



## **Notice and Agenda of April 15, 2025, Board of Trustees Meeting at 7:00pm**

A Regular Meeting of the Board of Trustees of Liberty Hill Public Library District is April 15, 2025, beginning at 7:00pm at the Liberty Hill Public Library District, 355 Main Street, Liberty Hill.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time. Prior to consideration of agenda subjects, the Board will hear public comments from any member of the public who has complied with District procedures for signing up to speak.

If, during the course of the meeting covered by this agenda, the Board should determine that a closed session of the Board should be held or is required in relation to any item included on this agenda, then such closed session as authorized by Section 551.001 et seq of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this agenda or as soon after the commencement of the meeting covered by this agenda as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 – 551.084, inclusive, of the Open Meetings Act.

I. Determination of Quorum, Call to Order, and Pledges of Allegiance

II. Public Comments/Citizen Participation (Please sign up to speak, the forms are at the door, forms must be turned in prior to the call to order)

III. Discussion Items

- A. Treasurer's report (update to prior financials)
- B. Librarian's report
- C. Election calendar and needs review
- D. Discuss the use of HOT IT
- E. Update to Vera replacing Square

IV. Action Items

- A. Consider and take possible action to approve Minutes

V. Closed Session (authorized by TX Gov't Code Section 551.071, 551.129, 551.074)

- A. Discuss and receive legal advice from its attorney on matters that should be confidential under Texas Government Code Section 551.071 (2).
- B. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees

C. Discussion of Purchase, Exchange, Lease, or Value of Real Property (This may involve consultation with an attorney as permitted under section 551.071.)

VI. Action on items discussed in closed session.

VII. Adjourn

This agenda was posted on the bulletin board of the District's main building located at 355 Main Street, Liberty Hill, TX 78642.

By: \_\_\_\_\_  
Terrie Chambers  
Liberty Hill Public Library District Board President

**LIBERTY HILL LIBRARY DISTRICT  
BOARD OF TRUSTEES  
ELECTION CALENDAR**

ELECTION DAY: MAY 3, 2025 (Election Code 41.001(a)(1))

**Monday, December 16, 2024 – 138<sup>th</sup> day before the election (30<sup>th</sup> day before first day to file candidate application).**

Deadline to post notice of candidate filing deadline for the general election. (Elec. Code 141.040). Must be posted in public place at the library office. Should also be posted on the website.

**Wednesday, January 15, 2025 – 108<sup>th</sup> day prior to election (30<sup>th</sup> day before candidate filing deadline)**

First day to accept applications for a place on the ballot for the general election. (Elec. Code 144.005(a)(c)).

**Thursday, February 6, 2025 – 86<sup>th</sup> day before election**

Last day to notify the Williamson County Elections Department of intention to contract for election services.

**Tuesday, February 11, 2025 – 81<sup>st</sup> day before the election**

If a candidate dies on or before this date, his or her name is not placed on the general election ballot. (Elec. Code 145.094(a)(1))

**Friday, February 14, 2023 – 78<sup>th</sup> day before election**

5:00 P.M. deadline for candidate to file application for place on the ballot for the general election. (Elec. Code 144.005 (a)(c))

Last day to order the May 3, 2025 general election. (Elec. Code 3.005)

Recommended date to appoint presiding and alternate judges. (Elec. Code 32.005, 32.008, 32.011). **This is not a deadline.** The last date the Library District can safely appoint is at a board meeting called during the month of March.

**Monday, February 17, 2025 – 75<sup>th</sup> day before election**

Post notice of ballot position drawing for the general election, if conducted on February 23, 2023, (**notice must be posted for 72-hours before drawing; notice must be mailed to candidates 4 days before drawing**). (Elec. Code 52.094)

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**Tuesday, February 18, 2025 – 74<sup>th</sup> day before election**

Last day to declare write-in candidacy for the general election, must be filed by 5:00 p.m., with Secretary of Board. (130.0825 Tex. Educ. Code). (Elec. Code 144.006(b)(2)).

