City of Hutto

Agenda

Library Advisory Board

Monday, October 10, 2022 at 6:30 PM

2nd Floor Executive Board Room

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. **CALL SESSION TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**

   3.1. Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the Board on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the Library Advisory Board (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on 10/10/22. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to the Board.

4. **STAFF COMMENTS**

   4.1. Update and discussion of current Library status.

5. **AGENDA ITEMS**

   5.1. Consideration and possible action to approve July 11, 2022 Library Advisory Board Minutes.

   5.2. Consideration and possible action to approve proposed meeting dates for 2023 Library Advisory Board Meetings.

   5.3. Update and discussion on roles and responsibilities of Library Advisory Board.

   5.4. Consideration and possible action to elect Secretary for keeping meeting minutes.

   5.5. Update and discussion on Book Challenge.

   5.6. Consideration and possible action to approve Strategic and Development Plan 2022-2023.

   5.7. Consideration and possible action to approve amended version of the Library Vision and Mission Statements.

6. **ADJOURNMENT**
7. **CERTIFICATION**

   I certify that this notice of the 10th of October, 2022 Hutto Library Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on the 6th of October,

2022 at 5:00 P.M.

Colleen Tierney

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Lorenzo de Zavala State Archives and Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

512-463-5474

www.tsl.texas.gov

Commission Chair
Martha Wong

Members
David C. Garza
David Iglesias
Arthur T. Mann
Nancy Painter Paup
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Gloria Meraz

September 14, 2022

Dear Colleen,

Congratulations! This letter serves as the official notification that Hutto Public Library is accredited and will be a fully qualified member of the Texas Library System for State Fiscal Year 2023: September 1, 2022, through August 31, 2023.

The Texas State Library and Archives Commission has accredited libraries since 1971. Your library has been accredited for over 15 years. To identify your library as part of this system, consider using the badge below as a window cling, a website addition, or display it prominently in the library.

As a system member, the benefits of accreditation include access to statewide interlibrary loan (ILL), E-rate, grant and other funding opportunities, and TexShare card and database programs. For more information, check the Services for Libraries section of our website. There, find links to:

- Accreditation Rules
- Calendar of No-Cost Training Opportunities
- Continuing Education including TexShare Training
- E-Read Texas E-Books and E-Reader Application
- Grants and Other Funding Opportunities
- Interlibrary Loan (ILL)
- Public Library Statistics
- TexShare Database and Card Programs
- Technology and E-Rate Resources
- Youth and Teen Programs

The library's preliminary population assignment is 30,855. Its maintenance of effort (MOE) for reporting year 2022 is $218,896.00. If you are concerned about meeting this amount, contact us so we can discuss options with you. Planning information for budgeting and the next Annual Report is available on the Annual Report webpage.

To assist in preparing for the next Annual Report, click to register for the hour-long webinar on Tuesday, November 8 at 2 PM: Get Ready! Get Set! Get the Information You Need to Complete the 2022 Texas Public Libraries Annual Report!. This will be recorded; register in advance to receive the link following the live presentation.

If any additional information or assistance is needed, please contact us at accreditation@tsl.texas.gov, or through our Texas-only toll-free number, 800-252-9386.

Valicia Greenwood
Library Data Coordinator

Erica McCormick
Library Development Program Coordinator

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow

2023 Texas Public Library System Accreditation Badges

Option 1: Small image, used for web badge or printed out for a small cling. Gray area should be clear when printed out. Download the image for saving here: https://tinyurl.com/23SmallTXAccBadge

Option 2: Larger image more suitable for printing or using as a window cling. Download the image for saving here: https://tinyurl.com/23LargeTXAccBadge

For instructions on how to order/create a window sticker: https://tinyurl.com/Instructions4WindowSticker

JULY 2022
MONTHLY LIBRARY REPORT

CITY OF HUTTO LIBRARY

July 2022

Hooray for the entire team!

Each one of our team members rose to the occasion for our busy summer schedule. Amy & Grace willingly added hours to help with the influx of patrons. Kudos to the entire team!

