

LIBRARY BOARD

MEETING AGENDA

MAY 21, 2025, 6:45 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVAR STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

CITIZENS COMMENTS

This is an opportunity for citizens to address the Board on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Board with regard to matters on the agenda will be received at the time the item is considered. The Board is not allowed to converse, deliberate or take action on any matter presented during citizen input.

LIBRARIAN'S REPORT

- [1.](#) Librarian's Report

CONSENT AGENDA

All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Board member to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.

- [2.](#) Consideration and possible action on library board minutes from 4/23/25.

ACTION ITEMS

- [3.](#) Consideration and possible action on adopting a new notary service policy.
- [4.](#) Consideration and possible action on adopting a new library study room policy.
- [5.](#) Consideration and possible action on updating the library's collection development and reconsideration policies.

FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chair and Board members to bring forward items they wish to discuss at a future meeting, A Board member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject

on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Board or at the call of the Chair.

INFORMATIONAL ITEMS

Information Items are for informational purposes only. No action may be taken on items listed under this portion of the agenda.

ADJOURN

NOTE: The Board reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at the Library that is readily accessible to the general public at all times and was posted on the City of Sanger website on May 18, 2025, at 11:00 AM.

_____/s/ Laura Klenke
Laura Klenke, Librarian

The Library is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.



LIBRARY BOARD COMMUNICATION

DATE: May 21, 2025

FROM: Laura Klenke, Library Director

AGENDA ITEM: Librarian's Report

SUMMARY:

General News

Posted a temporary library assistant position in early April. It is still not filled we will need to reopen the job post this week.

April and May events went well. Storm chasers program was a hit! A children's storm chaser program is scheduled for later this summer. Book Bricks continue to be a hit. We're looking to offer it as a quarterly program. Salsa dancing was also a hit! We're looking to bring Salsa Jo back for Hispanic heritage month.

In May we hosted a derby hat program to celebrate the Kentucky derby. It was well attended. Kids can cook program celebrated AAPI month, we cooked two Korean dishes – Mandu and Japchae. We used round tables this time and the format worked very well.

Summer Reading Kick-off is May 31st with the Ramazini's two man circus at 10:00 AM.

We're still putting the finishing touches on Summer Reading Program. Lots of activities for all ages. June calendar is out.

April 2025 Monthly Statistics:

- 2,416 physical items were checked out.
- 505 digital items were checked out.
- 24 total number of programs. 618 total monthly program attendance.
- 33 new cardholders, 25 reactivated library cards for a total of 3,602.
- 2,481 visits to the library.
- 64 reference questions.
- 54 Computer questions.

FISCAL INFORMATION:

Budgeted: YES/NO

Amount: \$0.00

GL Account: XXX.XX.XXXX

RECOMMENDED MOTION OR ACTION:

N/A

ATTACHMENTS:

N/A

LIBRARY BOARD MEETING MINUTES

APRIL 23, 2025, 6:45 PM

LIBRARY BOARD REGULAR MEETING

LIBRARY BUILDING - 501 BOLIVAR STREET, SANGER, TEXAS



CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

There being a quorum Board Member, Chair, Place 1, Alex Lynn called the meeting to order at 6:57pm.

BOARD MEMBERS PRESENT

Board Member, Chair, Place 1, Alex Lynn
Board Member, Place 2 Sally Amendola
Board Member, Place 3 Sherri Wood
Board Member, Place 5 Erica Kaufman

BOARD MEMBERS ABSENT

Board Member, Place 4 Libby Dorn

STAFF MEMBERS PRESENT

Laura Klenke, Library Director

CITIZENS COMMENTS

No one addressed the Board.

LIBRARIAN'S REPORT

Librarian's Report

1. Librarian Klenke provided an overview of the report.

Continued discussion on children's behavior. Library Behavior Policy was approved by City Council. Website, reflects such, and is posted around the library. Two kids given warnings and one kid removed, no longer welcome at the library.

