CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
TUESDAY, NOVEMBER 13, 2018 AT 6:00 PM

HUTTO PUBLIC LIBRARY

205 WEST STREET

LIBRARY ADVISORY BOARD

Dwight Baker, Chair
Tara Chappell, Vice-Chair
Camille Baptiste
Patricia Elsasser
Lori Ortiz
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 May 14, 2018 Library Advisory Board meeting minutes. (Lisa Riggs)

   4B. Discussion concerning the new Hutto Public Library at the Co-Op in the new City Hall. (Eliska Padilla)

   4C. Discussion and possible action concerning the renaming of the Hutto Public Library. (Eliska Padilla)

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

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

4F. Discussion regarding collection comparisons with benchmark cities. (Lisa Riggs)

5. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the November 13, 2018 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on ~~at~~. November 9, 2018 at 12:16pm

Lisa L. Brown, 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, AUGUST 13, 2018AT 6:00 P.M.
CITY HALL – CITY COUNCIL CHAMBERS
401 WEST FRONT STREET

LIBRARY ADVISORY BOARD MEMBERS

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

MINUTES

1. **Call Meeting to Order**
   Meeting was called to order at 6:03 pm by Chairperson Baker.

2. **Roll Call**
   All members were present except for Camille Baptiste and Kathi Shilling. City staff present included Lisa Riggs, Library Supervisor and Eliska Padilla, Executive Director of Communications and Marketing, Odis Jones, City Manager.

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 May 14, 2018, Library Advisory Board meeting minutes.

   Westbrook motioned for the minutes to be accepted for May 14, 2018, Library Advisory Board meeting minutes; Elsasser second motion; motion passed 4-0.

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

   Riggs provided updates on current grants:
   -2018 Texas Book Festival Grant-monthly data being collected for final reports due December 31.
   -$200 Lone Star Día grant – Completed.
   -Estela and Raúl Mora Award – Submitted. If selected awarded the library will receive either $500 or $1000 credit to purchase books through First Books. Awards will be given in September 2018.
   -Dollar General Literacy Foundation Grant – Not awarded. Possible to small programming release. The library applied for the literacy foundation grant to supplement the summer reading program to purchase book and

playaway kits. This kit will be used to assist student in the Book Buddy program and to assist struggling readers. The grant amount is for $3000.
-Best Buy - Grant is for up to $10,000 – Submitted for 2-3D Printer, filament, Stop-Motion stand - The library will complete research and grant to build skill proficiency in technology through out-of-school time programs for teens. Due May 31, 2018. Award date in August 2018.
-Ladd and Katherine Hancher Library Foundation Grant – This foundation offers grants for Public Libraries serving populations of 50,000 or less. The library is requesting equipment for a MakerSpace including 3D Printer, 3D Printer Cart, ReadyANIMATOR, Art Supports for Props, iPad, Keva Plank, Makey Makey Kits, Interlocking Plastic Disk Sets, Interlocking Learning Blocks, Preschool Education Blocks, Tools for Cardboard, STEAM gadgets.

Request for Approval
-Dollar General Literacy Foundation: Youth Literacy Grant – With partnership through the Friends of the Hutto Public Library as a 501 3C to apply for a Bilingual AWE Early Literacy Computer, table, chairs, headphones, and splitters for $4000. Not applied for due to not meeting due date with preparation for the Summer Reading Program.
-Lois Lenski Covey Foundation Grant – With recent donated items are not need for immediate usage. This grant can be take in year round with due dates September 1. Items submitted afterward are considered for the next year. With partnership through the Friends of the Hutto Public Library we would like to apply for the Lois Lenski Covey Foundation Grant. This grant is used to supply books used for the Early Literacy Outreach Program. The grant would help purchase replacement children's books for a bookmobile program through First Books. The Early Literacy Outreach Program provides crates with 50 books (15 Toddler Board Books, 10 Early Reader Books, 20 Story Books, and 5 Oversize Big Story Time Books) to preschools and daycares each month. Each month the crates refilled and rotated among the six preschools and daycares.

Upcoming events for September and October were discussed.

