



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

**Tuesday, May 21, 2024 at 6:30 PM**  
**Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141**

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, May 21, 2024 at 6:30 p.m. at the Atwell Public Library located at 300 N. Denton St, Hutchins, Texas, at which time the following items will be discussed and considered.

**Board Members**

President, Cristian Martinez  
Vice President, Angela Robertson  
Secretary, Brenda Campbell  
Board Member, Patrice Brown  
Board Member, Yvette Lewis  
Board Member, Jessica Sanchez

**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. Presented by Olivia Daniels, Librarian
2. Official Summer Reading Kickoff. Presented by Olivia Daniels, Librarian
3. Literacy Initiative Sponsorship. Presented by Olivia Daniels
4. 2024 Summer Reading Challenge. Presented by Jesus Rios, Library Assistant.
5. New eBook and audiobook app. 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.*

6. Consider approval of the February 20, 2024 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.*

**F. ITEMS OF COMMUNITY INTEREST**

7. Official Summer Reading Kickoff, Friday, May 31, 2024 from 1:00 p.m.-4:00 p.m., - Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.
8. Summer Reading Challenge, June 1-July 24, 2024. All ages welcome. -Atwell Public Library, 300 N. Denton. St., Hutchins, TX 75141.
9. Atwell Public Library Advisory Board meeting, Tuesday, June 18, 2024 at 6:30 p.m., - City Hall - Council Chambers, 321 N. Main St., Hutchins, TX 75141.

**G. ADJOURNMENT**

**CERTIFICATION**

I certify that a copy of the May 21, 2024 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](http://www.cityofhutchins.org), in accordance with Chapter 551 of the Texas Government Code. Posted on May 17, 2024 before 6:00 p.m.

*Olivia Daniels*

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 librarian at 972-225-4711 or email the librarian at [AtwellLibrary@cityofhutchins.org](mailto:AtwellLibrary@cityofhutchins.org)



# STAFF REPORT

---

<b>MEETING DATE:</b>	May 21, 2024
<b>MEETING TYPE:</b>	Atwell Public Library Advisory Board
<b>SUBMITTED BY:</b>	Olivia Daniels, Librarian
<b>AGENDA CAPTION:</b>	Overview of Library activities.

---

## **Background Information**

Staff will review library activities including the Solar Eclipse Watch Party with attendance from the Texas State Teachers Association under the supervision of Ms. Barbara Warren, TSTA ARPA Coordinator. Other activities include Career Day at Wilmer-Hutchins Elementary School, Marigold’s Florist “Kids Build a Bouquet for Mom”, and a Half Price Books donation for the community library bookstands.

## **Budget Implications**

N/A

## **Operational Impact**

N/A

## **Legal Review**

N/A

## **Staff Recommendation**

Staff recommends board members promoting the library activities.

## **Supporting Documentation and Attachments**

Library Board Presentation May 2024.pptx

# ATWELL PUBLIC LIBRARY ADVISORY BOARD MEETING

TUESDAY, MAY 21, 2024  
6:30 PM



# AGENDA

- Overview of library activities
- Official Library kickoff
- Atmos Energy Sponsorship
- 2024 Summer Reading Challenge
- New eBook app

# OVERVIEW OF PAST LIBRARY ACTIVITIES

MARCH 2024 - MAY 2024

PRESENTED BY  
OLIVIA DANIELS, LIBRARIAN







Section C, Item 1.



MONDAY, APRIL 8TH

*Solar Eclipse Watch Party*

12:30PM- 2:00PM  
ATWELL PUBLIC LIBRARY











125 glasses/participants - Eclipse Day- April 9, 2024.

550 Eclipse glasses given out since mid-March.

TSTA/NEA and library board members - Cristian Martinez, Angela Robertson, & Jessica Sanchez in attendance.





# BABY & TODDLER STORY TIME

Patrons requested to continue story time  
monthly, after 4:45 PM.



# HALF PRICE BOOKS DONATION

May 1, 2024.