Ramping up for summer, so far ahead of the game, working on July calendar.

Cryptography class for homeschools was a hit, will do again in the summer.

CONSENT AGENDA

1. Consideration and possible action on library board minutes from 12/3/24.

Motion to approve December minutes made by Board Member Wood, seconded by Board Member Kaufman.

Voting Yea: Board member Lynn. The motion passes.

ACTION ITEMS

2. Overview and Discussion of library policies and possible action considering the timeline of possible revisions and future needs.

Discussion ensued about policies we don't already have on the books. Guidelines for displays and programming and events.

Discussion ensued about the "Period Party" and how successful it was and the possibility of doing it in the Fall.

Discussion ensued on offering Notary service, policy needs to be in place to clearly address that would be notarized and what would not be notarized. Library fee schedule will be updated to reflect the possibility of adopting such a service next fiscal year with board and council policy approval.

3. Consideration and possible action on adopting a new library study room policy.

Discussion ensued regarding how our study room policy is to be used and how it is a privilege, not a right to use it. Policy will ensure that the room can be utilized fairly to support quiet study, collaborative work, and academic or professional research.

4. Consideration and possible action on updating the library's collection development and reconsideration policies.

Discussion ensued to have guidelines in place for everything, that way everything is in writing and nothing can be misconstrued.

Discussion ensued regarding wording in Selection Aids, whether the items needed to be bulleted or left as list.

Discussion continued on Purchase Requests defining how the policy will address purchasing for those specific titles or subjects that may be in high demand or is in high social value.

Discussion ensued on our Gift/Donation Policy whether those sections need to be cleaned up as they may be outdated and whether they need to remain as their own separate policy or be included in this policy.

Discussion continued on Collection Maintenance and how the policy should clearly state that maintenance of the collection is an ongoing process, which suits the needs of its users and potential users.

Discussion continued about unsolicited works by local authors, policy/procedure on how to handle things. Suggested statement - We don't typically consider it, unless it's nationally recognized.

Discussion ensued on Requests for Reconsiderations portion of the policy. Patron criteria was discussed, to limit requests from outside of our community (out of state, county, etc.)

Discussion ensued regarding request for reconsideration form of library materials and what that request form(s) should look like. After reviewing the steps in the process, board member Kaufman suggested creating a buffer between some of the steps to help lessen the burden on staff other than the director or designated person to have all of the answers and to avoid incomplete patron complaints that are hurried and rushed.

FUTURE AGENDA ITEMS

1. Discussion regarding our Updated Collection Development Policy and Reconsideration Policies.
2. Discussion to be held to address program policy to assist with partnership relationships.

INFORMATIONAL ITEMS

Information Items are for informational purposes only. No action may be taken on items listed under this portion of the agenda.

5. Texas Public Libraries Annual Report for Fiscal Year 2024

ADJOURN

There being no further business, Board Member Wood adjourned the meeting at 8:35pm.

Sanger Public Library Notary Service Policy

Purpose

The Sanger Public Library provides basic notary public services by appointment to the public.

1. Policy

- 1.1 Sanger Public Library notaries Notaries verify the identity of the signer and their signature on the document and nothing more.
- 1.2 Notary services are available by appointment only. Notary service cannot be guaranteed to people who do not make a reservation.
- 1.3 Fees - \$6.00 for the first signature, \$1.00 additional signatures
- 1.4 Notaries are not attorneys and are not permitted to prepare, draft, select or give advice concerning legal documents.
- 1.5 Library staff cannot serve as witnesses.
- 1.6 Customers must provide their own witnesses. Witnesses will NOT be provided by the library.
- 1.7 Solicitation of library patrons to be witnesses is not permitted. Witnesses must have personal knowledge of the individual requiring the notarization and witnesses must provide appropriate and valid photo identification and must be physically present.
- 1.8 No more than 3 documents can be notarized per appointment.
- 1.9 The library does not provide free copies of documents requiring notarization. If multiple copies of the notarized documents are needed, then multiple originals must be brought for notarization. If the requestor needs to make additional copies after the notarization has been completed library printing fees will apply.
- 1.10 Notary services are offered at the library's discretion and are not a primary or overriding library responsibility. Library notaries may, as the situation requires, leave a notarization in progress to attend to library needs.

