



City of Hutto

Agenda

Library Advisory Board

August 4, 2025 6:00-8:00pm

Library Large 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

- 2.1. Morgan Hubbard (LAB chair), Kyle Parkinson, Tanya Ward, James Matlock, Angela Hartman, Meli Salinas, Kristin Phillips (Library Director), and Tanya Bechara (Library Manager)

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 August 4, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

- 3.1. 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 August 4, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. STAFF COMMENTS

- 4.1. Library Statistics for FY25 starting from October 1, 2024 to the present & grant updates in FY24. (Kristin Phillips)
- 4.2. Advocacy opportunities in the next few months. (Kristin Phillips)
- 4.3. Library Feasibility Study Clarifications and Shelf-Life. (Kristin Phillips)

5. AGENDA ITEMS

- 5.1. Chair comments (Morgan Hubbard)
- 5.2. Discussion and possible action on approval of meeting minutes from May 5, 2025 and June 2, 2025.
- 5.3. Presentation and discussion of learning from the American Library Association's United for Libraries training on July 29, 2025 specifically for Library Boards and Trustees. (Morgan Hubbard, Angela Hartman, Kristin Phillips)
- 5.4. Review LAB Ordinance 10-004-00 and discuss creating bylaws moving forward. (Morgan Hubbard)
- 5.5. Create a list of topics to discuss with the DEIB Commission at September 16, 2025 Joint Work Session.

6. ADJOURNMENT

7. CERTIFICATION

I certify that this notice of the August 4, 2025 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 DATE before 5:00 P.M.