39 boxes donated for Community Library bookstands.

Approximately 2,500 books.





MARIGOLD'S  
— FLORIST —

# Kids Build a Mother's Day Bouquet

May 2, 2024

4PM-5PM

Section C, Item 1.







Section C, Item 1.



Thank you Miriam of Marigold's Florist for donating time and materials.



# CAREER DAY

At Wilmer-Hutchins Elementary School

Friday, May 10, 2024

# WHES Student Ambassadors

# Mr. Ortega, WHES Principal

Section C, Item 1.



Presentations for 10 Classes – grades Pre-K through 1<sup>st</sup> Grade



# LIBRARY SUMMER READING KICKOFF

PRESENTED BY  
OLIVIA DANIELS, LIBRARIAN



**2024 SUMMER READING KICKOFF**  
**FRIDAY, MAY 31**  
**ATWELL PUBLIC LIBRARY**

- Sign up for Summer Reading Challenge
- Free S'mores with Hutchins Fire Dept.
- Elotes truck and Sausage on a stick
- Touch-a-Truck with Hutchins Police Dept., Hutchins Fire, and Atmos vehicles
- Axe throwing, Basketball hoops, and camp craft necklace

**ATWELL PUBLIC LIBRARY**

**2024 SUMMER READING KICKOFF**

**ADVENTURE**  
— BEGINS AT —  
**YOUR LIBRARY.**

**TOUCH - A - TRUCK:**  
HUTCHINS POLICE,  
HUTCHINS FIRE,  
ATMOS ENERGY

**FRIDAY, MAY 31**  
1PM - 4PM  
300 N. DENTON ST.

**SIGN UP FOR THE 2024  
SUMMER READING CHALLENGE!**

**FREE: S'MORES-ELOTES-SAUSAGE ON A STICK -  
MUSIC-BASKETBALL-AXE THROWING-CAMP CRAFT**

SPONSORED BY:

**ATMOS**  
energy

**DTS**  
DETERMINE TO STAND

**ATWELL PUBLIC LIBRARY**  
(972) 225-4711  
ATWELLLIBRARY@CITYOFHUTCHINS.ORG



# CALL FOR VOLUNTEERS

We need volunteers for the Summer Reading Kickoff at the library on Friday, May 31, 2024.

**ATMOS  
ENERGY  
SPONSORSHIP**

MAY-DECEMBER 2024

PRESENTED BY  
OLIVIA DANIELS, LIBRARIAN



# LITERACY PROGRAM SPONSORSHIP INITIATIVE

Donation to Determine to Stand, outreach organization, lead by Dr. Myshell Kyser.



Determine to Stand

Atmos Energy literacy program initiative to sponsor:

- Summer Reading Kickoff – May 31.
- Summer reading challenge- Grand Prizes.
- STEM to-go kits, Senior Memory kits
- Fall Festival – library book totes
- Christmas Parade – handouts and car decorations.



# 2024 SUMMER READING CHALLENGE

PRESENTED BY JESUS RIOS, LIBRARY ASSISTANT



# 2024 SUMMER READING CHALLENGE RULES – KIDS

ATWELL PUBLIC LIBRARY



	Must be a Hutchins resident or a Wilmer-Hutchins student to register and receive a summer reading log and/or sign up in READsquared.
	Register as a family, kid (ages 5-12), teen (ages 13-17), or individual adult (ages 18+).
	Participants will have until July 24th to sign up and complete the challenge.
	<ul style="list-style-type: none"> <li>Kids &amp; Families have to read a minimum of 300 min to qualify for the Award Ceremony Drawing</li> <li>**bonus points can also be acquired when using READsquared</li> </ul>
	After reading 150 mins., choose 1 small prize. All readers can earn a max of 4 small prizes for each 150 min read.
	Completing 300 mins. gives the reader 1 Grand Prize Drawing Ticket! Readers are eligible to enter up to 2 Drawing Tickets (600 min of reading).
	Top readers (overall most minutes logged) for kids, teens, and adults will be rewarded the first prize pick.
	The Grand Prize Drawing will be held on Saturday July 27th, 2024 ! The drawing will be done randomly, with the winner <b>REQUIRED</b> to be present in order to choose a prize.