4C. Discussion concerning the Texas Public Standards Local Implementation Checklist (APPENDIX A) and the focus on Administration Standards and Collection Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Administration Standards and Collection 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.

Chairperson Baker request the "The library conduct an annual meeting for the purpose of planning and evaluating service" to become a line item for the February Library Advisory Board Meeting. Westbrook states he believes this more the library and not the board but will like to be informed with planning. Chappell and Westbrook request inquiry to benchmark cities for Collections Standards with providing adequate number of materials and library's collections is used by the community.

4D. Discussion concerning the Hutto Public Library move to the Co-Op and New City Hall.

Padilla stated the library met with the architect and provided board members with renderings of the new library showcasing three entrances, meeting rooms, and study rooms. The rendering also show the computer and storage areas along with three staff circulation desk. Padilla also discussed patron seating, adult, teen, children, and junior areas in the library as well as space for collection items. Furnishings and storage for areas we discussed with board. Padilla also explain all the additional city hall space that will be available to the library for usage for programs. Riggs stated how space in the computer was for patrons was configured for usage and it also creating a line of sight from door to door. Items to be discussed with architect will be the USB charging plugs, materials, and furniture for the library.

Chappell request for USB charging station and water bottle water fountains for patrons to use. Chappell questioned if future internship will be available in the future and process on the moving plans.

Riggs and Padilla discussed Library pages and assistant positions were request and not approved for the next fiscal and discussed possible moving processes with movers having library moving experience.

4E. Discussion regarding Food for Fines and other Library business.

Riggs provided updates on final Summer Reading Program stats along with changes upcoming to the TexShare Data Menu. Food for Fines completed on August first with a total 63 patrons utilizing the program, forgiving $379.00 and 422 lbs. of food for the Hutto Community Food Pantry. The library did received the Texas State Library Accreditation for the next year. Padilla met with research group manning the city survey and discussed library related draft report. There was no significant changes in other areas. For the library, 71% participants with salaries $75,000 and under rated the library services as good or excellent; 56% participants making more than $75,000 rated the library good or excellent; and 60%, participants 65 years of age and younger rated the library good or excellent; 75% participants 65 years of age and older rated the library good or excellent of those who filled out the survey along with no differential on race

Westbrook mentioned the technology can always be added later and requested it be added in a timely manner. Elsasser questioned if library hours would change in the new building. Chappell inquired if doors would be handicap accessible with electronic doors.

Padilla stated library hours would remain current but could be possible in the future. City engineers and designers will make sure entries are handicap accessible.

5. Adjournment

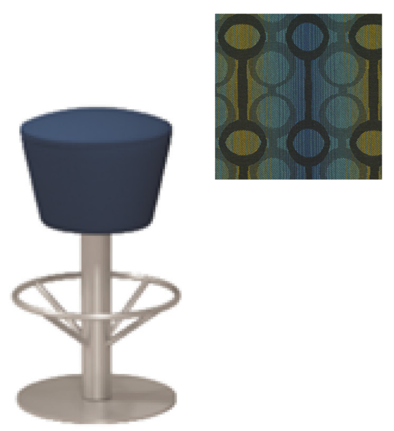
Westbrook motioned to adjourn the meeting at 7:49 p.m.; second by Vice-Chairperson Chappell; motion carried 4-0.

____

I certify that the meeting minutes are official, on the **13** of **November**, 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 Supervisor Hutto Public Library

HUTTO PUBLIC LIBRARY FURNISHINGS

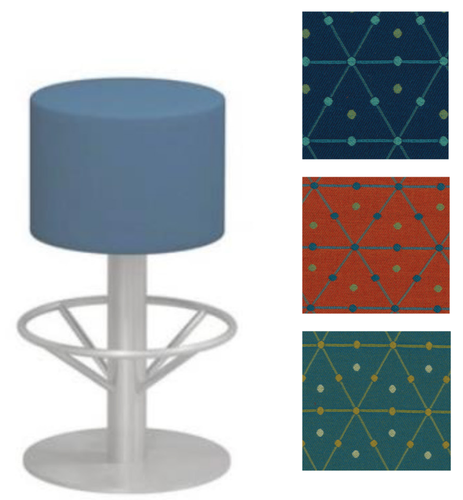


31.

