



City of Hutto

Agenda

Library Advisory Board

February 2, 2026, 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

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 February 2, 2026. 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. Chair Comments (Morgan Hubbard)

4.1. LAB Positions Expiring in June 2026

4.1. Election of officer positions- Chair and Co-Chair

4.2. Library Report (Kristin Phillips)

4.2. Library Stats

4.2. FY27 Requests

4.2. Boards & Commissions Financial Planning Session- Saturday, February 28, 9am-3pm at Cottonwood Creek Elementary

4.3. Business Sponsorships & Donations (Veronica Maxey)

5. ADJOURNMENT

6. CERTIFICATION

I certify that this notice of the February 2, 2026 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 1/26/26 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.

AGENDA ITEM REPORT

4.1.



To: Library Advisory Board
Subject: Chair Comments (Morgan Hubbard)
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.1.



To: Library Advisory Board
Subject: LAB Positions Expiring in June 2026
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.1.



To: Library Advisory Board
Subject: Election of officer positions- Chair and Co-Chair
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.2.



To: Library Advisory Board
Subject: Library Report (Kristin Phillips)
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.2.



To: Library Advisory Board
Subject: Library Stats
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.2.



To: Library Advisory Board
Subject: FY27 Requests
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.2.



To: Library Advisory Board
Subject: Boards & Commissions Financial Planning Session- Saturday, February 28, 9am-3pm at Cottonwood Creek Elementary
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.3.



To: Library Advisory Board
Subject: Business Sponsorships & Donations (Veronica Maxey)
Meeting: Monday, February 2, 2026
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. V. Maxey Proposal LAB
2. HPL Friends Sponsorship Form
3. City web page for library.final

Collaboration Between Executive Boards and Friends of the Library: A Model from Other Libraries

Many successful libraries have found that strong collaboration between their executive boards and Friends of the Library groups leads to greater community impact and more effective fundraising. In these libraries, the executive board and Friends group work together as partners, sharing ideas, responsibilities, and successes.

- **Joint Planning:** Executive boards and Friends groups often hold joint meetings or planning sessions to align their goals and coordinate efforts. This ensures everyone is informed and working toward the same mission.
- **Shared Outreach:** Both groups participate in reaching out to local businesses and community members- refer to attachments of sponsorships. By dividing the list of potential supporters, they maximize their reach and make the process less overwhelming for any one person.
- **Mutual Support:** Friends members are invited to stay for the entire or a portion of the executive board meeting, not just to give updates, but to contribute ideas and volunteer for projects. Likewise, board members support Friends' initiatives and recognize their contributions.
- **Celebrating Success Together:** Achievements—like securing new sponsors or hosting successful events—are celebrated as joint victories, strengthening the partnership and building morale.

By adopting these collaborative practices, our library can benefit from the combined energy, creativity, and connections of both the executive board and the Friends group. This approach not only makes outreach more effective but also fosters a sense of shared purpose and community.



Hutto Public Library Friends

Sponsorship Opportunities

HPL Friends Tax ID# 12007373835

Projects & Programs:

_____ \$100- Seed Library

- Replenish the seeds given out to community members through the Seed Library

_____ \$500- Books for the Library's Collection

- Books chosen by the Librarian based on current needs within the collection

_____ \$750- Summer Performance for Children & Families

- Covers the performer's fee & materials for crafts and activities for attendees

_____ \$1,000- Technology Devices for Workshops & Classes

- Pair of tablets for attendees to use to participate in workshops & classes who do not have a device of their own

Please send your logo to: Huttopubliclibraryfriends@gmail.com

Name of Business: _____

Business Owner's Name(s): _____

Business Physical Address: _____

Business Website: _____

Business Phone Number: _____



City web page for library

Platinum Library Sponsorship \$10,000 or More

- Premium recognition on a plaque in the Hutto Public Library
- A media release recognizing your contribution to your Hutto Public Library
- Recognition in the Sponsorship section of our website indefinitely, with a link to your business or enterprise

Gold Library Sponsorship \$5,000 to \$9,999

- Certificate of appreciation suitable for framing
- Special recognition on a plaque in the Hutto Public Library
- A media release recognizing your contribution to your Hutto Public Library
- Recognition in the Sponsorship section of our website, with a link to your business or enterprise for 18 months

Silver Library Sponsorship \$1,000 to \$4,999

- Certificate of appreciation suitable for framing
- Recognition on a plaque in the Hutto Public Library
- Your name will be featured in the Sponsorship section of our website for 12 months

Bronze Library Sponsorship \$100 to \$999

- Certificate of appreciation suitable for framing
- Recognition on a bookshelf endcap
- Your name will be featured in the Sponsorship section of our website for up to six months