ADVENTURE  
— BEGINS AT —  
YOUR LIBRARY.



## Summer Reading Challenge

- Change of rules to fit integration with ReadSquared app.
- Minimum 300 minutes read for kids, 600 minutes for teens/adults to enter Grand Prize drawing.

2024 SUMMER READING CHALLENGE RULES – TEENS & ADULTS  
ATWELL PUBLIC LIBRARY

	Must be a Hutchins resident or a Wilmer-Hutchins student to register and receive a summer reading log and/or sign up in READsquared.
	Register as a family, kid (ages 5-12), teen (ages 13-17), or individual adult (ages 18+).
	Participants will have until July 24th to sign up and complete the challenge.
	<ul style="list-style-type: none"> <li>Teens &amp; Adults have to read a minimum of 600 min to qualify for the Award Ceremony Drawing</li> <li>**bonus points can also be acquired when using READsquared</li> </ul>
	After reading 300 mins., choose 1 small prize. All readers can earn a max of 4 small prizes for each 300 min read.
	Completing 600 mins. gives the reader 1 Grand Prize Drawing Ticket! Readers are eligible to enter up to 2 Drawing Tickets (1200 min of reading).
	Top readers (overall most minutes logged) for kids, teens, and adults will be rewarded the first prize pick.
	The Grand Prize Drawing will be held on Saturday July 27th, 2024 ! The drawing will be done randomly, with the winner <b>REQUIRED</b> to be present in order to choose a prize.

ADVENTURE  
— BEGINS AT —  
YOUR LIBRARY.



# June 2024 Atwell Public Library

# JUNE LIBRARY ACTIVITY CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Summer Reading Challenge (ALL AGES):</b> Read 150 or 300 minutes - depending on age - to get a small prize. Complete 300 or 600 minutes to enter in the Grand Prize Drawing.						
2 Closed	3 Open Daily 9-6	4 <b>Color Your Own Bages To Go Craft ALL DAY</b>	5 Open Daily 9-6	6 <b>Community Adventure Activity 2:30 PM</b>	7 Open Daily 9-6	8 Closed
9 Closed	10 Open Daily 9-6	11 <b>Campfire Craft - To Go Kit ALL DAY</b>	12 Open Daily 9-6	13 Adventure Selfie Activity 2:30 PM	14 Open Daily 9-6	15 Closed
16 <i>Happy Father's Day!</i> Closed	17 Open Daily 9-6	18 <b>Design Your Plane 2:30 P.M.</b>	19 <b>Juneteenth LIBRARY CLOSED</b>	20 <b>Boat - To Go Craft ALL DAY</b>	21 Open Daily 9-6	22 <b>ADVENTURE BEGINS AT YOUR LIBRARY.</b> Closed
23 Closed	24 Open Daily 9-6	25 <b>Bird Watching Activity 2:30 PM</b>	26 Open Daily 9-6	27 Brain Teasers Activity 2:30 PM	28 Open Daily 9-6	29 Closed
<b>Take Home Days: June 4th, 11th, &amp; 20th. Pick Up All day , while supplies last.</b> <b>Board Meeting - Tues. June 18 - 6:30PM- City Hall- Council Chambers</b> <b>Community Adventure Activity- Thur. June 6- 2:30 PM</b> <b>Adventure Selfie Activity - Thur. June 13- 2:30 PM</b>						

