



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
Monday, September 9, 2019 AT 6:00 PM
CITY HALL - LIBRARY
500 WEST LIVE OAK STREET**

LIBRARY ADVISORY BOARD

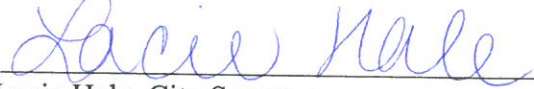
Tara Chappell, Chairperson
Dwight Baker
Patricia Elsasser
Cristina Garza
Chavala Merit
Lori Ortiz
Kathi Shilling

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
 - 3.A. Remarks from visitors. (*Three minute time limit.*)
4. **AGENDA ITEMS**
 - 4.A. Introduction of new Library Advisory Board members. (Lisa Riggs)
 - 4.B. Consideration and possible action on the June 10, 2019, Library Advisory Board meeting minutes. (Lisa Riggs)
 - 4.C. Consideration of possible action for Library Advisory Board Vice-Chair. (Lisa Riggs)
 - 4.D. Discussion and possible action concerning grants, outside funding, fundraising, and updates. (Lisa Riggs)
 - 4.E. Discussion and possible action concerning Library Advisory Board boundary lines. (Lisa Riggs)
 - 4.F. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Advocacy Standards. (Lisa Rigg)
5. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the September 9, 2019 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on September 6, 2019 at 5:05 pm



Lacie Hale, City Secretary

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 communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 758-4939 or lacie.hale@huttox.gov for assistance.



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, JUNE 10, 2019 AT 6:00 P.M.
HUTTO PUBLIC LIBRARY
500 W. LIVE OAK STREET**

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson
Patricia Elsasser
Lori Ortiz
Kathi Shilling
Havala Merit
Dwight Baker
Cristina Garza

MINUTES

1. Call Meeting to Order

Meeting was called to order at 6:05pm by Chairperson Chappell.

2. Roll Call

All members were present, except for new members Havala Merit and Cristina Garza. City staff present included Lisa Riggs, Library Manager and Emily Parks, Assistant to the City Manager, Public Information Officer.

3. Public Comment

Public Comment can be taken on each item listed. Speakers must limit comments to three minutes.

No Public Comment.

4. Agenda Items

4A. Introduction of new Library Advisory Board members.

Riggs introduced Emily Parks, Assistant to the City Manager, Public Information Officer and gave a brief for on new Library Advisory Boards members.

4B. Consideration and possible action on February 11, 2019, Library Advisory Board meeting minutes.

Baker motioned for the minutes to be accepted as written February 11, 2019, Library Advisory Board meeting minutes; Elsasser second the motion; motion passed 5-0.

4C. Discussion and possible action concerning grants, outside funding, and fundraising.

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Riggs discussed grants, sponsorship, and fundraising sharing:

- 2019 Texas Book Festival Grant- Library is recipient of the TBF grant and was able to order 191 junior non-fiction books to add to the collection. Friends of the Hutto Public Library hosted a reception on May 21.
- Applied for the American Society of Radiologic Technologists' National Library for \$500 for selected book & kit.
- Applied for the REFORMA Dia grant for \$300. They were only providing grants for five libraries throughout the nation.

Riggs request for approval to partner with the Friends of the Hutto Public Library:

- Summer Reading Program Kick-Off Party
- Park and Recreation Department and Friends of the Hutto Pubic Library for the Summer Reading Performance.

Riggs also discussed sponsoring Hutto with:

- Half Price Book sponsored the Summer Reading Program free book giveaway through the library applying for the Half-Pint Program. Friends of the Hutto Public Library also applied for this program giving the library 12 boxes of books for the summer giveaway.
- Monster Mini-Golf, Papa Johns, Dairy Queen, Chick-Fil-A, Panda Express, Raising Canes, Spare Time, Sonic, Taco Bell, Texas Stars, Austin Zoo, Gatti's Pizza, Whataburger, Sports Clips, Greater Austin Comic-Con, Austin Park & Pizza, Chili's, Carus Dental, Rasperos free snow cones, Hutto Dental, and Starbucks, Mel's Lone Star Lanes, have sponsored activities or coupon giveaways for the summer reading program.
- Hutto ISD librarian Sharon Case donated 26 boxes of books from Nadine Johnson, Hutto, and Ray Elementary Schools as they weeded their library for the library to use as book giveaway, add to the collection, and donate the Friends of the Hutto Public Library for their bi-annual book sales.
- Friends of the Hutto Public Library to hold a Scholastic Book Sale from July 22-27 as a fundraiser.

