



City of Hutto

Agenda

Library Advisory Board

Monday, November 4, 2024 at 6:00 PM

~~2nd Floor Executive Board Room~~

Library Meeting 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

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on November 4, 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 Stats January 1 to October 31, 2024
- 4.2. Recognition of and update for Friends of the Hutto Public Library group
- 4.3. Introducing Tanya Bechara- New Library Manager
- 4.4. Introducing new Library Advisory Board Members- Ms. Hartman, Ms. Salinas

5. AGENDA ITEMS

- 5.1. Discussion and possible action on approval of meeting minutes from August 5, 2024.
- 5.2. Chair comments
- 5.3. Keep Hutto Beautiful- Mutual interest conversation (Morgan Hubbard)
- 5.4. LAB & Library Director Goals (Kristin Phillips)
- 5.5. Review Library Advisory Board & Library Director Roles & Responsibilities Chart (Kristin Phillips Phillips)
- 5.6. Presentation of library policy changes to be presented to city council for approval (Kristin Phillips)
- 5.7. Present overview of Project Outcome program (Kristin Phillips)
- 5.8. Discussion of on-boarding packet for new LAB members (Tanya Bechara)
- 5.9. Presentation and discussion of Ordinance No. 10-004-00 (Kristin Phillips)
- 5.10. Selection of dates for FY 2025 for LAB meetings

6. ADJOURNMENT

7. CERTIFICATION

I certify that this notice of the November 4, 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 November 1, 2024 before 5:00 P.M.



Tanya Bechara Kristin Phillips

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

5.1.



To: Library Advisory Board
Subject: Discussion and possible action on approval of meeting minutes from August 5, 2024.
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Minutes 8/5/2024



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

2.1 Tanya Ward, Kyle Parkinson, Tara Chappell, Morgan Hubbard

2.2 Staff: Kristin Phillips, 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 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)

4.2a. Board member Hubbard asked for capacity turn away stats to be included each meeting (which programs included in stats).

5. AGENDA ITEMS

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

5.1a. Board member Hubbard motioned and board member Parkinson second. (All in favor and motion passes)

5.2. Chair comments

5.2a. 150-year celebration for city and LAB needs 2 board members to nominate to celebration board. Board member Parkinson expressed interest. Library Director to send email to rest of LAB to see if there is anyone else who might be interested.

5.2b. Revisiting LAB goals next meeting for Library Director.

5.2c. Chair emailed City council to make request for Library Feasibility Study to be included in budget.

5.3. Education Presented by Friends of the Hutto Public Library

5.3a Discussion ensued.

5.3b. Library to support for more membership by spreading the word of applications.

- 5.4. Discussion of future board training opportunities
 - 5.4a. Discussion ensued.
 - 5.4b. Library Director suggested online Web junction courses to start with possible more training from PLAN and TSLAC.
 - 5.4c. Purposed dates before the the next meeting to do group training (2hr training) = Sept. 9, Sept. 11, Sept. 4.

- 5.5. Review Public Library Advisory Board Handbook Roles & Responsibilities Chart
 - 5.5a. Discussion ensued.

6. FUTURE AGENDA ITEMS

- 6.1 Possible re-elect board officers if necessary.
- 6.2 Revisit LAB goals with updates on goal status.
- 6.3 Share survey data from Library Director.

7. ADJOURNMENT 7:13pm

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.

AGENDA ITEM REPORT

5.2.



To: Library Advisory Board
Subject: Chair comments
Meeting: Monday, November 4, 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: Keep Hutto Beautiful- Mutual interest conversation (Morgan Hubbard)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.4.



