



**CITY OF HUTCHINS
ATWELL PUBLIC LIBRARY BOARD MEETING
AGENDA**

**Tuesday, July 22, 2025 at 6:30 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Atwell Public Library Board to be held on Tuesday, July 22, 2025 at 6:30 p.m. at the Hutchins City Hall - Council Chambers located at 321 N. Main St, Hutchins, Texas, at which time the following items will be discussed and considered.

Board Members

Vice President, Jessica Sanchez
Secretary, Brenda Campbell
Board Member, Glenda Gilliam
Board Member, Cristian Martinez
Board Member, Skyla Pellum
Board Member, Angela Robertson

A. CALL TO ORDER

Roll Call

B. CITIZEN COMMENTS: *This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.*

C. PRESENTATIONS

1. Overview of library activities May 2025-July 2025 Presented by: Olivia Daniels, Librarian and Jesus Rios, Library Assistant

2. Volunteering as a Board Member. Presented by: Olivia Daniels, Librarian

D. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

3. Consider approval of the April 15, 2025, Atwell Public Library Advisory Board Meeting.

E. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

4. Discuss and consider the election of a new President, for a one-year term ending July 2026. Presented by: Olivia Daniels, Librarian
5. Discuss and consider the election of a new Vice President, for a one-year term ending July 2026. Presented by: Olivia Daniels, Librarian
6. Discuss and consider the election of a new Secretary, for a one-year term ending July 2026. Presented by: Olivia Daniels, Librarian
7. Discuss and consider management of the Community Library Bookstands. Presented by: Olivia Daniels, Librarian

F. ITEMS OF COMMUNITY INTEREST

8. Bird House To-Go, Tuesday, July 29, 2025, All Day while supplies last. - Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.
9. Back to School Event, Saturday, August 2, 2025, 12:00 p.m. - 2:30 p.m. - Campbell Park, 200 S. Denton St., Hutchins, TX 75141.

G. ADJOURNMENT

CERTIFICATION

I certify that a copy of the July 22, 2025 agenda of items to be considered by the Atwell Public Library Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on July 18, 2025 before 6:00 p.m.



Olivia Daniels
Staff Liaison

ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 24 hours in advance of scheduled meeting. For assistance, please call the library at 972-225-4711 or email the Librarian at odaniels@cityofhutchins.org.



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Overview of library activities May 2025-July 2025 Presented by: Olivia Daniels, Librarian and Jesus Rios, Library Assistant

Background Information

The Library Board has been meeting on a quarterly basis over the past year. During our last meeting, the board received quarterly updates through April 2025. At this meeting, we will review library activities from May 2025 to the present, including highlights from the Summer Reading Program and recent donations and grants received in support of the program.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends board members continue to promote the library activities to their neighbors and public.

Supporting Documentation and Attachments

Library Board July 22 2025 presentation.pdf

Atwell Public Library Advisory Board Meeting

Tuesday, July 22, 2025

Presented by: Olivia Daniels, Librarian

Agenda

- **Overview of Library Activities**
Presented by Jesus Rios
- **Volunteering as a Board Member**
Presented by Olivia Daniels
- **Community Library Schedule**
Presented by Olivia Daniels
- **Continue- Regular Agenda Items :
Elections**

Overview of Library Activities

Presented by Jesus Rios and Olivia Daniels





May is Mental Health Month.

Explore Mental Health America's 2025 Mental Health Month Action Guide at mhanational.org/may

TURN
AWARENESS >>
INTO ACTION

Section C, Item 1.

LOTERIA GAME DAY



ATWELL PUBLIC LIBRARY 2025 SUMMER READING CHALLENGE

JUNE 1ST -
JULY 16TH

Section C, Item 1.

How to Participate:

Sign up at Atwell Public Library or READsquared.

Keep track of your minutes to reach reward goals and qualify for the grand prize drawing. Every 150 or 300 minutes—get a small prize!

Read at least 300 minutes (kids)/600 minutes (teens & adults) to enter into the grand prize drawing!

