



LIBRARY ADVISORY BOARD  
REGULAR MEETING  
CONFERENCE ROOM, LIBRARY AND RECREATION CENTER  
201 JAMES COLLINS BLVD.  
THURSDAY, May 4, 2017 @ 6:30 P.M.

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AGENDA

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1. Call To Order
2. Minutes
  - a. Consider approval of the Minutes of the March 28, 2017 Regular Meeting
3. Reports/Presentations
  - a. Boardmember Reports
  - b. Library Report
4. Public Comment

*Comments are limited to 3 minutes per speaker. The Library Advisory Board cannot respond to comments, but can decide whether to place the item on a future agenda.*
5. Discussion
  - a. Proposed budget and fee schedule for FY17-18
6. Adjourn

Posted Monday, May 1, 2017 at 5:00 PM

Pam Willis, Interim Secretary

**LIBRARY ADVISORY BOARD  
REGULAR MEETING  
CONFERENCE ROOM, LIBRARY/RECREATION CENTER  
201 JAMES COLLINS BLVD  
MARCH 28, 2017 @ 6:30 P.M.**

A regular meeting of the Library Advisory Board was held on Tuesday, March 28, 2017, in the Meeting Room of the Library and Recreation Center, with a quorum present, to wit:

Joe Hassler	President	Present
Juan Chapa, Jr.	Vice President	Present
Yolanda Columbus	Boardmember	Absent, Excused
Doris Hubbard	Boardmember	Present
Jan Knoll	Boardmember	Absent
Dian Lemons	Boardmember	Present
Quay Roberts	Boardmember	Present
Mary Ann Taylor	Boardmember	Absent, Excused
Noella Whavers	Boardmember	Absent

Also present:

Dennis Quinn	Library Director, Staff Liaison
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**1. CALL TO ORDER**

President Hassler called the meeting to order at 6:55 PM.

**2. MINUTES**

**A. Consider approval of the Minutes of the January 5, 2017 Regular Meeting**

The minutes of January 5, 2017 were reviewed, and corrections noted. Boardmember Chapa moved that the minutes be approved as corrected. Boardmember Hubbard seconded. The motion carried unanimously (5 in favor; 0 opposed).

**3. REPORTS/PRESENTATIONS**

**A. Boardmember Reports**

There were no Boardmember reports.

**B. Library Director's Report and Strategic Plan Update**

Library Director Quinn reported progress on several Strategic Plan items, and that others were being reevaluated. Space and capital improvement proposals are being developed into budget proposals for next fiscal year. Staff are working to rejuvenate the Gardening Club, and developing a Virtual Reality Scavenger Hunt to be launched during National Library Week in partnership with EON Reality. Spring

Break programs were very successful, having been attended by almost 1,000 children and parents. Summer programs are in development, to include programs and activities for all ages.

#### **4. PUBLIC COMMENT**

There were no visitors for the public comment period.

#### **5. DISCUSSION**

##### **A. Library Budget for Fiscal Year 2017-2018**

Library Director Quinn gave a preliminary presentation of the Library's proposed budget for fiscal year 2017-2018, which will be presented more fully at the Board's May meeting, and answered questions from present Boardmembers.

Salaries and benefits increased in FY16-17 due to citywide reclassifications, resulting from a compensation study conducted last year, which were aimed at bringing the City's pay structure closer to market average. The Library's supplies budget increased in FY16-17 in order to replace equipment for cash handling and security, and is projected to remain higher in FY17-18 in order to replace the exterior book drop. The Library's materials budget was decreased in FY16-17 in order to free up funds for new projects and programs. Service costs increased in FY16-17 due to increases in travel and training costs, and to the allocation of formerly non-departmental costs (such as printing, postage, and IT equipment replacement) amongst the various City departments.

Supplemental requests currently being developed by the Library include renovations to library space, expansion of business outreach, increased educational and enrichment programs, and one additional full-time position, namely a Circulation Supervisor. Library staff are also proposing various changes to the departmental fee schedule to accommodate new programs, consolidate fees of similar nature, and clarify wording.

Before the adjournment of the meeting, Library Director Quinn announced to present Boardmembers that he will resign from his position with the City of Duncanville effective April 15<sup>th</sup>, and expressed gratitude for the support and encouragement of the Board, the Friends of the Library, Library staff, City staff, City management, and City Council throughout his time with the City.

#### **6. ADJOURN**

President Hassler adjourned the meeting at 7:50 PM.