41+42.

43+44.

53. (Children 169)



54+56. (Children 169)

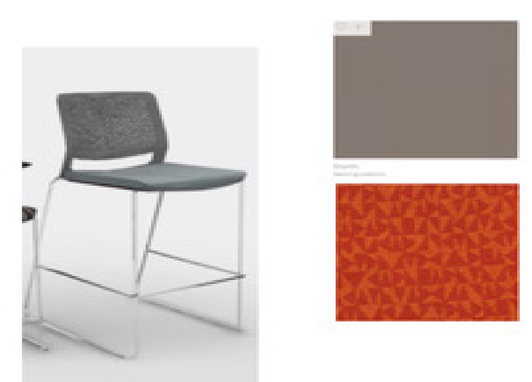
53. (Group Study 164)

54. (Meeting Rm 160)

1+2 TYP.

9.

10.



11.

12+32.

13 + 33.

14+23+30+55.

15+24.

22+34.

25.

CITY OF HUTTO
HUTTOTX.GOV

Subject: Library Naming
Date: Wednesday, November 7, 2018 at 4:50:27 PM Central Standard Time
From: Eliska Padilla

From: Doug Gaul <Doug.Gaul@HuttoTX.gov>
Date: Wednesday, November 7, 2018 at 11:38 AM
To: Eliska Padilla <Eliska.Padilla@HuttoTX.gov>
Cc: Odis Jones <Odis.Jones@HuttoTX.gov>
Subject: Re: Library Naming

I would like to formally ask the Library Advisory board to consider naming the Library when it moves into its new location the Ken Love Library. Ken was a past Mayor and council member of Hutto, served on the library advisory board was an avid supporter of the library and if I recall was instrumental in getting the library started in Hutto.

However, I would also request that you do your research and verify that my information is correct.

Thanks

Doug Gaul
Mayor
City of Hutto
512-759-4033
Doug.gaul@huttotx.gov
Www.huttotx.gov

History of the Hutto Public Library

In 2002, the Hutto City Council voted to establish the Hutto Library Advisory Board to begin the process of opening a library. The first meeting was held on October 29 and the original members were Dale Alley, Judy Coats, Ken Love, L.C. Mayberry, Carolyn Nagel-Sanchez and Iola Sturm.

In May 2003, Hutto City Council approved the use of the old City Hall building for the site of the library. Then, in 2004 the Council approved the sale of the old City Hall with proceeds going towards the library and the decision was made to purchase the Fire Hall as the future home of the library. In July of 2004, the first Summer Reading Program was held at the Hutto Elementary School.

Over the years, the board reorganized to include Terry Dolan, Nicole Hohensee, Sherry Miller, Mary Morgan, Catherine Muehlbrad, Ruby Nunn, Don Shepard and Teri Villaneuva.

After the grand opening of the new Fire Station in 2006, the library took possession of the old Fire Hall to begin renovations for the library. In 2006, the board and the city agreed that the library become an entity of the city under the Parks and Recreation Department. During those years, the library board members continued to obtain donations of books and money and met with city staff, library consultants and architects to plan the future of the library. They also spent countless hours sorting through over a thousand books.

The library officially opened March 24, 2008, under the guidance of Yasmeen Jehangir, the librarian for the Hutto Public Library. Six months after the opening, the library received accreditation and became a member of the Central Texas Library Association.

The current members of the Friends of the Library are Frances Albert, Wanda Andrews, Sue Beirdon, Kathy Bowen, Judy Coats, Sharron Fulton, Pat Gantt, Lynda Herrin, Joan Hutchinson, Pam Leschber, Ken and Patricia Love, Sherry Miller, Mary Morgan, Brenda Ormsby, Amy Plunkett, Michael Smith, Rhonda Stromsness, Iola Sturm, Teri Villaneuva and Florence Winkler.

