



City of Hutto

Agenda

Library Advisory Board

Monday, August 5, 2024 at 6:00 PM

2nd Floor Executive Board Room

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on August 5, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. STAFF COMMENT

4.1. Introducing new Library Director - Kristin Phillips

4.2. Library Summer Stats (as of 7/26)

5. AGENDA ITEMS

5.1. Discussion and possible action on approval of meeting minutes from May 6, 2024.

5.2. Chair comments

5.3. Education Presented by Friends of the Hutto Public Library

5.4. Discussion of future board training opportunities

5.5. Review Public Library Advisory Board Handbook Roles & Responsibilities Chart

6. FUTURE AGENDA ITEMS

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the August 5, 2024 Hutto Library Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on August 2, 2024 before 5:00 P.M.



Tanya Bechara

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

Library Summer Stats

As of July 27, 2024

New Library Cards

531

Cards Renewed: 608



Items in Collection

27,661



Active Library Card Holders

6322



Number of Programs

Adult: 9
Teens: 5
Children: 14
General/Family: 21



Checkouts

Physical: 14,395
Digital: 2,567
Streaming: 12,085mins



Program Attendance

Adult Programs: 71
Teens Programs: 15
Children Programs: 498
General/Family Programs: 955



Number of patrons turned away due to capacity limits: 25

AGENDA ITEM REPORT

5.1.



To: Library Advisory Board
Subject: Discussion and possible action on approval of meeting minutes from May 6, 2024.
Meeting: Monday, August 5, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. LAB 5.6.2024 Minutes



City of Hutto

Agenda

Library Advisory Board

Monday, May 6, 2024 at 6:00 PM
2nd Floor Executive Board Room

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

2.1 LAB: James Matlock, Morgan Hubbard, Tanya Ward, Tara Chappell, Kyle Parkinson

2.2 Staff: Tanya Bechara

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on May 6, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. STAFF COMMENT

4.1. Library statistics comparing Jan.-Apr. 2023 & Jan.- Apr. (as of 4/27) 2024.

4.1a Discussion ensued.

5. AGENDA ITEMS

5.1. Discussion and possible action on approval of meeting minutes from March 4, 2024.

5.1a Tanya Ward motioned and Kyle Parkinson second. (All in favor and motion passed)

5.2. Chair comments

5.2a Term notices for board members.

5.2b Library Advisory Board goals from board chair

5.2c Discussion ensued.

6. FUTURE AGENDA ITEMS

6.1 Friends of the Hutto Public Library present organization information

7. ADJOURNMENT: 6:58pm

8. CERTIFICATION

I certify that this notice of the May 6, 2024 Hutto Library Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on May 3, 2024 before 5:00 P.M.



Tanya Bechara

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

5.2.



To: Library Advisory Board
Subject: Chair comments
Meeting: Monday, August 5, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.3.



To: Library Advisory Board
Subject: Education Presented by Friends of the Hutto Public Library
Meeting: Monday, August 5, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

Fundraising & volunteering for the Library.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.4.



To: Library Advisory Board
Subject: Discussion of future board training opportunities
Meeting: Monday, August 5, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.5.



To: Library Advisory Board
Subject: Review Public Library Advisory Board Handbook Roles & Responsibilities Chart
Meeting: Monday, August 5, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

