



City of Hutto

Agenda

Special Meeting- Library Advisory Board

July 6, 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** Called to order at 6:07pm by Kyle Parkinson
2. **ROLL CALL** (Present: Kyle Parkinson, James Matlock, Meli Salinas, Veronica Maxey, Kristin Phillips; Absent: Morgan Hubbard)
3. **HUTTO PUBLIC LIBRARY FRIENDS HPLF** had two members join in person (Jessica Gray and Liz Taylor) and one online (Lacey Ranson-Hudson).
4. **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 July 6, 2026. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.
5. **AGENDA ITEMS**
 - 5.1. Approve minutes from June meeting
 - 5.2. Chair comments (Morgan Hubbard)
 - 5.3. Presentation of Library Report (Kristin Phillips)
 - 5.4. Detailed overview of HPL Challenge Process Policy (Kristin Phillips)
 - 5.5. Discussion of the LAB July 28th training approved by City Council. (Kristin Phillips)
 - 5.6. Discussion of storage issues facing the Library & HPL Friends.
6. **ADJOURNMENT** 7:30 pm adjourned by Kyle Parkinson
7. **CERTIFICATION**
I certify that this notice of the July 6, 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 DATE before 5:00 P.M.



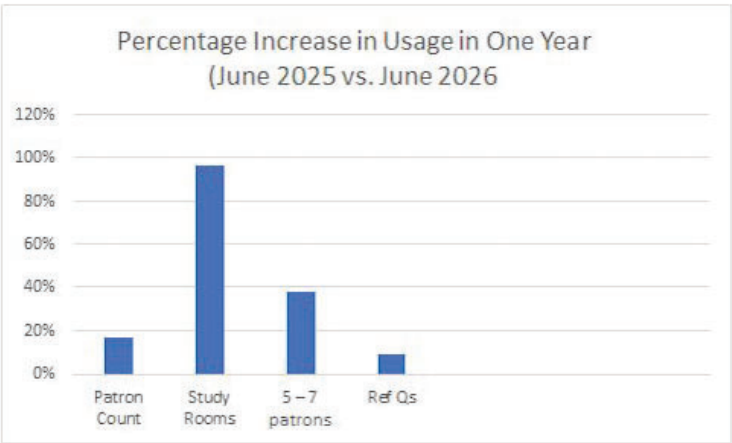
Kristin Phillips

HPLF- Fundraisers coming up- Loteria at La Michanada on July 15th from 7-9pm, Sport Night at Panera July 21, 4-8pm, Flag fundraiser (\$5 each), Sept 16th- Blind Date with a Book at Hutto Wine Bar. Recent purchases reported. Currently at 8% operating costs.

5.1- Morgan will approve June & July meeting minutes at next meeting on August 3, 2026.

5.2- Morgan was out. Moved on to 5.3.

5.3 Kristin reported on June 2025 library stats compared to June 2026 stats(see below)



The point that first jumps out from the chart is that our **study room usage leapt a whopping 97%**. This could be a powerful argument for our need for a new library that includes additional study rooms.

Our patron count has gone up 17% from this time last year. It might not look especially impressive in the chart, but in terms of community members visiting our library, that's a very meaningful jump from 4389 patrons last June to 5126 this June. That means **staff helped an additional 737 patrons this month** as compared with the same month last year—an argument for more staff/manpower of some kind, at least for the summer months.

Another staffing factor: **The number of patrons visiting the library after 5 pm jumped almost 40%**, so the workload during those hours has increased, spreading staff's energy and availability to patrons thinner.

In case you're interested, the actual numbers:

	Patron Count	Study Rooms	5 – 7 patrons	Ref Qs
Jun-25	4389	125	362	522
Jun-26	5126	246	500	569
YoY change	17%	97%	38%	9%

June Statistics

Total Visitors 5,126

Total Programs 44

Computers Booked 236

Study Room Hours 246

Volunteer Hours 110

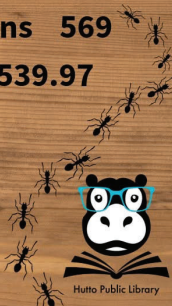
Materials Checked Out 8917

New Materials 213

Reference Questions 569

Amt Saved \$116,539.97

New Cards 324



5.4 Reconsideration (Challenge Process)

Kristin presented the most current HPL Policies & Procedures Manual in reference to collection development as well as the formal (and legal) Reconsideration Policy. LAB updated the language on #6 below. A discussion was had about any appeals brought to a LAB meeting will allow the person to have 3 minutes to discuss appeals. What LAB votes on and decides, based on what has happened thus far in the reconsideration (challenge) process, is the FINAL DECISION.

E. Reconsideration of Materials

The Hutto Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association (available in the following pages). Materials available in the Library present diverse viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to access these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

A patron (a resident of Hutto or within Hutto ISD boundaries- with a valid library card) who wishes to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Library Manager.

The following steps will be used when a patron feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

- 1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.*
- 2. The patron is required to complete and submit a reconsideration form to the Library Manager.*
- 3. The Library Manager with the Library Staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.*
- 4. Within 30 business days, the Library Manager will make a decision and send a letter to the concerned patron who requested the reconsideration, stating the reasons for the decision.*
- 5. If the patron is not satisfied with the decision, a written appeal may be submitted within 15 business days to the Library Advisory Board.*
- 6. The Library Advisory Board will plan to address the appeal within the next two meetings following the appeal submission. The individual will be notified of when and where the meeting will be held.*
- 7. The Library Advisory Board reserves the right to limit the length of public comments.*
- 8. The decision will be made by the Library Advisory Board in consultation with the Library Manager within 90 days of the date of the original reconsideration form. Once that decision is made, it is the final decision. Once validated by the process, materials shall not be eligible for further reevaluation as each challenged item has been through a rigorous review.*

Portions of Policy copyright of American Library Association: Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries

5.5- ALA has not updated the training sessions for July 28th training. An email invitation has been sent out to all LAB members.

5.6- HPLF reported the issues we are having with the storage of books to use in the ongoing Book Sale as well as for Blind Date with a Book quarterly events. We talked about reaching out to storage facilities to inquire of a discount or waiving cost of a small storage facility for this purpose.