On the Horizon:

- Planning for Fall Programming
- Planning for Library Card Sign Up Month
- Opening up Meeting Room for Reservations
- New Internal Book Drop
- Adding more shelving for display
- Painting Hattie the Hippo
- Library Sign & Handicapped Parking

THE NUMBERS

Patrons: **3,112** Circulation: **7,462** Hours Opened: **168**

Programs: **37** Program Attendance: **469**

Reading Logs: **600+**

August 2022 Monthly Library Report

Hattie the
Book Loving Hippo -
Came to life, in all her glory!
Thanks to the artist,
Michael Moore!

Patrons	Circulation	Computers
2,577	6,971	215

Days Opened	Hours Opened
27	186

Hooray for:

The Library Team and Kristi who persevered to advocate for our patrons to get an additional ADA parking space added to the parking lot. Special thanks to the Library Advisory Board, Council Liaison Thornton, and the ADA Task Force for their help in making it happen.

Looking Ahead:

- Opening up meeting room for reservations
- Cleaning out donations for big book sale in December
- Growing adult volunteer pool
- Begin working on Strategic Plan
- Weeding to make room for more in collection
- Adding more shelving for growth of collection

Monthly Library Report

September 2022

Annual Circulation

62,072

32,610 last year

September Circulation

2,349

Patrons

5,897

Programs

36 programs

471 attended

Reference

656

Annual Reference

5,767

3,020 last year

Hooray for...

Grace is leaving for a new opportunity. She has given so much to the library in a short period of time. Her bright smile and can-do attitude will be very missed.

Looking Ahead

- Meeting Room is open for reservations
- Book Sale in December
- Programming to grow

CITY OF HUTTO LIBRARY

AGENDA ITEM REPORT
5.1.

To:	Library Advisory Board
Subject:	Consideration and possible action to approve July 11, 2022 Library Advisory Board Minutes.
Meeting:	Monday, October 10, 2022
Department:	Library
Staff Contact:	

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. LAB - 07-11-2022 Minutes

MINUTES
Library Advisory Board Meeting
6:30 PM - Monday, July 11, 2022
City Hall Executive Conference Room

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson
Nelida Ortiz, Vice Chair
Emma Peters
Robin Bell
Marcus Coleman
Bruce Anderson
Susanne Caulfield

1 CALL MEETING TO ORDER

Meeting was called to order at 6:34pm by Chairperson Chappell.

2 ROLL CALL

Members of the Library Advisory Board present: Chairperson Tara Chappell, Nelida Ortiz, Robin Bell, Bruce Anderson, and Susanne Caulfield

Member of City Council present: Dan Thornton

Members of the City Staff present: Colleen Tierney, Library Manager

3 PUBLIC COMMENT

No Public Comment

4 STAFF COMMENTS

4.1 Update and discussion of current library status.

Tierney shared updates for the Library including huge increase in number of library patrons, new card holders, programs and circulation. As a result of the grant from Humanities Texas, she has been able to increase hours of part time staff to help with increased library usage by the community. It is a temporary fix to help for the Summer Programming rush.

5 AGENDA ITEMS

5.1 Consideration and possible action on the April 11, 2022 Library Advisory Board meeting minutes.

Anderson motioned to accept the April 11, 2022 Library Advisory Board meeting minutes. Bell seconded the motion. Motion passed 5-0.

5.2 Consideration and possible action to review the Library Budget for Fiscal Year 2022-23.

Caulfield motioned to increase the budget to the departmental request amount. Bell seconded the motion. Motion passed 5-0.

5.3 Update and discussion on amending Library Mission and Vision Statement.

Discussion ensued. Bell shared edits to the mission and vision statement with Tierney. Tierney asked to table the amending until the October meeting when she will have proposed changes to the mission and vision prepared (with Bell's addition) to share with the Board.

5.4 Update and discussion on Library Sign.

Discussion ensued. Councilman Thornton stated that he will connect with the City Manager to determine the guidelines the Co-op District has for the sign and let the Board know.

5.5 Consideration and possible action to add a handicapped parking space on the Library side of City Hall.

Discussion ensued. Councilman Thornton stated that he will share this with the Accessibility Task Force. No other action.

6 ADJOURNMENT

Chappell adjourned the meeting at 8:27 pm.