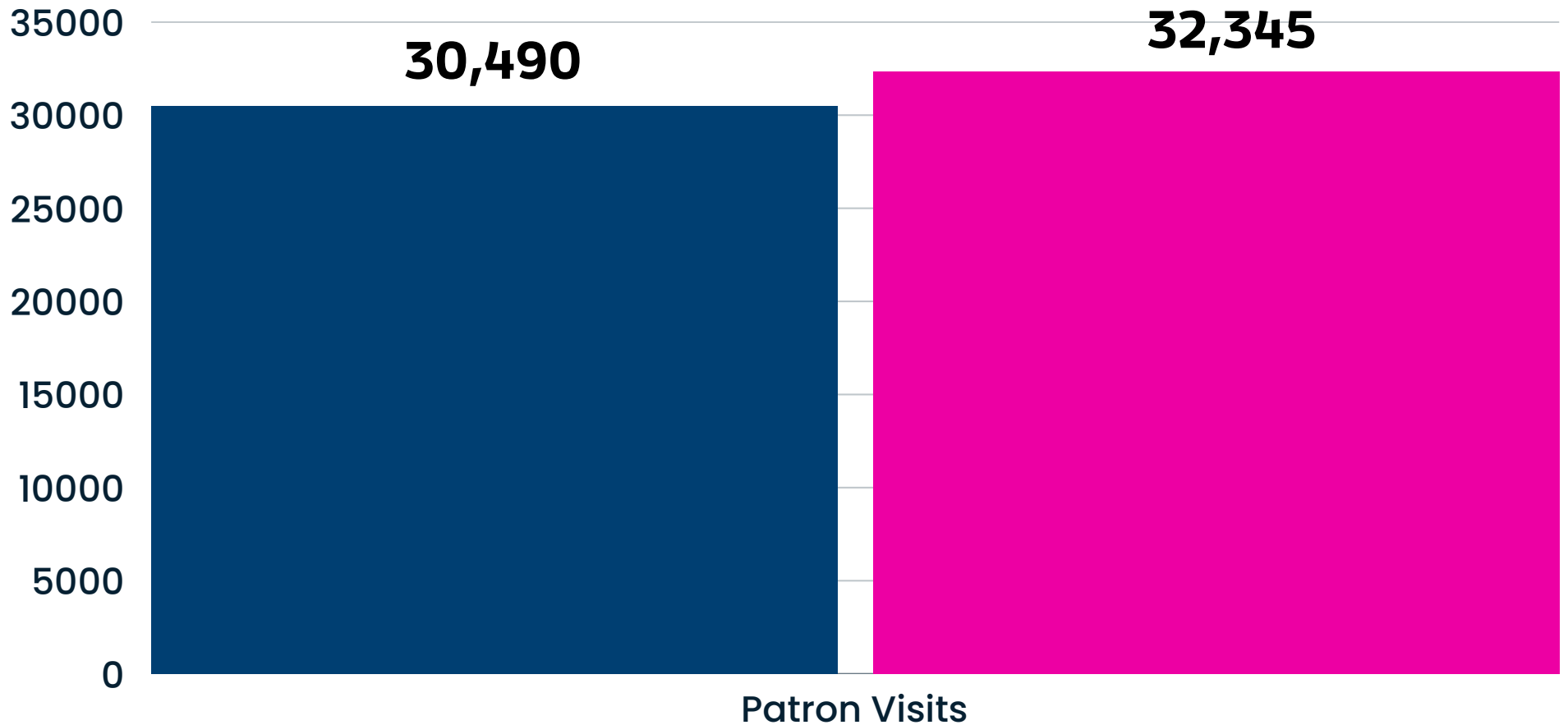


Kristin Phillips

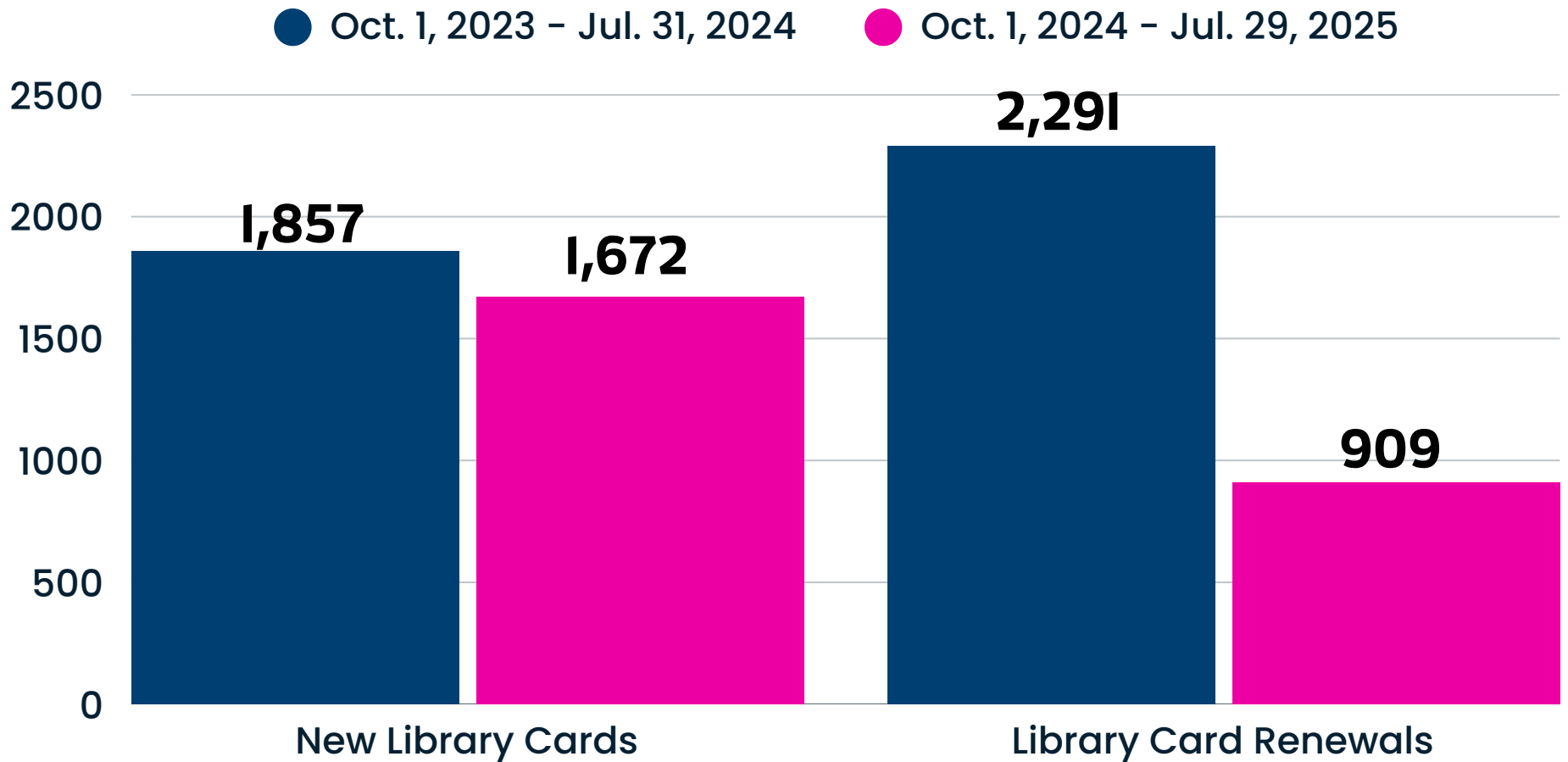
The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call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