Hutchins, TX Residents & Wilmer-Hutchins Students



PRIZES:



**Nintendo Switch
TV(s)
Laptop(s)
Toys & More!**

**Join us for craft
and activity days!**

**Awards and Grand
Prize drawing
Saturday, July 19th**



Atwell Public Library

300 N. Denton St.

(972) 225-4711 * atwelllibrary@cityofhutchins.org * [@atwellpubliclibrary](https://www.instagram.com/atwellpubliclibrary)



Summer Reading Kickoff & Ice Cream Bar

FRIDAY MAY 30, 2025

3PM - 6PM

500 W Hickman St., Hutchins, TX 75141

-  Free Sundae Bar
-  Little Kid Bounce House
-  Big Kid Bounce Obstacle Course
-  Airbrush Body Art



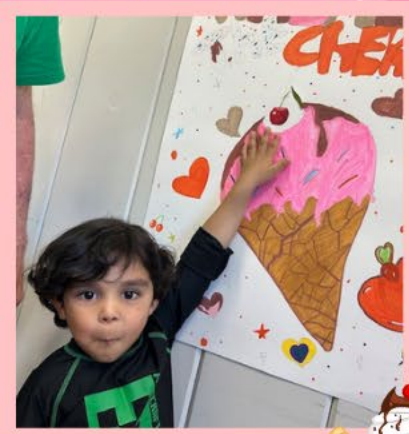
Atwell Public Library
(972) 225-4711
AtwellLibrary@cityofhutchins.org





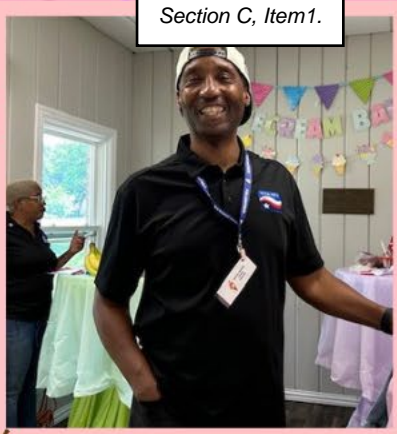
2025 SUMMER READING KICKOFF





@reallygreatsite





@reallygreatsite





QUAIL RUN POOL EVENT



Section C, Item 1.

String Art Activity



POKA AND PEANUT

PLAYTIME POEMS

DALLAS I ♥ U BOOK TOUR

with Author Alexandria Cox

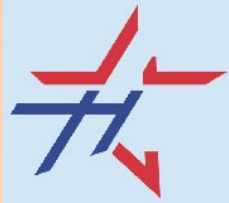
**JOIN US FOR STORYTIME FUN,
THEN MAKE YOUR OWN POEM & BOOKMARK
TO TAKE HOME!**

<p>2PM JUNE 9TH Arlington Park Recreation Center 1505 Record Crossing, Dallas, TX 75235</p>	<p>2PM JUNE 12TH Atwell Public Library 300 N Denton St. Hutchins, TX 75141</p>	<p>10:30AM JUNE 13TH MLK Library 2922 Martin Luther King Jr Blvd, Dallas, TX 75215</p>
<p>3PM JUNE 11TH YMCA SOUTH 2500 Romine Ave, Dallas, TX 75215</p>	<p>10AM JUNE 17TH Girls Inc. (Private Event)</p>	<p>11AM JUNE 24TH For Oak Cliff 907 E Ledbetter Dr, Dallas, TX 75216</p>
<p>2PM JULY 2ND Desoto Library 211 E Pleasant Run Rd Ste C, DeSoto, TX 75115</p>	<p>1ST 15 BOOKS FREE</p>	