7 CERTIFICATION

I certify that the meeting minutes are official, on the 10th day of **October,** 2022 at 6:30 PM and will remain available through City of Hutto offices as reference to the business conducted during the meeting.

_____

Tara Chappell, Chairperson
Library Advisory Board

Attest:

_____

Colleen Tierney,
Library Manager

AGENDA ITEM REPORT
5.2.

To:	Library Advisory Board
Subject:	Consideration and possible action to approve proposed meeting dates for 2023 Library Advisory Board Meetings.
Meeting:	Monday, October 10, 2022
Department:	Library
Staff Contact:	

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. 2023 LAB Meeting Dates

2023 Library Advisory Board
Meeting Dates and Times

Monday, January 9th @ 6:30pm

Monday, April 10th @ 6:30pm

Monday, July 10th @ 6:30pm

Monday, October 9th @ 6:30pm

AGENDA ITEM REPORT
5.3.

To: Library Advisory Board
Subject: Update and discussion on roles and responsibilities of Library Advisory Board.
Meeting: Monday, October 10, 2022
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Library Advisory Board Requirements from Handbook

III. Library Advisory Board Requirements

Public Library Advisory Boards DO

- Advocate for library support, including seeking support for annual or operational and capital funding
- Advocate for support for the library for local, state, regional, and national legislative initiatives
- Promote library services and programs
- Assist library management in developing policies and budget proposals
- Provide support for management initiatives and decisions
- Advise their governing body on actions to take for the library

Because they are “advisory” only in nature, governing bodies have the ultimate authority and can accept, reject, or amend advisory board advice.

Advisory Boards DO NOT

- Govern the library
- Hire, manage or fire the library manager/director
- Hire, manage or fire other library staff members
- Make decisions concerning policies, budgets, hiring practices, salaries, and other library management tasks and issues

Governing structures may ask advisory boards for their input or opinion on several activities given the nature of their work with library management.

Advisory Board Activities

- Input on library management performance evaluation
- Information on advocacy initiatives
- Clarification on library policies (e.g., access, confidentiality)

Advisory Board's Work

- Attendance and participation in board activities and events
- Service in an advisory capacity to the governing body in matters that pertain to the library
- Serving as liaison and representative from the community on library matters
- Advocating for the library for support from governing entities
- Supporting public library vision and values, such as intellectual freedom and the right to access content

A complete list of advisory board roles and responsibilities appears later in this section.

Activity

- Knowledge of and a commitment to promoting the libraries resources and services to the community
- Active participation in library and board processes, such as strategic and/or long-range planning and fundraising
- Activity in advocacy and political processes for local, state, regional, and national levels of legislation
- Library support such as local, annual funding requests, state advocacy for library funding, and state advocacy for state agency initiatives designed to support public libraries and local communities
- Assistance in identifying a network of community members to actively support the library

Productivity

- Attendance and activity in regularly scheduled meetings
- Willingness to assume a board leadership or officer role
- Attendance at library community events
- Participation in basic board communication during and between meetings and events and, in general, use of the library board communication plan
- Acceptance and activity in special projects

Characteristics of Successful Boards

- Board members who practice a division of board activities to use member expertise as well as to pace work and distribute the workload
- Board officers who complete roles and responsibilities, but who also use other board members for delegation and support
- Board officers who use communication plans and rules of communication and engagement to run meetings

Roles and Responsibilities

1. Provide input and recommendations, as invited and appropriate, in support of the governing authority's interviewing and selection of the library director, library director orientation and training, and performance evaluation of the library director
2. Assist the library director in determining the library's vision and mission
3. Participate in short-term, long-term, and strategic planning
4. Advocate for adequate resources
5. Assist in managing resources effectively and efficiently by providing guidance and recommendations to library management
6. Be familiar with and assist the library in communicating around resources, services, and public image
7. Provide a forum for public communication on library issues
8. Assist the library in assessment
9. Report library activities and issues back to the governing authority
10. Assist in succession planning for new board members by identifying and motivating others to serve on the advisory board when slots become available
11. Maintain knowledge of existing and new community populations
12. Participate in processes to ensure effective board teamwork

13. Maintain a knowledge of contemporary librarianship through training provided by the xxxxx and the library and attendance at board meetings, committee meetings, other area community meetings, and professional association events such as the American Library Association and the Texas Library Association (annual, assembly and district meetings) whenever possible.

