____

Type of Art: _____ Number of Pieces: _____

Signature: _____ Date: _____

For Office Staff

Guidelines Given Install Date: _____ Removal Date: _____

Staff Name: _____ Date: _____

434 South Ohio Avenue • Mercedes Texas • 78570
Phone: 956.565.2371 • Fax: 956.565.9458
Email: dhpqml87@gmail.com • ewschool2012@gmail.com

Appendix I – 3D Printing Form



Dr. Hector P. Garcia
Memorial Library

3D PRINTING FORM

Note: Our library charges per gram of filament used, this fee covers material costs. File must be created before submitting this form. There are numerous websites, like Thingiverse or MakerWorld, that offer free 3D designs or tools. A completed form and .STL design file is required to be placed on the reservation list.

PATRON INFORMATION

Last Name: First Name:
Phone #: Email:
Library Card #:

Please check the box and initial if you have read the policies and agree to follow them.

DESCRIPTION OF 3D PRINT

Patron Drop-off Signature: _____ Date: _____

Patron Pick-up Signature: _____ Date: _____

STAFF USE ONLY

Received by: _____

Grams: _____

Date Received: _____

Color(s): _____

Date Completed: _____

Total Cost: _____

USB:

Micro SD:

Returned by: _____

Other: _____

Date Picked-up: _____

DATE: December 3, 2024
FROM: Armando Villela, Parks Director
ITEM: **Discussion and possible action to Approval of First Reading of Ordinance 2024-23 regarding Parks and Recreational Facility Fees**

BACKGROUND INFORMATION: Ordinance No. 2024-23 amends the City of Mercedes' Code of Ordinances Appendix A Fee Schedule, Article A2.000, to include a section for park facility rental fees. This ordinance addresses the need to offset operational and administrative costs for Parks and Recreation services while ensuring flexibility for co-sponsored or co-promoted events that enhance community engagement.

- **Park Facility Rental Fees:**
 - Establishes rental fees for the Collier Park baseball/softball facilities.
 - Differentiates rates for Mercedes residents and non-residents.
 - Requires reservations, proof of residency, and liability waivers.
- **Co-Sponsorship and Co-Promotion Agreements:**
 - Allows the City Manager, with Commission approval, to enter into agreements to sponsor or promote events that bring entertainment or commercial value to the city.
 - Fees may be waived or adjusted for co-sponsored or co-promoted events.
- **Additional Provisions:**
 - Outlines deposit requirements, cancellation policies, and insurance obligations for renters.
 - Provides a \$25 per-field discount for tournaments renting all four fields.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

\$

Account Number(s):

Finance Review by: (No)

LEGAL REVIEW: No

ATTACHMENTS:

- 1. 2024-23 - Park Fees

STAFF RECOMMENDATION: Staff recommends approval

ORDINANCE NO. 2024-23

AN ORDINANCE AMENDING APPENDIX A FEE SCHEDULE, ARTICLE A2.000 PARKS, RECREATIONAL FACILITIES AND CIVIC CENTER FEES; TO INCLUDE A SECTION FOR PARK FACILITY RENTAL FEES; PROVIDING FOR PUBLICATION; PROVIDING FOR CODIFICATION; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR EFFECTIVE DATE

WHEREAS, the City of Mercedes provides Parks & Recreation Services to the community and certain fees are necessary to offset the operational and administrative costs incurred by the City in doing so; and

WHEREAS, the City of Mercedes currently does not provide for park facility rental fees and such fees shall be added under Article A2.001, Section A2.002 Parks and Recreational Facilities Rental Fees of the City of Mercedes Code of Ordinances; and

WHEREAS, after review of the current fees, the City Commission desires to amend such provisions to allow for agreements with entities and/or individuals wherein the City is sponsoring or promoting such events that will assist in bringing to the City a broad range of activities and entertainment of commercial value thereby enhancing the quality of life of the general public.

THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MERCEDES, TEXAS THAT:

Section 1: Appendix A Fee Schedule, Article A2.000 Parks, Recreational Facilities and Civic Center, Section A2.002 Parks and Recreational Facilities Rental Fees of the City of Mercedes Code of Ordinances is hereby amended to add the new provisions underlined below:

Section A2.002 Parks and Recreational Facilities Rental Fee

1. Park Facility Rental Fees

a. Collier Park Baseball/Softball Facility usage fees

Collier Park	Deposit per Field	Time Block	Mercedes Resident	Non-Resident
<i>Practice Only</i>	\$25.00	2 Hrs.	\$40.00	\$50.00
<i>Recreation Games</i>	\$50.00	4 Hrs.	\$75.00	\$100.00
<i>Tournaments</i>	\$75.00	Per Day/Per Field	\$150.00	\$175.00
<i>Field Lights</i>	N/A	Per Day/Per Field	\$20.00	\$30.00

2. Reservations:

- a. Game reservations must be made at least 5 days in advance (unless approved by City Manager/Parks Director)

- b. Tournament Reservations must be made at least 2 weeks in advance

3. Cancellations:

- a. Cancellation of any game and tournament must be made at least 5 days prior to event for full refund.

4. Resident/Non-Resident:

- a. Renters who live within the city limits of Mercedes are required to show proof of residency via Identification and utility bill within the past 60 days.

5. Insurance:

- a. Renter must sign a waiver of liability releasing the City of Mercedes of all liability.
- b. Renter for tournaments and games must also provide proof of general liability insurance for their participants and event.

Note: If a person/entity rents all four (4) baseball/softball fields (located at Collier Park) for a tournament and for the same rental period, a \$25 discount will apply per field per day.

