



MINUTES

Library Advisory Board Meeting

6:00 PM - Tuesday, July 14, 2020

City Council Chambers

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson

Christina Garza, Vice-Chair

Dwight Baker

Havala Merit

Brian Thompson

David Westbrook

Vacant

1 CALL MEETING TO ORDER

Meeting was called to order at 6:00pm by Chairperson Chappell.

2 ROLL CALL

Members of the Library Advisory Board present were: Chairperson Tara Chappell (via telephone conference), Dwight Baker, Havala Merit, David Westbrook, and Brian Thompson

Members of the City Staff present: Jessica McCart, Library Manager, Holly Nagy, City Secretary

City Council member present: Scott Rose

3 PUBLIC COMMENT

No Public Comment

4 AGENDA ITEMS

- a) **Consideration and possible action on the February 10, 2020 Library Advisory Board meeting minutes.**

Merit motioned to accept the February 10, 2020 Library Advisory Board meeting minutes. Baker seconded the motion. Motion passed 5-0.

- b) **Update, and discussion, on current library operations.**

McCart discussed Current Library Status:

- The library has two full-time employees, Jessica McCart and Tanya Bechara. Jessica McCart is the current Library Manager.
- Kristi Robich is the Manager of Community Outreach and Programs. She is the library manager's direct supervisor. Kristi is training on circulation to cover when needed.
- The library is operating through a curbside basis. Items can be reserved through our catalog, and picked-up at the designated curbside spots during the library's operating hours.
- For temporary library cards to access digital materials, applications can be emailed to Jessica.
- For library card renewals, patrons can call the library or e-mail Jessica. We are not requiring patrons to show proof residency for renewals while the library is closed.
- In-person services are closed. These include: patron computers, patron printer / copier, and new library cards. City Hall is closed as a whole to the public. This will be re-examined August 28th.
- The library is currently not accepting donations at this time.
- The Interlibrary Loan Service is temporarily closed, and the TexShare Program has been temporarily suspended.
- In-person programs are temporarily suspended.
- We are currently doing grab-and-go activities every Wednesday. We prepare 50, and most are gone after being available for a few days.
- We are still doing virtual story time. That will continue to the end of July.
- Temporary library hours are as follows:
 - Monday, Wednesday – Friday : 10am – 4pm
 - Tuesday: 12pm – 6pm
- Volunteers are not coming into the library at this time.
- Items that are checked-in are cleaned and placed into quarantine for 3 days
- We are currently not accepting payments for small fines under \$5.00. These fines will not prohibit access to the collection. Fines more than \$5.00 can be paid over the phone with a credit card. Fines that are collected go back into the city's general fund.

McCart discussed the library moving forward:

- Since we are operating with limited staff, we are going to put out a survey to help us focus on the services most wanted/ needed. Once we have a better understanding of our community's current library needs, we will do a call out for volunteers, and seek assistance from the Friends of the Hutto Public Library.
- For accreditation purposes, the library has to be opened 40 hours a week during normal circumstances. We will not resume previous hours. We will reconfigure hours of operation to meet minimum standards, but also focus on what the community needs. Survey responses will strongly influence future hours of operation.
- The Texas State Library has only one staff requirement to keep accreditation: a member on staff with a Masters in Library and Information Science. There is no

quantity of staff requirement. The library is focusing on how to re-open with two employees.

- We are brainstorming other activities / virtual programs to conduct in the fall. Virtual Story Time will be phased out due to copyright restrictions.
- The library is in talks with Alicia Roldan about the possibility of virtual Spanish classes for children and adults.
- We are going to set up a self-check-out station when we do re-open. This will allow patrons to check-out books if they feel comfortable in doing so.
- We will also have a self-check-in station that volunteers can use to check items into quarantine.
- We are also brainstorming other technology enhancements that will allow patrons more self service, such as a more advanced catalog. This will be examined further when discussing the budget.