Riggs provided updates:

- Spring Break activities were held during spring for kids and families.
- The library staff prepared for the move and closed on March 27 to pack and started moving on March 28 opening the library on April 1.
- The library introduces Babies Need Words Every Day: Talk, Read, Sing, Play on the first Thursday in the new building instead of story time.
- Introduces Lapsit Story Time in April for infants and toddlers up to 18 month of age.
- Regular programming started immediately after the move to prevent any delays. ESL, Hook & Needles, and Adult Spanish class, Story Time missed only one session each during the move.
- United Way of Williamson County completed free Tax Prep on April 11, completing 323 returns with \$434K refunds returned to the community. In 2018, had 251 returns and \$380K refunds with Tax Prep occurring at the Hutto Fire Station.
- The library completed Dia, Children's Day/Book Day in the library with Elizabeth Kahura and Lee Young performing.
- Library staff completed outreach in May visiting six elementary schools and two middle school to prepare for the Summer Reading Program.
- The Summer Reading Program Kick-Off Party was on May 31 with approximately 400 in attendance.
- As of June 6, there have been 427 kids and 309 teens/adult signed up.
- Meeting Rooms & Study rooms have been a positive of the library and are schedule with tutors, adult and students needing study rooms, MOMS Club of Hutto, Hutto Arts Today, HOA, and Early voting and voting.
- United Way of Williamson County will be working with a local financial facility to provide Financial Literacy classes.
- Senior Fall Prevention at the Library will occur in the Fall held by Area Agency on Aging. Also discussing Grandparents Raising Grandchildren classes.
- United Way of Williamson County and MVP Fitness expressed an interest of moving the Health Expo to the Fall instead of January 2020. United Way would also like to provide free flu shots and free dental.

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-The Fine Forgives program was approved by City Council on the May 16 meeting from June 1 through July 31. Utility Billing will working on a special project for one patron. As of June 7, 20 members have participated in the program and \$236.25 fine have been forgiven.

Riggs provided comparison and updates for the new building:

-As of April 1 to May 31 there have been 400 new accounts and 390 renewals compared to 2018 for the same time period with 236 new accounts and 209 renewals.

-9614 Patrons visiting the library for April and May.

-Circulation for April and May:

	4/2019	5/2019	Total
Normal	3864	3742	7606
Self-Check	0	0	0
Renewal (Staff)	251	256	507
Renewal (Member)	520	658	1178
In-Library	482	660	1142
	5117	5316	10433

4D. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Marketing Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus on Marketing Standards.

Baker would like to see stats on how many hits are on the website are converted to Spanish.

5. Adjournment

Baker motioned to adjourn the meeting at 6:41 p.m; Ortiz seconded the motion; motion passed 5-0.

I certify that the meeting minutes are official, on the 9 of September, 2019 at _____ PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

Tara Chappell, Chairperson
Library Advisory Board

Emily Parks, Assistant to the
City Manager

Lisa Riggs, Library Manager
Hutto Public Library

Grants, Sponsorship, and Fundraising/Events Updates

- Recipient of the American Society of Radiologic Technologists' National Library representing Texas for \$500 for books to from a selected books to highlight radiologic technologists and the important role they play on the health care team. A kit will be mailed in October to display during Nov. 3-9 in recognition of National Radiologic Technology Week.
- Applied for the REFORMA Dia grant for \$300. They were only providing grants for five libraries throughout the nation. The books added will be for all ages and add to the non-fiction collection. Did not receive.
- Friends of the Hutto Public Library to hold a Scholastic Book Sale from July 22-27 as a fundraiser, sales totaled \$1915.62, with \$991.73 raised in Scholastic Buck for the library to select books for purchase.
- Inter-Library Loan Reimbursement Program had 116 items loaned to other libraries. The library submitted a Performance Certification form in August. Official award letters will be sent in early September and reimbursements will be dispersed shortly after. Participating libraries will receive a reimbursement of \$9.00 lend.
- Friends of the Hutto Public Library will host a Bi-Annual Book Sale on October 19.
- Friends of the Hutto Public Library will host a Fundraising Partnership Opportunity with the Marine Corps League Williamson County Detachment #1022 in May 2020.
- Entered into the Pizza Hut's The Literacy Project fundraiser through First Books. If selected the local Pizza Hut restaurant will fundraise on the library's behalf from December 3 (Giving Tuesday) through December 31, 2019. Last year's participant received \$200-2000 to purchase brand new books and resources from First Books. If received these funds will benefit the Early Literacy Outreach Program.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for the following:
 - Friends of the Hutto Public Library to purchase Keva Planks for STEM activities.
 - Summer Reading Program Kids Clubs to purchase black t-shirts for Galaxy Shirt project on final program date.
 - Assist with the purchase of candy for Treats at Park St. in October.