Expression of Appreciation

The Friends of the Library would like to thank and express our sincere appreciation to the many people in the community who gave their time and energy in collecting and submitting recpes. Without their help, the book would not have been possible.

CITY OF HUTTO
POLICY FOR NAMING FACILITIES, EVENTS AND PROPERTIES
(Approved By Hutto City Council per Resolution #2009-006-00)
PROPOSED Amendment to City Council 2/15/2018

PURPOSE

To establish a systematic, fair, and consistent policy and process for the official naming of City facilities, events and properties such as public parklands, KOKEFEST, recreational areas, the library, rooms, municipal buildings, and property. The policy provides for citizen input, recommendations from a diverse committee, and City Council approval to adopt all names.

No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or City policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The City has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. The factors to be considered by the City include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the City's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the City's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the City, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the City;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of City property or disrupts the operation of the City.

PROCEDURES TO ESTABLISH NAMING RIGHTS
The City Manager or his designee, City Council, Board or Commission, City Council Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the City Council.

1. All requests for naming and renaming city facilities, events, and properties shall be made in writing to the respective City Board, Commission, City Manager or his designee.
2. The Chairman of the respective board, i.e. Hutto Parks and Recreation Advisory Board, Library Advisory Board, Economic Development Corporation Board, shall name a sub-committee that will be responsible for recommending a name for the park lands, facilities, event, and/or properties to the Board.
3. The committee shall be responsible for research, study and recommendation of a proposed name to the Advisory Board. Rationale for the selection of the recommended name shall be given in writing.
4. The respective Board shall approve or disapprove of the name recommended by the sub-

committee.

5. If the sub-committee's recommendation is disapproved by the Advisory Board, then the matter may be referred back to the sub-committee for further action.
6. Upon approval, the recommended name will be forwarded to the City Council for their final consideration and action.

NAMING CRITERIA

For Parks

1. Regional / City level parks may be named after a geographical designation, a predominant physical feature of the land, a historical name, historical event, organizations, or the name of an individual.
2. Community and neighborhood level parks should be named after the subdivision, which dedicated the land, the name of the neighborhood, organizations, or the name of an individual.
3. The suffix "park" should be added to the name of the park.
4. Areas, facilities, and accessories such as playgrounds, pavilions or sport fields within a park can be named differently using the above stated criteria.

For Facilities & Properties

1. Consideration is given for naming for financial contributions, sponsorship or other commercial transactions, including the provision or supply of equipment, materials, land or services.
2. The City may partner with other community organizations, or Boards, to raise funds.
3. Major donations/sponsorships for physical spaces are given consideration, including, but not limited to: Amphitheaters/Auditoriums/Theaters, Libraries, Park Amenities, Gardens/Walks/City-owned streets and ways, Classrooms, Meeting Rooms, Conference Rooms, and Foyers.
4.

Other criteria may be based on the following:

1. A monetary, grant, donation or bequest to the City;
2. A substantial community service that has had a major impact or benefit to a large sector of the City from an individual who:
   a. Demonstrates dedication to service in ways that brings special credit to the City, or
   b. Volunteers and gives extraordinary help to individuals, families, groups, or community service;
3. Memoriam for an individual, who may be considered only after he/she has been deceased for a minimum of one year;
4. Honoring a living individual which will be subject to the most careful examination; and/or
5. Honoring City officials, management, staff or appointed public officials who may be considered after the employment or public service has concluded for a minimum of one year.

DURATION OF NAMING RIGHTS

The duration of naming rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the City Council, unless otherwise established in the contract with the donor and approved by the City Council and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to the City.

RENAMING OF A CITY FACILITIES OR PARK LANDS

Renaming of a City facility or parkland is strongly discouraged. Once it is named after an individual, the name of the public property should not be changed unless there are compelling reasons presented for the change. Requests to change a name should be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

Physical Display of Naming Rights

The physical display of the naming rights shall be decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the naming rights will take into account the identification of the City and comply with all applicable laws and regulations including, but not limited to, zoning and sign requirements.

Transferability

Naming rights may only be transferred to any other naming rights by mutual agreement between all the named parties.