Storytime with Ms. Poka





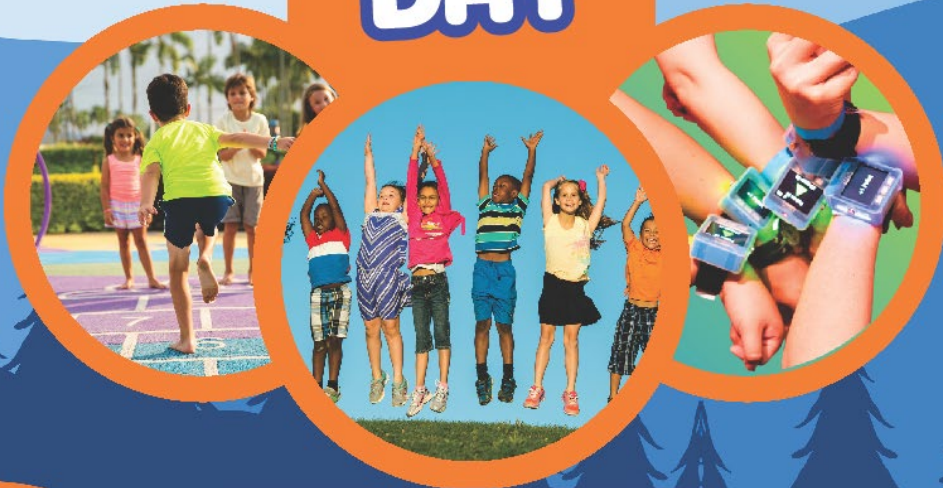
ATWELL PUBLIC LIBRARY

KIDS FIELD DAY

@CAMPBELL PARK-
200 S. DENTON ST.

THURS.
JUNE 26,
2025

11:00 AM-
2:00PM



ATMOS energy.

H-E-B

Helping Here

- Sack Race, Axe Throwing, Hoops, Water Balloon Toss (11AM-12PM)
- Lunch- Jason's Deli (12-12:30 PM)
- Z-Tag Digital Games (1PM-2PM)



Section C, Item 1.



START



7/22/2025



Field Day



START



7/22/2025



Section C, Item 1.



START



7/22/2025

@ATWELLPUBLICLIBRARY



SCIENCE IN ACTION



TUESDAY, JULY 15, 2025
2:30 PM - 4:00 PM
ATWELL PUBLIC LIBRARY
300 N. DENTON ST.

Join us for this
interactive science show
& experiment demo!