**Friday, February 21, 2025 – 71<sup>st</sup> day before election**

Recommended Williamson County date (Note: will need to confirm once Williamson County releases official 2024 calendar) for drawing for a position on the ballot for the general election. (Elec. Code 52.094) Done by drawing lots at the library office.

5:00 p.m. deadline, last opportunity for candidate to withdraw from the general election. If a candidate withdraws (or is declared ineligible) on or before this time, their name is not placed on the ballot for the general election. (Elec. Code 145.092(f) and 145.096 (a))

(4) (145.001 Method to Withdraw).

***Recommended first day to cancel a general election (Elec. Code 2.052)***

**Monday, February 24, 2025 – 68<sup>th</sup> day before the election (extended from 70<sup>th</sup> day because of Saturday)**

Deadline to order a special election to fill a vacancy and have the filing deadline be the 62<sup>nd</sup> day before election day. (Elec. Code 201.054(a)(1), 201.052)

**Deadline to provide list of candidates in ballot order (for the general election) to Williamson County, due at 8 AM in all languages.**

**Monday, March 3, 2025 – 61<sup>st</sup> day before the election**

Deadline to file an application for a place on the special election ballot if the special election is ordered on or before the 70<sup>th</sup> day before the election day. (Elec. Code 201.054(a)(1), 201.054(g))

Last day to declare write-in candidacy for the special election, must be filed by 5:00 p.m., with Secretary of Board.

**Tuesday, March 4, 2025 – 60<sup>th</sup> day before election**

Last day to deliver notice of election to county clerk/elections administrator and voter registrar of each county in which the political subdivision is wholly or partially located.

**Wednesday, March 5, 2025 – 59<sup>th</sup> day before election**

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**Ballot proof approval due to county elections office by 5PM. The Elections Division recommends providing candidates with copies of ballot proofs so that they can verify the correctness of their names, position sought, and the order of names on the ballot (based on ballot position drawing).**

**Thursday, March 6, 2025 – 58<sup>th</sup> day before election**

Last day to notify election judges of their appointment if they were appointed on February 16, 2024. Presiding judges and their alternates must be notified of their appointment in writing, not later than the 20<sup>th</sup> day after the date the appointment is made. **If the appointment is for a single election, the notice of the election may be combined with the Writ of Election, which is required to be delivered not later than the 15<sup>th</sup> day before election day, April 20, 2025 (a Sunday, so could extend deadline until Monday, April 24, 2025). Williamson County should be taking care of this for the Library District pursuant to the contract for election services.**

**Friday, March 7, 2025 – 57<sup>th</sup> day before election**

Last day to candidate to withdraw from a special election in which the filing deadline is the 62<sup>nd</sup> day before election day. (Elec. Code 145.092(b), (e) and 145.094(a)(3))

**Special election ballot language, list of candidates in ballot order, and list of write-in candidates due to County by 5:30 PM** [If special election was ordered on or before February 24 and the filing deadline was March 3]

**Monday, March 10, 2025 – 54th day before election**

Tentative date set by Williamson County to conduct Logic & Accuracy test of voting machines.

**Friday, March 14, 2025 – 50<sup>th</sup> day before election day to 40<sup>th</sup> day after election day**

Mandatory Office Hours: First day of the period the secretary of governing board (or person performing those duties) must keep office open for election duties for at least 3 hours each day, during regular office hours, on regular business days. (Elec Code 31.122)

**Deadline to challenge the filing of an application for a place on the ballot as to form, content, and procedure. (Elec. Code 141.034)**

**March Board Meeting**

Last month to call Board Meeting for Resolution by Board to appoint Election Judges and Clerks (March Board Meeting) (Must be by written order Elec. Code 32.008, notice to judges within 20 days of the order, Elec. Code 32.009) (last day to notify is 15<sup>th</sup> day before election (Friday, April 19, 2024) (Elec. Code 4.007).