To: Library Advisory Board
Subject: LAB & Library Director Goals (Kristin Phillips)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. LAB & Library Director Goals

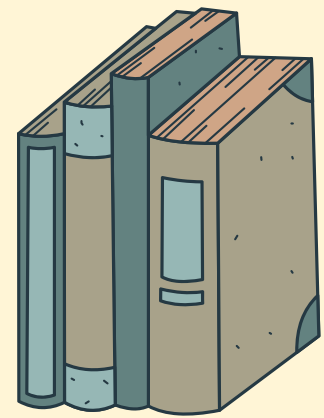


HUTTO PUBLIC LIBRARY GOALS

KRISTIN PHILLIPS, MLS

Library Director

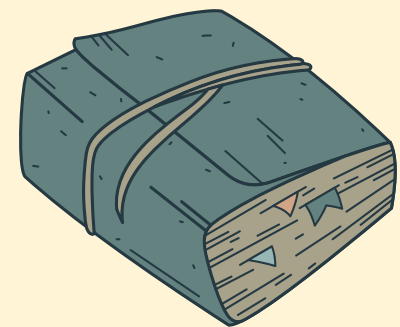
PRESENTATION OUTLINE



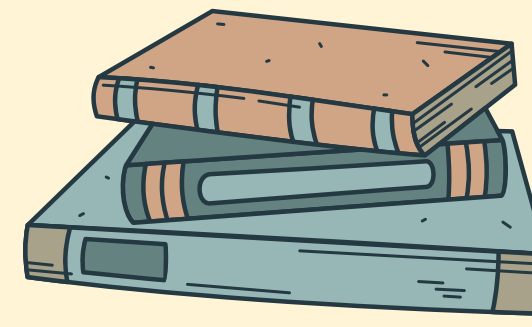
**Goals identified
by LAB**



In Progress



**Goals identified
by Library
Director**



Looking ahead

GOALS FROM LAB

- **Develop a program to partner with first responders to provide ways for the community to engage with those leaders, become more familiar with career opportunities, & build on those relationships.**
- **Increase active cardholders by 20% (September 2023 baseline is 5,404 active cardholders)**
- **Increased teen & senior programming**
- **Comprehensive Feasibility Study**

Long-term goal: Considerations for a larger library

GOALS FROM LIBRARY DIRECTOR



- **Conduct feedback surveys to collect data and modify/add programs**
- **Review current policies, procedures, and workflows for efficiency**
- **Build positive connections with community leaders, local businesses, stakeholders, and community organizations**
- **Teen & Senior programming**