Address: 300 N. Denton St. Hutchins, TX 75141  
 Phone: 972-225-4711

Instagram: @atwellpubliclibrary  
 Email: AtwellLibrary@cityofhutchins.org



# NEW LIBRARY EBOOK APP

PRESENTED BY OLIVIA  
DANIELS, LIBRARIAN

# TRANSITION TO NEW APP

- May-August 2024 - Transition Process
  - August- September 2024- Training & Testing
  - October 2024- New app goes live!
- 
- Features of new app:
    - Added Patron features
    - Option to pause holds
    - Wishlist feature
    - Web reader
    - Kindle Fire compatibility
    - Added library administration features
    - More usage data will be available
    - Easier options to curate content and feature titles
    - Patron engagement - badges, challenges, reading programs





# THANK YOU

Olivia Daniels, Librarian

972-225-4711

[Odaniels@cityofhutchins.org](mailto:Odaniels@cityofhutchins.org)

[Cityofhutchins.org/library](http://Cityofhutchins.org/library)



# STAFF REPORT

**MEETING DATE:** May 21, 2024

**MEETING TYPE:** Atwell Public Library Advisory Board

**SUBMITTED BY:** Olivia Daniels, Librarian

**AGENDA CAPTION:** Official Library Summer Reading Kickoff

### **Background Information**

The official summer reading kickoff is Friday, May 31, 2024 from 1:00 PM-4:00PM at the library, 300 N. Denton St., and patrons will have the opportunity to sign up with the summer reading challenge. With sponsorship this year, we will have two food truck vendors, outdoor games, Hutchins Fire, Hutchins Police, and Atmos Energy for a “touch-a-truck” event, and DJ for entertainment.

### **Budget Implications**

\$2,700 approximately, donation funded by Determined to Stand.

### **Operational Impact**

N/A

### **Legal Review**

N/A

### **Staff Recommendation**

Staff recommends board members promoting library kickoff.

### **Supporting Documentation and Attachments**

Library Board Presentation May 2024.pptx



# STAFF REPORT

**MEETING DATE:** May 21, 2024

**MEETING TYPE:** Atwell Public Library Advisory Board

**SUBMITTED BY:** Olivia Daniels, Librarian

**AGENDA CAPTION:** Literacy initiative sponsorship

### **Background Information**

Atmos Energy has donated funds to the outreach ministry, Determine to Stand, who in turn has donated funds to Atwell Public Library for literacy initiatives for the remainder of the calendar year. These funds will be used for the Summer Reading Kickoff, Summer Reading Challenge grand prizes, books, Stay Sharp to-go bags, STEM to-go bags, Fall Festival book bags, Christmas Parade giveaways and

### **Budget Implications**

\$7,600 donated by Determine to Stand.

### **Operational Impact**

N/A

### **Legal Review**

N/A

### **Staff Recommendation**

Staff recommends board members promoting library kickoff.

### **Supporting Documentation and Attachments**

Library Board Presentation May 2024.pptx





# STAFF REPORT

---

<b>MEETING DATE:</b>	May 21, 2024
<b>MEETING TYPE:</b>	Atwell Public Library Advisory Board
<b>SUBMITTED BY:</b>	Jesus Rios, Library Assistant
<b>AGENDA CAPTION:</b>	2024 Summer Reading Challenge

---

## **Background Information**

Staff will give an overview of the Summer Reading Challenge rules for both children and adults, as well as information about planned summer activities, and grand prize drawing date.

## **Budget Implications**

N/A

## **Operational Impact**

N/A

## **Legal Review**

N/A

## **Staff Recommendation**

Staff recommends board members join and promote the Summer Reading Challenge.

## **Supporting Documentation and Attachments**

Library Board Presentation May 2024.pptx



# STAFF REPORT

---

<b>MEETING DATE:</b>	May 21, 2024
<b>MEETING TYPE:</b>	Atwell Public Library Advisory Board
<b>SUBMITTED BY:</b>	Olivia Daniels, Librarian
<b>AGENDA CAPTION:</b>	New eBook and audiobook app

---

### **Background Information**

Staff will announce the transition to the new eBook app provided by the Texas State Library Archive & Commission funding by this Fall 2024.

### **Budget Implications**

N/A

### **Operational Impact**

N/A

### **Legal Review**

N/A

### **Staff Recommendation**

Staff recommends board members use and promote the new library eBook and audiobook app.

