



City of Hutto

Agenda

Library Advisory Board

Monday, November 7, 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. 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 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 11/7/22. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to the Board.

4. STAFF COMMENT

- 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. Consideration and possible action to elect Secretary for keeping meeting minutes.
- 5.4. Consideration and possible action to approve Strategic and Development Plan 2022-2023.
- 5.5. Update and discussion on Book Challenge.

6. ADJOURNMENT

7. CERTIFICATION

I certify that this notice of the 7th of November, 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 3rd of November, 2022 at 5:00 P.M.



Colleen Tierney

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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.

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, November 7, 2022
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

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, November 7, 2022
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

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: Consideration and possible action to elect Secretary for keeping meeting minutes.
Meeting: Monday, November 7, 2022
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.4.



To: Library Advisory Board
Subject: Consideration and possible action to approve Strategic and Development Plan 2022- 2023.
Meeting: Monday, November 7, 2022
Department: Library
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Strategic Recovery & Development Plan 2022-2023

HUTTO PUBLIC LIBRARY

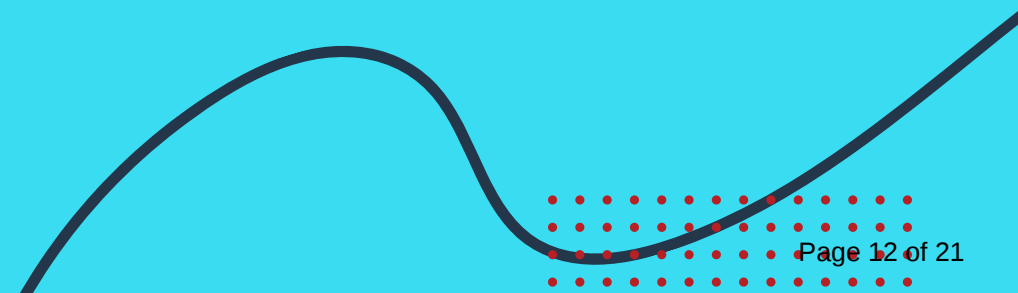
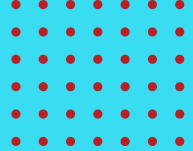
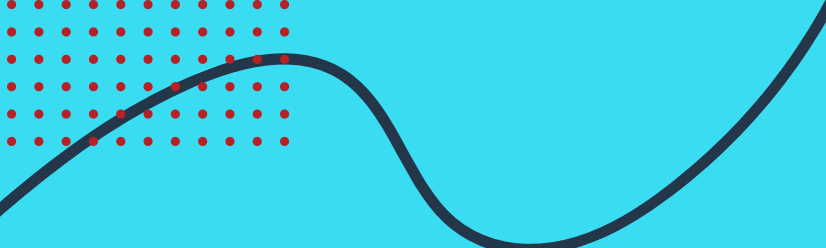