14. Be familiar with the library and its policies and procedures

15. Be aware of 21st century librarianship values and responsibilities such as copyright, confidentiality of patron records/data and the public's right to information versus intellectual freedom

AGENDA ITEM REPORT
5.4.

To:	Library Advisory Board
Subject:	Consideration and possible action to elect Secretary for keeping meeting minutes.
Meeting:	Monday, October 10, 2022
Department:	Library
Staff Contact:	

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT
5.5.

To: Library Advisory Board
Subject: Update and discussion on Book Challenge.
Meeting: Monday, October 10, 2022
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT
5.6.

To:	Library Advisory Board
Subject:	Consideration and possible action to approve Strategic and Development Plan 2022-2023.
Meeting:	Monday, October 10, 2022
Department:	Library
Staff Contact:	

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Strategic Recovery & Development Plan 2022-2023

HUTTO PUBLIC LIBRARY

CITY OF HUTTO LIBRARY

DRAFT

Strategic Recovery and Development Plan 2022-2023

TABLE OF CONTENTS

01 *Library Vision & Mission*

02 *Hutto Community Profile*

03 *State of the Library*

04 *Survey Data*

05 *Goals*

06 *Budget*

07 *How We Get There*

08 *Evaluation*

09 *Vision for Future Long Range Plan*

LIBRARY VISION & MISSION

Vision

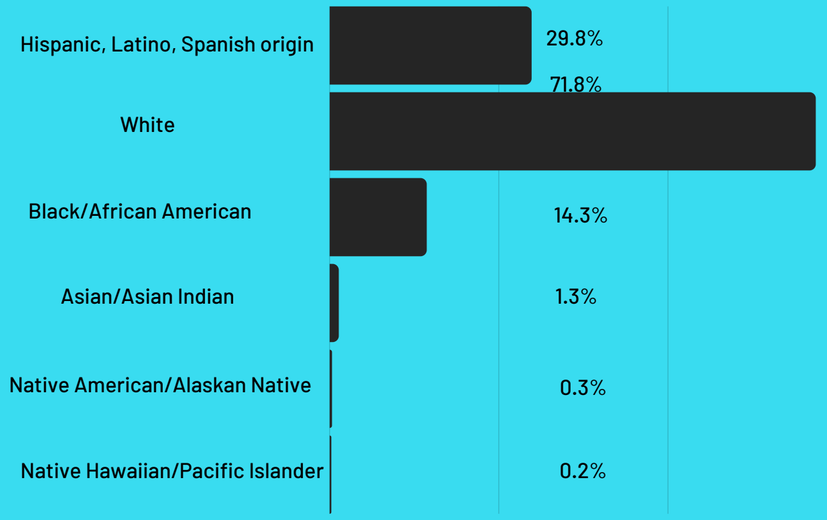
The Hutto Public Library aims to eradicate illiteracy, to develop a lifelong love for reading, and a quest for knowledge.

Mission

The mission of the Hutto Public Library is to fulfill the educational, informational, cultural, and recreational needs of all its patrons through the services offered in a modern public library. The Library values the citizens of Hutto and responds to their needs and wants by providing a clean and inviting building, well-organized and up-to-date collections, friendly professional service and well-trained staff who are committed to the Library vision.