LIBRARY STATISTICS

● Oct. 1, 2023 – Jul. 31, 2024 ● Oct. 1, 2024 – Jul. 29, 2025

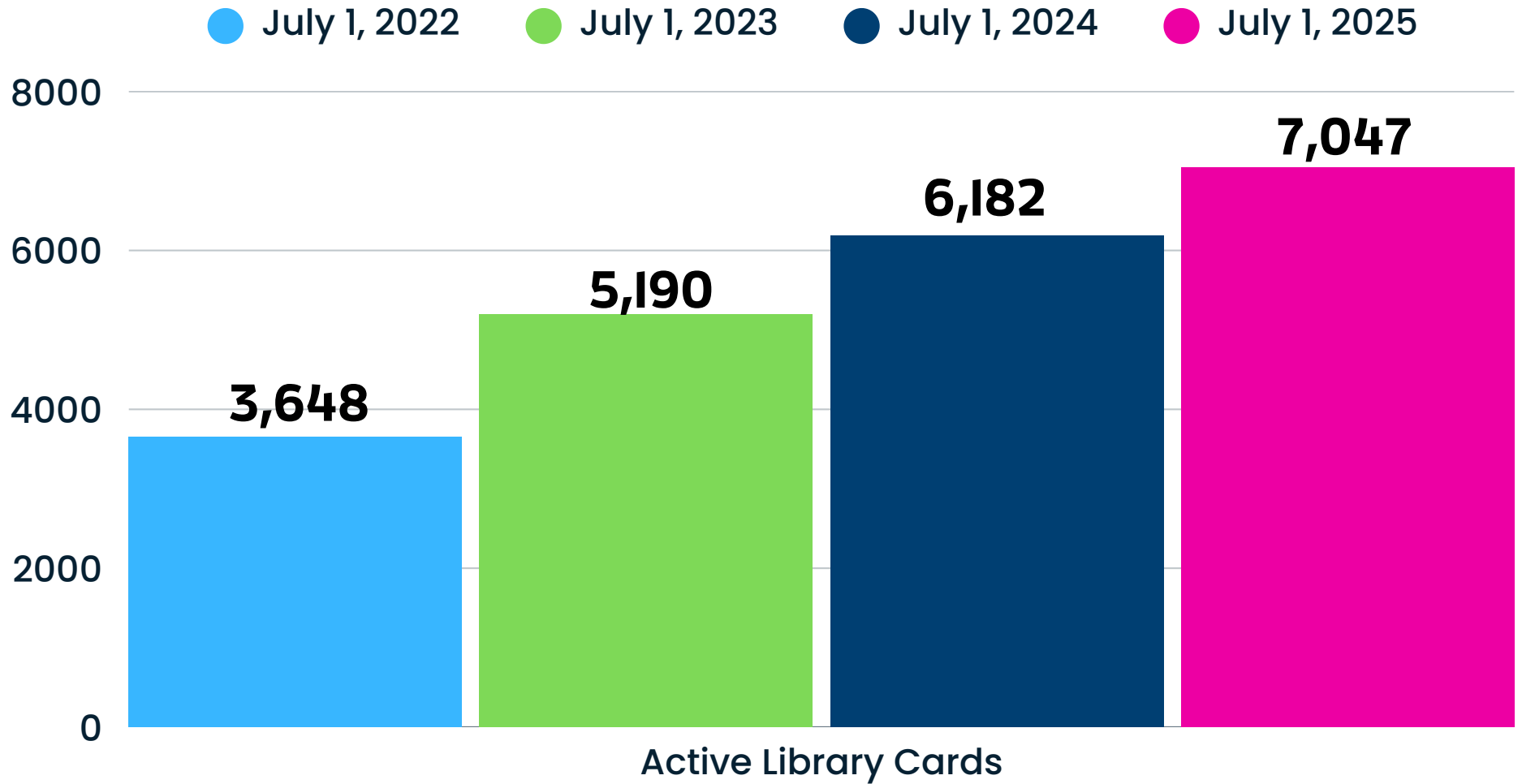