2. Requirements

- 2.1 Provide a current, valid, unexpired, government issued photo ID. A Driver's license in preferred.
- 2.2 Unacceptable Forms of Identification:
 - 2.2.2 Social Security Cards
 - 2.2.2 Birth certificates
 - 2.2.3 Credit cards
 - 2.2.4 Credible witnesses
 - 2.2.5 IDs, Visas, or Passports from countries other than the United States
- 2.3 Name printed on ID must be an exact match for the Signer's name.
- 2.4 Notarization can only performed for Texas residents.
- 2.5 Expired identification will not be accepted.
- 2.6 Notarizations must be made in-person and the physical presence of the Signer is required.
- 2.7 Document(s) must be in English.
- 2.8 Notaries must be able to view the entire document to notarize it, please bring all pages of the document.

- 2.9 Document(s) must have a space marked clearly for the notary to sign and stamp. Notarizations cannot be handwritten onto documents.
- 2.10 You must understand your own document before notarizing (knowing where to sign or initial, etc.) The notary cannot advise you on how to fill out the document.

3. Notary Service is not available for:

- 3.1 Notary cannot certify online documents or provide online notarization.
- 3.2 Documents in any other language other than English. Library notaries will not translate documents. A notary and the person seeking notarization must be able to communicate directly with each other in a shared language. Library notaries are not permitted to make use of a translator to communicate with an individual seeking notary service.
- 3.3 Certain situations and documents are best handled by law offices or realtors; therefore **we do not notarize the following:**
 - 3.3.1 Verbal oaths, affirmations, or depositions.
 - 3.3.2 Birth certificates, death certificates, or marriage license
 - 3.3.3 Deeds, property, mortgages or other real estate closing documents, power of attorney, depositions, wills, living wills, living trusts, codicils, documents related to estate settlement.
 - 3.3.4 Documents of conveyance (transfer of title or deed)
 - 3.3.5 Texas notaries are not permitted to notarize, certify, or verify publicly recorded documents or photocopies/copies of public record documents including birth certificates, death certificates, and marriage licenses/certificates, passports, visas, diplomas, etc. These documents are considered certified copies and must be obtained by your County Clerk's office.
- 3.4 Business documents or documents for any business organization.
- 3.5 I-9 (Employment Eligibility Verification) form

4. Disclaimers

- 4.1 The Library, Library staff and notary assume no responsibility for transactions or events related to notarized documents.
- 4.2 A notary public is not authorized to practice law. A notary public may not give legal advice or prepare legal documents.
- 4.3 Notary will decline service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library.
- 4.4 Notary and the Library may, at their own discretion, decline to provide notary services.

Sanger Public Library Study Room Policy

Item 4.

The Sanger Public Library provides a study room to support quiet study, collaborative work, and academic or professional research. Use of the study room is a privilege offered in support of the library's mission to foster learning and community engagement.

Eligibility & Access

- The study room is available on a first-come, first-served basis or by reservation, depending on availability.
- A valid library card or photo ID is required to reserve the room.
- The room is intended for individual use or small groups of 2–4 people.

Reservations

- The room may be reserved up to 7 days in advance.
- Each individual or group may reserve the room for up to 3 hours per day.
- Reservations are held for 15 minutes; after that time, the room may be made available to others.
- Walk-in use is allowed when the room is not reserved.

Use Guidelines

- Users must vacate the room on time and leave it clean and in good condition.
- Covered beverages and snack foods are permitted. Patrons are responsible for disposing of all trash and maintaining a clean area.
- Messy foods, meals, or foods with strong odors are not permitted.
- The room is not soundproof—please keep noise to a minimum.
- Furniture may not be moved in or out of the room.