Assignment

"Naming Rights in Consideration" may be assigned by mutual agreement between all parties. Assigned is defined as "to exchange one naming right for another." For example when a company changes its name the naming right may be changed to reflect the new name.

LIMIT OF NAMING RIGHTS

On the part of the City

The City's right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.

On the part of the Named Party

The named party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the City's facility use policy. The use of that building or part of the building may, however, be the subject of negotiated agreement in the specific contract between the parties. The City will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the City's mission and purpose, statutory obligations, or the local authority of the City Council for the City of Hutto.

In turn, the named party shall bear no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any limits should be included in any Naming Rights agreement.

EARLY TERMINATION OF NAMING RIGHTS
In the event of this policy and any specific contract entered into being breached, the parties may terminate a naming rights agreement in advance of the scheduled date, under the following conditions:

Termination by the City
The City reserves the right, in accordance with the terms of the applicable contract, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the City being brought into disrepute.

Termination by the Named Party
The named party may without refund of consideration, in accordance with the terms of the applicable contract, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the City directly brings the named party into disrepute.

In accordance with the terms of the applicable contract and this policy, the City Council shall have discretionary authority to rescind a naming right at any time based on any action by a private individual or corporate entity that is deemed by the City Council to be inappropriate and/or in conflict with the City's values.

GENERAL

1. When naming a City facility, event, or property, consideration must be given to any legal agreement or promises made when originally named.
2. City facilities, events, and property shall not be given the same name as existing school or public facility sites except where sites are adjacent to one another.
3. A recommendation to name a City facility, event, or property after an individual(s) should not be publicized (or assumed to be approved) until final action has been taken by the City Council.
4. Names, whenever possible, should be concise, easy to spell, and easily understood.
5. City facilities, events, and property previously named for individuals should not be renamed.
6. City facilities, events, and property may be named or renamed for deceased or living persons. For a living person to be considered, they must have established the most credible service to the community and the City of Hutto.

NAMING RIGHTS AS SPONSORSHIP OF CITY FACILITIES
The City of Hutto reserves the right to seek sponsorship for the naming rights to a City facility, event, or property such as a park or athletic facility, structure, playground or entire park, amphitheater, auditoriums, library, classroom, meeting room, conference room, and foyer as a method of obtaining funds to aid in the maintenance and operation of said facility, property, or event. This process may be done through a RFP (Request For Proposal) that is coordinated through the City. If a Board or Commission Chairperson is solicited with the request to obtain these naming rights, the Chairperson must notify the Staff Liaison of said interest. The existing committee will be utilized as well as City staff members to evaluate potential corporate and/or local sponsors if naming rights are sought. Careful scrutiny will be used in this process and a recommendation from the sub-committee to the Advisory Board as well as an evaluation and approval by City Council will be necessary for such action to occur.

Grants, Sponsorship, and Fundraising/Events Updates

- 2018 Texas Books Festival Grant – monthly data being collection for final report due December 31.
- Estela and Raúl Mora Award – Submitted - As a recipient of the $200 Lone Star Día grant and participant for celebrating Día, Children's Day/Book Day the library is eligible to apply for the award through First Books. If selected awarded the library will receive either $500 or $1000 credit to purchase books through First Books. Awards will be given in September 2018. Not awarded.
- Best Buy - Grant is for up to $10,000. – Submitted for 2-3D Printer, filament, Stop-Motion stand - The library will complete research and grant to build skill proficiency in technology through out-of-school time programs for teens. Due May 31, 2018. Award date in August 2018. Not awarded.
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- The Hutto Public Library is recipients of the federally funded reimbursement award from the Texas State Library and Archives Commission for interlibrary loan lends (114) made to Texas public libraries in State Fiscal Year 2018 for $1038.54
- 2019 Texas Book Festival Grant- Library will start gathering data and information to apply the grant to update the junior non-fiction collection.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for Family Literacy Night's refreshments and assistance with Winter Reading Program kick-off.

Sponsoring Hutto-

- Library and FOTHPL Vice-President Stacey Applegate attended the Business Meet-N-Greet September 27. Life's a Gift will sponsor a bookshelf for $100.
- Friends of the Hutto Public Library received a Bronze Sponsorship for $200 and from patron honoring their child's love of reading for $100 for a bookshelf.