@ATWELLPUBLICLIBRARY



CIENCIA EN ACCIÓN

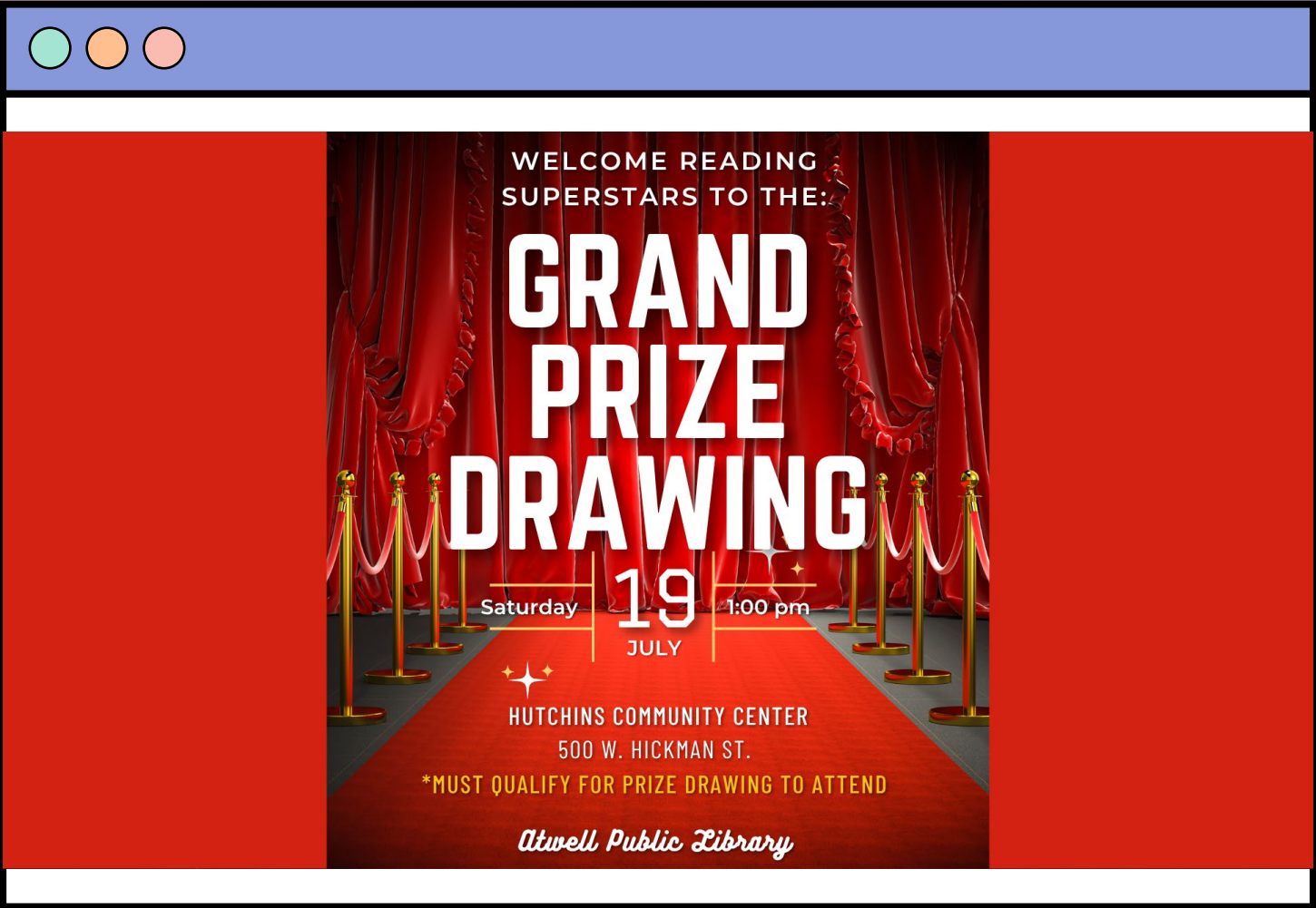


MARTES, 15 DE JULIO DE 2025
2:30 PM - 4:00 PM
BIBLIOTECA ATWELL
300 N. DENTON ST.

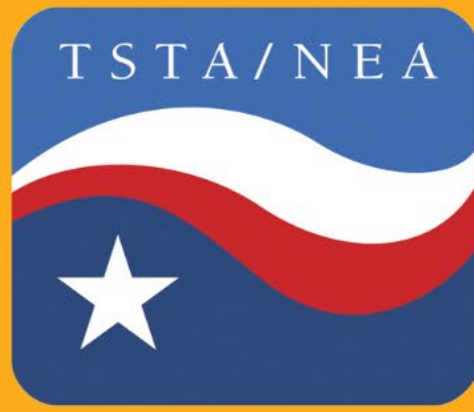
¡Acompáñenos en este
espectáculo científico
interactivo y demostración
de experimentos!

Section C, Item 1.

- Overview of Event**
- Participation**
- Prizes Given**
- Sponsors**



START



Helping Here.

Grants and Donations

- ATMOS ENERGY DONATION- SUMMER READING PROGRAM
- NEW PARTNERSHIP WITH HUTCHINS POLICE ACADEMY ALUMNI ASSOC. (HPAAA)
- HEB SUMMER AT THE LIBRARY GRANT- SUMMER READING PROGRAM
- TEXAS BOOK FESTIVAL LIBRARY GRANT- FOR BOOK COLLECTION
- TSLAC – REIMBURSEMENT GRANT – ILL SHIPPING COSTS

Volunteering as a Board Member

Presented by: Olivia Daniels, Librarian

Why it's important:

The Library Board's volunteer efforts are essential to the success of our library programs and services, and we sincerely appreciate the time and dedication each member contributes.