HUTTO COMMUNITY PROFILE

Race/Ethnicity



Income

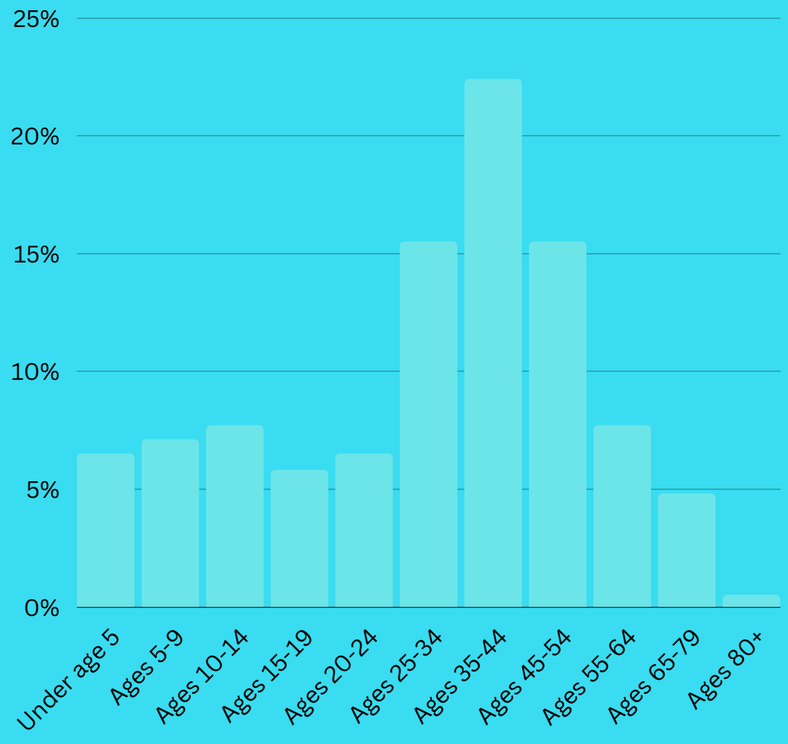
Less than $49,999	20.4%
$50K to 74,999	19.3%
$75K to $99,999	22.1%
$100K to $149,999	27.6%
$150K+	10.5%

Hutto is consistently ranked as one of the fastest growing communities in Texas. When it comes to towns of the future, Hutto is one that's definitely on the rise. As Austin continues to grow at a rapid rate, the population in this small city is expected to double in size over the next few years. With a great location of 28 miles from the city center, Hutto gives you plenty of separation from the city while still allowing easy access to all of Austin's cool amenities.