Updates

- Library Card Sign Up Month – Changes to policies allow patrons of all ages to receive a library card. The library participated at Farmer's Market each week with different activities to encourage library card sign up. New accounts in In comparison by year:
  2016 - 76
  2017 - 102
  2018 - 126
- TexShare Database Menu will delay making changes till the August 2019.
- Friends of the Hutto Public Library held the 2018 Fall Book Sale on October 20 raising $744.85
- Library participated at Treats on Park St. which was held at the Riverhorse Academy gym due to weather.
- Hutto Chess Club began programming for beginner/casual players and advance/competition bound players.
- Library attended the Summer Performance Workshop to plan for 2019 Summer Reading Program.
- Nov. 19 - Brown Bag Movie Matinee 12:30 pm
- Nov. 20 - Family Literacy Night from 6:30-7:30 pm
- December 1 - Winter Reading Program – Kick Off
- December 8 – Health Expo with True Heart discussing Advanced Directives, Diabetes, Fall Prevention, Hydration; Connect Hearing; Two authors- one to discussion raw life enhancing foods with demonstration and one to discuss pain management; and Impact Family Chiropractic

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.				
Submit and annual library budget that addresses the needs of the community as reflected in the long-range plan.				
Have fiscal procedures and financial management practices consistent with local government practices and state law.				
Any library that is run by a governing board and is designated 501(c)(3) shall have an independent audit conducted every three years.				
Allocate funds for staff continuing education costs				
Provide the minimum salary for a starting librarian's position as reported by the Texas Library Association				
Allocates _______ per capita for materials expenditures				
Allocates _______ 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**

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				

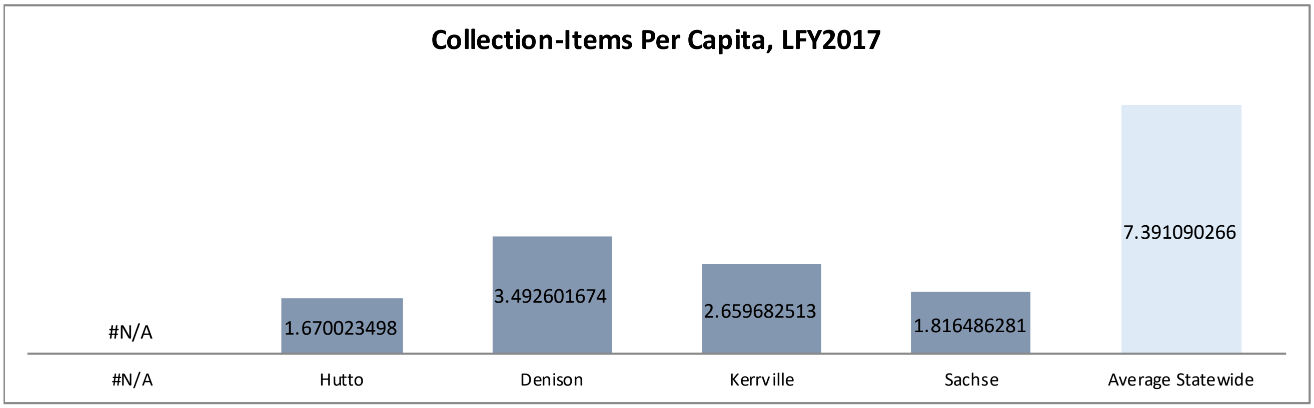
SERVICE STANDARDS				Not applicable
All public libraries in Texas shall:				