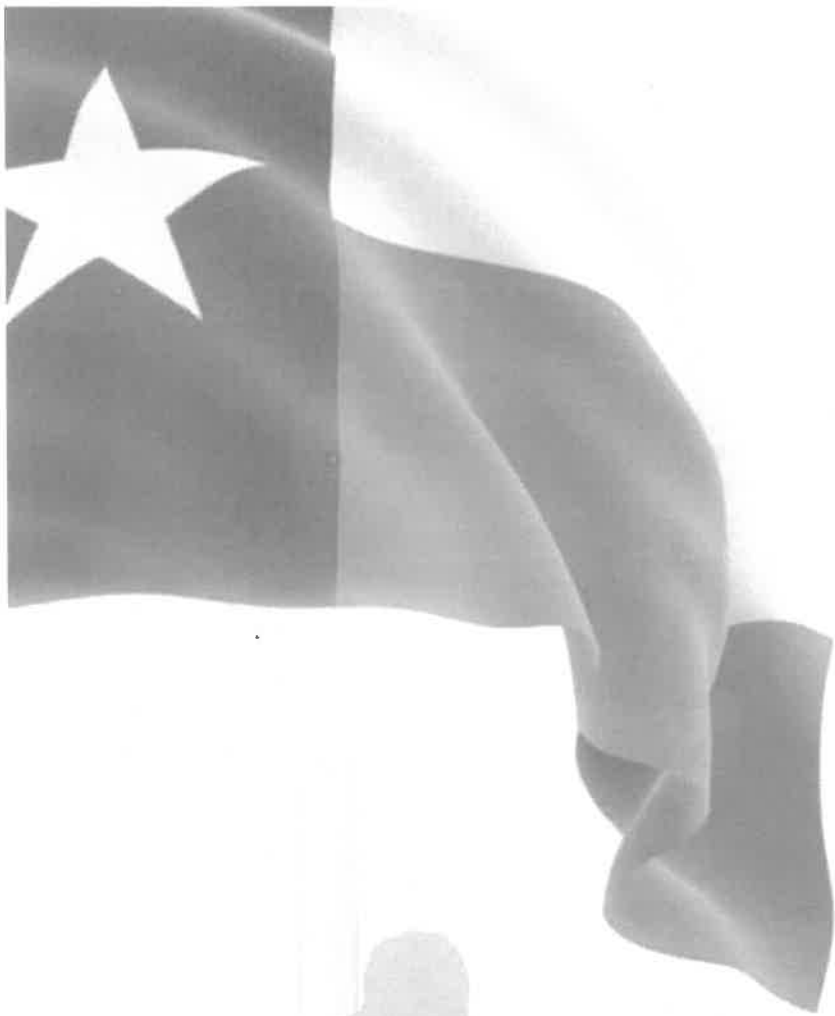
STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

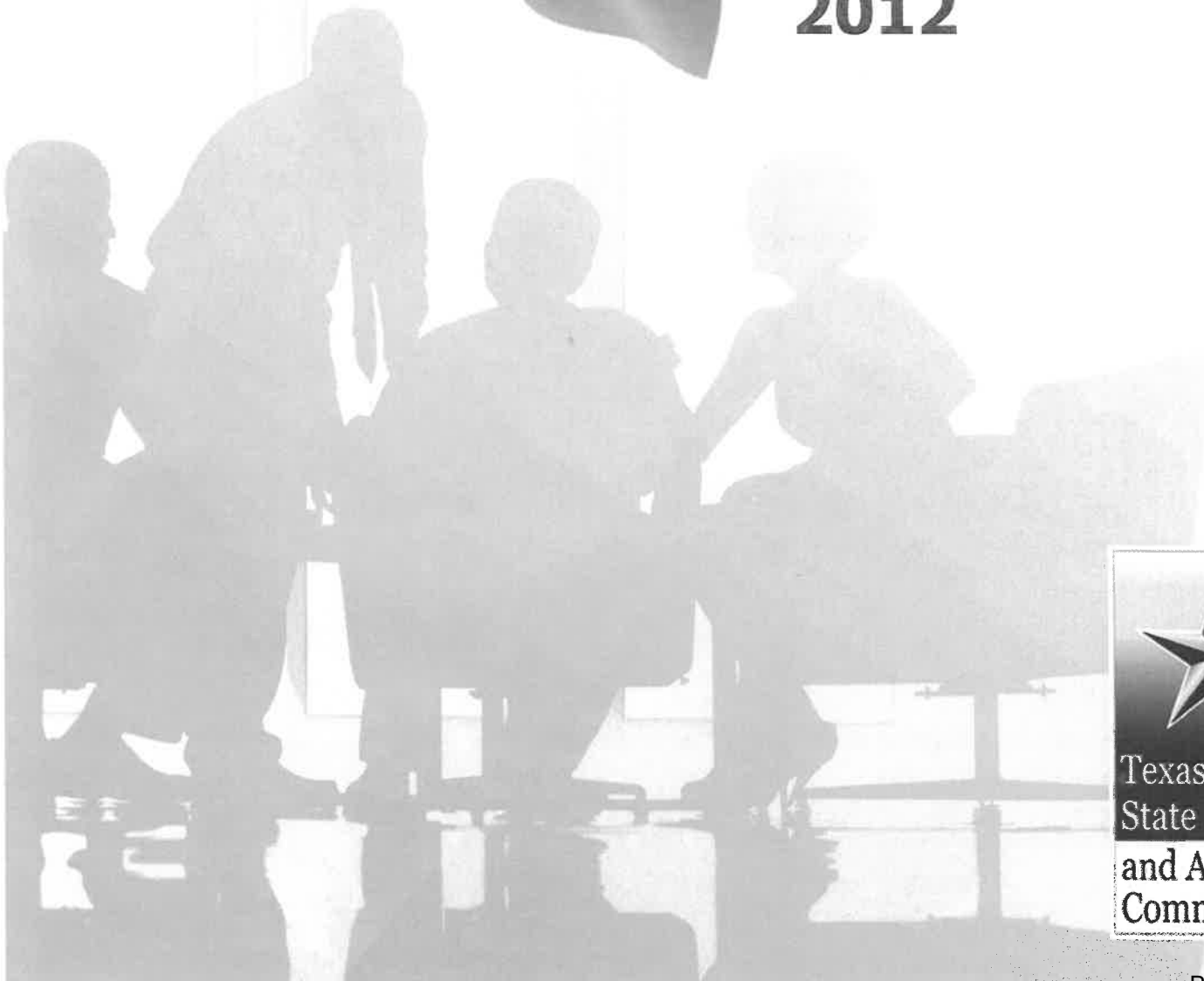
ATTACHMENTS:

