CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, JUNE 10, 2019 AT 6:00 PM

CITY HALL - LIBRARY
500 WEST LIVE OAK STREET

LIBRARY ADVISORY BOARD

Dwight Baker, Chair
Tara Chappell, Vice-Chair
Patricia Elsasser
Lori Ortiz
Kathi Shilling
Havala Merit
Cristina Garza

AGENDA

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENT:**
   3A. Remarks from visitors. (*Three-minute time limit*)

4. **AGENDA ITEMS**

   4A. Introduction of new Library Advisory Board members. (Lisa Riggs)

   4B. Consideration and possible action on the February 11, 2019 Library Advisory Board meeting minutes. (Lisa Riggs)

   4C. Discussion and possible action concerning grants, outside funding, and fundraising. (Lisa Riggs)

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

5. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the June 10, 2019 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on June 7, 2019 at 4:15p.m.

Lynn Trumbul, Senior Assistant City Secretary

The City of Hutto is committed to comply with the American with Disabilities 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) 759-4839 or lacie.hale@huttotx.gov for assistance.

CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, FEBRUARY 11, 2019 AT 6:00 P.M.
HUTTO PUBLIC LIBRARY
205 WEST STREET

LIBRARY ADVISORY BOARD MEMBERS

Dwight Baker Chair
Tara Chappell, Vice-Chair
Camille Baptiste
Patricia Elsasser
Lori Ortiz
Kathi Shilling
David Westbrook

MINUTES

1. **Call Meeting to Order**
   Meeting was called to order at 6:05pm by Chairperson Baker.

2. **Roll Call**
   All members were present. City staff present included Lisa Riggs, Library, Manager and Eliska Padilla, Executive Director of Communications and Marketing.

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. Consideration and possible action on January 7, 2019, Library Advisory Board meeting minutes.

   Westbrook motioned for the minutes to be accepted with title change to state Special Called Meeting for January 7, 2019; Ortiz second the motion; motion passed 6-0.

   4B. Consideration of possible action concerning the Hutto Library Advisory Board annual calendar.

   Padilla stated discussed the dates set for the annual calendar with consideration to budget review and for the board to advise Riggs with any suggestion to discuss with the Chief Financial Officer. Padilla inquired if the Library Advisory Board would like to keep the February, May, August and November dates on the second Monday of the month with review of holiday dates.

   Westbrook inquired if the budget review would be better to delay to June. Suggested dates were June 10,

September 9, and November 18.
Elsasser motioned to accept the suggested dates, June 10, September 9, and November 18, 2019, for the 2019 Library Advisory Board meeting dates; Westbrook second the motion; motion passed 6-0.

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

Padilla explained to the board it was time to vote for the 2019 and explained the positions.

After discussion within the board members, Westbrook, Ortiz, Baker, Chappell decided to run for Chair and Vice-Chair.

Baker motioned to vote on Chair between Westbrook and Chappell; 6-0 vote for Chappell. Baker motioned to vote for Vice-Chair between Westbrook and Ortiz; 6-1 vote for Westbrook.

4D. Discussion concerning the new Hutto Public Library at the Co-Op in the new City Hall.

Padilla showcased the new Hutto Public Library Board and the various areas with a slideshow. She also discussed the new shelving, lights, staff desks, carpet colors/patterns, furniture, meeting/study rooms, and doors in front of the library and patio. She explained the parking lots and future parking garage. Padilla stated she is working with the city engineer to provide patio furniture. The patio doors will not be open until the pond is completed to assure patron safety. The computers are centrally located to provide assistance and visibility for staff. Padilla discussing moving dates for the February move with the library being closed February 28, March 1, and March 2. Padilla discussed permanent and rotating art displays. Some of permanent art was purchased by rotating artist. Record retention was also discussed with staff to eliminate excess material to move and to digitize to assist dates have not been schedule as it is still a construction zone with family coming into the building.

Library Advisory Boards request to meet in the library for quarterly meeting.

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

Riggs discussed grants, sponsorship, and fundraising sharing:
2018 Texas Book Festival Grants – Completed with final report submitted on December 21, 2018.
2019 Texas Book Festival Grants – Grant completed, reviewed and submitted in request to enhance the Junior-Non-fiction collection.
Texas State Library & Archives Commission Texas Reads grant – gathering information to try to apply for this grant to implement 1000 Books Before Kindergarten Program. Deadline is March 1.

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

- "I Love My Library… Contest" for four - $25 Amazon Gift Cards.
- Hutto Public Library 11th Birthday celebration.

Riggs also discussed sponsoring Hutto with:

- Half Price Book sponsored the Winter Reading Program with free books and $10 gift cards for the final drawing.
- Friends of the Hutto Public Library received a Bronze Sponsorship for $200 from Camille Baptiste for one bookshelf and two Kids Knex Sets.
- Monster-Mini Golf, Papa Johns, and Friends of the Hutto Public Library are sponsoring the "I Love My Library …" contest.

Riggs provided updates:

- Health Expo was held on January 19, with vendors from Connect Hearing, Impact Family Chiropractic, Carus Dental, MVP Transformation and local author Jisele Tuuri who demonstrated Raw Food Recipes while discussing the benefits of Raw Foods and her books. Baylor Scott & White and True Heart cancelled. MVP Transformation and the library look to partner in this event in 2020.
- Friends of the Hutto Public Library held the Moving Book Sale on February 2 raising $717.74.
- Take Your Child to the Library was on February 2 and was held concurrently
- Library attended the Summer Reading Program Workshop to plan for 2019 Summer Reading Program.
- United Way IRS-Tax Preparers are meeting in the library Tuesday and Thursdays from 1:30-7:30 PM to provide tax assistance to household earning $55,000 or less annually and for Senior Citizens.
- Spring Break Activities will be planned for passive programming during the week and a Brown Bag Movie Matinee along with Robots. Hutto High School Air Force Junior ROTC is plans to provide a free Reading Program during Spring Break. Planning is still occurring to see if needs can be met.
- Early voting will take place in new Hutto Public Library from April 22-30, 2019.

Padilla reviewed the financial record for 2018-2019 and discussed with the City Manager regarding part-time staff members. He did recommend full-time positions and recognizes the challenges in the library with being in the new city hall. This will still have to go through review for budget purposes for 2019-2020.

Chairperson Baker motioned to approved to request partnership with Friends of the Hutto Public Library for "I Love My Library Contest" and Library Birthday, Westbrook second the motion; motion carries 6-0.

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

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Finance Standards. Padilla 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

Baker motioned to adjourn the meeting at 7:27 p.m.

_____

I certify that the meeting minutes are official, on the **10** of June, 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

- 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.

- Request for Approval -
- Partnership with Friends of the Hutto Public Library for the following:
  - Summer Reading Performances
  - Summer Reading Program Kick-Off Party
  - Park and Recreation Department and Friends of the Hutto Pubic Library for the Summer Reading Performance.

Sponsoring Hutto-

- 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 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, 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.

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.

- 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.

Stats 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

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 1.92/45,889 (Check out/Population)	x			
b. The collection turnover rate is 1.61 (Circulation/Collection)	x			
The library maintains a current collection:	x			
a. The percentage of the collection less than five years old is 24.20		x		
b. The entire collection is weeded every 3 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 __.91/AB-1.06___ per capita for materials expenditures				
Allocates ___9.72__ 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

The library will create and nurture non-partisan relationships to inform interested community members about opportunities to lobby for library funding, policy and laws.				
Information will include legislative issues on a local, state and federal level to effect positive change for all libraries.				
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.				

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 _48_ 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 it 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**