As representatives of the Library, it is important to reflect our values of **respect, inclusivity, and partnership** in every interaction.

Takeaways:

- Be mindful when interacting with people of all ages and backgrounds—**create a welcoming environment for everyone.**
- **Wear your Board shirt** at events when possible; if not, choose neutral attire without other organization logos or adult-themed branding.
- **Speak positively** about those who support our programs.

Community Library Schedule

Section C, Item 1.



START



7/22/2025

25

22

Help with Community Library Bookstands

The library relies on the board members to help restock the library bookstands biweekly.

It has been increasingly difficult to regularly send out emails with follow-up calls to coordinate pick up of books for community library—due to more

The board members get an annual schedule for restocking bookstands.

Discuss and consider the board members **either following the schedule independently or:**

Asking the Secretary to send out reminder notices biweekly to fellow board members.

Thank you

- Olivia Daniels, Librarian
- odaniels@cityofhutchins.org
- odaniels@cityofhutchinstx.gov
- @atwellpubliclibrary
(Instagram & Facebook)
- Cityofhutchins.org/library



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Volunteering as a Board Member. Presented by: Olivia Daniels, Librarian

Background Information

The Library Board’s volunteer efforts are essential to the success of our library programs and services, and we sincerely appreciate the time and dedication each member contributes. As board members, it is important to represent the library in a way that reflects our values of respect, inclusivity, and partnership.

When working with the public—whether with youth, older adults, or diverse community groups—Board members are encouraged to be mindful of their language and actions to ensure a welcoming, positive environment for all.

Additionally, when attending Library events, Board members are asked to wear their official Board shirts when possible. If not available, attire should be neutral and avoid displaying logos from other organizations or any adult-themed branding.

Lastly, we rely heavily on the support of sponsors, volunteers, and community partners. It is essential to maintain a positive attitude toward these groups, especially while they are actively assisting with Library programs or events.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends board members to continue volunteering and representing the library while being positive and inclusive to our community as well as partners.

Supporting Documentation and Attachments



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Discuss and consider approval of the April 15, 2025, Atwell Public Library Advisory Board Meeting.

Background Information

Library board meeting minutes for the month of April 2025:
- April 15, 2025 Regular Atwell Public Library Board Advisory Meeting.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approval of the library board meeting minutes for the month of April 2025.

Supporting Documentation and Attachments

1. Library Board Minutes April 15, 2025.



Hutchins City Hall
321 N. Main Street
Hutchins, TX 75141
www.cityofhutchins.org

Vice President Jessica Sanchez
Secretary Brenda
Secretary Brenda Campbell
Board Member Glenda Gilliam
Board Member Yvette Lewis
Board Member Jessica Sanchez

**MINUTES
CITY OF HUTCHINS
ATWELL PUBLIC LIBRARY ADVISORY BOARD MEETING
Tuesday, April 15, 2024– 6:30 PM
City Hall- 321 N. Main Street**

The Atwell Public Library Advisory Board met at the Hutchins City Hall- Council Chamber located at 321 N. Main St., Hutchins, Texas, on Tuesday, April 15, 2024, with the Regular Library board meeting beginning at 6:30 p.m. at which time the following items were discussed and considered:

REGULAR SESSION:

A. CALL TO ORDER: Vice President Sanchez called the meeting to order at 6:39 p.m.

1. Roll Call: Board Members in attendance: Vice President Jessica Sanchez, Secretary Brenda Campbell, Board Member Glenda Gilliam, Board Member Skyla Pllum, and Board Member Angela Robertson. Board Member Cristian Martinez arrived late.

B. CITIZEN COMMENTS: None.

C. PRESENTATIONS

**1. Introduction of new board member.
Presented by Olivia Daniels, Librarian**

Librarian Olivia Daniels introduced the new board member, Skyla Pllum.

