



**Dallas Public
LIBRARY**

**Municipal Library Board
Orientation Packet**

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Welcome to the Board!

Congratulations on your appointment to the Municipal Library Board! Your City Council member recognizes your love of libraries and enthusiasm for civic service, and we are delighted that you will be lending your time and talents to this City of Dallas board.

In this packet, you will find more information about what the Board does (and does not do) as well as answers to many frequently asked questions. This is intended to serve as a substitute for an in-person orientation; please contact the Board Chair or Dallas Public Library Executive Director should you need clarification or more details.

Municipal Library Board at a Glance

15 voting members

Fourteen municipal representatives – one appointed from each Dallas City Council district – plus one At Large representative appointed by the Dallas Mayor.

The Chair of the Municipal Library Board is selected by the Mayor of the City of Dallas from among the Board's appointed members.

The Vice Chair of the Municipal Library Board is selected by the Dallas City Council as a whole, from among the Board's appointed members.

Ex officio (non-voting) members of the MLB shall include these positions:

- The Executive Director of the Dallas Public Library system
- The Executive Director of the Friends of the Dallas Public Library

All volunteers

Board members shall serve without pay and shall adopt rules and regulations for the governing of their actions, proceedings, and deliberations and set the time and place of their meetings. (City of Dallas Municipal Code, Article II, Section 24-7 (a))

Advises the Library's Executive Director

The MLB serves as an advisory board to the Dallas Public Library Executive Director, representing the citizens of the City of Dallas (more on this later!). NOTE that this is an advice-giving Board, not a governing body.

Serves as a liaison to the City Council

Board members educate their council member on the critical role of the Dallas library system AND keep their council member apprised of specific needs of the library branches in their specific district.

Checklist

Complete (NOW):

- Fill out a **formal acceptance of appointment** to be returned to the city secretary
- Read and sign an [acknowledgement that you have read the city's code of ethics](#)
- Fill out a form and obtain a City Hall ID Badge, which allows you to bypass City Hall security AND access City Hall meeting rooms without an escort.

Attend:

- ALL Board meetings.**
- Other local meetings where your presence may be beneficial to the library (such as budget Town Halls, local branch Friends groups, etc).
- Texas Library Association and American Library Association meetings whenever possible.

Learn about as you go:

- Your responsibilities.
- The [services](#), [events](#) and [resources](#) available in the library (much of this will be covered in Board meetings).
- Your [local government](#) and its officials.
- The people in your community (who you represent as a member of the MLB).
- The system of which your library is a member: the responsibilities and privileges incurred by membership in the [Texas Library System](#).

Remember:

- That library daily operations are the library director's responsibility.
- Working through the library director – not the staff – is the appropriate method of effecting change.
- That your opinion is important in Board meetings, but that you must support Board policies once they are decided.

Plan with other MLB members:

- Future growth and priorities of the library.
- Active community awareness programs.

Support throughout your term:

- Your library and its policies.
- Your local governing body.
- The public and its right to information.
- Intellectual freedom.

Act on a regular basis:

- To articulate your library's needs.
- To promote your library whenever appropriate.
- To develop good personal relations with local, state, and federal representatives of government.
- To make yourself, your board, and your library visible in the community.

What we do

(For more details, see City Ordinance Nos. 14180; 19924; 20488)

Report to the City Council

(a) By February 1 of each year, the board shall submit to the city council an annual report of its activities containing the following:

- a) a cover letter transmitting the report, signed by the board chair, addressed to the mayor and city council;
- b) a table of contents;
- c) a mission statement and the guiding principles of the reporting body;
- d) a list of objectives, programs, and success indicators for period covered in the report;
- e) a summary of the year just completed including highlights of accomplishments;
- f) a work program for the coming year including revised goals and a revised matrix;
- g) a summary of the board's recommendations, including a summary of the recommendations of the minority if there is a minority report; (8) other information determined to be necessary by the board.