Sponsoring Hutto-

- Various SRP sponsors will continue and sponsor Library Card Sign Up month including Carus Dental of Hutto, Texas Stars, Dairy Queen, Panda Express, Raising Canes, Sonic, Taco Bell, Austin Zoo, Gatti's Pizza, Sports Clips, Chili's, Mel's Lone Star Lanes with coupon giveaways.

Updates

- Summer Reading Program 2019 (May 31-July 20, 2019) had 1283 participants; 956 kids & 327 teens/adults versus 2018 (June 1-July 21, 2018) had 888 participants; 666 kids + 222 Adult/Teens.
- Number of books, minutes and hours read for the Summer Reading Program:

2019	2018
Pre-K & Under read: 4011 Book	Pre-K and under read: 2080 Books
K-12 Yrs read: 136,027 Minutes	K-12 Yrs read: 105,636 Minutes
Teens/Adult read: 1,089 Hours	Teens/Adult read: 820 Hours
June/July Library Visitors: 12,835	June/July Library Visitors: 8233

- The Fine Forgives program ended on July 31with \$1,012 fines forgiven with \$150 donation plus administrative fees forgiven. 209 patron participated in this program with 702.5 lbs of food donated to the Hutto Resource Center Food Pantry. This was the first year patrons paid it forward with food donation to assist other patrons.
- The library staff ended programing on July 20 to clean, regroup, reorganize, and prepare for Fall Activities. Lapsit and Preschool Story Times resumed Aug. 21 & 22.
- Regular programming continued during the Summer Reading Program such as Hook & Needles, Adult Spanish class (ended July 26), ESL Summer Conversation Class, Lapsit, and Preschool Story Times.

- Meeting Rooms & Study rooms continued to be reserved and scheduled by staff. Staff reserves the room with full name, phone number and initial reservation. Hutto Homeschool Co-Op has been added reserve the rooms monthly to host once a month parent meetings.
- Voters Outreach Project took place on August 15 to show case new voting equipment.
- September is Library Card Sign Up month.
- Banned Book Week is Sept. 23-28.
- New Fall Programs:
 - Saturday Story Time will occur the first Saturday of the month starting September 7.
 - Regions Banks will be assisting with providing Financial Literacy classes the second Saturday of the month starting September 14. A survey went out to see what areas of financial literacy are important to Hutto residents.
 - Hutto Homeschool Co-Op Parents Meeting will meet the third Thursday of the month.
 - Dyslexia Parent Support group will start meeting in October during Dyslexia Awareness month and meet the fourth Saturday of the month.
 - Evening Adult Art will start in September meeting the fourth Thursday of the month.
 - LegoMania & Family Board Games will be revamped to Build-O-Rama to be more STEM bases with a variety of building activities rotated out each week.
 - Kids Activities Hour to occur the second Tuesday of the month starting in September for kids 6-12 years of age.
- A Matter of Balance provided by Area Agency on Aging began classes on Sept. 4 and end on Oct. 23.
- Homeschool Duel Credit workshop will be held on October 4 to assistance parents and students.
- Voting will take place in the Library on November.
- Hutto Homeschool Co-Op working on Homeschool Happenings program for the fourth Tuesday of the month starting in October or November.

Stats for the new building:

- As of April 1 to Aug. 31 there have been 1261 new accounts and 1186 renewals compared to 2018 for the same time period with 750 new accounts and 800 renewals. June/July 2019: 672 new accounts and 615 renewals versus June/July 2018: 405 new accounts and 477 renewals.
- Currently 5038 active accounts.
- Patrons visiting the library:

Month	# of Visitors
April	4805
May	4809
June	7135
July	5700
August	3405
Total	25,854

- Circulation for April 1 to August 31:

	4/2019	5/2019	6/2019	7/2019	8/2019	Total
Normal	3864	3742	6751	5959	4131	24447
Self-Check	0	0	0	0	0	0
Renewal (Staff)	251	256	467	608	310	1892
Renewal (Member)	520	658	591	805	632	3206
In-Library	482	660	1037	1508	826	4513
	5117	5316	8846	8880	5899	34058

APPENDIX A

Local Implementation Checklist

Use as a check to compare how your library is doing against the public library standards. Mark each statement according to the following criteria.