GOALS FROM LIBRARY DIRECTOR

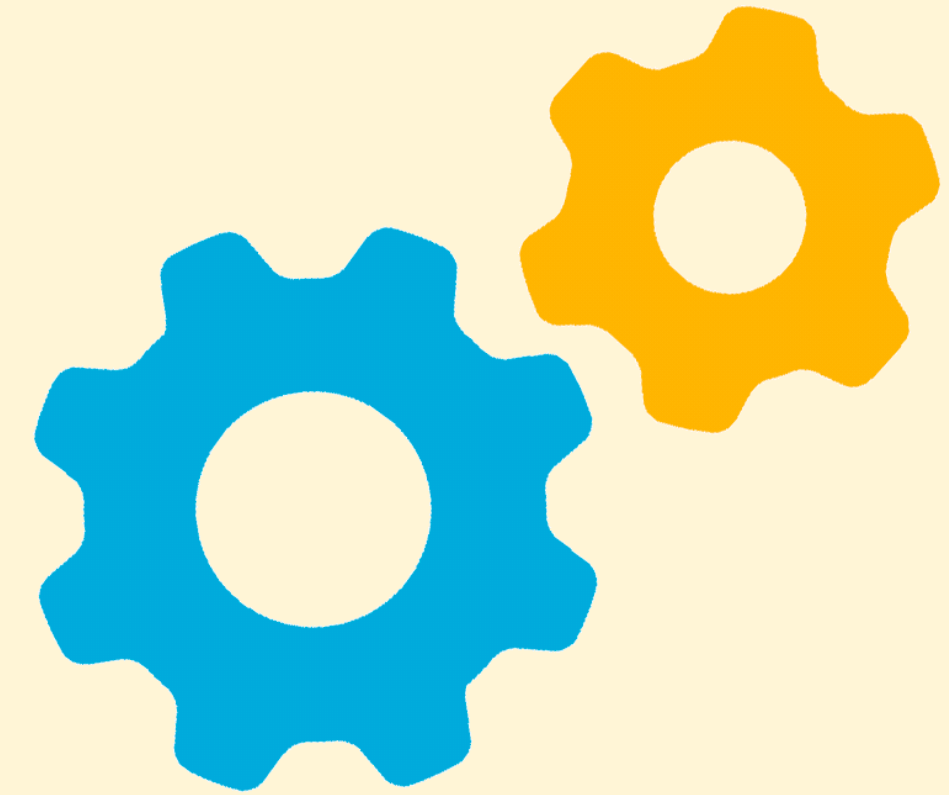


- **Staff training and professional growth**
- **Marketing & Outreach- Social Media**
- **Assess current technology use and identify areas for improvements & upgrades**
- **Culture of Innovation**
- **Library Feasibility Study**

Long-term goals:

- **Larger, stand-alone library with:**
 - **increased number and larger community spaces (meeting & study rooms)**
 - **designated children's play area/hand on area**
 - **departmental staff and increase in staff**
- **More open hours on evenings and weekends**

IN PROGRESS



- **First Responders- Homeschool group Career Day**
- **Increase active cardholders by 20% (from 5,404)**
 - **Current active cardholders as of October 28, 2024:**
- **Increased teen & senior programming**
 - **Teen Advisory Board**
 - **Senior programs at The Trails of Caramel Creek**
- **Project Outcome- first stages**
 - **Free program offered by ALA to collect valuable data**
 - **In place of the Library Feasibility Study cut from the budget**

IN PROGRESS



- **Conduct feedback surveys to collect data and modify/add programs:**
 - **Study room**
 - **Programs**
 - **“Today, the library helped me...”**
- **Review current policies, procedures, and workflows for efficiency**
 - **Two policy changes to present to LAB**
 - **Hutto ISD Employees**
 - **TexShare age removed; change language**
- **Build positive connections with community leaders, local businesses, stakeholders, and community organizations**
 - **HRC, Hutto ISD Libraries, Hutto ISD Parent & Family Engagement, Local businesses (Rockabilly Brewing, Finding Balance Yoga, Hutto Wine Bar, Lamppost Coffee), The Trails at Caramel Creek, Friends of the Library**

LAB

- Attend community events
- Advocate for library programs and services with community & city council
- Grant writing

LIBRARY STAFF

- Increased & modified programming
- Data collection
- Community outreach efforts
- Utilizing current space as well as spaces in the community



LOOKING AHEAD...



- What are 2-3 areas the LAB wants to focus on between this meeting and next meeting?
- What are the needs of the LAB?
- How do we work together to recruit 2 more LAB members?
- What training would the members like to have available for them in the Spring?



**THANK YOU FOR
SERVING!**

Questions?



AGENDA ITEM REPORT

5.5.



To: Library Advisory Board
Subject: Review Library Advisory Board & Library Director Roles & Responsibilities Chart
(Kristin Phillips
Phillips)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Library Advisory Board & Library Director (1)

LIBRARY ADVISORY BOARD & LIBRARY DIRECTOR ROLES & RESPONSIBILITIES



**In relation to the LAB; created by Kristin Phillips on 9/9/24*

Library Advisory Board

- 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 the Library Director in reviewing, modifying, updating, and developing library policies
- Assist the Library Director in determining the library's vision and mission
- Advise City Council on actions to take for the library
- Attend and participate in LAB activities and events as well as library programs and events
- Serve as liaison and representative from the community on library matters
- Supporting public library vision and values, such as intellectual freedom and the right to access content
- Knowledge of and commitment to promoting the library's resources and services to the community
- Active participation in library short-term and long-term goal planning
- Assistance in identifying a network of community members to actively support the library
- Provide a forum for public communication on library issues
- Assist in succession planning for new board members by identifying and motivating others to serve on the LAB when slots become available
- Participate in processes to ensure effective board teamwork.
- Maintain a knowledge of librarianship through training provided by the Library Director, and professional organizations such as the American Library Association, and the Texas Library Association