Ways in which the MLB may additionally fulfill its role

- Conveying community views and opinions on the goals and operations of the Dallas Public Library
- Making recommendations to the Dallas Public Library for the betterment of the library system and its individual branches, including but not limited to opportunities for funding and for community partnerships.
- Providing regular reports, presented by the Executive Director, to the Dallas City Council on the activities of the Dallas Public Library

Basic activities of the Board

Many Board members ask, “What should I be doing?” Your role is to represent your neighbors and their wants and needs from the library system. You do this in several ways:

- Stay **actively engaged with the Dallas Public Library branches** within your Board appointee’s district, including (i) regular use of the library branch, (ii) attendance at the branch’s programs and events, (iii) participation in the branch’s Friends group, if

applicable and (iv) regular conversations with the branch library manager and other staff about the location's needs.

- Give **regular updates to your Dallas City Council member** who represents your Board appointee/Council district.
 - Share information on current Dallas Public Library events, activities, programs and services.
 - Tell them about library successes and how the branches in your area are serving constituents.
 - Share any needs of the branch or library system.
- Assist in **review of policies and activities** that the Executive Director of the Dallas Public Library determines will improve the operations of the Dallas Public Library or one of its branches, and its ability to serve the public.
 - Give your honest opinions based on your experience with the local branches
- Regularly **share any operational concerns** (or compliments) about local branches with the Executive Director of the Dallas Public Library. Although the Board does NOT set policy or interfere with operations, we can be a “secret shopper” on behalf of the Executive Director. She cannot be at all 30 locations on a regular basis.
- Participating in the Dallas Public Library strategic planning process.

Meeting agendas and topics

The agenda for our regular Board meetings is developed by the Board Chair, in consultation with the Executive Director of the Dallas Public Library. It typically covers:

- A report from the Chair, from the Executive Director of the Dallas Public Library, and the Executive Director of the Friends of the Dallas Public Library (FoDPL).
- A guest speaker from the library staff, giving an overview of a library department, branch, program or service
- An open discussion time in which any member may bring up issues or concerns

If you have a special topic that you'd like to see added to the agenda, simply send an informal note to the Board Chair and Executive Director of the Dallas Public Library prior to the upcoming meeting of the Board.

What we do NOT do

The Municipal Library Board does not create or set policy for the Dallas Public Library.

Members have no administrative authority or managerial role.

As an advisory body, the MLB and its members are specifically prohibited from undertaking any inquiry or investigation into the day-to-day administrative operations of the library OR any personnel (HR) policies and practices of the library.

- In other words, we help the library but don't meddle in its daily operations.

We also do not use our official role to influence elections or endorse candidates.

All members are considered a "city official" as an appointed member of this commission and must adhere to the principles and rules of the [City of Dallas Code of Ethics](#) (included in the appendix of this document).

This includes Section 12A-12 Political Activity.

(a) City officials. In any election, except his or her own, a city official shall not:

(1) use the prestige of the city official's position with the city on behalf of a candidate, political party, or political committee, except that:

(A) a city official is not prohibited from lending his or her name so long as the office held with the city is not mentioned in connection with the endorsement; and

(B) a city council member is not prohibited from lending his or her name and official city title in connection with any election for public office or in connection with any election ordered by the city of Dallas on a proposition or measure;

(2) serve as the designated campaign treasurer for a candidate under the Texas Election Code; or

(3) solicit or receive contributions for a candidate, political party, or political committee, except that a city official is not prohibited from serving on a steering committee to plan a program of solicitation and listing the member's name without reference to the office held when the committee as a whole is listed.

Requirements of Board membership

(Ord. Nos. 14180; 19924; 20488)

- Board members must be a resident of the City of Dallas for the duration of their term, but do not have to reside within the district they represent.

- ❑ Members should be up to date on their City of Dallas taxes, water service charges, or other obligations owed the city.
- ❑ Members should every effort to attend the monthly Board meetings.