Disability Status

Yes	16.3%
No	83.7%

Age



State of the Library

2022-2023

New Library Cards

1,659

Items in Collection

31,042

Library Card Holders

4,142

Items in Digital Collection

8,031 + 23,282

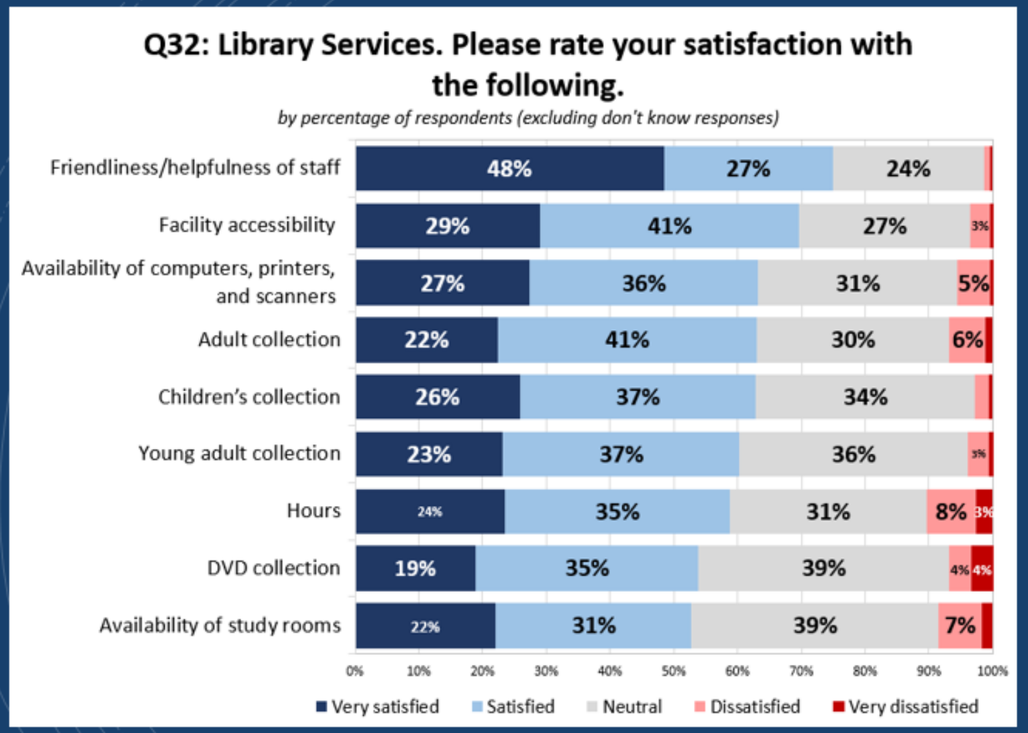
Checkouts

62,072

Highest in history of Library

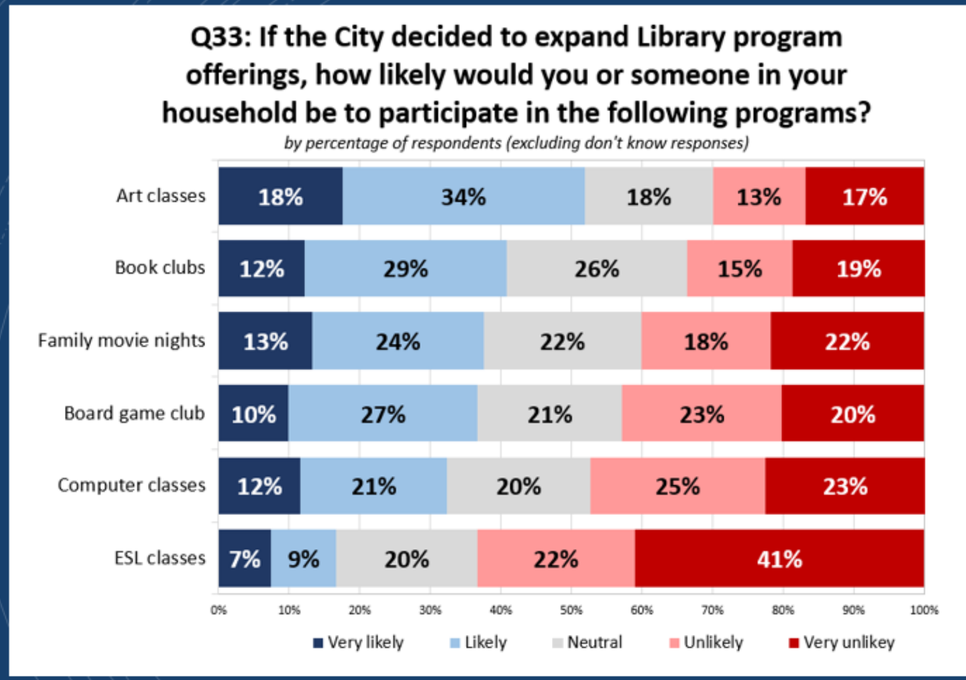
Programs

154



Library had 2nd highest rated city service for overall satisfaction

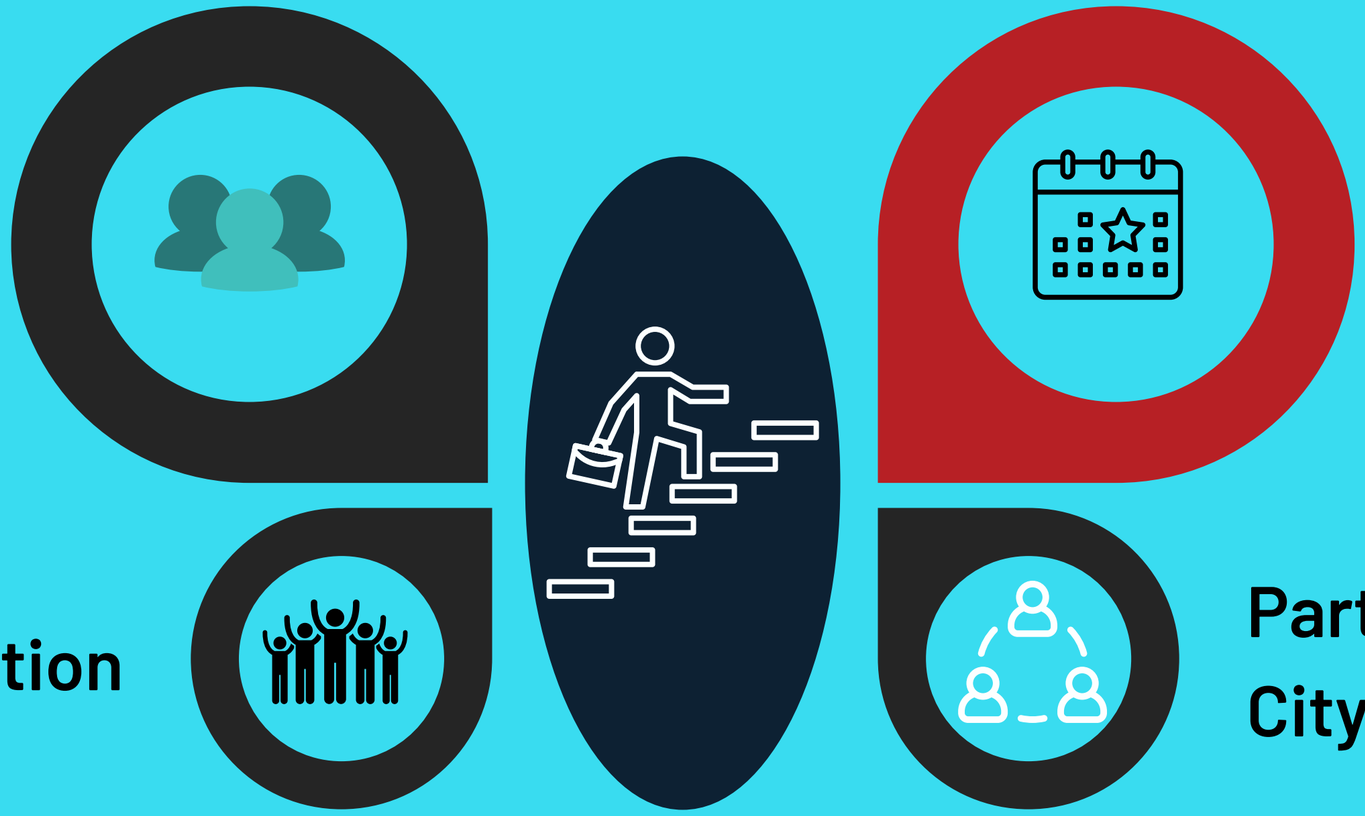
SURVEY DATA



GOALS

Hire & Retain Staff

Grow programming



Communication

Partnerships with City & Community

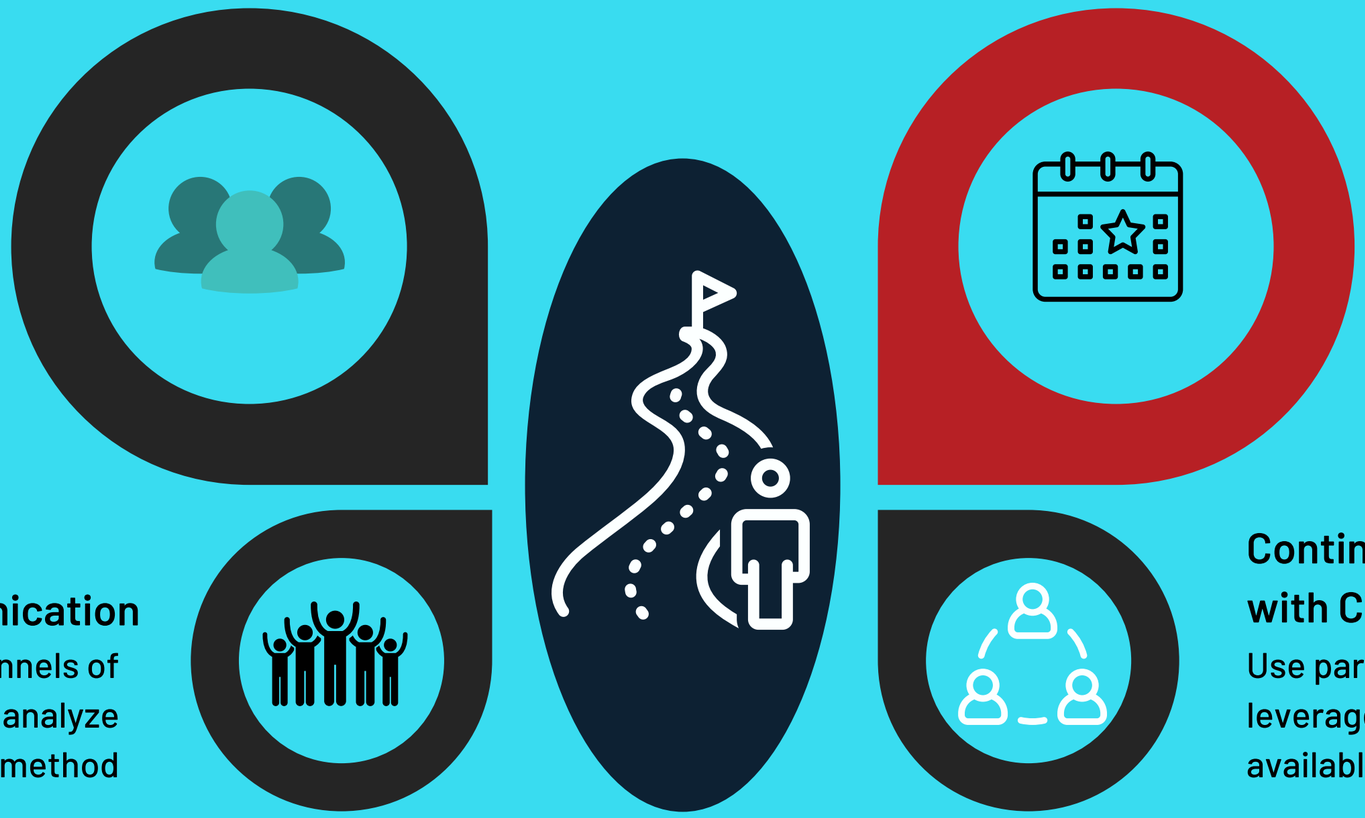
HOW DO WE GET THERE?

Hire & Retain Staff

Continue to provide excellent service to patrons and professional development for staff

Grow programming

Add more classes, specifically art, tech, and ESL



Communication

Utilize all channels of communication and analyze success of each method

Continue building partnerships with City and Community

Use partnerships to leverage reach of resources available

BUDGET

	FY2021-2022	FY2022-2023