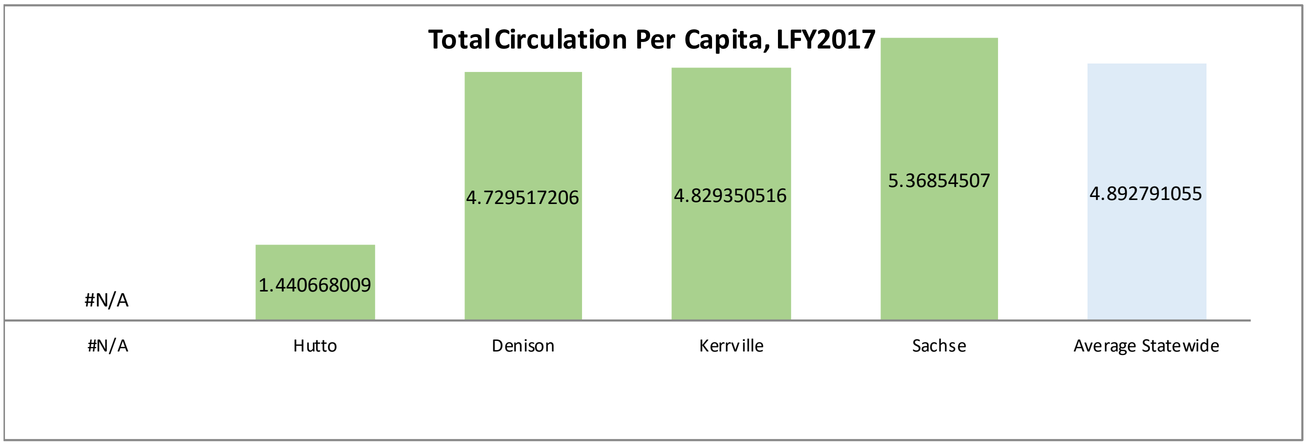
Have core library services available when they are open to the public				
Have a minimum of two publicly accessible Internet terminals				
Provide InterLibrary Loan either for free or for recovery of direct costs				
Have Internet access for staff				
Have an online catalog of holdings and an automated 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				

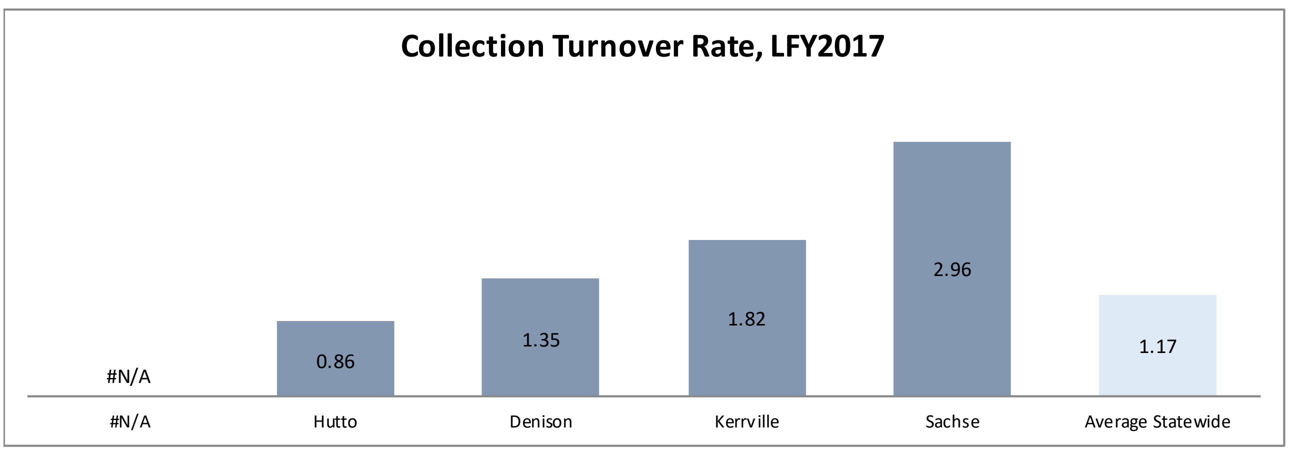
Facilitate a summer reading program for youth				
Provide adult programs appropriate to the needs of the community				
Moderate online book clubs				
Offer programs in computer literacy				
Digitize historical community assets				

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**







Population as stated by Texas State Library and Archives Commission for FY 17

Hutto	23,832
Denison	23,654
Kerrville	23,434
Sachse	25,039