



**CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
REGULAR MEETING
MONDAY, AUGUST 13, 2018 AT 6:00 PM
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

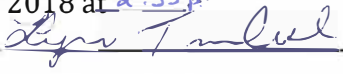
Kathi Shilling

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 and possible action concerning grants, outside funding, and fundraising. (Lisa Riggs)
 - 4C. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Administration Standards and Collection Standards. (Lisa Riggs)
 - 4D. Discussion concerning the Hutto Public Library move to the Co-Op and new City Hall. (Eliska Padilla)
 - 4E. Discussion regarding Food for Fines and other library business. (Lisa Riggs)
5. **ADJOURNMENT**

CERTIFICATION

I certify that this notice of the August 13, 2018 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on August 10, 2018 at 2:55 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, MAY 14, 2018 AT 6:00 P.M.
CITY HALL - PUBLIC WORKS ANNEX
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 6:17 pm by Chairperson Baker.

2. Roll Call

All members were present. City staff present included Lisa Riggs, Library Supervisor.

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 March 26, 2018, Library Advisory Board meeting minutes.

Baptiste motioned for the minutes to be accepted for March 26, 2018, Library Advisory Board meeting minutes; Westbrook second motion; motion passed 6-0.

4B. Introduction of new Library Advisory Board members.

Riggs introduces new Library Board Members, Patricia Elsasser, who is also is a member of Friends of the Hutto Public Library and participates in many of the library activities, and Kathi Shilling, teen volunteer parent and participates in library activities.

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

Riggs reviewed update on grants and partnerships with the Friends of the Hutto Public Library.
2018 Texas Book Festival Grant – The Hutto Public Library was awarded \$1500 to increase bilingual and Spanish

fiction and non-fiction material for the children's and junior collection. Friends of the Hutto Public Library will host reception with a bilingual story time. Ordering 148 books. Promoting at Farmer's Market and preschool/daycares. The library ordered 148 books for the collection.

\$200 Lone Star Día grant – Día celebration was held on April 28 with 300 attendees. The library also awarded \$25 from HEB grocery that used for the celebration cake. Performers

2018 Estela and Raúl Mora Award – For being an award winner and participant of Día the library is eligible to apply for the 2018 Estela and Raúl Mora Award grant for either \$1000 or \$500 with through First Book. TSLAC used the Library Día photo to promote the grant.

Dollar General Literacy Foundation Grant – Submitted for book and playaway kits to supplement the summer reading program. This kids will be used to assist participants of the Book Buddy program and to assist struggling readers. The grant amount is for \$3000.

Best Buy – Grant amount is for up to \$10,000. The grant is for teen programming and the library is looking to apply for a 3D Printer, filaments, stop motion stand and iPad pro.

Dollar General Literacy Foundation: Youth Literacy Grant – partnering with Friends of the Hutto Public Library to apply for a Bilingual AWE Early Literacy Computer, table, chairs, headphones, and splitter for \$4000.

Lois Lenski Covey Foundation Grant – Partnering through the Friends of the Hutto Public Library previously applied through the Library Advisory Board. This grant would assist with purchasing books used for the Early Literacy Outreach Program for the bookmobile program through First Books.

Elsasser motions to approve both Dollar General Literacy Foundation: Youth Literacy Grant and Lois Lenski Covey Foundation Grant; Baptiste second the motion with amendment to apply with partnership of Friends of the Hutto Public Library or Library Advisory Board; motion passed 6-0.

4D. Discussion concerning the Texas Public Library Standards Local Implementation Checklist (APPENDIX A) and the focus on Service (Accessibility, Information, and Programs).

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus on Service Standards (Accessibility, Information, and Programs). Riggs stated these guidelines are not needed to meet state accreditation but are useful to see how we stand in comparison with recommended library standards.

4E. Discussion concerning the approved Hutto Public Library policy and procedures.