ADMINISTRATION STANDARDS	Achieved	Working on	Not yet begun	Not applicable
LIBRARY BOARD				
The Library Board has bylaws.	x			
The Library Board meets at least quarterly.	x			
The library provides orientation and continuing education for the Library Board.		x		
At least one member of the Library Board is a current member in a professional library organization.	x			
The Library has:				
A written mission statement	x			
A written long-range plan	x			
A written technology plan	x			
The library has policies and procedures covering:				
a. ADA compliance	x			
b. Circulation	x			
c. Code of Conduct for library users	x			
d. Collection Development/Materials Selection	x			
e. Copyright Compliance (publicly posted)	x			
f. Customer Service	x			
g. Emergency Procedures and Safety Standards	x			
h. Gifts and Special Collections	x			
i. Human Resources	x			
j. Interlibrary Loan	x			
k. Internet and other technology priorities	x			
l. Patron Complaints	x			
m. Privacy and Confidentiality	x			
n. Public Relations	x			
o. Record Retention Schedule consistent with Local Government Records Act	x			
p. Other policies and procedures as appropriate to the library's mission, goals and facilities	x			

The library reviews policies and procedures every two years.	x			
The library issues an Annual Report to the general public and members of the funding agency.	x			
Cooperate with other (non-library) agencies to offer information, services and programs to library users.	x			
Partner with other libraries (public, school, academic and special) to offer information, services and programs to library users.	x			
The library uses a variety of indicators and outcome measures to determine the effectiveness of its service program.	x			
The library conducts community studies and other assessments to ensure community participation in the design and delivery of library services.		x		
The library completes a community analysis at least every five years. (Needs Assessment 4/2015.)	x			
The library completes a patron survey at least every two years.	x			
The library has a Friends and/or Foundation 501(c)(3) support group.	x			
The Library Director is a current member in a professional library organization.	x			
At least one library board member is a current member of a professional library organization.	x			
The library conducts an annual meeting for the purpose of planning and evaluating services.	x			

COLLECTION STANDARDS	Achieved	Working on	Not yet begun	Not applicable
A collection development plan based on community needs includes selection criteria, collection specialties, priorities and requests for reconsideration.	x			
The library collection reflects the diversity of the population in the community.	x			
The collection includes a variety of formats, including electronic resources.	x			
The collection includes basic reading skills and English as a Second Language (ESL) materials.	x			
The collection has been weeded within the past five years.	x			
Interlibrary Loan services are offered.	x			
The library participates in the TexShare card program.	x			
The library collects local history materials.	x			
The library maintains a core reference collection which may include online resources.		x		
The library provides an adequate number of materials:				
a. The collection has #28,412 items	x			
b. The collection has 1.19 items per capita				

(Item/Population)				
The library's collection is used by the community:				
a. The circulation per capita is <u>1.92/45,889</u> (Check out/Population)	x			
b. The collection turnover rate is <u>1.61</u> (Circulation/Collection)	x			
The library maintains a current collection:	x			
a. The percentage of the collection less than five years old is <u>24.20</u>		x		
b. The entire collection is weeded every <u>3</u> years		x		

FACILITIES STANDARDS	Achieved	Working on	Not yet begun	Not applicable
The Library will:				
Comply with federal, state and local building codes, including ADA and TABA	x			
Have an emergency procedures manual and a disaster plan	x			
Have the required emergency facilities	x			
Have and regularly reviews adequate insurance for loss or damage to the library	x			
Review existing and future facilities for safe, secure environment	x			
Have a plan and budget for the maintenance of the building(s) and grounds	x			
Have convenient and adequate parking	x			
Be clearly identified by exterior sign, visible from the street, as a library	x			
Have well designed signs including the International Symbol of Accessibility where appropriate	x			
Incorporate changes to move toward sustainable buildings	x			
Have adequate provision for current electrical, data and telephone needs	x			
Have controlled temperature and humidity for the benefit of visitors, staff and the protection of property	x			
Have adequate interior and exterior lighting	x			
Have an after-hours materials return that is fireproof, in a safe, well-lit area	x			
Have furnishing and equipment adequate to meet the needs of users and staff	x			

Have adequate space to meet service, operation and storage needs	x			
Have meeting space for library programs and for use by community groups, if it is part of the library's plan	x			
Receive input from stakeholders on location, design and accessibility of future locations and renovations	x			
Complete a space needs assessment every five years	x			