Strategic
Recovery and
Development
Plan
2022-2023

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LIBRARY VISION & MISSION



V

Vision

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



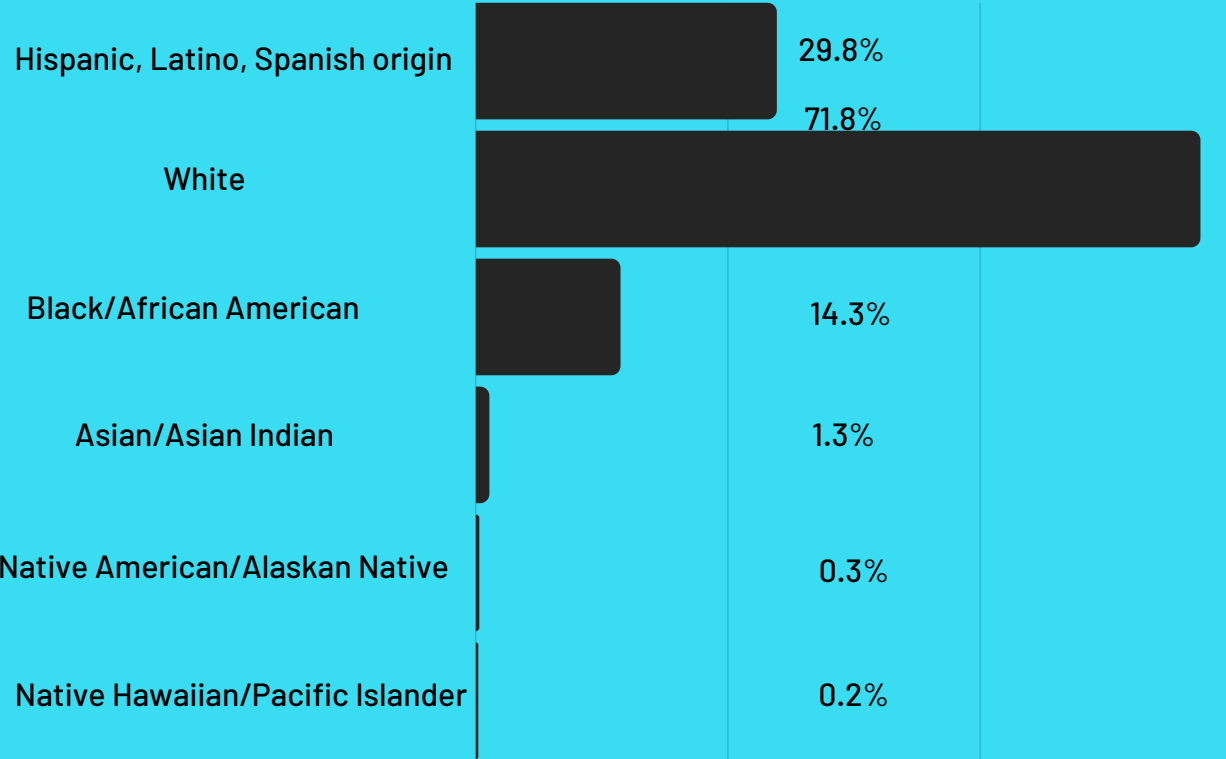
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Mission

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



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.