Library Director

- 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
- Active participation in library short-term and long-term goal planning
- Assistance in identifying a network of community members to actively support the library
- Provide a forum for public communication on library issues
- Assist in succession planning for new board members by identifying and motivating others to serve on the LAB when slots become available
- Orientation and ongoing education of board members
- Meeting with the LAB at regularly scheduled meetings and additional meetings with either the full board and/or with individual board members.
- Assisting with the preparation of meeting agendas with the board chair
- Informing the board of activities/programs of the library
- Informing the board regarding budget and financing issues
- Attending meetings, workshops, seminars, and conferences of organizations appropriate to the library and management fields related to board work
- Keeping informed on library trends through professional reading both in general and related to the library
- Identifying, annotating, and disseminating advocacy information to board members to inform and enlist support
- Coordinating and scheduling advocacy outreach by board members as needed and appropriate

AGENDA ITEM REPORT

5.6.



To: Library Advisory Board
Subject: Presentation of library policy changes to be presented to city council for approval (Kristin Phillips)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. PolicyChangeRequests10.2024 (1)

Circulation Policies

A. Card Requirements

People living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for free.

1. Proof of residency is required. Post office boxes cannot be used as proof of residence. At least one of the following photo IDs and proof of residency is required:
 - a. Valid driver's license
 - b. Water or Utility Bill with picture ID
 - c. Personal Check with picture ID
 - d. Lease agreement with picture ID
 - e. Military ID
 - f. Other proof of residence include postmarked mail, paystubs-digital or print, W-2, passport with postmarked mail.
2. Under 16:
 - a. Completed application.
 - b. Parent or legal guardian must be present with minor and present his/her current TDL, Texas ID, MID and proof of current residence.
 - c. Minor must be present to sign the application and accept card. They do not need to be present for renewals until age 18. At that point they must sign up for an adult card.
3. City of Hutto Employees. Current employees of the City of Hutto may receive a Hutto Public Library card without fee regardless of residency.
- 5 4. Card Renewal. Library cards are issued for a two-year period.
 - a. To renew a card, all fines and all other debts must be paid in full.
 - b. Children's cards will be renewed by the parent or guardian with current i.d.
 - c. Adults must verify registration information – in person. Changes in residency require new proof of residency.
- 6 5. Replacement Cards. Library cardholders are encouraged to keep their Library card secure. Should a Library card become lost or stolen, it is the responsibility of the cardholder to notify the Library immediately. There is a \$1 charge for replacement cards.
- 7 6. Non-Resident: People not living or owning property within the City of Hutto limits and Hutto ISD boundaries may obtain a library card for a \$10 annual

④ Hutto ISD Employees: Current employees of Hutto ISD may receive a Hutto Public Library card without fee regardless of residency. School ID must be presented.

fee. This fee will give non-residents full access to the library's collection, and will be charged yearly at the time of renewal.

Temporary Library Cards. Patrons requesting temporary library cards will follow the Non-Resident annual fee of \$10. Those patrons who have been displaced due to a declared natural disaster, economic events, pandemic caused circumstances and are in need of assistance, may be granted a temporary library card with the fee waived. Temporary Library card holders will only be allowed to check out 5 items per check out and will not have access to OverDrive, Inter-Library Loans, or Texshare cards.

B. Patron Responsibilities

All Hutto Public Library cardholders agree to comply with Library rules and regulations, to pay all fines, to pay charges for any loss or damage to books incurred by the cardholder, and to give immediate notice of any change of residence. Parents and/or Guardians of juveniles who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs by using another family members' card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of Library services, as determined by the Library Manager.

C. Circulation Periods

I. Card Use:

- a. Library materials may not be checked out until a library card is issued.
- b. Library cards –or a form of ID must be presented to check out materials.
- c. Patrons may give their phone numbers to verify their library card account.

2. Loan periods:

- a. Library materials are checked out for a 2-week period.
- b. Materials may be renewed twice, providing there is not a waiting list.
DVDs and Music CDS will also be checked out for only 2 weeks and must be returned after that time period. Only one renewal on these items is allowed.
- c. Interlibrary loan materials are due by the date indicated on check out slip.
- d. The Library Manager determines all other or special loan periods.
- e. When item(s) are two weeks overdue, Library account will be suspended until item(s) are returned.
- f. 90 days past due date, Library account will be charged for the price of any outstanding library materials.

