

[MEET_HEAD_-_LIBRARY_ADVISORY_BOARD]

The Alvarado Public Library Advisory Board will meet in a Regular Called Session on Wednesday, October 15, 2025 at 2:00 p.m. in the Alvarado Library for the following agenda items.

CALL TO ORDER

Roll Call

CITIZEN PARTICIPATION AND PUBLIC INPUT

This is an opportunity for citizens to address the convened City Council of this meeting on any matter. The presiding officer may ask for the citizen to hold his or her comment on an agenda item until that agenda item is reached. Any response from a member of the convened Board to comments related to items not on the agenda is limited to a statement of specific factual information, a recitation of existing policy, or direction to staff to place the subject on the agenda for a future meeting.

BOARD COMMENTS

CONSENT AGENDA

1. Alvarado Public Library Advisory Board Meeting Minutes for July 16, 2025
2. Accept the resignation of Christi Davis from the Alvarado Public Library Board.
3. Financial Report for the fourth quarter of Fiscal Year 2024-2025.

NEW BUSINESS

4. Consideration and action related to assignment of place for board members.
5. Consideration and action related to the possible approval of the Alvarado Public Library Advisory Board Bylaws.
6. Discussion related to updated purchasing method for library materials.
7. Discussion related to upcoming events.
8. Presentation and discussion related to the Open Meetings Act training and Public Information Act training.

ACCESSIBILITY STATEMENT

The Alvarado Public Library is wheelchair accessible. The exit and parking ramps are located in the front of the building. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the Library Director at 817-790-3351 ext. 314, FAX: 817-783-7925, e-mail: moorep@cityofalvarado.org Please call at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

NON-DISCRIMINATION STATEMENT

The City of Alvarado does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

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I, the undersigned authority, do hereby certify that the above Agenda was posted on the bulletin board in the City Hall of the City of Alvarado, Texas, a place convenient and readily accessible to the general public at all times, and said Agenda was posted on October 09, 2025 at 4:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Precious Moore
Library Director

CITY OF ALVARADO
ALVARADO PUBLIC LIBRARY ADVISORY BOARD
FY2024 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET
With Comparative Information from Prior Fiscal Year

CATEGORY	FY 2024-25 ACTUAL PRIOR YEAR*	FY 2023-24 REVISED BUDGET	FY 2024-25 ACTUAL YTD	ACTUAL YTD as a % of Budget
Revenues:				
Book Sale	562		989	100.0%
Donations	1,149		1,090	100.0%
Endowment interest	9,472		9,730	100.0%
Interest earnings	1,567		1,293	100.0%
Total Operating Revenues:	12,750	-	13,103	100.0%
Program expenses:				
Book Sale	-		-	100.0%
Community events	-		-	100.0%
Summer Reading Program	150		141	100.0%
Total Operating Expenses:	150	-	141	100.0%
Net Change in Fund Balance	12,600	-	12,962	

Fund Balance at Beginning of Year
Fund Balance at End of Year

* Unaudited - information subject to change
Though 09-2025



Alvarado Public Library Advisory Board Meeting Management Report

Meeting Date: October 15, 2025

Contact: Precious Moore, Library Director

AGENDA ITEM:

Consideration and action related to the possible action to approve the updated Alvarado Public Library Advisory Board Bylaws.

BACKGROUND & FINDINGS:

The Alvarado Public Library Advisory Board Bylaws have been updated to reflect current practices, improve clarity, and ensure alignment with the City governance standards. These updates are part of the Library's ongoing effort to maintain transparency and effective board operations.

FINANCIAL IMPACT:

There is no financial impact associated with the approval of the updated bylaws.

**BYLAWS OF THE
ALVARADO LIBRARY ADVISORY BOARD**

**ARTICLE I
PURPOSE**

Section 1. Purpose. It shall be the duty of the Alvarado Library Advisory Board (the "Board") to act in an advisory capacity to the City Council in all matters pertaining to the library; to study and encourage the development of adequate library facilities for City residents; recommend policies for City approval; advise in the coordination of library services in cooperation with other programs of governmental agencies and voluntary organizations; to assist in interpreting the policies and functions of the library for the public; and to solicit for the library gifts, revenues, bequests, and/or endowments of money or property subject to the approval and acceptance of the City Council and in accordance with state, city, and library policies.