LIBRARY STATISTICS

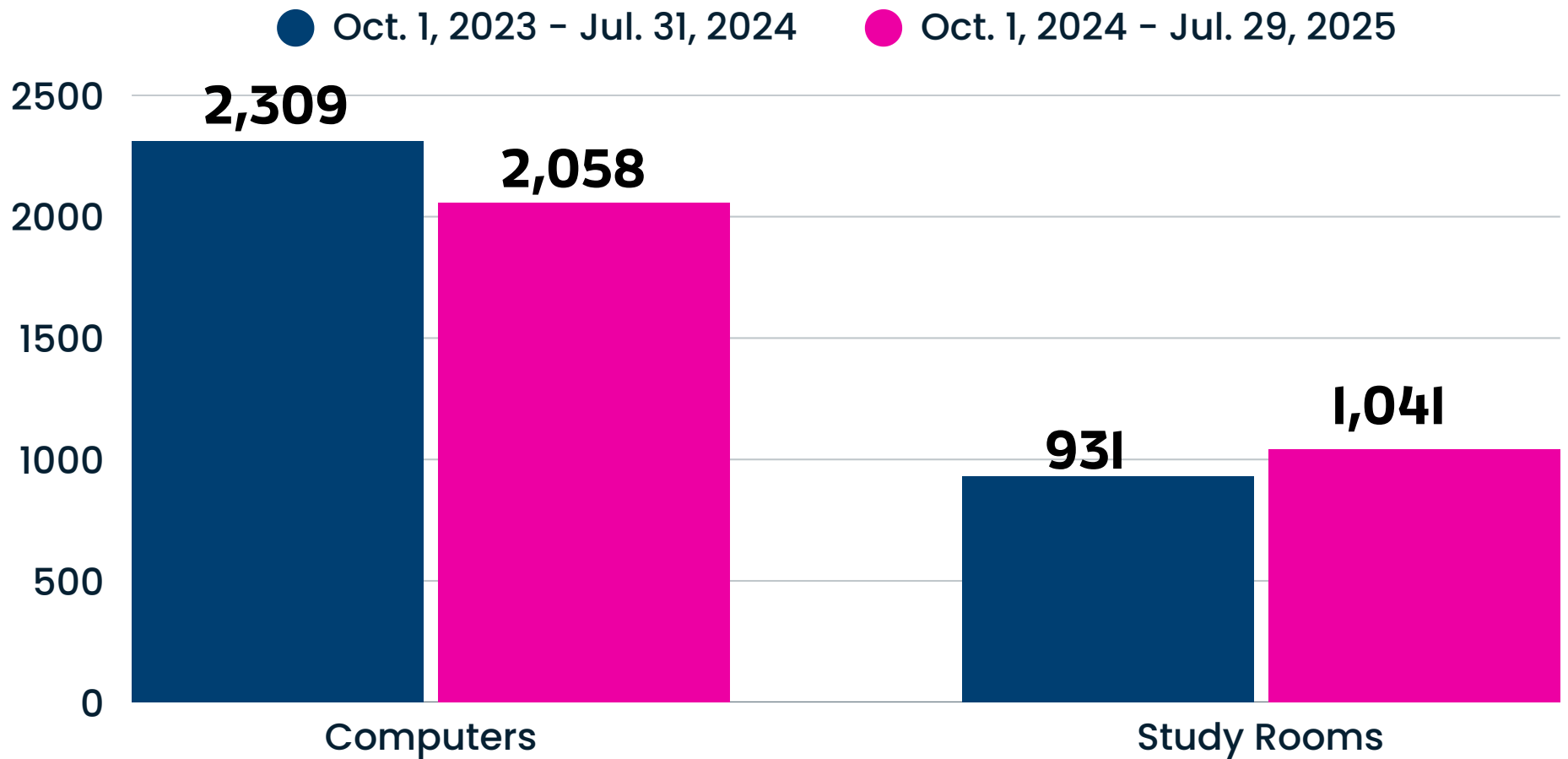


Note: 2-year Memberships Started Oct. 2023