Borrowing from Other Libraries

Interlibrary Loan

Interlibrary loan is the process of lending and borrowing materials between libraries via a mailing system. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Hutto Public Library's collections. Hutto Public Library cardholders, 18 years of age or older, in good standing, can participate in the Interlibrary Loan service after holding a card for two months and after verifying that the material is in fact not in the collection and not simply checked out by another patron.

TexShare Cards

TexShare Cards allow patrons to visit and borrow other libraries' materials for free that participate in the Texas State Library and Archives Commission's TexShare Program. Note that each library has their own set of rules for TexShare cardholders. Visit <https://www.tsl.texas.gov/texshare/card> for current information and to see which libraries participate in the program.

Current Hutto Public Library cardholders, ^{16 years of age or older} ~~18 years of age or older~~, in good standing with no pending fines or lost or damaged items may apply for a TexShare card. Active Hutto Public Library patrons are eligible for a TexShare Card after holding a card for two months. TexShare Card applications and renewals must be made in person. TexShare Cards are good for one year from the date of issue and must be renewed in person when expired.

AGENDA ITEM REPORT

5.7.



To: Library Advisory Board
Subject: Present overview of Project Outcome program (Kristin Phillips)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Video Transcript
2. Project Outcome Link

Introduction to Project Outcome






Project Outcome is a FREE online toolkit designed to help libraries understand and share the impact of essential library programs and services by providing simple surveys and an easy-to-use process for measuring and analyzing outcomes.

Public libraries have free access to standardized outcome measures that allow them to measure consistently within their library and with participating libraries, being able to compare data over time and at a state and a national level.

While many public libraries collect data about their programs and services, like community needs assessments, patron satisfaction surveys and output measures, what is often lacking are the data to support the learning that happens in libraries and the benefits programs and services provide to patrons. That's where measuring outcomes can help.



An outcome is a *specific benefit* a patron receives from a library program or service. Outcomes can be quantitative or qualitative, and are expressed as changes that individuals perceive in themselves.

What Good Did We Do?	Helping Libraries Measure Four Key Outcomes			
	 Knowledge	 Application	 Confidence	 Awareness

Project Outcome’s surveys help libraries quantify what good they did by measuring if patrons learned something new, gained confidence, changed their behavior, or increased awareness of library resources. Libraries will also learn what their patrons liked most and what the library can do to improve.

Combined, these outcomes help libraries determine whether and how their programs and services benefit patrons and make an impact on their lives.

Surveys

Project Outcome provides two types of surveys for libraries to use.

- *Immediate surveys* are designed to be administered immediately after a program or service is completed and help libraries better understand their immediate impact on patrons.
- *Follow-up surveys* are designed to be administered after a period of time has passed, and help libraries understand if patrons have changed their behavior or continued to benefit as a result of the program or service.

Project Outcome for Public Libraries provides surveys in eight key library service areas: Civic and Community Engagement, Digital Learning, Early Childhood Literacy, Economic Development, Education and Lifelong Learning, Health, Job Skills, and Summer Reading.



These service areas allow libraries to measure a variety of programs and services – from storytimes, to resume writing workshops, to STEM clubs, to summer reading programs. .

Public libraries that register for Project Outcome have access to a variety of tools and resources, including the standardized patron surveys, the survey management tool, data dashboard visualizations, the custom report builder, training resources, a peer discussion board, and in-person and online learning opportunities.

The survey and data analysis tools are available for all public, regional, and state libraries in the United States, Canada, and internationally. Participants who do not work at a library have access to the free resources and peer discussion board, where they can learn more about outcome measurement and adapt it in their organizations.

Creating a Survey

All the standardized surveys can be accessed from within the *survey management tool*. Libraries [create their surveys](#) by choosing the survey topic and survey type, which will pre-load the survey with the standardized Project Outcome questions.