Attendance

- No member shall be excused from attendance at a board meeting, unless for medical reasons certified to by a physician or unless excused by the board and the city council.
- A member having **three unexcused absences** in succession shall forfeit membership on the board.
- A member of a board that meets monthly, who is **absent from more than 25 percent of the regular meetings during any 12-month period**, whether excused or not, shall forfeit membership on the board.
- **A member may not leave a board meeting during a regular session (meeting) without acknowledgement by the chair.** A member who leaves a board meeting after the board has been duly called to order and is absent for the remainder of the meeting, without first obtaining the consent of the chair, shall be charged with an unexcused absence for that meeting. The consent of the chair may be given only in an emergency beyond the control of the member that requires the member to leave the meeting. (Ord. Nos. 14180; 14326; 20488)
- During virtual meetings, members must be **always on camera** to be considered present.

Duration and Term

Board members are appointed **for a two-year term beginning on October 1 of each odd-numbered year.** (*This is the October after a City Council election.*) All members shall serve until their successors are appointed and qualified. (Ord. Nos. 14165; 14942; 21153; 21514; 22414; 29645)

- Each MLB Member, including a **member appointed to fill a vacancy**, will hold the seat to which they were appointed until the expiration of the term for that seat – in the current term, October 2023 -- or until that Member’s voluntary resignation or removal.

Term limits

A Municipal Library Board member may be re-appointed to the Board by their Council Member for additional terms.

Due to City of Dallas term limits, council members are limited to serving **four consecutive two-year terms** (eight years), at which time their appointee to the MLB shall also be deemed term-limited, and their service ended and expired.

- A person who has served as a member of a particular board for four consecutive two-year terms will not again be eligible to serve on that same board until at least one term has elapsed, regardless of whether service was as a member or chair. Disqualification of a board appointee under this subsection may be waived by the city council after a review of the specific circumstances.

Removal

The Board may make a recommendation to the appointing City Council Member to rescind an appointment to the MLB at any time. Only the City Council Member or the Mayor of Dallas may remove a member from the Board.

Change of Officers

The Chair or Vice Chair may **voluntarily resign their leadership position** and remain a member of the Municipal Library Board at the sole discretion of the Mayor of the City of Dallas. They must make this appeal in writing to the Mayor, who may then appoint another Chair or Vice Chair from among the current members OR may ask the Chair or Vice Chair to relinquish their appointment to the Board so that the Mayor may appoint another representative.

As with all other members, a majority (8+) of Board members may make a recommendation to the mayor to rescind an MLB leadership appointment at any time. Only the Mayor of Dallas may remove the Chair or Vice Chair from their position; either the Mayor or the appointing City Council member may remove the MLB appointee from the Board.

A note on the Open Meetings Act

Because this is a municipal Board, meetings are open to the public should they wish to attend. Meetings must comply with all State of Texas open meetings laws as written.

Pursuant to § 551.127 of the Open Meetings Act:

- A. The member of the governmental body presiding over the meeting (Chair or Vice Chair, in the Chair's absence) must be physically present at one location open to the public during the open portions of the meeting.
- B. A member or employee of a governmental body may participate remotely and be counted as present if the video and audio feed of the member's or employee's participation is broadcast live at the meeting (*i.e., you must keep your camera and microphone on throughout the meeting.*)
- C. The notice of the meeting held by videoconference must specify the location where a quorum of the governmental body is physically present as the location of the meeting AND specify the intent to have the member of the governmental body presiding over the meeting (Chair) present at that location.
- D. The meeting must be visible and audible to the public at the physical location. If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved.
- E. While a remote participant is speaking, the person's face must be clearly visible, and voice audible to each participant and to the members of the public in attendance at the physical location.
- F. Regardless of whether a member of the governmental body is participating in a meeting from a remote location by videoconference call, a governmental body may allow a member of the public to testify at a meeting from a remote location by videoconference call.
- G. The governmental body must make an audio recording of the meeting available to the public.
- H. Electronic mail (email) shall not be used to conduct meetings or to hold a vote on any MLB matter.

Committees

The Municipal Library Board has no standing committees.

The Board members may appoint temporary working committees of no more than five Members for specific purposes as appropriate for the conduct of business. These working committees make progress reports to the full Board on a regular basis.