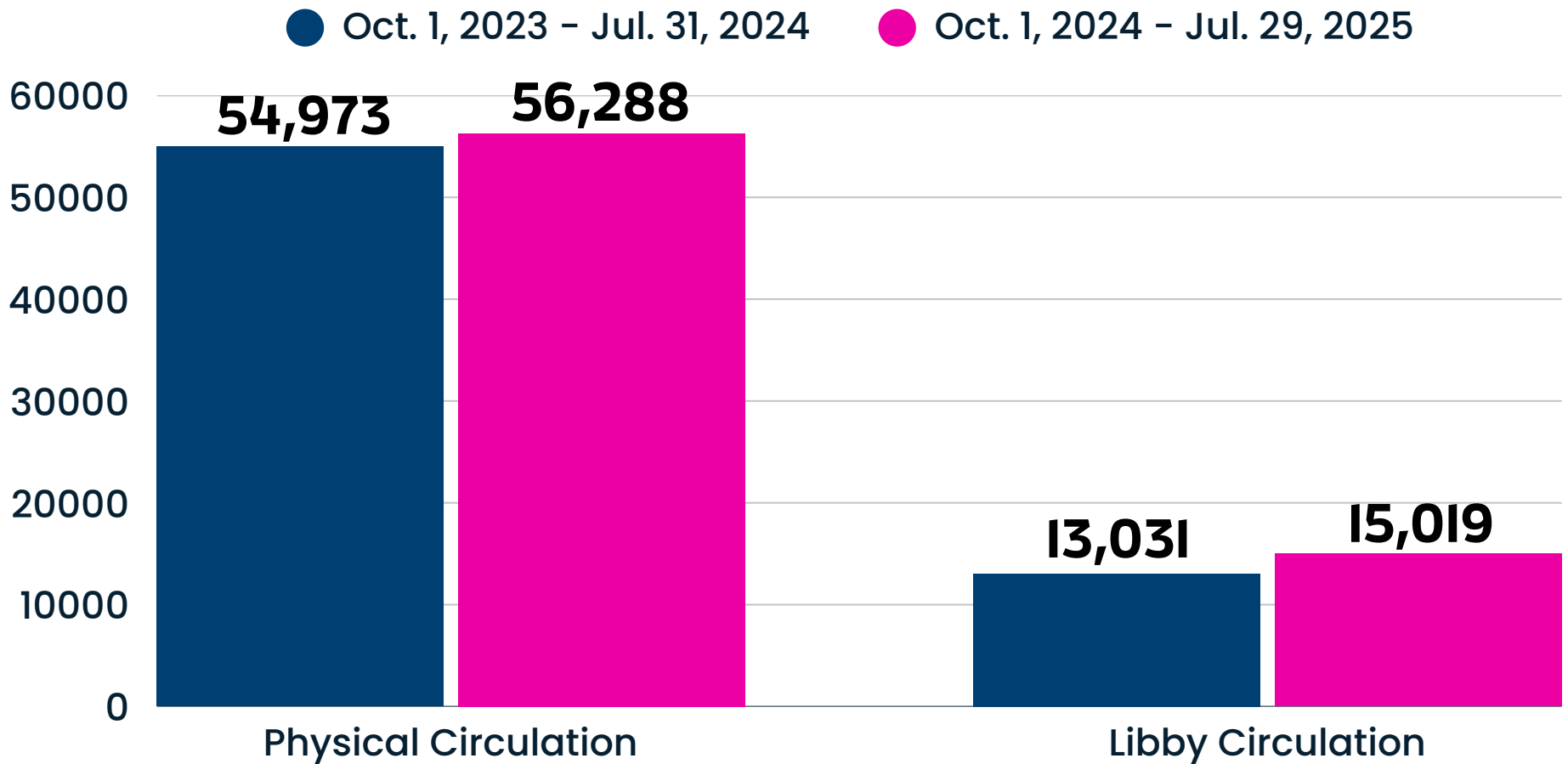
LIBRARY STATISTICS



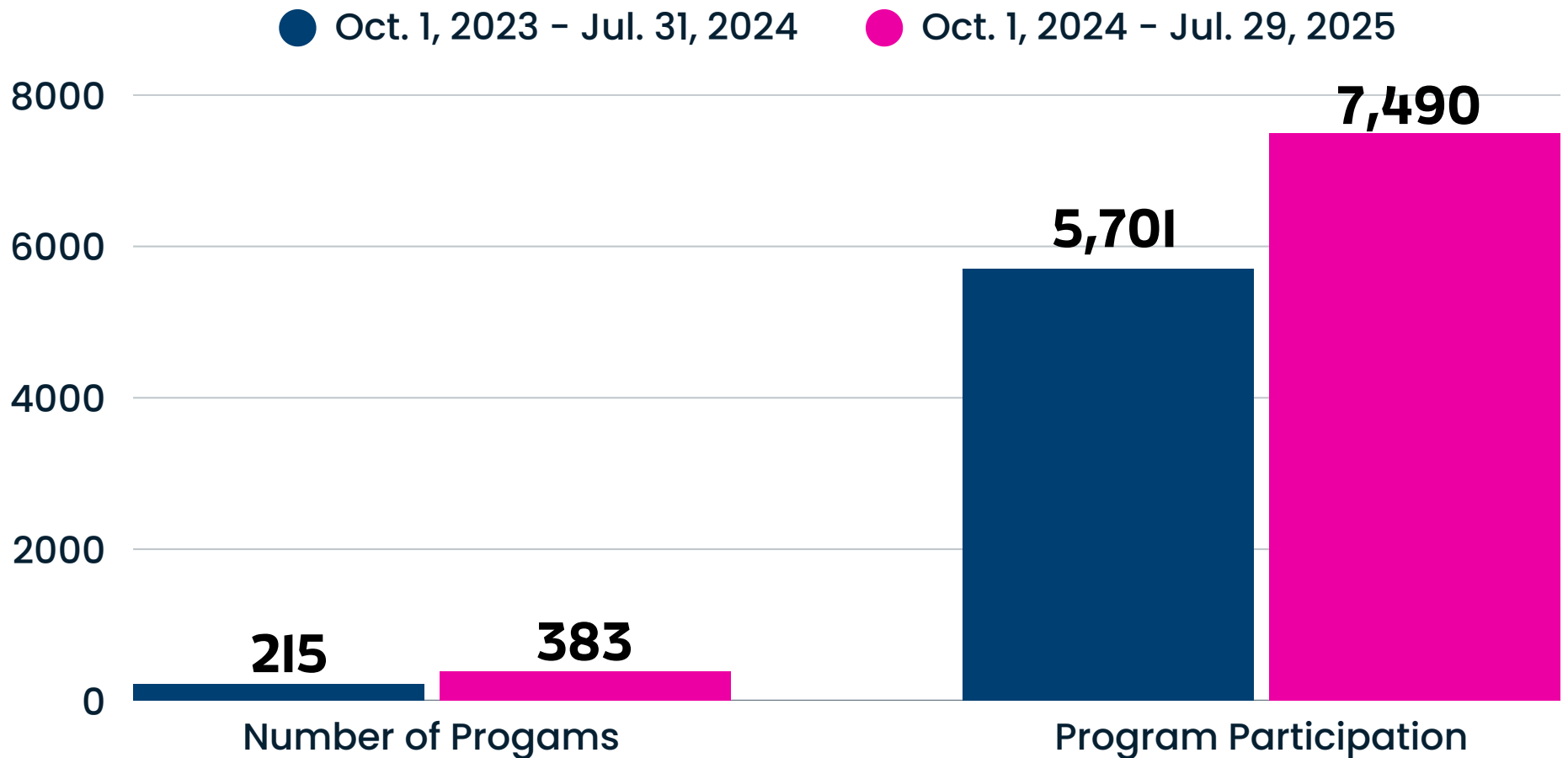
LIBRARY STATISTICS