The screenshot displays the 'Create New Survey' interface. At the top, a purple header reads 'Create New Survey'. Below it, a progress bar shows five steps: 1. Source, Topic & Type (active), 2. Program Information, 3. Survey Settings, 4. Custom Questions, and 5. Administer Survey. The main content area is divided into three sections: 'Survey Source', 'Survey Topic', and 'Survey Type'. 'Survey Source' includes 'Create New Survey' (highlighted in purple), 'Copy Existing Survey', and 'Use Template'. 'Survey Topic' lists various categories like Civic/Community Engagement, Digital Learning, Early Childhood Literacy, Economic Development, Education/Lifelong Learning, Health, Job Skills, and Summer Reading. 'Survey Type' offers 'Immediate' and 'Follow-up' options. A red box highlights the 'Survey Topic' and 'Survey Type' sections. A blue arrow icon is visible on the right side of the interface.

Libraries will be given options to customize their surveys by inserting their specific program information, library logo, custom messaging, and by including up to three custom questions. Choose from a list of pre-populated [additional questions](#) or [write your own](#).

The survey management tool makes it easy for libraries to manage their survey activity, edit surveys, and get patron surveys. From the tool, they can download paper (PDF) surveys, and access links to online surveys they have created. Once surveys have been administered, libraries can easily enter survey data and access their results.

Reviewing and Sharing Results

Survey results are automatically aggregated into several reporting tools, making it easy to review, interpret, analyze and share them.

Reports come in two forms: get a [quick PDF summary report](#) directly from the survey management tool or create a [custom PDF report](#) from the report builder tool in the data dashboard. For the latter, the data can be filtered and aggregated based on your needs.

Interactive data visualizations are available in the *data dashboards*. These provide different ways for you to analyze and interpret your data based on survey topic, outcome type, program name and date. Public libraries see how their results compare to other users at the state and national level. Regional and state libraries are able to see the aggregate data for their region or state.



You can also choose to download raw data in CSV format for deeper analysis.

Project Outcome provides a wide variety of training and information [resources](#) full of helpful tips, guidelines, case studies, and videos.

Project Outcome users can participate in a [peer discussion](#) board to interact, share ideas and resources, ask questions, and share their experiences with other users.

<https://www.projectoutcome.org/modyules/128>

AGENDA ITEM REPORT

5.8.



To: Library Advisory Board
Subject: Discussion of on-boarding packet for new LAB members (Tanya Bechara)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.9.



To: Library Advisory Board
Subject: Presentation and discussion of Ordinance No. 10-004-00 (Kristin Phillips)
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Ordinance 10-004-00 (2010-3-18) Establishing Library Advisory Board (1) (1)

ORDINANCE NO. 10-004-00

AN ORDINANCE, CREATING CHAPTER 1, ARTICLE 1.03, CODE OF ORDINANCES OF THE CITY OF HUTTO, TEXAS, REGULATING THE HUTTO LIBRARY ADVISORY BOARD; PROVIDING A PUBLICATION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; AND PROVIDING AN OPEN MEETING CLAUSE.

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

I.

That Chapter 1, Article 1.03, Code of Ordinances of the Hutto Library Advisory Board Ordinance is hereby amended to read as follows:

Section 1.03.070 Library Advisory Board Established

The Hutto Library Advisory Board known from here on as the "Board" shall make recommendations to the City Council concerning planning, development and operations of the city library, assist in preparing grants, and meet with other interested persons with library development knowledge. It shall also hold meetings to receive public input.

Section 1.03.071 Definitions

For the purpose of this Section, the following words shall have the meanings ascribed to them by this subsection:

Board means a Board or Committee of the City which is appointed by the Hutto City Council.

Chairman, Chairperson or Chair means the presiding officer of a Board whether appointed by the City Council or elected by the other members of the Board.

Member means a person that is duly appointed member of a Board and meets requirements set forth in the City of Hutto Charter.

Section 1.03.072 Composition and Appointment

The Board shall consist of five (5) members and must meet eligibility requirements to serve on boards and commissions as set by the City of Hutto Charter. The members shall be appointed by the Hutto City Council.