**ARTICLE II
BOARD MEMBERS**

Section 1. Number and Term of Office.

(a) The Board shall consist of seven (7) members, each of whom shall be appointed by the City Council, as provided in Section 2-204 of the Alvarado Code of Ordinances.

(b) Each member shall be appointed for a (3) three-year term beginning in June of the year they are appointed and shall serve until their successor is duly appointed and qualified. No member may serve more than two (2) consecutive terms on the Board. Once a member has termed out of service, their vacancy shall be filled by appointment of the City Council in June of the corresponding year.

(c) Any director may be removed by the City Council at will.

(d) All seven (7) members shall be residents of the City of Alvarado or Johnson County, or reside within ten (10) miles of the City's boundaries and in a county bordering Johnson County.

Section 2. Meetings of Board. The Board shall hold a meeting at least once each quarter, and thereafter as necessary, at a place and time to be determined by the Board. However, when no apparent Board business is required, the Board Chair may cancel a regularly scheduled meeting.

Section 3. Notice of Meetings. Regular meetings of the Board shall be held at such times and places as shall be designated from time to time by the Board. Special meetings of the Board shall be held whenever called by the Chair, by a majority of the members, by the Mayor of the City, or by a majority of the City Council. Emergency meetings shall be held in accordance with the Open Meetings Act.

Section 4. Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, Chapter 551, Tex. Gov't Code, as amended.

Section 5. Quorum. A majority of the entire membership of the Board shall constitute a quorum for the conduct of official business of the Board. The act of a majority of the members present at a meeting at which a quorum is in attendance shall constitute the act of the Board.

Section 6. Conduct of Business.

(a) At the meetings of the Board, matters pertaining to the business of the Board shall be considered in accordance with rules of procedure as from time to time prescribed by the Board.

(b) At all meetings of the Board, the Chair shall preside, and in the absence of the Chair, the Vice-Chair shall exercise the powers of the Chair.

Section 7. Committees of the Board. The Board may, by resolution, designate two (2) or more members to constitute an official committee of the Board to exercise such authority of the Board as may be specified in the resolution. It is provided, however, that all final, official actions of the Board may be exercised only by the Board. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Board. Committee meetings shall not be subject to the Texas Open Meetings Act.

Section 8. Compensation of Members. Members shall not receive any salary or compensation for their services as directors. However, they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder.

Section 9. Ex Officio Members. The library director shall serve as an *ex officio* member of the Board without voting power, but with the right to be present and address the Board on all issues before the Board.

Section 10. Attendance. If a Board member fails to attend seventy-five percent (75%) of regularly scheduled or special called Board meetings within a twelve (12) month period, the Board member shall immediately forfeit the Board member's position. This rule shall not apply if the Board meets less than four (4) times per year. If the Board holds a work session meeting prior to a regular meeting, each meeting will be considered a separate meeting for purposes of attendance.

ARTICLE III OFFICERS

Section 1. Titles and Term of Office.

(a) The Board shall appoint as officers a Chair, Vice-Chair, Secretary, and Treasurer to serve for (1) one-year terms. Officers shall be elected at the first meeting of the Board, and each year at the Board meeting in the month of August.

(b) All officers shall be subject to removal from their appointed officer position, at any time, by a vote of the majority of the entire Board.

(c) A vacancy in the office of any officer shall be filled by a vote of a majority of the Board.

Section 2. Powers and Duties.

(a) Chair. The duties of the Chair shall be to preside at all meetings of the Board; to appoint committees of the Board; to work with the staff liaison to coordinate agendas for meetings; and to represent the Board before the City Council, or in other capacities as required or authorized by the Board.

(b) Vice-Chair. The duties of the Vice-Chair shall be those of the Chair in the absence of the Chair.

(c) Secretary. The Secretary, or the Secretary's designee, shall keep the minutes of all meetings of the Board. The Secretary, or the Secretary's designee, shall have charge of the records, documents and instruments and such other books and papers as the Board may direct, all of which shall at reasonable times be open to public inspection upon request, and shall in general perform all duties incident to the office of Secretary subject to the control of the Board.