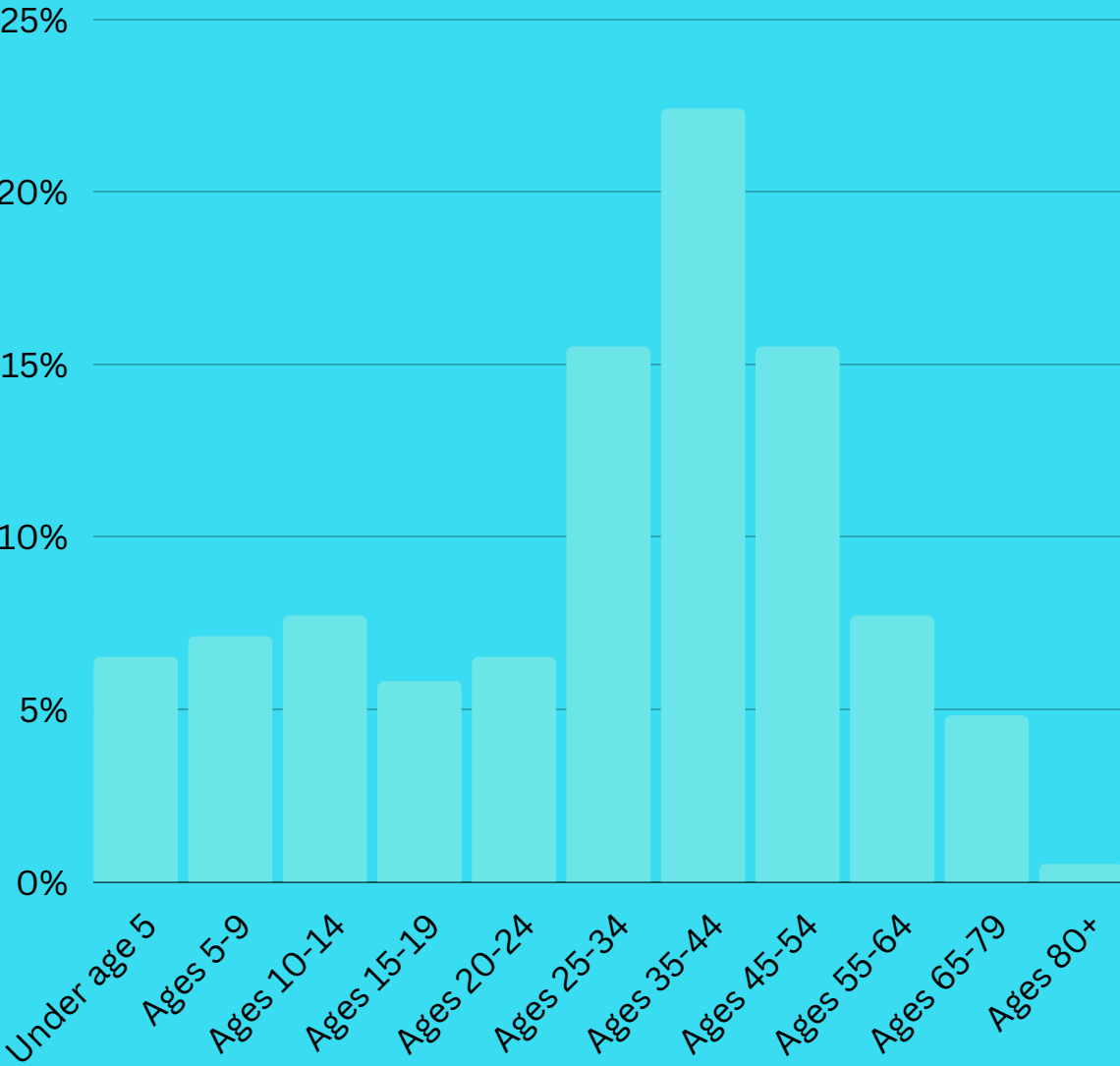
Income

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%

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