About the Dallas Public Library

Mission Statement

Dallas Public Library strengthens communities by connecting people, inspiring curiosity, advancing lives, and working for racial equity.

Vision Statement

Limitless possibilities start at Dallas Public Library.

Quick Facts (FY21)

458,846 physical visits

6,527,859 virtual visits

3,672,582 physical items circulated

4,089,979 digital items circulated

42,995 computer sessions used (for a total 44,067 hours)

~53% of Dallas residents have a library card

- 713,651 registered card holders (of a total City of Dallas population of 1,339,000)

Administrative Team

Jo Giudice, Director ([more about Jo here](#))

Maryjo.Giudice@dallas.gov

Kjerstine Nielsen, Assistant Director - Customer Experience

kjerstine.nielsen@dallas.gov

Clinton Lawrence, Assistant Director - Operations

clinton.lawrence@dallas.gov

Ronnie Jessie, Administrator - Community Outreach and Events

ronnie.jessie@dallas.gov

Heather Lowe, Assistant Director - Technology and Strategic Direction

heather.lowe@dallas.gov

Shannon Adams, Community Services Administrator
shannon.adams@dallas.gov

Melissa Dease, Communications and Youth Services Administrator
melissa.dease@dallas.gov

Andrew Wright, Technical Services Administrator
andrew.wright1@dallas.gov

Sallie Lockhart, Technology & Training Administrator
sallie.lockhart@dallas.gov

Call the Administrative Team
214-670-7809 or 214-670-1400

Mailing Address

Dallas Public Library
1515 Young St.
Dallas, TX 75201-5415

Organizational Chart

http://dallaslibrary2.org/about/docs/dplOrgChart_Oct2021.pdf

History of the Dallas Public Library

<https://dallaslibrary2.org/about/history.php#>

Role of the Library Director

The library director is responsible for the organization, planning, direction, and administration of library services and activities to provide quality library service. The director works with the advisory board, as well as other groups, to promote the library.

Formally, the library director's duties and responsibilities are detailed in the City Code.

Dallas City Code, Chapter 24: SEC. 24-11. POWERS AND DUTIES.

- (a) to adopt and enforce all necessary rules and regulations deemed necessary for the administration, government, and protection of the libraries, reading rooms, and all other library property;
- (b) to cause to be purchased by the purchasing agent of the city, in the manner provided by the charter and ordinances of the city, all books, journals, publications, and other necessary personal property, including furniture, appliances, and supplies for the operation of the public library and the municipal library department;
- (c) to select and engage a librarian and other assistants and employees as may be necessary for the operation and maintenance of the libraries and public reading rooms; and
- (d) to provide for the sale, exchange, or other disposition of surplus library material in accordance with Section [2-37.13](#) of this code. (Ord. Nos. 14165; 18623)

Informally, the Executive Director is also engaged in:

- Meeting with the library board at regularly scheduled meetings.
- Helping prepare the agenda with the board chair.
- Keeping the board informed of the activities, acquisitions, and new personnel of the library.
- Informing the board, with professional expertise, about the development of library policies.
- Directing the care and maintenance of the library building and equipment.
- Supervising the selection, training, and performance of the library staff.
- Preparing the annual budget proposal.
- Overseeing the expenditures of the budget.
- Assuming the responsibility for the monthly and annual reports of library service and activities.
- Attending meetings, workshops, seminars, and conferences of organizations that are appropriate to the library and management fields.
- Supervising selection and processing of all library materials and equipment.
- Keeping informed of library trends through professional reading.
- Supervising collection development-selection and weeding of library materials.
- Promoting the library, its materials, and programming via television, radio stations, newspapers, city newsletters, library calendars, brochures, pamphlets, and displays.

Friends of the Dallas Public Library

<https://supportdpl.org/>

The Friends of the Dallas Public Library (FoDPL) is a non-profit organization – separate from the Dallas Public Library – that serves as the primary external partner for library staff and services. The FoDPL office is located on the 7th floor of the J. Erik Jonsson Central Library.

