



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, FEBRUARY 11, 2019**

AT 6:00P.M.

HUTTO PUBLIC LIBRARY

205 WEST STREET

LIBRARY ADVISORY BOARD

Dwight Baker, Chair
Tara Chappell, Vice-Chair
Patricia Elsasser
Kathi Shilling
David Westbrook

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT:**
 - 3A. Remarks from visitors. (*Three-minute time limit*)
4. **AGENDA ITEMS**
 - 4A. Consideration and possible action on the January 7, 2019 Library Advisory Board meeting minutes. (Lisa Riggs)
 - 4B. Consideration and possible action on the Library Advisory Board annual calendar. (Eliska Padilla)
 - 4C. Consideration of possible action for Library Advisory Board Chair and Vice-Chair. (Eliska Padilla)
 - 4D. Discussion concerning the new Hutto Public Library at the Co-Op in the new City Hall. (Eliska Padilla)
 - 4E. Discussion and possible action concerning grants, outside funding, and fundraising. (Lisa Riggs)
 - 4F. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Finance Standards. (Lisa Riggs)
5. **OTHER BUSINESS**

6. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the February 11, 2019 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on February 8, 2019 at 3:40 p.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) 759-4033 or lisa.brown@huttotx.gov for assistance.



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, JANUARY 7, 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 6:03pm by Chairperson Baker.

2. Roll Call

All members were present except for Lori Ortiz. City staff present included Lisa Riggs, Library Supervisor 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 November 13, 2018, Library Advisory Board meeting minutes.

Westbrook motioned for the minutes to be accepted for the November 13, 2018, Library Advisory Board meeting Minutes as is, Vice-Chair Chappell second motion; motion passed 6-0.

4B. Discussion and possible action concerning the renaming of the Hutto Public Library.

Padilla stated the Sub-Committee as selected of Elsasser, Ortiz, and Baker met three times to each discuss each of nominees. The committee each researched selected nominee and provide presented information with background checks, reviewed county records, and find and email nominee Ken Love.

Chairperson Baker and Ortiz researched background checks and tracked down living relatives, two of the nominees are deceased. Ken Love was recommended by the Mayor Gaul, other nominees were local author and Friends of the Hutto Public Library member Gale Albright, and former postmaster and local historian Hugh

Davenport, who has a book in the Local History reference section in the library. Ortiz was not able to find information on Ken Love, and Chairperson Baker mailed a letter to his son and heard back from Love stating he was be honored and is very supportive of the library. Mr. Love is on the forefront for the committee as he was heavily involved with the library. As presented Mr. Love was former mayor of Hutto and member of the city council. The Hutto "Citizen of the Year Award" was named after him; he was a member of the Hutto Library Advisory Board, A 2009 the Commissioners Court of Williamson County Ken, started the Hutto Library Committee and proceeded to do many things for the community. Mr. Love also attend the reopening of library 2014 after renovations.

Elsasser researched Gale Albright who was born to Tyler, Texas, June 21, 1945, married and has a daughter. She was a Hutto resident. Mrs. Albright had a lucrative professional career including writing for the Hutto News, which she wrote about the library. Mrs. Albright was also an author, member of the Austin Mystery Writers, Writer's League of Texas, and Sister of Crime Chapter. She was a member of the Friends of the Hutto Public Library since 2016 and has volunteered with books sales. She also participated in the library programs such Adult Art and Spanish Classes. Three of her books are located in the library. Elsasser stated she met Mrs. Albright in the library who was a lively woman more than willing to assist anyone wanting to know more about reading. Vice-Chair Chappell also mentioned Mrs. Albright was the liaison for National Novel Writing Month (NANOWRIMO). Albright was in the library leading NANOWRIMO in 2016 when she collapsed, EMS was called and she was transported to the hospital. Gale Albright passed away on November 19, 2016. Elsasser recommends to rename the library to Hutto Albright Public Library or to name one of the meeting or study rooms in her honor.