1. LAB Handbook R & R



Public Library Advisory Board Handbook

2012



III. Library Advisory Board Requirements

Public Library Advisory Boards DO

- Advocate for library support, including seeking support for annual or operational and capital funding
- Advocate for support for the library for local, state, regional, and national legislative initiatives
- Promote library services and programs
- Assist library management in developing policies and budget proposals
- Provide support for management initiatives and decisions
- Advise their governing body on actions to take for the library

Because they are “advisory” only in nature, governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice.

Advisory Boards DO NOT

- Govern the library
- Hire, manage or fire the library manager/director
- Hire, manage or fire other library staff members
- Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues

Governing structures may ask advisory boards for their input or opinion on several activities given the nature of their work with library management.

Advisory Board Activities

- Input on library management performance evaluation
- Information on advocacy initiatives
- Clarification on library policies (e.g., access, confidentiality)

Productivity

- Attendance and activity in regularly scheduled meetings
- Willingness to assume a board leadership or officer role
- Attendance at library community events
- Participation in basic board communication during and between meetings and events and, in general, use of the library board communication plan
- Acceptance and activity in special projects

Activity

- Knowledge of and a commitment to promoting the libraries resources and services to the community
- Active participation in library and board processes, such as strategic and/or long-range planning and fundraising
- Activity in advocacy and political processes for local, state, regional, and national levels of legislation
- Library support such as local, annual funding requests, state advocacy for library funding, and state advocacy for state agency initiatives designed to support public libraries and local communities
- Assistance in identifying a network of community members to actively support the library

Characteristics of Successful Boards

- Board members who practice a division of board activities to use member expertise as well as to pace work and distribute the workload
- Board officers who complete roles and responsibilities, but who also use other board members for delegation and support
- Board officers who use communication plans and rules of communication and engagement to run meetings

Roles and Responsibilities

1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the library director, library director orientation and training, and performance evaluation of the library director
2. Assist the library director in determining the library's vision and mission
3. Participate in short-term, long-term, and strategic planning
4. Advocate for adequate resources
5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management
6. Be familiar with and assist the library in communicating around resources, services, and public image
7. Provide a forum for public communication on library issues
8. Assist the library in assessment
9. Report library activities and issues back to the governing authority
10. Assist in succession planning for new board members by identifying and motivating others to serve on the advisory board when slots become available
11. Maintain knowledge of existing and new community populations
12. Participate in processes to ensure effective board teamwork
13. Maintain a knowledge of contemporary librarianship through training provided by the xxxxx and the library and attendance at board meetings, committee meetings, other area community meetings, and professional association events such as the American Library Association and the Texas Library Association (annual, assembly and district meetings) whenever possible.
14. Be familiar with the library and its policies and procedures
15. Be aware of 21st century librarianship values and responsibilities such as copyright, confidentiality of patron records/data and the public's right to information versus intellectual freedom