Advocacy

In recent years, the Friends have mounted grassroots campaigns to restore city funding for libraries, allowing them to expand their hours, hire more staff, serve more people and recover from years of misguided budget cuts. They helped pass a 2017 bond issue that included funds to build one new library, replace another and address major maintenance issues at the Central Library.

Fundraising

The Friends enhance our libraries by raising money for programming, staff development, and much more, beyond what the city budget provides. They seek and secure grants to enable the Dallas Public Library to evolve into a programming institution on a par with America's greatest public libraries.

Capital Campaigns

They act as a foundation, spearheading major campaigns such as the renovation of the Central Library's 6th and 7th floors upgrades at the new Forest Green branch, and the Crystal Charity Ball's donation of state-of-the-art children and teen center at the new Vickery Park branch library.

The Executive Director of FoDPL is an ex officio member of the Municipal Library Board, and ensures that we work in parallel to the efforts of this organization.

Appendix

- Summary of the City of Dallas Code of Ethics

LINKS TO pertinent chapters of the City Charter & Code

- Volume I – Chapter 8 Boards and Commissions
- Volume I – Chapter 24 Library

Plain-Language Guide to the CITY OF DALLAS CODE OF ETHICS

[The Plain-Language Guide to the City of Dallas Code of Ethics](#) is a **condensed version of the City Code of Ethics** with specific ethical behaviors that are required from City employees and also gives examples of behavior that violates the Code of Ethics.

This Guide is only a summary of some of the rules of the Code of Ethics. Always check the [Code of Ethics](#) itself for specific details, including exceptions to the general rules described in this Guide.

Remember that, for the purposes of this ordinance, all Board members are considered to be a “city official.”

Purpose Statement

The purpose statement in the code of ethics contains several guiding principles that are the basis for every ethics rule. The first is that city officials and employees must be independent, impartial, and responsible only to the people of the city. The second is that decisions and policy must be made using proper procedures of the city. The third is that city officials and employees must not engage in any activity that would conflict with properly carrying out their duties. The fourth is that your public position must not be used for personal gain.

When reviewing your actions in relation to the principles, use the newspaper test. **If you would be embarrassed to have your actions described on the front page of the newspaper, then you should check the code of ethics.** You would be ashamed of these headlines: “City Employee Awards Contract to His Brother’s Company,” “City Official Accepts Valuable Gift from Business Seeking Approval From the City,” and “City Employee Uses City Truck for Personal Business.” These actions violate the principles of the code of ethics, and therefore they violate specific rules of the code of ethics.

Now let’s look at the specific rules of the code of ethics.

Economic Interests

A city official or employee cannot take any action that would affect the financial interests of themselves, their clients, their outside employers, or any business that the city official has a relationship with. For example, you cannot approve a city project that would affect the value of real estate that you own.

In addition, a city official or employee cannot take any action that would affect the financial interests of family members, domestic partners, or businesses that family members have

relationships with. Thus, you cannot award a contract to a company that is owned by your family member.

Unfair Advancement of Private Interests

A city official or employee cannot give anyone a special benefit that is not available to the public in general. This means that you cannot get your friend a waiver from an ordinance requirement if that waiver is not available to the public.

Several rules prohibit city officials and employees from acquiring an interest in city actions. Thus, a city official or employee cannot acquire a financial or other interest in a matter that will be affected by a pending city action. A city official or employee also cannot acquire a financial or other interest in a matter that was affected by a city action for one year after the action. And a city official or employee cannot agree that an action by the city official or employee will be rewarded or reciprocated by another person. For example, you cannot buy a piece of real estate that you know the city is in the process of acquiring by eminent domain.

Nepotism

City officials or employees cannot take action to influence the hiring by the city of a family member or domestic partner. City officials cannot appoint family members or domestic partners to quasi-judicial city boards or commissions. City officials or employees cannot supervise family members or domestic partners. These rules prohibit you from recommending that another city department hire your family member. These rules also prohibit you from being the supervisor of your family member who also works at the city.