Riggs stated policy and procedures were present before City Council on April 19 and were approved. Council did question Code of Conduct policy and after discussion was approved all changes and updates to policy and procedure. Policy was reviewed for new Library Advisory Board members.

Chappell request updates regarding new library such as digital renderings, signage, and landscaping. Also how many Hutto Employees have library cards? Westbrook request information on update on moving dates. Chairperson Baker spoke on the sponsorship and states he is working on Tiger Rock to sponsor study rooms.

5. Adjournment

Vice-Chairperson Chappell motioned to adjourn the meeting at 7:28 p.m.; second by Westbrook; motion carried 6-0.

I certify that the meeting minutes are official, on the **13** of **August**, 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

Lisa Riggs, Library Supervisor
Hutto Public Library

Grants, Sponsorship, and Fundraising/Events Updates

- 2018 Texas Books Festival Grant – monthly data being collection for final report due December 31.
- \$200 Lone Star Día grant – Completed.
- 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.
- 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.

Events:

September

- September Library Card Sign Up Month – Proclamation at City Council meeting and weekly Farmer's Market Outreach
- Babies Need Words Every Program – Will be implemented with news release and letter to locations with diaper changing stations.
- September 7: Alzheimer's Texas: Lunch & Learn
- September 23-29: Banned Book Week

October:

- October 7-13: Teen Read Week
- October 21 -27: National Friends of the Libraries Week

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)				
b. The collection turnover rate is <u>1.61</u> (Circulation/Collection)				
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				
Have an emergency procedures manual and a disaster plan				
Have the required emergency facilities				
Have and regularly reviews adequate insurance for loss or damage to the library				
Review existing and future facilities for safe, secure environment				
Have a plan and budget for the maintenance of the building(s) and grounds				
Have convenient and adequate parking				
Be clearly identified by exterior sign, visible from the street, as a library				
Have well designed signs including the International Symbol of Accessibility where appropriate				
Incorporate changes to move toward sustainable buildings				
Have adequate provision for current electrical, data and telephone needs				
Have controlled temperature and humidity for the benefit of visitors, staff and the protection of property				
Have adequate interior and exterior lighting				
Have an after-hours materials return that is fireproof, in a safe, well-lit area				

Have furnishing and equipment adequate to meet the needs of users and staff				
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Have adequate space to meet service, operation and storage needs				
Have meeting space for library programs and for use by community groups, if it is part of the library's plan				
Receive input from stakeholders on location, design and accessibility of future locations and renovations				
Complete a space needs assessment every five years				