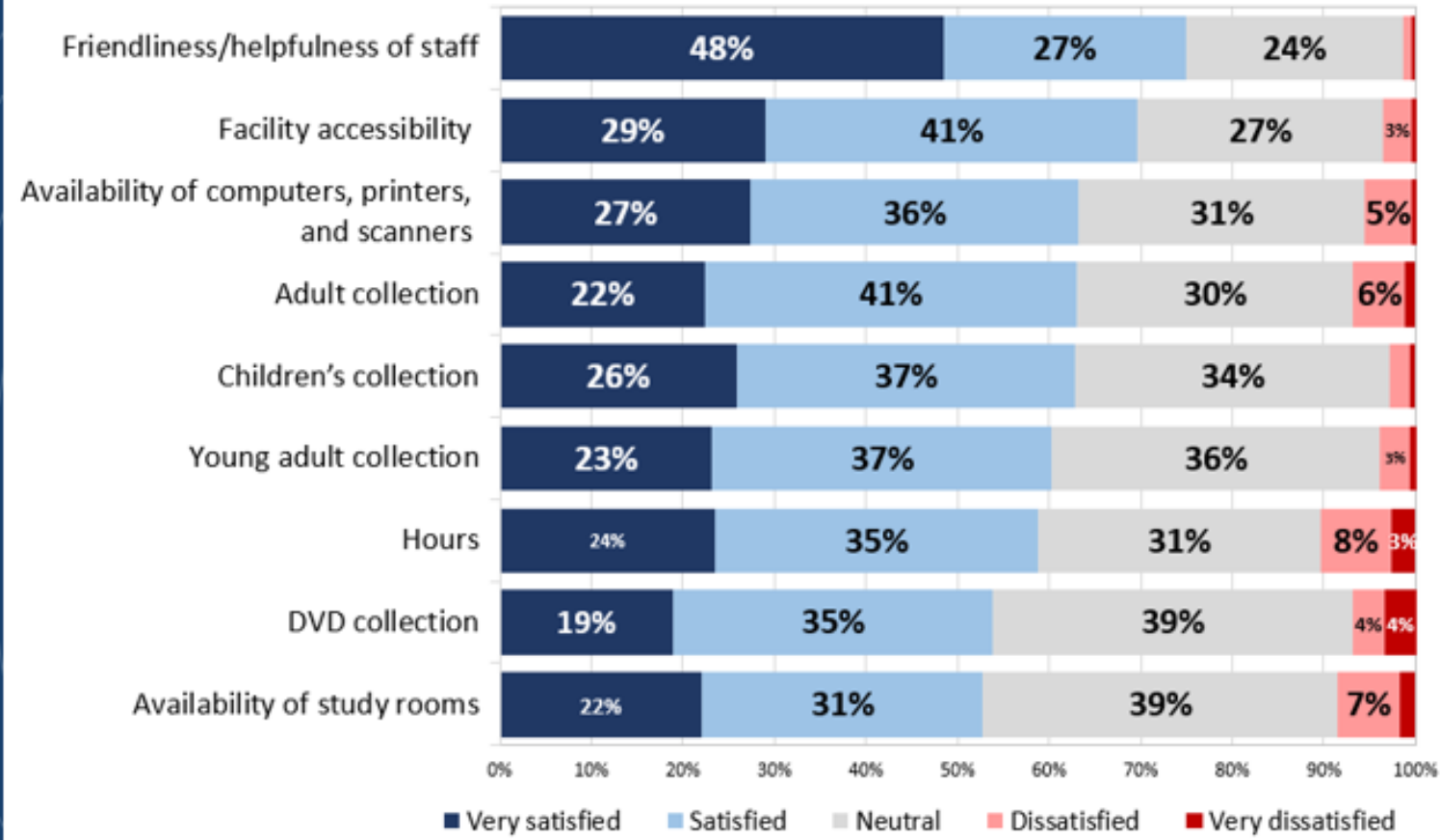
154



SURVEY DATA

Q32: Library Services. Please rate your