Prohibited Uses

- The study room may not be used for commercial activities, or private business transactions.
- Solicitation, campaigning, or sales activities are not allowed.

Conduct

- All library policies, including the Library Behavior Policy, apply to the use of the study room.
- Library staff reserve the right to cancel a reservation or deny access due to disruptive behavior or policy violations.
- Failure to follow the policy may result in the suspension of study room privileges.

Additional Usage Terms

- Individuals or small groups engaging in non-profit activities that align with library policies may use the room during normal operating hours by making arrangements with library staff.
- Library- and City-sponsored events take priority; all other users are accommodated on a first-come, first-served basis.
- The individual who reserves the room is responsible for the condition of the room and its contents.

Liability Disclaimer

Permission to use the study room does not imply endorsement by the Sanger Public Library, the Library Board, or the City of Sanger. The library is not responsible for loss or damage to personal property or exhibits left in the room. Neither the Library Board nor the City of Sanger is liable for accidents or injuries incurred during use of the study room.

LK 4-20-25

Sanger Public Library Collection Development Policy

Purpose

The Sanger Public Library is committed to promoting and providing free access to a wide variety of diverse, high-quality resources that meet the evolving needs and interests of our growing community. The Library's collection is designed to support education, including self-education, foster an understanding of different cultures, and provide access to recreational reading, listening, and viewing materials. It also aims to broaden citizens' perspectives by offering materials that present opposing viewpoints on important societal issues.

This policy provides guidance for the careful selection, maintenance, and retention of materials that align with the **laws of the State of Texas** and the Library's commitment to education, cultural enrichment, and recreational enjoyment.

It ensures that the Library's collections reflect a broad range of perspectives, encourage lifelong learning, and are inclusive of all community members. The policy further ensures that the Library does not prioritize the needs or preferences of one patron over another, maintaining fairness and balance in the collection.

Definitions

- For the purposes of this policy, "collection" means any of the materials or resources provided by or accessed through the Library, including books, media, electronic databases, Internet websites, and non-traditional items.
- A resident of Sanger is defined as living within City limits, confirmed by voter registration rolls.

1. Responsibility

- 1.1 The Library Director and Library Board are responsible for defining the collection development policy. Library staff, under the guidance of the Library Director, select and maintain materials in accordance with the policy and the **laws of the State of Texas**.

2. Goals and Philosophy

- 2.1 The Library serves the entire community and emphasizes the First Amendment to read, view, and listen freely.
- 2.2 The Library does not intentionally restrict or promote any particular idea. It does not endorse or support any specific viewpoint or belief.
- 2.3 Parents and/or legal guardians hold the responsibility for overseeing their children's reading, viewing, or listening choices.
- 2.4 The inclusion of materials in the Library collection does not imply endorsement of the author's perspective by the City or the Library.

3. Selection Criteria

Materials will be selected based on the following factors:

- 3.1 The laws of the State of Texas
- 3.2 Interests and needs of the community
- 3.3 Credibility, accuracy, and qualifications of the author, publisher or producer, with a preference given to professionally edited and published works
- 3.4 Literary, creative, or technical quality
- 3.5 Relevance to the existing collection's strengths and weaknesses
- 3.6 Critical review and current or anticipated patron demand
- 3.7 Availability of similar materials in the area (including other consortium libraries)
- 3.8 Suitability for Library circulation and usage
- 3.9 Date of publication
- 3.10 Online resources are also evaluated based on accessibility and availability of Library licensing
 - 3.a Items do not need to meet all of the above criteria to be considered for selection.
 - 3.b Patron requests and/or donations are evaluated based on the same criteria as purchased materials.
 - 3.c In most cases, the Library will not purchase or accept as gifts self-published materials that are not reviewed in established review journals.