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				

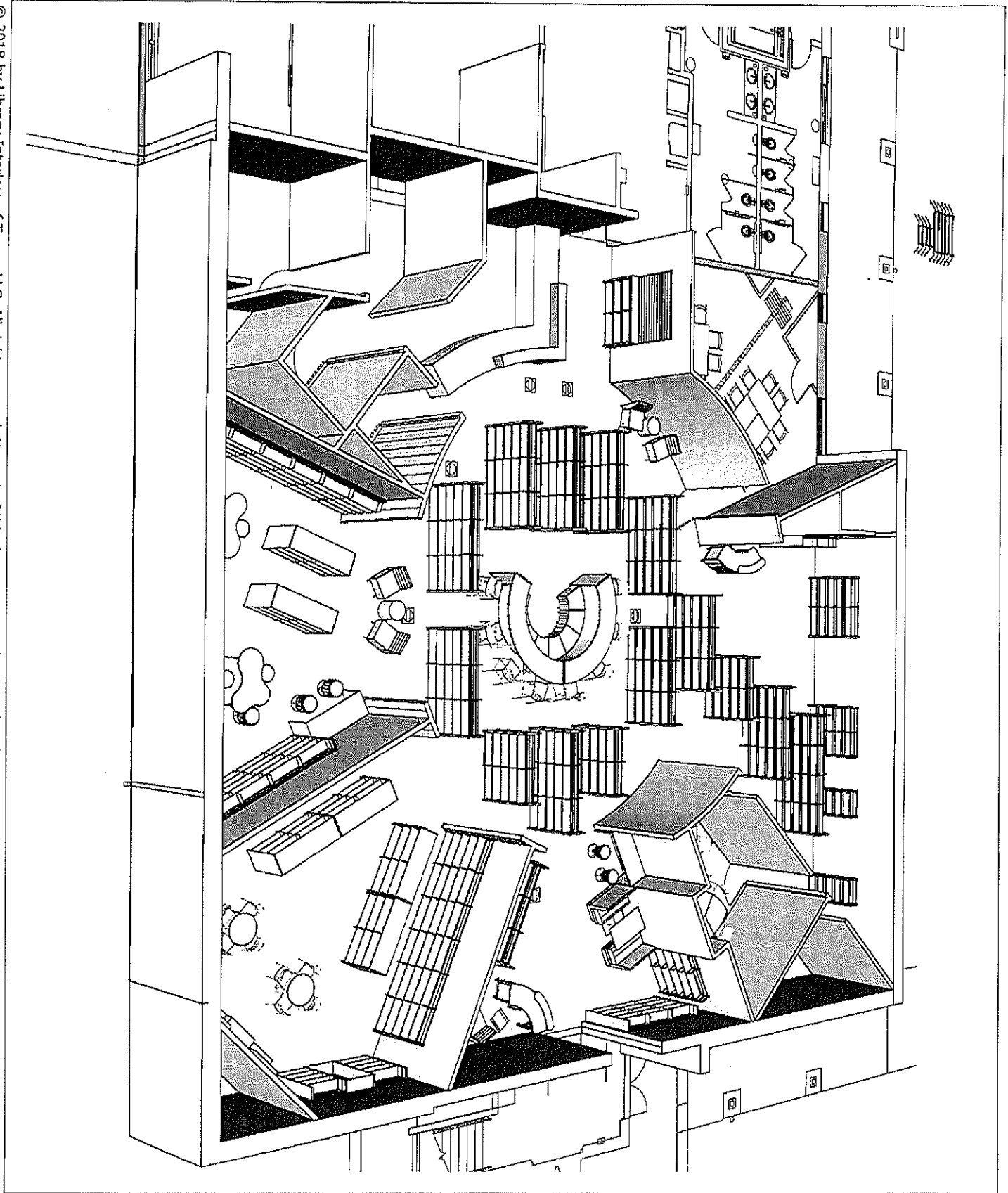
The staff attends annual continuing education courses/workshops				
There is one FTE per _3500_ population				
There is _25_ FTE MLS per _10000-24999_ population				

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 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**



12 DESIGN

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DRAWN BY
MJT
DESCRIPTION
LAYOUT CONCEPTS