### **Supporting Documentation and Attachments**

Library Board Presentation May 2024.pptx



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

**Tuesday, February 20, 2024 at 6:30 PM  
Hutchins Community Center, 500 W. Hickman St.**

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, February 20, 2024 at 6:30 p.m. at the Hutchins Community Center located at 500 W. Hickman St, Hutchins, Texas, at which time the following items will be discussed and considered.

**Board Members**

- President, Cristian Martinez
- Vice President, Angela Robertson
- Secretary, Brenda Campbell
- Board Member, Yvette Lewis
- Board Member, Jessica Sanchez
- Board Member, Vacant

**A. CALL TO ORDER :** President Cristian Martinez called the meeting to order at 6:35 p.m.

*Roll Call :* President Cristian Martinez, Vice President Angela Robertson, Secretary Breanda Campbell, Board Member Yvette Lewis, and Board Member Jessica Sanchez, all present.

**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 grants and programs.**

Olivia Daniels, Librarian gave a presentation on the grants awarded to the library including the A.R.T. Resources program – A.R.T Library Program for free contemporary art books, Space Science Institute’s solar eclipse glasses, ALA Thinking Money for Kids program, and Atmos Energy sponsorship. Ms. Daniels also reviewed current programs and services including ReadSquared reading challenges- 1,000 Books Before Kindergarten and the Smokey Bear Reading Challenge.

**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.*

**2. Consider approval of the October 17, 2023 Atwell Public Library Advisory Board Meeting.**

President Martinez made the motion seconded by Vice President Robertson to approve the Consent Agenda as presented. All in favor, the motion was carried unanimously 5-0.

**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.**

**3. Discuss and consider recommendations for a new recreation center and library building.**

Board members discussed and considered improvements to a future library building based on the current library building. Some suggestions included, study and meeting rooms, a computer lab, distinct sections with unique furniture, signage, and décor, comfortable reading areas, as well as a game room, exhibit area, baby/toddler section, and more specialized volunteers or employees.

**4. Discuss and consider library board soliciting or providing sponsorship for the Top Readers prizes for the 2024 Summer Reading Challenge.**

Board members discussed and considered different ideas to improve or change the Top Readers prizes for the Summer Reading Challenge. President Martinez voted to remove a separate prize of monetary value for the Top Readers, but only to give recognition publicly. All in favor, the motion was carried unanimously 5-0.

**5. Discuss and consider patron survey on library services and hours.**

This agenda item was tabled from library board meeting October 17, 2023, and the board discussed and considered issuing a new patron survey on library services and hours. President Martinez voted to issue a new survey after an increase in city population. All in favor, the motion was carried unanimously 5-0.

**F. ITEMS OF COMMUNITY INTEREST**

President Cristian Martinez announce the items of community interest.

**G. ADJOURNMENT**

President Cristian Martinez made the motion seconded by Vice President Angela Robertson to adjourn the meeting at 7:49 p.m. All in favor, the motion was carried unanimously 5-0.

**PASSED AND APPROVED BY THE ATWELL PUBLIC LIBRARY ADVISORY BOARD AT A REGULAR MEETING HELD ON MARCH 19, 2024.**

APPROVED:

\_\_\_\_\_  
Cristian Martinez  
President

ATTEST:

---

Brenda Campbell  
Secretary



# STAFF REPORT

<b>MEETING DATE:</b>	May 21, 2024
<b>MEETING TYPE:</b>	Atwell Public Library Advisory Board
<b>SUBMITTED BY:</b>	Olivia Daniels, Librarian
<b>AGENDA CAPTION:</b>	Consider approval of the February 20, 2024 Atwell Public Library Advisory Board Meeting .

### **Background Information**

Library board meeting minutes for the month of February 2024:  
- February 20, 2024 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 February 2024.

### **Supporting Documentation and Attachments**

1. Library Board Minutes February 20, 2024.