6. Co-Sponsorship and Co-promotion of Events held at City's Park Facilities

- a. Co-sponsorship of Events at City Park Facilities. Subject to City Commission approval, the City Manager may enter into co-sponsorship agreements with entities and/or individuals for events held at the City's Park Facilities whereby the City sponsors the event when co-sponsorship will assist in bringing to the City a broad range of activities and entertainment of commercial value thereby enhancing the quality of life of the general public. Such agreements shall be considered on a case by case basis and shall be made under terms and conditions deemed by the City Commission to be in the best interest of the general public. Co-sponsorship agreements are not subject to the park facility rental fees provided by this ordinance, but such fees may be used as consideration in such agreements.
- b. Co-promotion of Events at City Park Facilities. Subject to City Commission approval, the City Manager may enter into co-promotion agreements with entities and/or individuals to promote events held at the City's Park Facilities whereby the City shares part of the cost of promoting the event when co-promotion will assist in bringing to the City a broad range of activities and entertainment of commercial value thereby enhancing the quality of life of the general public. Such co-promotional agreements shall be considered on a case by case basis and shall be made under terms and conditions deemed by the City Commission to be in the best interest of the general public. Co-promotional agreements are not subject to the park facility rental fees

provided by this ordinance, but such fees may be used as consideration in such agreements.

SECTION 2. PUBLICATION. The City Secretary of the City of Mercedes is hereby authorized and directed to cause the caption of this ordinance to be published in a newspaper having general circulation in Mercedes, Texas, in accordance with the applicable laws of this State.

SECTION 3. CONFICATION. The City Secretary is hereby directed to cause this Ordinance to be codified in the Code of Ordinance of the City of Mercedes, Texas, and in accordance with the applicable laws of this State.

SECTION 4. SEVERABILITY. If any section, part, or provision of this Ordinance is declared unconstitutional or invalid, by a court of competent jurisdiction, then, in that event, it is expressly provided, and it is the intention of the City Commission in passing this Ordinance that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION 5. REPEALER CLAUSE. This Ordinance shall be cumulative of all other ordinances dealing with the same subject and any provision of any ordinance in direct conflict with any provision of this Ordinance is hereby repealed and the provisions of this Ordinance shall supersede any provisions in conflict herewith; all provisions of any other ordinance not in conflict herewith shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This ordinance shall become and be effective in accordance with the City Charter of the City of Mercedes, Texas and the laws of the State of Texas.

READ, PASSED AND APPROVED ON FIRST READING this the 3rd day of December, 2024.

READ, PASSED AND APPROVED IN SECOND READING this the 7th day of January, 2025.

CITY OF MERCEDES

Oscar D. Montoya Sr. Mayor

ATTEST:

Joselynn Castillo, City Secretary

Martie Garcia-Vela, City Attorney



DATE: December 3, 2024
FROM: Kristine Longoria, HR Specialist
ITEM: Discussion and possible action to Approval for City Manager to enter into contract for recommended carrier for the RFP portion of the Section 125 Cafeteria Plan Health and Wellness Programs

BACKGROUND INFORMATION: Agent of Records Ms. Ortegon will be presenting the Section 125 Cafeteria Plans submitted and the potential savings.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES/OPTIONS: N/A

FISCAL IMPACT: (Total Costs)

Proposed Expenditure/(Revenue):

\$

Account Number(s):

Finance Review by: No

LEGAL REVIEW: No

ATTACHMENTS:

1. Diversified Capital Benefits Group - Proposed Savings

STAFF RECOMMENDATION:



City of Mercedes - 120 Qualified Employees
Potential Annual Savings \$ 69,634.80


Total Pre-Tax Premium \$ 63,969.23
 Company Gross Savings \$ 4,893.65
 Less Admin Fee \$ (2,215.38)
NET Savings Per-Pay-Period \$ 2,678.26


Select an employee via the drop down list immediately below.

Current Paycheck Example		Required Deductions	
Pay Period	Bi-Weekly	Federal Income Tax	\$ (252.90)
Gross Pay	2,576.96	State Tax	\$ -
Marital Status	Single	Medicare	\$ (37.35)
Allowances	0	Social Security	\$ (159.71)
Dependents Amount		SDI	\$ -
Additional Withholding	\$ -		
Pre-tax	\$ (1.00)		
After-Tax	\$ -		
401k	\$ -		
Major Medical	\$ -		
		NET PAY	\$ 2,126.00

Diversified Capital Benefits Group Benefit		Required Deductions	
Pay Period	Bi-Weekly	Federal Income Tax	\$ (168.84)
Gross Pay	2,576.96	State Tax	\$ -
Marital Status	Single	Medicare	\$ (29.62)
Allowances	0	Social Security	\$ (126.66)
Dependents Amount		SDI	\$ -
Additional Withholding	\$ -	SIMRP Reimbursement	\$ 533.08
Pre-tax	\$ (1.00)	SIMRP Admin Fee	\$ (41.54)
After-Tax	\$ (533.08)		
401k	\$ -		
Major Medical	\$ -		
Benefit Reserve Amount	\$ 83.31	NET PAY	\$ 2,126.00

Savings	
Average Employee Benefit Reserve Per Pay	\$58.10
Average Employee Benefit Reserve Annually	\$1,510.64
Percentage of Qualified Employees	98%
Average Employer Savings PERY	\$580.29


 PAY TO THE ORDER OF: _____ \$ **2,126.00**
 City of Mercedes


 PAY TO THE ORDER OF: _____ \$ **2,126.00**
 City of Mercedes