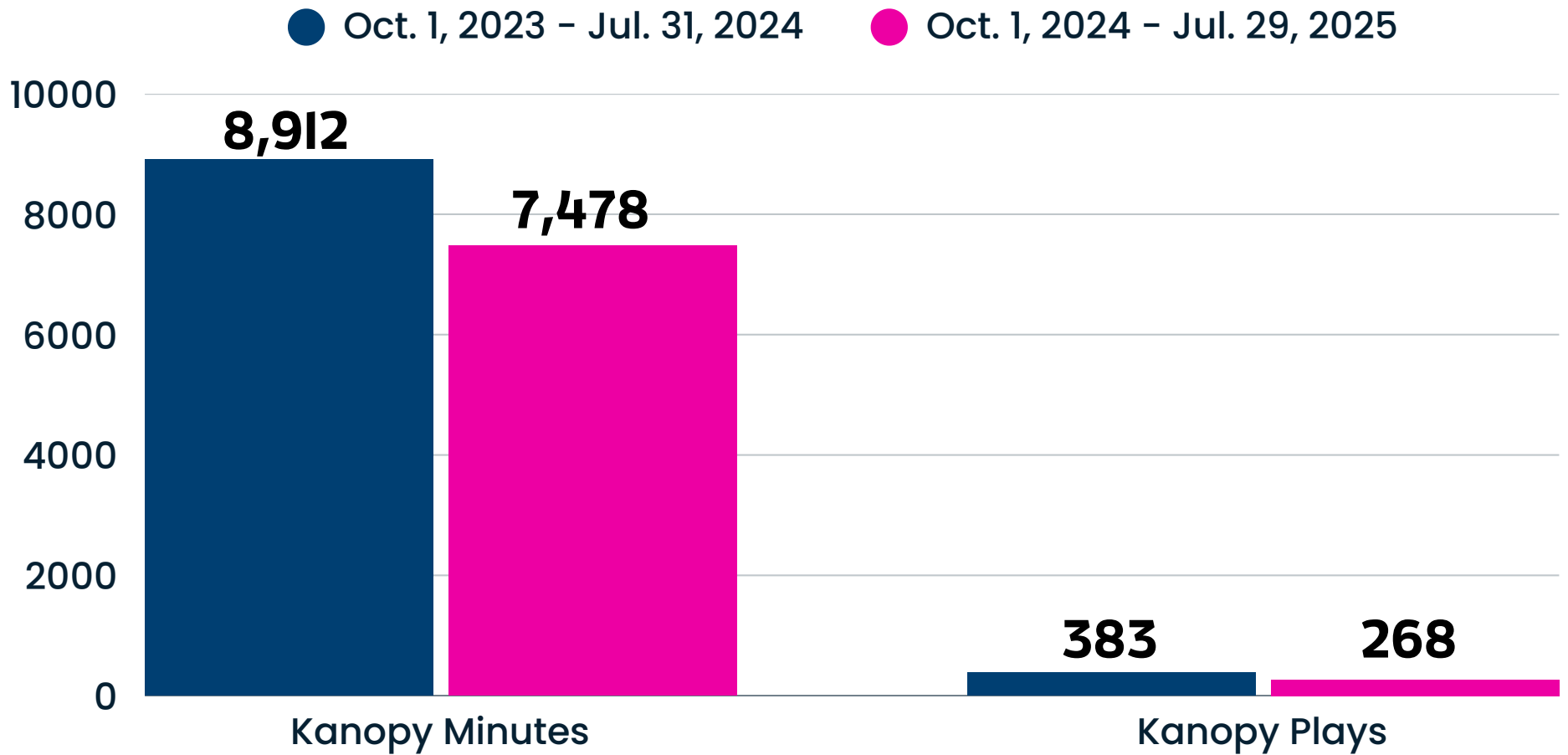
LIBRARY STATISTICS



LIBRARY STATISTICS



LIBRARY STATISTICS



AGENDA ITEM REPORT

4.2.