FINANCE STANDARDS				Not applicable
The following are non-quantitative standards to be met:				
Receive funds on an ongoing basis as the basic funding structure of the library from: city, county, taxing district, other public funding entity or 501(c)(3) groups.	x			
Submit and annual library budget that addresses the needs of the community as reflected in the long-range plan.	x			
Have fiscal procedures and financial management practices consistent with local government practices and state law.	x			
Any library that is run by a governing board and is designated 501(c)(3) shall have an independent audit conducted every three years.				x
Allocate funds for staff continuing education costs	x			
Provide the minimum salary for a starting librarian's position as reported by the Texas Library Association	x			
Allocates <u>.91/AB-1.06</u> per capita for materials expenditures				
Allocates <u>9.72</u> per capita for operating expenditures				

MARKETING STANDARDS				Not applicable
The library has an active, ongoing marketing plan.	x			
The library has assessed communication opportunities and uses all available marketing tools in the community.	x			
The library recognizes that communications reflect the image of the library and should be attractive and accurate.	x			
The library uses a recognizable look, brand or logo on all printed materials.	x			
When appropriate, the materials are available in language(s) other than English.	x			

ADVOCACY STANDARDS				Not applicable
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The library will create and nurture non-partisan relationships to inform interested community members about opportunities to lobby for library funding, policy and laws.	x			
Information will include legislative issues on a local, state and federal level to effect positive change for all libraries.	x			
The library will provide information to community advocates to enable them to communicate the value of the library to policy-making officials and promote library use.	x			

PUBLIC RELATIONS STANDARDS				Not applicable
The library will focus on the need to foster and maintain a positive image in the community.				
The library will establish favorable press relationships.				
The library will target local demographics and reflect language(s) spoken in the community.				
The library will evaluate all policies and procedures in terms of effect on the public and the library's image.				
The library will evaluate the public image of library services, staff and programming.				

PERSONNEL STANDARDS				Not applicable
All staff members should:				
Project an image of competence and courtesy				
Have an understanding of the history and development of library services				
Know the service goals of the library				
Be aware of all library policies				
Be trained in best practices and procedures required by the position				
Have training and continuing education hours				
Participate in community-based organizations				
Have salaries, hours and benefits comparable with other positions of the funding entity requiring similar educational preparation and job assignments				
The Director has the required education				
The Director completes the required annual training				
The staff attends annual continuing education courses/workshops				
There is one FTE per _3500_ population				
There is _25_ FTE MLS per _10000-24999_ population				

SERVICE STANDARDS				Not applicable
All public libraries in Texas shall:				

Have core library services available when they are open to the public				
Have a minimum of two publicly accessible Internet terminals				
Provide InterLibrary Loan either for free or for recovery of direct costs				
Have Internet access for staff				
Have an online catalog of holdings and an automated circulation system				
Have a copy machine available for administrative and public use				
Have a telephone and scanner available for administrative use				
Have a system for reserving circulating books				
Have day time, evening and weekend hours				
Have staff, signage and publications in appropriate language(s) to help patrons where there is significant population speaking a language other than English				
Service: Accessibility				Not applicable
The library is open <u>48</u> hours per week				
The library has a website				
The library has a social media presence				
The library provides remote access to the online catalog				
The library provides remote renewals for materials				
The library provides remote online reservation of circulating materials				
Service: Information Service				Not applicable
Reference and readers advisory assistance				
Reference service by telephone when the library is open to the public				
Information and instruction on the use of the library and its materials and equipment				
Online database searching with remote access				
Virtual reference service				
Services: Programs				Not applicable
To meet the needs of the community the library will:				
Present educational, cultural, recreational and reading programs that reflect diverse community needs and interests				
Provide children's programs to encourage reading and lifelong learning				
Collaborate with other community organizations and educational institutions to promote library services				
Provide library outreach services to the under-served and un-served in the community				

Facilitate a summer reading program for youth				
Provide adult programs appropriate to the needs of the community				
Moderate online book clubs				
Offer programs in computer literacy				
Digitize historical community assets				

TECHNOLOGY				Not applicable
The library will:				
Provide an adequate number of computers for population served				
Consider technological enhancements to current services as trends indicate				
Require its e-Vendors to encrypt patron data across the internet and minimize internal risks to patron data				
Forward a copy of the Technology Standards to all of its e-Vendors and ask for compliance Ask David *				

*Spoke with David and do not have at this time. It does have it in their long range plans