Gifts

City officials and employees cannot accept any gift that influences or rewards city decisions or any gift that is given with the intent to influence or reward city decisions. Before accepting any gift, it's a good idea to make sure the gift is not from someone who is doing business with your city department.

The Dallas City Council has adopted gift policies that further detail the types of gifts that can be accepted. These policies allow small gifts that do not influence or reward city decisions.

In addition, designated city officials and employees must report gifts with a value of \$250 or more on a financial disclosure report within 30 days after the gift is received.

Donations

Donations of money, services, products, and real estate made by citizens to the city are encouraged. But donations cannot be accepted if the donation influences or rewards city decisions or if the donation that is given with the intent to influence or reward city decisions. City departments must report donations to the city manager. Items donated must be managed in keeping with city policies.

Confidential Information

City officials and employees cannot obtain confidential information unless the information is necessary for their official duties. So, you may not access confidential police files about citizens merely to satisfy your curiosity or for personal purposes.

City officials and employees cannot release confidential information unless the release of confidential information is authorized by law. This means that you cannot gossip with your neighbors or family members about the confidential information you heard at work.

City officials and employees cannot disclose the discussions that take place in closed meetings.

Representation of Private Interests

City officials and employees cannot be paid to represent citizens before the city. This means that you cannot be hired by a friend to represent them on their application to a city board or commission.

City officials and employees cannot represent someone before a city board or commission that they work with, even if the city official or employee is not being paid for the representation.

City officials and employees cannot tell someone that they can improperly influence city decisions. Don't tell your friends that you can make something happen at city hall that is that is not allowed by existing city ordinances and policies.

City officials and employees generally cannot represent parties in litigation against the city, although there are some exceptions.

Conflicting Outside Employment

City officials and employees cannot have outside employment that would impair the city official's or employee's independence of judgment or the performance of duties at the city. As you would expect, you cannot work for a company that requires you to work while you are working for the city.

City officials and employees cannot provide services for compensation to a person or entity that is requesting an approval or is under investigation by the city official's or employee's department. For example, a city employee cannot process an application submitted to the employee's department by the employee's outside employer.

Public Property And Resources

City officials and employees cannot use city facilities, personnel, equipment, or supplies for private purposes. This means that you cannot use city vehicles to run personal errands or take city supplies to use at your home.

If a city official or employee applies for an incentive offered by the city, it must be available to the public, the application must be evaluated under the same criteria that apply to the general public, and it must be subject to the same terms and conditions that apply to the general public.

Political Activity

City officials [THIS MEANS YOU] and employees cannot induce or attempt to induce staff to participate, or refrain from participating, in political activity.

City officials and employees cannot be paid to campaign for a ballot item if the city official or employee helped develop the ballot item. City officials and employees cannot put campaign stickers on city vehicles.

City employees cannot use the prestige of their position with the city on behalf of a candidate. For example, you cannot allow a political campaign to list you, along with your city title, as a supporter of the candidate. There is a similar rule for city officials, with some exceptions.

Actions of Others

A city official or employee cannot assist someone or use another person to violate the code of ethics. For example, you cannot ask a coworker to do something on your behalf that you would not be allowed to do.

Anyone who becomes aware of a violation of the code of ethics is required to report the violation. You can report a violation to your supervisor, the City Secretary, or the City Auditor's fraud, waste, and abuse hotline. Failure to report a violation is itself a violation of the code of ethics. So, if you see someone stealing city supplies, you must report that.

Prohibited Interests in Contracts

City officials and employees cannot have a direct or indirect personal financial interest in a contract with the city. This means that you cannot be employed by the city if your spouse or domestic partner has a contract with the city.

A city official or employee, either individually or as an officer of a business, cannot submit a bid or proposal to the city or negotiate with the city on a contract. For one year after being appointed or hired by the city, a city official or employee cannot participate in the awarding of a contract to the city official's or employee's former employer.

Former City Officials and Employees

Some rules in the code of ethics apply even after you have resigned from a city board or commission or have left employment with the city.

Former city officials and employees cannot disclose confidential information obtained while they worked for the city nor the discussions at a closed city meeting.