satisfaction with the following.

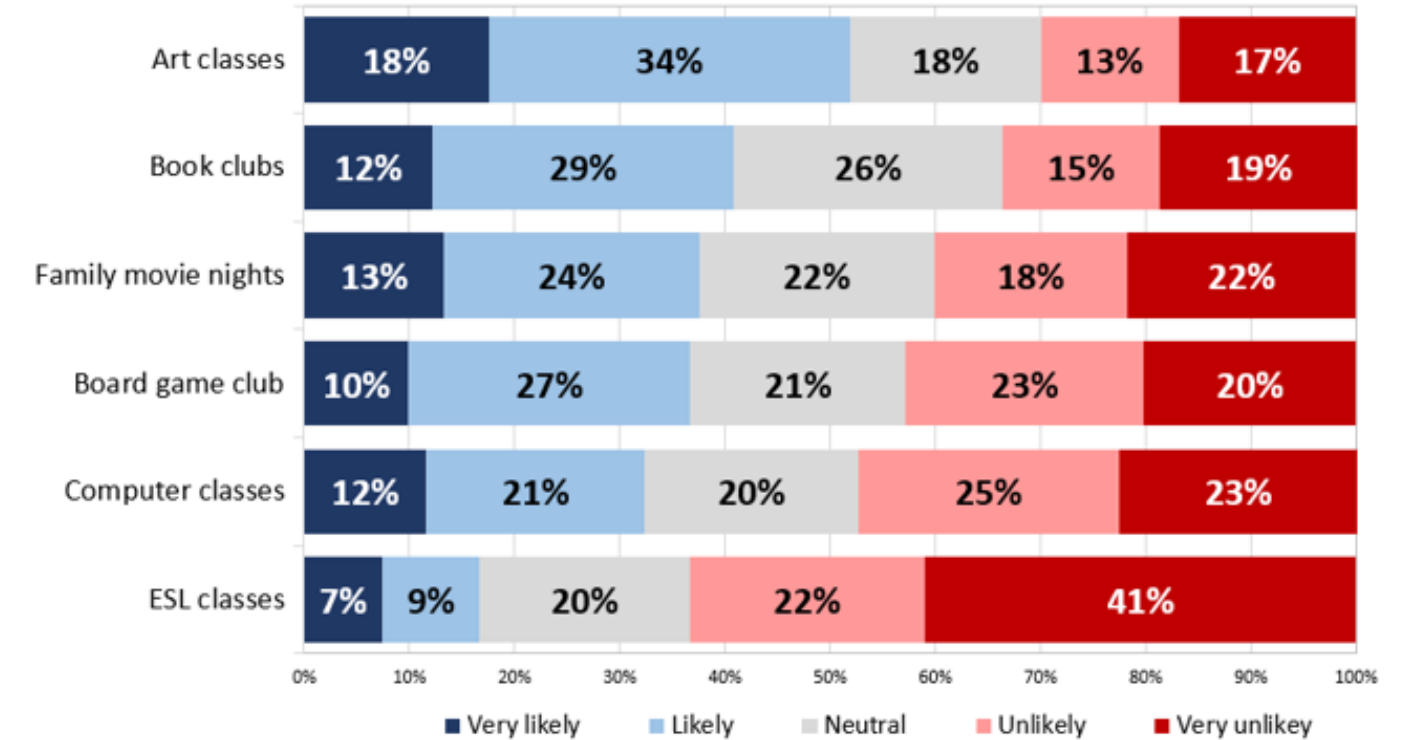
by percentage of respondents (excluding don't know responses)