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**Thursday, April 3, 2025- 30<sup>th</sup> day before the election**

Last day on which persons may register to vote in this election, or to make a change of address effective for the election. (Elec. Code 13.143)

First day of period during which notice of election must be published. (Elec. Code 4.003(a)(1) (Notice published at least once from this day to 10th day before election)

**Monday, April 14, 2025 – 19<sup>th</sup> day before the election (extended from 21<sup>st</sup> day because of Saturday)**

Last day to post copy of notice of election on the bulletin board used for posting notices of meetings of the Library District. The notice should also be placed on the Library District's website. (Elec. Code 4.003(b))

**Friday, April 18, 2025 – 15<sup>th</sup> day before the election**

Last day to notify presiding and alternate election judges of their duty to conduct an election, 15<sup>th</sup> day before election or 7<sup>th</sup> day after election ordered, whichever is later. (Elec. Code 32.009, 4.007) (Writ of Election)

**Monday, April 21, 2025 -12<sup>th</sup> day before the election**

Early voting by personal appearance begins. (Elec. Code 85.001(e))

**Tuesday, April 22, 2025 – 11<sup>th</sup> day before the election**

Last day to receive applications for early voting ballots to be voted by mail. (Elec. Code 84.007(c))

**Wednesday, April 23, 2025 – 10<sup>th</sup> day before the election**

Last day of period for publishing notice of election. (Elec. Code 4.003(a)(1)) (Educ. Code 130.082(f)) (between April 5, 2025 and April 26, 2025)

**Tuesday, April 29, 2025 – 4<sup>th</sup> day before the election**

Last day to vote early by personal appearance. (Elec. Code 85.001(a))

**Friday, May 2, 2025 – 1 day before the election**

Last day to submit application for emergency early ballot due to death in immediate family (Elec. Code 103.003 (b)).

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**Saturday, May 3, 2025 - ELECTION DAY** (Elec. Code 41.01(a)(2))

Polls open at 7:00 a.m. Close at 7:00 p.m. (Elec. Code 41.031) (Unless voter is in line at closing time. Elec. Code 41.032).

Early voting clerk's office open from 7:00 a.m. to 7:00 p.m. for voting by disabled and ill persons whose health, etc., prevent them from voting in regular manner at main early voting location. (Elec. Code 104.003) (83.011)

5:00 p.m. deadline for receiving applications for late ballots to be voted by persons who become ill or disabled on or after April 22, 2024. (Elec. Code 102.003)

7:00 p.m. regular deadline for receiving early voting ballots by mail (mailed from inside the United States) and "late ballots." (Elec. Code 86.007, 102.006)

There are also "late ballot" and mail ballot deadlines on May 8th and May 12th.

**Tuesday, May 6, 2025 – 3<sup>rd</sup> day after election**

First possible day to canvass election returns (if provisional ballots have been processed AND there are no outstanding ballots sent from outside the United States).

**Wednesday, May 14, 2025 – 11<sup>th</sup> day after election**

Last day for official canvass (The Library District may canvass between May 6, 2025 and May 14, 2025).

Recommended date to order runoff election, if required. **The deadline to order the runoff election is the fifth day after the canvass.** (Elec. Code 2.021 and 2.024). The runoff election date shall be between the 21st and 45th day after canvass of main election. Elec. Code 2.022.025(a)(c).

**NEW LAW:** No ballot position drawing required for runoff election. (The order of candidate names for the runoff election shall be the relative order of names on the original ballot. Elec. Code 52.094)

**Monday, May 19, 2025 – 5<sup>th</sup> day after canvass of main election (deadline extended beyond 3<sup>rd</sup> day because of Saturday)**

Last day for candidate in runoff election to withdraw if canvass of main election occurs on May 15, 2024 (the deadline is the 3<sup>rd</sup> day after the canvass of the main election. Elec. Code 145.092(d))