Chairperson Baker researched nominee Hugh Shelby Davenport. Background was clear. He was born in Hutto On July 7, 1908; died November 27, 2000. He was a lifelong resident. Mr. Davenport cared for the Hutto Community and was known as the Hutto Historian after compiling a history of Hutto and many of the families. He was member of the Williamson County Historical Society, Lions Club, Hutto city and Shiloh Cemetery Associations and Presbyterian Church. Mr. Davenport served as a City Council member. He served as acting postmaster starting July 29, 1953, and became postmaster August 15, 1958. Mr. Davenports compiled and published a book in 1963 called "An album of facts (and some contradictions) in words and pictures concerning the history of Hutto Williamson County Texas." A copy of this book is located in the Hutto Public Library. Mr. Davenport's collection is currently being held in the Williamson County Museum Archives.

Chairperson Baker reviewed the nominee names and how they would be listed such nominee name – Hutto Public Library. Ken Love's name would need to be the completed name as it could be mistaken as the verb. Albright and Davenport could be used with just the last name and Hutto Public Library. The sub-committee requests the Library Advisory Board to approve the nomination of Ken Love to be brought before the City Council for approval.

Baptiste inquired if family members would need to give approval to use the nominee's names and would this need to go back to the sub-committee. Chairperson Baker stated approval would be needed from families' of nominees who are deceased and he received an email from Ken Love with approval. Baptiste also inquired, how many opportunities are there to rename an area, if the rooms/areas are not sponsored by a corporations.

Padilla stated there is a meeting room and study rooms as well as the technology center. Information has been provided to the board to make the recommendation for the library or areas to honor one of the nominees.

Baker stated he brought picture of plaque honoring an area. Vice-Chair Chappell inquired if the areas are named by one of the nominees would it be removed from opportunities for corporate sponsorship.

Baker and Padilla answered yes.

Baptiste recommended leaving the renaming for the future for possibility of endowment and shape the library by using the suggested nominees to name the available areas. Baptiste recommends Gale Albright for the library

City of Hutto

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name over Ken Love who is honored in other areas of the city and the library has survived because of people like Mrs. Albright and the Friends of the Hutto Public Library, who spent her last moments in the library.

Westbrook recommends keeping Ken Love and Gale Albright and reserve the Technology Center for future sponsorship and doesn't recommend Hugh Davenport currently and suggest bring other nominees to review.

Padilla did state other areas such as Children's, Young Adult, and Junior areas are open for sponsorship. Also if naming the Love Meeting Room, the Albright study room, another name would be needed or use the name for the rooms as Albright A, Albright B.

Vice-Chair Chappell recommend Yasmeen Jehangir for the children's area.

Padilla stated she would inquire if former employees would be allowed for consideration.

Westbrook motioned to not make a recommendations to City Council and reserve the names of Ken Love, Gale Albright, Hugh Davenport for future consideration for the meeting rooms, centers, and areas. Reappoint the sub-committee to explore other nominees, including Yasmeen Jehangir; seconded by Vice-Chair Chappell, motion passed 6-0.

Sub-committee will continue as Chair Dwight Baker and Patricia Elsasser.

Padilla stated she would inform the mayor of the Library Advisory Board's to not come to council at this time as the Hutto Public Library is named after another Huttoan and do not wish change the name. The board would like to consider the nominees for meeting rooms, study rooms, and spaces and search other names and bring to council a full list of names for consideration.

Next meeting special called meeting would be on January 21 at 4:30 pm for discussion with the sub-committee on other nominees.

5. Adjournment

Elsasser motioned to adjourn the meeting at 7:20 p.m.; second by Westbrook; motion carried 6-0.

I certify that the meeting minutes are official, on the 21 of January, 2018 at _____ PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