Library had 2nd highest rated city service for overall satisfaction

Q33: If the City decided to expand Library program offerings, how likely would you or someone in your household be to participate in the following programs?

by percentage of respondents (excluding don't know responses)

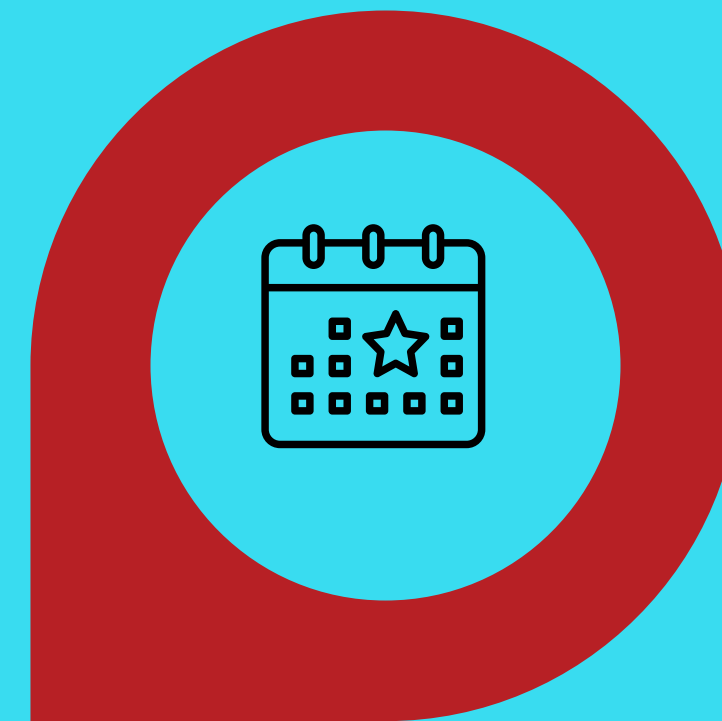


GOALS

**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



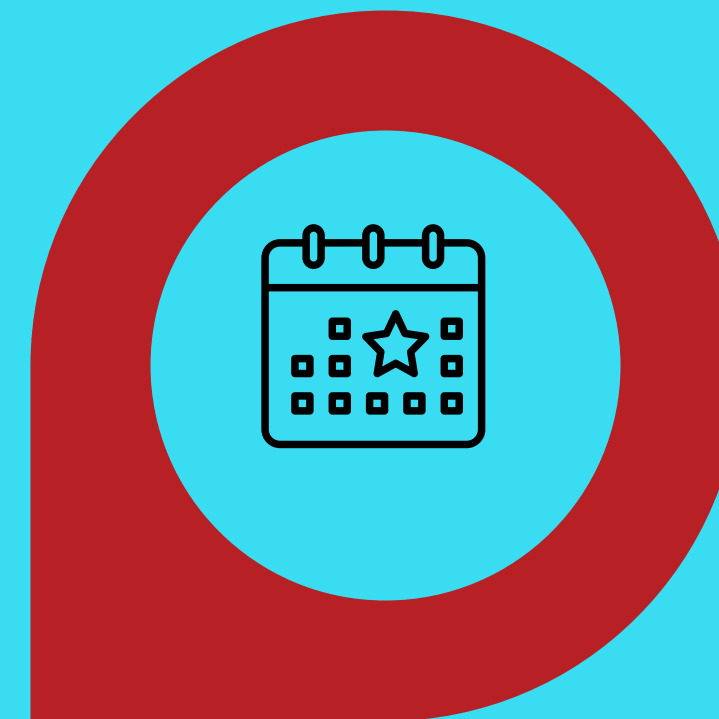
Communication

Utilize all channels of communication and analyze success of each method



Grow programming

Add more classes, specifically art, tech, and ESL



Continue building partnerships with City and Community

Use partnerships to leverage reach of resources available



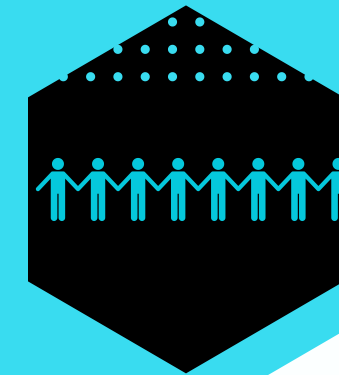
BUDGET


Added Staff
Children's
Librarian

	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 funds for
Professional
Development

EVALUATION



Volunteers

Determine if volunteers are filling a critical role in library



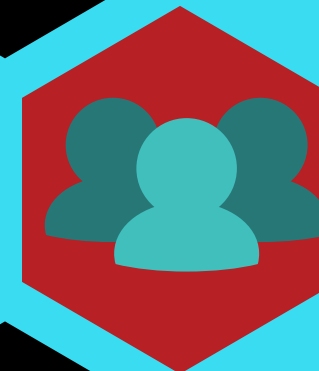
Community Data

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



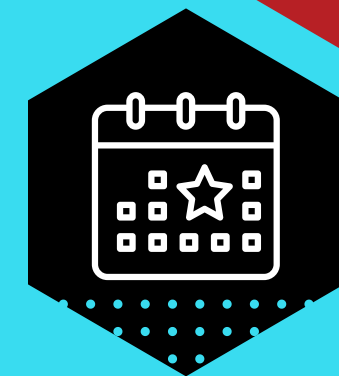
Collaboration

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

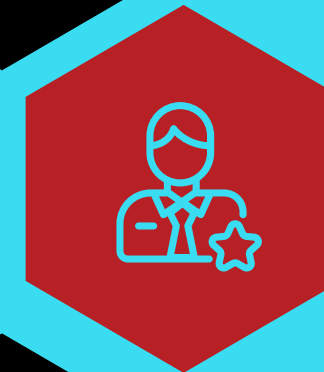
Plan completed every three years to
evaluate Library Programs and Services



Key Voices



Community & Community
Partnerships



Library Manager



Library Staff



Library Advisory Board



City Council

AGENDA ITEM REPORT

5.5.



To: Library Advisory Board
Subject: Update and discussion on Book Challenge.
Meeting: Monday, November 7, 2022
Department: Library
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POLICY IMPLICATIONS:

ATTACHMENTS:

None