Stats Comparing FY19 to FY20:

Patron Visits

	FY19	FY20
March	2,012	1,689
April	4,805	0
May	4,809	0
June	7,135	569
Totals	18,761	2,258

Circulation Numbers

FY2019

	03/2019	04/2019	05/2019	06/2019	Totals
Normal	2,034	3,864	3,742	6,751	16,391
Self-Check	0	0	0	0	0
Renewal (staff)	164	251	256	467	1,138
Renewal (member)	441	520	658	591	2,210
In-Library	260	482	660	1,037	2,439
	2,899	5,117	5,316	8,846	22,178

FY2020

	03/2020	04/2020	05/2020	06/2020	Totals
Normal	2,032	13	0	792	2,837
Self-Check	0	0	0	0	0
Renewal (staff)	199	4	0	30	233
Renewal (member)	359	173	2	129	663
In-Library	931	1	22	37	991
	3,521	191	24	988	4,724

FY 2019 March 1 – June 30: New Library Cards – 886, Renewals – 850

FY 2020 March 1 – June 30: New Library Cards – 114, Renewals – 368

c) Update, and discussion, concerning library's accreditation status.

McCart discussed:

- The Hutto Public Library meeting accreditation standards, so it is accredited for 2021 State Fiscal Year.

d) Discussion, and possible recommendations, for library budget.

McCart discussed:

- The library's operational budget is \$43,830.00.
- The current budget decreased significantly due to the pandemic.

- The main focus for next fiscal year is on maintaining library materials budget and collection subscription budget. We are going to try to increase the library software budget so we can improve the online catalog. The library is in the works of adding a feature to the library's online catalog for the new fiscal year. It's called Syndetics Unbound. This feature would add the book covers to titles, and also offer various reader's advisory services. These would be extremely beneficial in helping our patrons select library materials.
- The library renews our contract with Biblionix (our ILS) in September. This added service would cost an additional \$600 a year to our contract. It's \$50 extra a month. Because we are operating with limited staff, this feature is much needed for our patrons to view our collection. It takes a lot of guess work from selecting reading materials, and it's more user friendly.

e) Update on Simply-E Program.

McCart discussed:

- A representative from Amigos met with Tanya and Jessica on how to implement Simply-E. Everything is set in place, the library just has to advertise it. We are coming up with a game plan to promote the Simply-E app that will prevent too much confusion.
- Background knowledge for Simply-E:
 - Simply-E is a program that compliments the library's e-book collection. It's a platform that allows patrons to access our e-books, and e-books provided by the State Library. It is paid for by the Texas State Library until 2022. It does NOT give us access to other libraries' digital collections. It's ideal for those individuals who like reading on their tablet, or phone. However, there are certain hiccups. These include:
 - Simply-E is more compatible with iOS users. There are issues with the app on android devices.
 - Simply-E doesn't communicate well with the OverDrive app. If a patron checked-out an OverDrive book using the Simply-E app, then they have to continue reading it with the Simply-E app. They will not be able to access that item on the OverDrive app.
 - Simply-E doesn't work well with audio-books.
 - Simply-E doesn't communicate with Amazon Kindles. Materials must be read on a tablet with the app.

f) Preliminary discussion on annual report to City Council.

McCart discussed:

- According the Library Board Ordinance, The Library Advisory Board can make, and present, an annual report to City Council. This report would include vital numbers such as: visitor count, program statistics, circulation numbers, etc. It will demonstrate the impact the library has on the city. With the FY19-20 ending in a couple months, this would be an ideal time to start a preliminary discussion about such a report.

5 ADJOURNMENT

Westbrook motioned to adjourn the meeting at 7:07pm. Baker seconded the motion.
Motion passed 5-0.

I certify that the meeting minutes are official, on the 16 of November, 2020 at 6:48 PM and will remain available through City of Hutto offices as reference to the business conducted during the meeting.

/s/

Tara Chappell, Chairperson
Library Advisory Board

Attest:



Jessica McCart,
Library Manager