4. Selection Aids

- 4.1 To determine whether materials meet these criteria, Library staff may refer to published bibliographies (e.g., the Texas Bluebonnet List), book reviews, reputable publishers (e.g., National Geographic for natural history titles).
- 4.2 Current events, publicity, media coverage may be used in selecting materials.
- 4.3 Other tools include usage reports and data based collection analysis.

5. Purchase Requests, Gifts, Donations

- 5.1 Patron requests for specific titles or topics are evaluated using the same criteria as other purchased materials. Items with demonstrated demand will be given special consideration. Materials may be added if they offer significant literary or social value and are not already covered by existing resources.
- 5.2 The Library is not able to accept all donations due to limited space, staffing, and processing capacity. Large donations or unsolicited drop-offs may be declined. We encourage donors to contact the Library ahead of time to discuss what materials can be accepted.
- 5.3 Books and other materials may be accepted if they are in very good condition and Library staff are able to accommodate the donations.
- 5.4 The Library does not accept gifts or donations of:
 - Damaged items
 - Large multi-volume sets, such as encyclopedias
 - Spiral-bound books
 - Textbooks
 - Magazines and other periodicals
 - VHS tapes, audio cassettes, or any other obsolete media formats

- 5.5 Acceptance of donated or gifted items are subject to the discretion of Library staff.
- 5.6 Gifts and donations are not guaranteed to be added to the Library's collection.
- 5.7 Items not selected may be offered to the Friends of the Library for use in book sales, sold online, given away, or recycle.
- 5.8 The Library cannot return unselected items or any containers used to deliver them.
- 5.9 The Library will not accept materials that are not outright gifts. Gifted materials must meet the same criteria as purchased materials to be included in the collection.
- 5.10 Books or money may be donated to the Library as memorials.
- 5.11 Library staff may order specific memorial materials upon patron request if the request meets the established collection development criteria. If no specific material is requested, selection will be made by the Library staff in accordance with selection criteria.
- 5.12 The Library cannot appraise gifts for tax purposes, and gifts are not guaranteed to remain in the collection permanently.

6. Local History

The Library maintains a collection of local history materials and works by local authors. These materials are not subject to the same weeding criteria as other parts of the collection. Some local history materials are housed in the Sanger Area Historical Society's museum and are cataloged in the Library's system.

7. Collection Maintenance

Collection maintenance is an ongoing process in which materials are regularly added or removed to meet the evolving needs of Library patrons and our growing community. The Library Director and staff evaluate items based on circulation, condition, space, budget, user demand, and the significance of local history or classics. Discarding or weeding helps keep the collection relevant and accessible. Staff use professional guidelines, including the CREW manual, available through the Texas State Library and Archives Commission:
<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>

- 7.1 Materials that are weeded from the Library's collection, may be used in the Friends of the Library book sale, Library programs, or may be recycled or disposed of.

8. Requests for Reconsideration

The Library fully endorses a diversity of 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 secure these resources even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; it is not expected that all of the collection will appeal to everyone.

To have a reconsideration request considered a patron must meet all of the necessary requirements:

- 8.1 be a Sanger resident and registered borrower of the Library for three months or more with an active card in good standing
- 8.2 read or view the material in question in its entirety; decisions regarding the material's reconsideration will be based on a consideration of the work as a whole, and not on any part(s) taken out of context
- 8.3 read this Collection Development Policy in its entirety
- 8.4 complete a Request for Reconsideration of Library Materials form, available upon request
- 8.5 supply their full name and address; anonymous requests will not be considered
- 8.6 complete the affidavit form, ensuring all information provided is accurate and truthful. The completed affidavit must be signed in the presence of a notary public.
 - 8.a Requests will be processed one at a time, in the order they are received.
 - 8.b Incomplete requests will not be processed. Requests for Reconsideration must be completed in their entirety.
 - 8.c During the reconsideration process, the material in question will remain accessible to patrons.

9. Reconsideration Process

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Library Director or supervising librarian.