Salaries & Benefits	182,182	**254,249**
Supplies & Materials	50,000	46,500
Contractual Services	4,100	2,400
Misc. Expenses	3,500	6,500
Total Budget	239,782	309,649

Added Staff Children's Librarian

Added funds for Professional Development

EVALUATION

Volunteers

Determine if volunteers are filling a critical role in library

Community Data

Determine if the research gave us a broad enough sample of Hutto residents

Collaboration

Evaluate how many collaborative programs that we're able to create

Staff

Evaluate staff to make sure they are supporting mission and vision of library

Programs

Evaluate programs to make sure the attendance demonstrates demand for programs

VISION FOR FUTURE

Strategic 3 Year Plan

Plan completed every three years to evaluate Library Programs and Services

Key Voices

- Community & Community Partnerships
- Library Manager
- Library Staff
- Library Advisory Board
- City Council

AGENDA ITEM REPORT
5.7.

To:	Library Advisory Board
Subject:	Consideration and possible action to approve amended version of the Library Vision and Mission Statements.
Meeting:	Monday, October 10, 2022
Department:	Library
Staff Contact:	

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Mission and Vision Statement with proposed change

Mission Statement

The mission of the Hutto Public Library is to fulfill the educational, informational, cultural, and recreational needs of all its patrons through the services offered in a modern public library. The Library values the citizens of Hutto and responds to their needs and wants by providing a clean and inviting building, well-organized and up-to-date collections, friendly professional service and well-trained staff who are committed to the Library vision.

Vision Statement

The Hutto Public Library aims to eradicate illiteracy, to develop a lifelong love for reading, and a quest for knowledge.

Proposed change:

Vision Statement

The Hutto Public Library aspires to serve and empower the community by creating a welcoming environment that fosters an appreciation of literacy and a culture of lifelong learning.