**2. Overview of library activities.
Presented by Olivia Daniels, Librarian**

Librarian Olivia Daniels reviewed the library’s activities from February to April 2025 including the 2025 Black History Month event, the February Wintergreen Terrace Valentine’s Day outreach event, Spring Break activities, National Library week activities, and collaboration with the Keep Hutchins Beautiful- Peach Tree Arbor day. The library also was recipient of the 2024 TMLDA Achievement of Excellence in Libraries Award for the third consecutive year.

**3. 2025 Summer Reading Program overview
Presented by Jesus Rios, Library Assistant**

Library Assistant Jesus Rios updated the board on the Summer Reading Kickoff in May, the overview of Summer Reading program, expansion of the small prize giveaway, and pending sponsorship and donations for the grand prizes.

D. CONSENT AGENDA – *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

1. Consider approval of the October 15, 2024, Atwell Public Library Advisory Board Meeting minutes.

Board Member Robertson made the motion seconded by Secretary Campbell to approve the Consent Agenda with revisions. Revisions included to correct the position of Jessica Sanchez as Vice President and correct Board Member Angela Robertson’s name on the roster and roll call. All in favor, the motion carried unanimously 5-0.

E. REGULAR AGENDA

None.

F. ITEMS OF COMMUNITY INTEREST

Vice President Sanchez announced the items of community interest.

G. ADJOURNMENT

Secretary Campbell made the motion seconded by Board Member Robertson to adjourn the meeting at 7:22 p.m. All in favor, the motion carried unanimously 5-0.

**PASSED AND APPROVED BY THE ATWELL PUBLIC LIBRARY ADVISORY BOARD
AT A REGULAR MEETING HELD ON JULY 22, 2025.**

APPROVED:

Jessica Sanchez, Vice President

ATTEST:

Brenda Campbell, Secretary



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Discuss and consider the election of a new President, for a one-year term ending July 2026. Presented by: Olivia Daniels, Librarian

Background Information

The Atwell Public Library Advisory board will elect a new President according to the following ordinance:

City of Hutchins- Code of Ordinances- Library Board- Sec. 1.12.034

Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the library board elect a President from the board members present.

Supporting Documentation and Attachments

N/A



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Discuss and consider the election of a new Secretary, for a one-year term ending July 2026. Presented by: Olivia Daniels, Librarian

Background Information

The Atwell Public Library Advisory board will elect a new Secretary according to the following ordinance:

City of Hutchins- Code of Ordinances- Library Board- Sec. 1.12.034

Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the library board elect a Secretary from the board members present.

Supporting Documentation and Attachments

N/A



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Discuss and consider the election of a new Secretary President, for a one-year term ending July 2026. Presented by: Olivia Daniels, Librarian

Background Information

The Atwell Public Library Advisory board will elect a new Secretary according to the following ordinance:

City of Hutchins- Code of Ordinances- Library Board- Sec. 1.12.034

Library board officers shall be president, vice president and secretary, to be elected for one-year terms by the membership of the board at its first meeting after appointment by the city council.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends the library board elect a Secretary from the board members present.

Supporting Documentation and Attachments

N/A



STAFF REPORT

MEETING DATE:	July 22, 2025
MEETING TYPE:	Atwell Public Library Advisory Board
SUBMITTED BY:	Olivia Daniels, Librarian
AGENDA CAPTION:	Discuss and consider management of the Community Library Bookstands. Presented by: Olivia Daniels, Librarian

Background Information

Since the launch of the Community Library bookstands, restocking has been managed primarily by library staff. Staff and volunteers have been responsible for assembling book bundles, and biweekly reminders have been sent to board members to coordinate pickups.

Recently, the process has become increasingly difficult to manage due to time constraints and competing library priorities. In several instances, follow-up calls have been necessary when scheduled pickups were missed. At this meeting, we will discuss options to streamline this process based on the existing rotation schedule.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends board members use the annual schedule to coordinate pickup and distribution of books for the Community Library.

Supporting Documentation and Attachments