Dwight Baker, Chairperson
Library Advisory Board

Eliska Padilla, Executive Director
Communications & Marketing

Lisa Riggs, Library Manager
Hutto Public Library

2018 Board and Commission Meeting Calendar

January						
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February						
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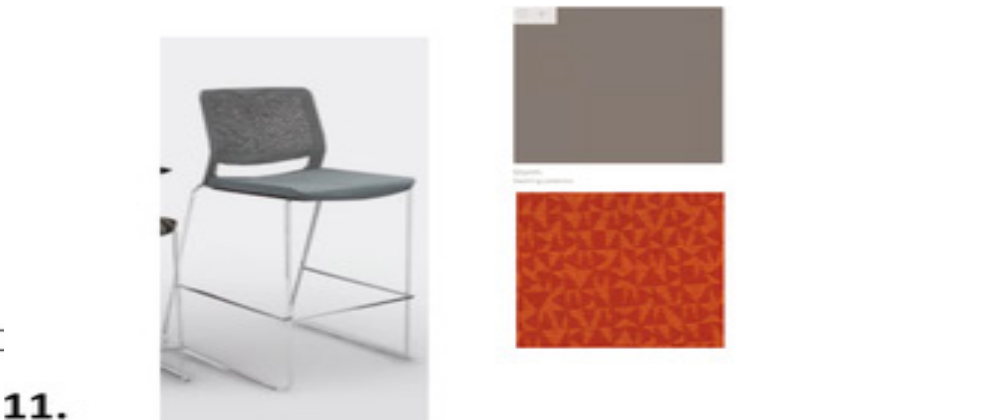
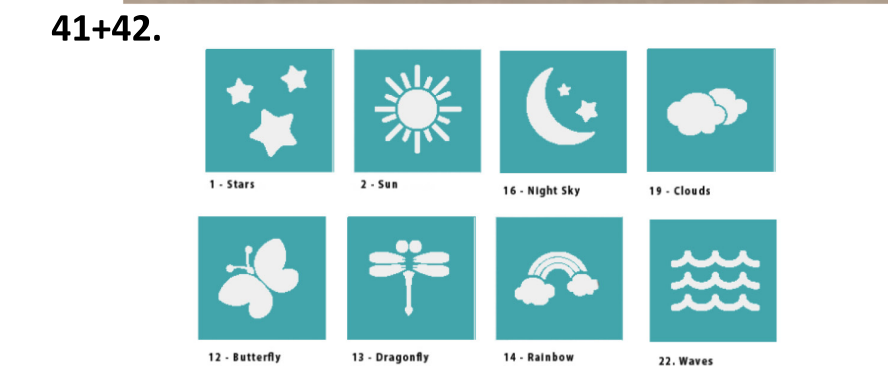
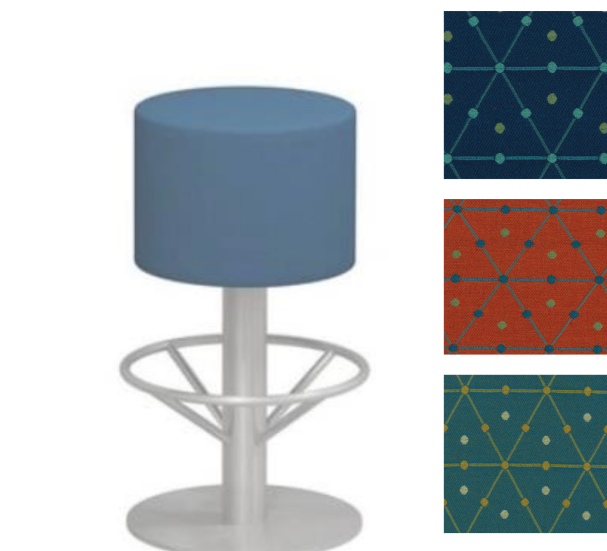
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	Planning & Zoning Commission
	Historic Preservation Commission
	City Council Meeting
	Building & Standards Commission
	Library Advisory Board

	City Holiday
	Parks Advisory Board
	Zoning Board of Adjustments
	Economic Development Board

Note: Ethics Review Commission meets on as needed basis

HUTTO PUBLIC LIBRARY FURNISHINGS



Grants, Sponsorship, and Fundraising/Events Updates

- 2018 Texas Books Festival Grant – monthly data being collection for final report due December 31. COMPLETED
- 2019 Texas Book Festival Grant- Grant was completed, reviewed and submitted in request to update the junior non-fiction collection. Referred to local elementary science fair coordinator and homeschool parents to see how we could meet their need.
- Texas State Library & Archives Commission Texas Reads Grants – we are gather information to apply for this grant to assist the 1000 Books Before Kindergarten Program. Deadline is March 1, 2019.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for the following:
 - “I Love My Library... Contest” for four \$25 gift cards,
 - Hutto Public Library 11th Birthday celebration.

Sponsoring Hutto-

- 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 Golf, Papa Johns, and Friends of the Hutto Public Library are sponsoring the “I Love My Library ...” contest.

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 October 20 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.

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 <u>#28,412</u> items	x			
b. The collection has <u>1.19</u> 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>10.02</u> per capita for operating expenditures				

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

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.				
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 <u>3500</u> population				
There is <u>.25</u> FTE MLS per <u>10000-24999</u> 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**