



**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.

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.

City of Hutto

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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 7:30 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

Not in attendance
Emily Parks, Assistant to the
City Manager


Lisa Riggs, Library Manager
Hutto Public Library