(d) Treasurer. The Treasurer, or the Treasurer's designee, shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Board in accordance with these Bylaws and as the City Manager may require. When necessary or proper, the Treasurer, or the Treasurer's designee, may endorse and sign, on behalf of the Board, for collection or issuance, checks, notes, and other obligations in or drawn upon such bank, banks or depositories as shall be designated by the Board consistent with these Bylaws and as the City Manager may require. The Treasurer, or the Treasurer's designee, shall see to the entry in the books of the Board full and accurate accounts of all monies received and paid out on account of the Board.

Section 3. Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder.

Section 4. Qualifications. The Chair and Vice Chair shall be named from among members of the Board. The Secretary and Treasurer may be named from members of the board, but also may be named from the City of Alvarado staff.

**ARTICLE IV
MISCELLANEOUS PROVISIONS**

Section 1. Resignations. Any member of the Board may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein or, if no time is specified, at the time of its receipt by the Library Director and the City Secretary. The acceptance of a resignation shall not be necessary to make it effective.

Section 2. Indemnification of Directors, Officers and Employees. The Board shall indemnify each and every member of the Board, its officers, and its employees, and each member of the Council and each employee of the City, to the fullest extent permitted by law, against any and all liability or expense, including attorney's fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the functions and activities of the Board.

Section 3. Ethical Obligations and Conflicts of Interest. It is the policy of the Board that members shall conduct themselves in a fair, reasonable, and business-like manner consistent with sound business and ethical practices; that the public interest always be considered in conducting corporate business; that the appearance of impropriety be avoided to ensure and maintain public confidence in the Board; and that no member of the Board should have an interest, financial or otherwise, direct or indirect, or engage in any business, transaction, or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of his or her duties, and shall not use their position for personal gain. A member having a conflict of interest or a conflict or responsibility on any matter involving the Board and any other business or person should refrain from voting on such matter. No member shall use his or her position for his or her own direct or indirect financial gain, of which duly authorized reimbursements for actual expenses incurred in the performance of their official duties are excluded.

**ARTICLE V
EFFECTIVE DATE, AMENDMENTS**

Section 1. Effective Date. These Bylaws shall become effective upon the occurrence of the following events:

- (a) the adoption of these Bylaws by the Board; and
- (b) the approval of the Bylaws by the City Council.

Section 2. Amendments to the Bylaws. These Bylaws may be amended as necessary as prescribed by the Board with the approval of the City Council.

EXECUTED this _____ day of _____, 2025.

CITY OF ALVARADO

By: _____
Jacob Wheat, Mayor

ATTEST:

Bobbie Jo Taylor, City Secretary



Alvarado Public Library Advisory Board Meeting Management Report

Meeting Date: October 15, 2025

Contact: Precious Moore, Library Director

AGENDA ITEM:

Discussion related to updated purchasing method for library materials.

BACKGROUND & FINDINGS:

The Library currently utilizes a single vendor for purchasing library materials, including books and videos, to enhance the collection. However, staff has identified opportunities to enhance the purchasing process by expanding the number of vendors. Using multiple vendors will provide a broader selection and improve the overall development of the collection.

FINANCIAL IMPACT:

This project will cost \$2,000- \$4,000 and will be absorbed within the existing FY2025-26 budget under the Materials and Supplies line item.

Monday's

Dominoes 8:30am-11:30am

Story Time 11:30am

TOPS 6pm-7pm

Nevelyn's crafts twice a month 6pm

Tuesday's

Dominoes 8:30am-2:30pm

Music Jam twice a month 6pm

Lydia's Craft once a month 6pm

Wednesday's

Chess Club 1:00pm (Starting November)

Thursday's

Dominoes 8:30am-2:30pm

Crochet Club twice a month 6pm

Kid's Craft Club once a month 6pm

Friday's

Bingo twice a month 2pm

October

Fall Festival 18th

11am-3pm

Pecan Orchard

November

Book Reading 26th

5-7pm

Library

December

Christmas Event 5th

TBA

Alvarado Square