The Board shall include a member of city staff and a member of the Friends of the Hutto Public Library Board as non-voting members of the Board.

Section 1.03.073 Terms of Office

Appointment of members to the Board shall be for three (3) years. Terms shall be divided into three staggered terms. Initial appointments shall be as follows: two (2) members shall serve a term of one (1) year, two (2) members shall serve a term of two (2) years, and one (1) members shall serve a term of

three (3) years. Terms shall be in effect from January 1 through December 31, with the appointments made in December prior to the expiration of term.

The Board shall elect a Chairperson, a Vice-Chairperson and a Secretary annually from its members on or about the anniversary of its initial meeting.

No member shall be excused from attendance at a Board meeting unless excused by the Chairperson. If a member has three (3) unexcused absences in succession or five (5) in a twelve month period, this will be grounds for termination. In the event a member has accumulated absences or chooses to resign from the Board, the Chair will notify the City Secretary's office regarding the appropriate action to be set forth before the Council.

Section 1.03.074 Board Duties & Responsibilities

The Board shall have the following powers, duties and responsibilities:

- a) To make recommendations to the City Council regarding policies, rules and regulations relating to the administration of the public library system, its facilities and programs.
- b) To review budget recommendations developed by staff.
- c) To receive information and comments from citizens pertaining to the City's library and its related facilities and programs.
- d) To make recommendations with staff regarding: the planning of facilities during the concept plan phase, the acquisition of park sites and the availability of grants to City Council.
- e) To cooperate with the public schools, citizens and city staff in the development of library facilities and programs.
- f) To supply reports to the City Council regarding the status of any library facility and/or programs as deemed appropriate by the City Council.
- g) To participate in fund raising activities including but not limited to the acquisition of grant funding, in kind third party donations to the City for the benefit of library development.
- h) To develop, manage and maintain guidelines for operating the board which may not be in conflict with the City of Hutto Charter and must be approved by City Council for adoption.

Section 1.03.075 Meetings Open to the Public

The commission will meet on the second Wednesday of each month. Meetings will be open to the public and minutes shall be kept, and shall be treated as a public record. A quorum shall consist of a majority of the membership of the board and any issue to be voted on shall be resolved by a majority of those present.

II.

A. Publication

The City Secretary of the City of Hutto, Texas is hereby authorized and directed to publish the caption of this ordinance in the manner and for the length of time prescribed by law.

B. Repeal of Conflicting Ordinances

All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed to the extent of such conflict.

C. Severability

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable; and if any phrase, sentence, paragraph or section of this ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, then such invalidity shall not affect or invalidate any of the other remaining phrases, clauses, sentences, paragraphs and section of this ordinance since the same would have been enacted by the City Council without the incorporation of any such invalid phrase, clause, sentence, paragraph or section. If a court of competent jurisdiction shall adjudge any provision of this ordinance to be invalid, such invalidity shall not affect any other provision or application of this ordinance that can be given effect without the invalid provision, and to this end the provisions of this ordinance are declared to be severable.

D. Effective Date

This ordinance shall take effect immediately from and after its passage and any publication required, in accordance with provisions of the Texas Local Government Code, any applicable statutes, and the Code of Ordinances and Charter of the City of Hutto, Texas.

E. Open Meetings Clause

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

and adopted
READ and APPROVED on first reading on this the 18 day of the month of March, 2010, at a regular meeting of the City Council of the City of Hutto, Texas, there being a quorum present, by a vote of 5 Ayes and 0 Nays.

READ, APPROVED and ADOPTED on second and final reading on this the _____ day of the month of _____, 201____, at a regular meeting of the City Council of the City of Hutto, Texas, there being a quorum present, by a vote of _____ Ayes and _____ Nays, and approved by the Mayor on the date set out below.



CITY OF HUTTO, TEXAS

By: David F. Begier
David F. Begier, Mayor

ATTEST:

By: Christine Martinez
Christine Martinez, Interim City Secretary

AGENDA ITEM REPORT

5.10.



To: Library Advisory Board
Subject: Selection of dates for FY 2025 for LAB meetings
Meeting: Monday, November 4, 2024
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None