If the patron is not satisfied with the response to their request, the patron will be provided with information and a form to request formal reconsideration of the Library resource. The following steps will be used when an individual feels that further action is necessary to address concerns about a Library resource.

- 9.1 A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's Mission Statement, Collection Development Policy, and Request for Reconsideration Form.
- 9.2 Patrons are required to complete and submit the provided Request of Reconsideration Form, and Notarized Affidavit to the Library Director.
- 9.3 The Library Director, or their designee, will respond to the patron in writing within 14 business days to acknowledge receipt of the Request for Reconsideration Form and outline what steps will be taken by Library staff.
- 9.4 The Library Director, with appropriate professional staff, will review the submitted Request for Reconsideration Form and the material in question to consider whether its selection follows the criteria stated in the Collection Development Policy.

- 9.5 The Library Director will review the request and respond within 30 business days with a written decision. The response will include the outcome and the reasoning behind it, sent directly to the patron who submitted the reconsideration request.
- 9.6 If the patron is not satisfied with the decision, they may submit a written request to the Library Director within 10 business days, asking that the reconsideration be referred to the Library Board. Upon receiving the request, the Library Director will add the item to the agenda for the next Library Board meeting.
- 9.7 The Library Board will review the request and the written staff response, discuss the issue at the regular meeting, be available to receive comments from the requesting individual, and determine a course of action.

Note: A material or item may undergo this reconsideration process only once in a twelve month period.

10. Policy Revision

This policy will be reviewed every 3-5 years, with updates made as needed. The date of the review will be recorded on the document.

**Sanger Public Library
Request for Reconsideration of Library Materials**

Name:	
Address:	
Who do you represent?	<input type="checkbox"/> Myself/Family <input type="checkbox"/> Organization <input type="checkbox"/> Other (specify below)
Organization/Other:	
Library Card Number:	
Phone:	
Email:	
Format:	<input type="checkbox"/> Book <input type="checkbox"/> Movie <input type="checkbox"/> Other
Title:	
Author/Artist/Producer:	

1. How did this item come to your attention?

2. Did you read, view or listen to the entire item? ☐ Yes ☐ No

3. Have you read the Library's Collection Development Policy in its entirety?

Yes No

4. What about this item prompted concern? Please be specific and site pages, discs, video timestamps, etc. (Use additional pages if necessary.)

5. What age group would you recommend this material?

6. What is your overall opinion of this item's value?

7. What reviews, both positive and negative, have you found from literary critics about this material? Please cite specific sources.

8. What would you like the Library to do about the material? (check one)

<input type="checkbox"/>	Move it to another location in the Library more suitable to its intended age group or audience. Please describe the recommended location.
--------------------------	---

<input type="checkbox"/>	Withdraw it	<input type="checkbox"/>	Other
--------------------------	-------------	--------------------------	-------

9. Are there any resources you would recommend to provide additional information or different perspectives on this topic?

Signature: _____ Date: _____

For Staff Use	
Received by:	Date Received:
Notes:	

STATE OF TEXAS §
 §
 COUNTY OF DENTON §

AFFIDAVIT IN SUPPORT OF REQUEST FOR REVIEW OF LIBRARY MATERIAL

BEFORE ME, the undersigned authority, personally appeared _____ known to me to be the person whose name is subscribed below, and after being by me first duly sworn did depose and state the following:

"My name is _____ I am over the age of 18 years, I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated:

"I am a resident of the City of Sanger. My Library Card # is _____. I have read, watched or listened to _____ in its entirety. I have read the Sanger Library's Collection Development Policy and I wish to have this publication reviewed and reconsidered for reclassification/exclusion (circle one) in the collection of the City of Sanger Library.

"I have personal knowledge of the facts stated herein, and they are all true and correct.

"Further affiant sayeth not."

Before me, the undersigned Notary Public, the above named Affiant did personally appear and has Sworn To and Subscribed this document this _____ day of _____, 2025.

 Notary Public, State of Texas

My commission expires: _____