



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, SEPTEMBER 9, 2019 AT 6:00 P.M.
HUTTO PUBLIC LIBRARY
500 W. LIVE OAK STREET**

LIBRARY ADVISORY BOARD MEMBERS

Tara Chappell, Chairperson
Kathi Shilling
Havala Merit
Dwight Baker
Christina Garza
Vacant
Vacant

MINUTES

1. Call Meeting to Order

Meeting was called to order at 6:24pm by Chairperson Chappell.

2. Roll Call

All members were present. City staff present included Lisa Riggs, Library Manager and Dana Wilcott, Community Outreach Director.

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

4.A. Introduction of new Library Advisory Board members.

Riggs introduces new members Havala Merit and Christina Garza.

Merit and Garza both extended greetings and mentioned their involvement in the library.

4.B. Consideration and possible action on June 10, 2019, Library Advisory Board meeting minutes.

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

4.C. Discussion and possible action for Library Advisory Board Vice-Chair.

Baker motioned to appoint Christina Garza as Vice-Chair; Merit second the motion; motion passed 5-0.

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

Riggs discussed grants, sponsorship, and fundraising sharing:

- 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.

Riggs requested approval for partnership with Friends of the Hutto Public Library.

- 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.

Garza motion to approval partnership with Friends of the Hutto Public Library for all three request; Baker second the motion; motion passed 5-0.

Riggs also discussed sponsoring Hutto with:

- 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.

Riggs provided 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
Pre-K & Under read: 4011 Book
K-12 Yrs read: 136,027 Minutes
Teens/Adult read: 1,089 Hours
June/July Library Visitors: 12,835

2018
Pre-K and under read: 2080 Books
K-12 Yrs read: 105,636 Minutes
Teens/Adult read: 820 Hours
June/July Library Visitors: 8233

- The Fine Forgives program ended on July 31 with \$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 from 6:30-7:30 pm.
- 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.

Riggs provided 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

4.E. Discussion and possible action concerning the Library Advisory Board boundary lines.

Riggs discussed changing the Library Advisory Board boundary lines to match the serving boundary lines of the Hutto Public Library which include people living or owning property within the City of Hutto and Hutto ISD boundaries. This would allow citizens living within the serving area to participate and serve on the Library Advisory Board.

Garza motion to change the Library Advisory Board boundary lines to the Hutto ISD boundary lines; Merit second the motion; motion passed 5-0.

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

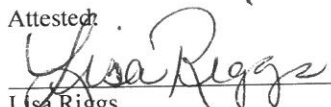
Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Advocacy Standards. Riggs stated these guidelines are not needed to meet state accreditation but are useful to see how we stand in comparison with recommended library standards

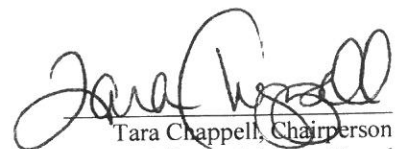
5. Adjournment

Garza motioned to adjourn the meeting at 7:20 p.m.; Baker seconded the motion; motion passed 5-0.

I certify that the meeting minutes are official, on the 13 of 11 2019 at 7:45 PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

Attested:


Lisa Riggs,
Library Manager


Tara Chappell, Chairperson
Library Advisory Board