Respectfully submitted,  
Dennis Quinn  
Library Director

**CITY OF DUNCANVILLE - MASTER FEE SCHEDULE  
LIBRARY**

LINE	DEPARTMENT	BASIS/COMMENTS	FEE EFFECTIVE 10/01/2016	PROPOSED CHANGE	FEE EFFECTIVE 10/01/2017	NOTES
1						
2	<b>LIBRARY</b>					
3	<b>Membership, Library Cards</b>					
4	Annual Membership, full privileges	Residents of Duncanville	\$ -	\$ -	\$ -	
		Residents of DeSoto, Cedar Hill	\$ 35.00	\$ (35.00)	\$ -	
		Residents of other cities (first in household)	\$ 35.00	\$ -	\$ 35.00	
		Residents of other cities (subsequent in household)	\$ 5.00	\$ -	\$ 5.00	
5	Annual Membership, computer use only	Residents of other cities (first in household)	\$ 20.00	\$ -	\$ 20.00	
		Residents of other cities (subsequent in household)	\$ 5.00	\$ -	\$ 5.00	
6	Replacement Library card	Per card	\$ 5.00	\$ -	\$ 5.00	
7						
8	<b>Services</b>					
9	Photocopies	Per page	\$ 0.10	\$ -	\$ 0.10	
10	Printing	Per page	\$ 0.10	\$ -	\$ 0.10	
11	Faxing (US & Canada)	Per page	\$ 0.25	\$ -	\$ 0.25	
12	Faxing (International)	Per page	\$ 0.25	\$ 0.75	\$ 1.00	
13	Interlibrary loans	Per item delivered	\$ 3.00	\$ -	\$ 3.00	
14	Single-use computer pass	Per computer-session hour	\$ 1.00	\$ -	\$ 1.00	
15	Notarized signatures	Each	\$ -	\$ 1.00	\$ 1.00	
16						
17	<b>Materials</b>					
18	CD-Rs and CD-RWs	Per disc	\$ 2.00	\$ (2.00)	\$ -	Will stop selling
19	USB flash drives	Per item	\$ 5.00	\$ -	\$ 5.00	
20	Earbuds	Per pair	\$ 1.00	\$ -	\$ 1.00	
21						
22	<b>Overdue charges</b>					
23	Kindles, Laptops (checked out for offsite use)	Per item per day to a maximum of replacement cost	\$ -	\$ 2.00	\$ 2.00	
24	Laptops (in-house use)	Per hour	\$ -	\$ 1.00	\$ 1.00	
25	Books (Including Overdue ILL), Audiobooks, Music-CDs, AV-Kits-All other Library materials	Per item per day to a maximum of replacement cost	\$ 0.25	\$ -	\$ 0.25	
26	DVDS and Videos	Per item per day to a maximum of replacement cost	\$ 2.00	\$ (1.75)	\$ 0.25	Will fall under line 26
27						
28	<b>Damage charges</b>					
29	Pages torn, marked, water damaged or missing	Per page to a maximum of \$5.00	\$ 0.50	\$ -	\$ 0.50	
30	Spine label torn, marked, or missing	Per item	\$ 0.50	\$ (0.50)	\$ -	Will fall under line 39
31	Barcode torn, marked, or missing	Per item	\$ 0.50	\$ (0.50)	\$ -	
32	ILL book band not returned with item	Per item	\$ 1.00	\$ -	\$ 1.00	
33	A/V kit bag missing	Per bag	\$ 2.00	\$ (2.00)	\$ -	
34	DVD case broken or missing	Per item	\$ 3.00	\$ (3.00)	\$ -	Replacement cost (see line 39)
35	Audiobook case broken or missing	Per item	\$ 8.00	\$ (8.00)	\$ -	
36	Audiobook CD scratched beyond usability, broken or missing	Per disc	\$ 8.50	\$ (8.50)	\$ -	
37	Book spine broken	Per item	\$ 3.00	\$ -	\$ 3.00	
38	Media cover insert torn, marked, or missing	Per item	\$ 5.00	\$ -	\$ 5.00	
39	Case, container, or part of Library material missing or damaged beyond repair	Per part	Replacement cost	\$ -	Replacement cost	
40	Library materials lost or damaged beyond repair (e.g. mold or water damage)	Replacement-cost, per item	Replacement cost	\$ -	Replacement cost	
		Service charge, per item, in addition to replacement cost	\$ 5.00	\$ -	\$ 5.00	