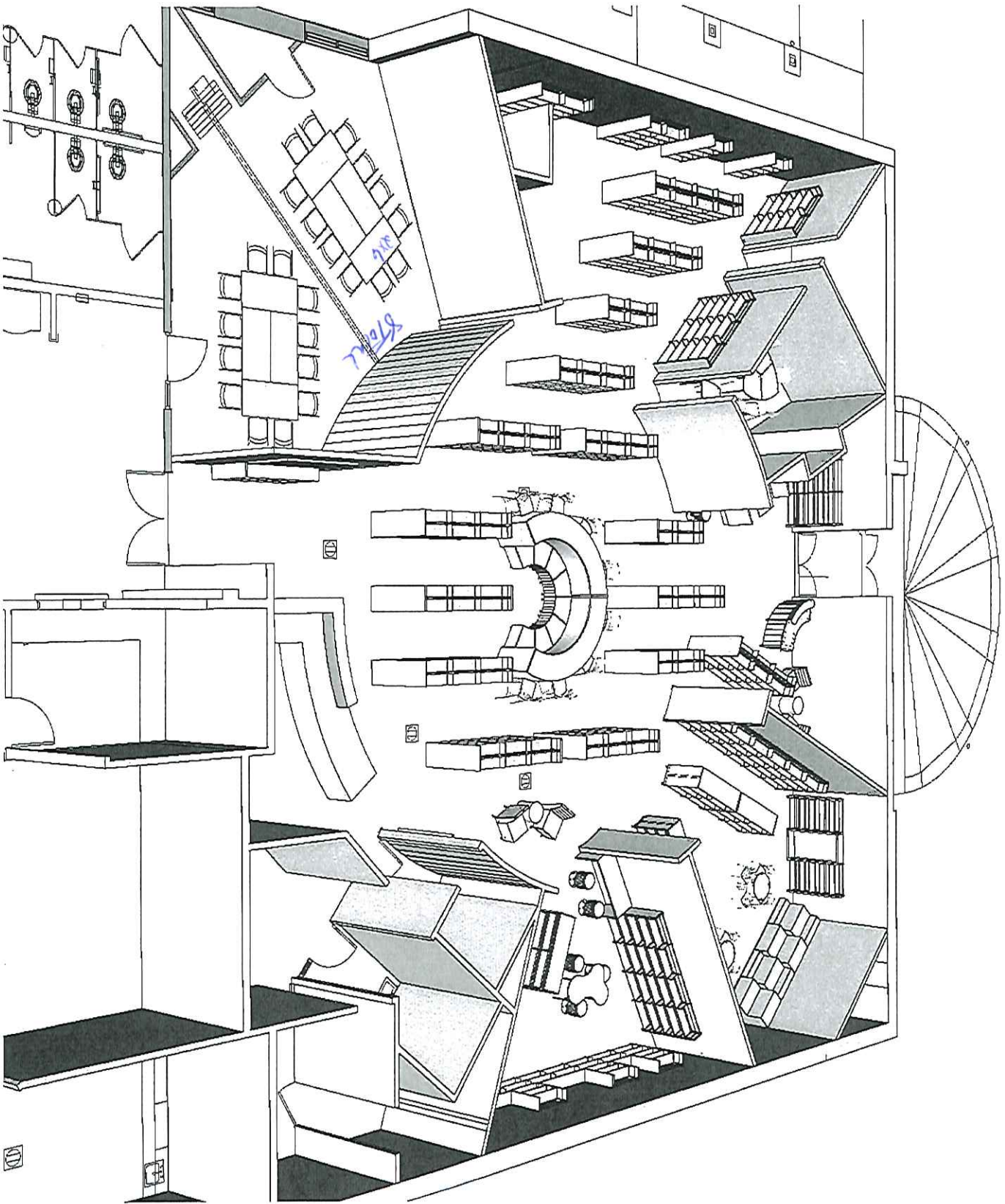
PROJECT NO.

PROJECT
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ISSUE
8/1/18

CLIENT
HUTTO PUBLIC LIBRARY

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OF TEXAS



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12 DESIGN

MJT

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Updates

- Summer Reading Program Stats: 666 Students + 222 Adult/Teens = 888 participants.
Pre-K and under read: 2080 Books
K-12 Yrs read: 105,636 Minutes
Teens & Adult read: 820 Hours
Attendance at library for June & July = 8233
- TexShare Database Menu will no longer be in service. As an Apollo/Biblionix customer we have the option to link directly to the individual TexShare resources and customize our page. In order to do so TexShare needs our consent to allow TexShare staff to put Hutto Public Library's specific login and access information to Biblionix for the purpose of creating direct link to TexShare Resources.
- Food For Fines – From June 7-August 1: The Hutto Public Library accepted food pantry items as an alternative way for patrons to pay for late fees and to return books to the collection. Each item equaled \$1 and went toward forgiving \$1 in the household accrued library fines. Items were dropped off at the Hutto Public Library to count. No "credits" will be applied to patrons account when items are donated. If a patron owed \$1.50, they had to donate two items to pay the fees. A total 63 patrons utilized this program, forgiving \$379.00