To: Library Advisory Board
Subject: Advocacy opportunities in the next few months. (Kristin Phillips)
Meeting: Monday, August 4, 2025
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.1.



To: Library Advisory Board
Subject: Chair comments (Morgan Hubbard)
Meeting: Monday, August 4, 2025
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.2.



To: Library Advisory Board
Subject: Discussion and possible action on approval of meeting minutes from May 5, 2025 and June 2, 2025.
Meeting: Monday, August 4, 2025
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Agenda Minutes 6/2/2025
2. Agenda Minutes 5/5/2025



City of Hutto

Agenda

Library Advisory Board

June 2, 2025 6:00-8:00pm

Library Large Meeting Room

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1. **CALL SESSION TO ORDER 2. ROLL CALL**

2.1.

2.1a. Morgan Hubbard, Tanya Ward, Kyle Parkinson, Angela Hartman

2.1b. Staff: Kristin Phillips & Tanya Bechara

3. **PUBLI 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 June 2, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

3.1. 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 June 2, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. **AGENDA ITEMS**

4.1. Look through data collected in the City's Budget FY26 Survey and the Hutto Public

Library General Feedback Survey to identify our focus for the LAB Strategic Plan.

4.1b. Discussion ensured.

4.2. Finalize the Strategic Plan for LAB.

5. **ADJOURNMENT 7:18pm**

6. **CERTIFICATION**

I certify that this notice of the Special Meeting on June 2, 2025 from 6-8pm for the Hutto Library Advisory Board was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on May 20, 2025 before 5:00 P.M.



Kristin Phillips

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City of Hutto

Agenda

Library Advisory Board May 5, 2025 6:00-8:00pm Library Large Meeting Room

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MINUTES Library Advisory Board Meeting 6:00 PM - Monday, February 3, 2025 Library Meeting Room

1. CALL SESSION TO ORDER 6:02pm

2. ROLL CALL

2.1 Board Members: Kyle Parkinson, Tanya Ward, Morgan Hubbard, Angela Hartman @ 6:13 (online)

2.2 Staff: Kristin Phillips, Tanya Bechara

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 May 5, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. STAFF COMMENTS

4.1. Library Statistics for FY2025 from October 1, 2024-Present (Kristin Phillips)

4.1a. Tanya Bechara provided stats. Kristin Phillips gave general survey results.

4.2. Debrief of Public Budget Workshop on January 25, 2025 as it pertains to the library (Kristin Phillips)

4.2a. Kristin Phillips gave results.

5. AGENDA ITEMS

5.1. Discussion and possible action on approval of meeting minutes from November 4, 2024 and February 10, 2025.

5.1a. Board Chair Hubbard to amend date to February 10 on minutes. Kyle Parkinson moved to approve and Tanya Ward second. All in favor, motion passes.

5.2. Chair Comments (Morgan Hubbard)

5.2a. Joint training with DIV date proposed. July 17 date requested.

5.2b. Foster awareness of defunding climate for libraries

5.2c. Reaching to interested parties for LAB positions.

5.3. Expiring Board Terms

5.3a. Discussion ensured.

5.4. Finalizing Strategic Plan for LAB

5.4a. Tabled until special meeting called Monday, June 2.

5.5. Finalizing Senior Survey

5.5a. Discussion ensured.

Future Agenda Items:

1. How defunding has impacted us.
Partnership with PARD for rain barrel

6. **ADJOURNMENT** 7:14pm

7. **CERTIFICATION**

I certify that this notice of the May 5, 2025 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 4/28/25 before 5:00 P.M.



Kristin Phillips

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AGENDA ITEM REPORT

5.3.



To: Library Advisory Board
Subject: Presentation and discussion of learning from the American Library Association's United for Libraries training on July 29, 2025 specifically for Library Boards and Trustees. (Morgan Hubbard, Angela Hartman, Kristin Phillips)
Meeting: Monday, August 4, 2025
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: Review LAB Ordinance 10-004-00 and discuss creating bylaws moving forward.
(Morgan Hubbard)
Meeting: Monday, August 4, 2025
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: Create a list of topics to discuss with the DEIB Commission at September 16, 2025 Joint Work Session.
Meeting: Monday, August 4, 2025
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None