Former city officials cannot represent people before their board or commission for one year after leaving the board or commission. Former city officials and employees cannot be paid to represent someone before the city for one year after leaving the city.

Former city officials and employees cannot represent someone in litigation against the city if the subject matter of the litigation is something that the former city official or employee worked on while they were with the city.

Former city officials and employees cannot say that they are able to improperly influence city decisions. Former city officials and employees cannot have a direct or indirect personal financial interest in a contract with the city for one year after leaving the city. In addition, a former city official or employee, either individually or as an officer of a business, cannot submit a bid or proposal to the city or negotiate with the city on a contract for one year after leaving the city.

Enforcement – Retaliation Prohibited

Complaints alleging a violation of the code of ethics can be filed with the City Secretary’s Office. Complaints can also be made to the City Auditor’s fraud, waste, and abuse hotline. The complaints may then be forwarded to the Ethics Advisory Commission. If the Ethics Advisory Commission determines that there was a violation, it will recommend sanctions. The sanction will then be determined by the relevant city department or the civil service trial board (for employees) or by the city council (for city officials).

The possible sanctions include: (1) various levels of written reprimand, (2) referral to ethics training, (3) a lawsuit by the city to recover damages or enjoin actions, (4) referral for criminal prosecution, (5) termination of employment or removal from office, (6) voiding of actions taken by the city due to improper influence, or (7) disqualification from contracting with the city.

Don’t ever hesitate to report a violation of the code of ethics. Reports of ethics violations can be made anonymously to the City Auditor’s fraud, waste, and abuse hotline. The code of ethics also prohibits retaliation against a person who reports a violation. Remember, failure to report a violation of the code of ethics is in itself a violation of the code of ethics.

Where To Go with Questions

When in doubt about whether something complies with the code of ethics, contact the City of Dallas Office of Ethics and Compliance.

Office of Ethics and Compliance
Michelle Ranum, Ethics Officer
214-671-9812
DallasEthics@dallascityhall.com

Speak Up Line
877-860-1061
dallascityhall.com/speakupline

For complex issues, city officials and employees can request an advisory opinion from the City Attorney on whether specific conduct complies with the code of ethics.

City Attorney's Office 214-670-3519 www.dallascityattorney.com

Conclusion

Ethics ensure that all city actions are taken according to approved procedures and are made for the benefit of citizens. Strict adherence to the code of ethics, both for yourself and others, creates a culture of ethics at city hall. Failure to comply with the code of ethics undermines the public's trust in city government. And violations of the code of ethics can have very serious consequences. That's why it's so important that you always comply with the code of ethics, and to report any

LINKS: Dallas City Code

CHAPTER 8 - BOARDS AND COMMISSIONS

VIEW HERE: <http://citysecretary2.dallascityhall.com/pdf/code/8.pdf>

This section of the code includes the following:

ARTICLE I. IN GENERAL.

- [Sec. 8-1.](#) Definitions.
- [Sec. 8-1.1.](#) Reports to the city council.
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- [Sec. 8-26.](#) Board recommendations.
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 - [Sec. 8-28.](#) Legal opinions.
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CHAPTER 24 LIBRARY

VIEW HERE: https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-110781

This section of the code includes the following:

ARTICLE I. IN GENERAL.

- [Sec. 24-1.](#) "Public library" defined.
- [Sec. 24-3.](#) Failure to return library property.
- [Sec. 24-4.](#) Public library fees and charges.
- [Sec. 24-5.](#) Books from houses where there are contagious diseases - Generally.
- [Sec. 24-6.](#) Same - Notice to be given by director of public health.
- [Sec. 24-6.1.](#) Penalty.

ARTICLE II. MUNICIPAL LIBRARY BOARD.

- [Sec. 24-7.](#) Created.
- [Sec. 24-8.](#) Powers and duties.

ARTICLE III. THE MUNICIPAL LIBRARY DEPARTMENT.

- [Sec. 24-9.](#) Created.
- [Sec. 24-10.](#) Library director - Office created; appointment.
- [Sec. 24-11.](#) Same - Powers and duties.