



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

## AGENDA

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1. Call To Order
2. Minutes
  - a. Consider approval of the Minutes of the May 4, 2017 Regular Meeting
3. Reports/Presentations
  - a. Boardmember Reports
  - b. Library Report and Strategic Plan Update
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 and vote
  - a. Policy manual modifications to Section V, Circulation
6. Adjourn

Posted Monday, July 3, 2017 at 5:00 PM

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

A regular meeting of the Library Advisory Board was held on Thursday, May 4, 2017, at 6:30 PM, in the Conference 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
Doris Hubbard	Boardmember	Present
Jan Knoll	Boardmember	Arrived at 6:50 PM
Dian Lemons	Boardmember	Present
Quay Roberts	Boardmember	Absent
Mary Ann Taylor	Boardmember	Absent
Noella Whavers	Boardmember	Present

Also present:

Bart Stevenson	Interim Library Director, Staff Liaison
Hannah Olsen	Technical Services Librarian, Staff Liaison

**1. CALL TO ORDER**

President Hassler called the meeting to order at 6:37 PM.

**2. MINUTES**

**A. Consider approval of the Minutes of the March 28, 2017 Regular Meeting**

The minutes of March 28, 2017 were reviewed. Boardmember Whavers moved that the minutes be approved as presented. Boardmember Lemons seconded. The motion carried unanimously (5-0).

**3. REPORTS/PRESENTATIONS**

**A. Boardmember Reports**

President Hassler expressed his appreciation to Library staff for the farewell party given for previous director Dennis Quinn.

Boardmember Lemons stated that she would not seek reappointment to the Board.

**B. Library Report**

Technical Services Librarian Hannah Olsen introduced Bart Stevenson, Director of Parks and Recreation, who has been appointed Interim Library Director. The Library's virtual reality program was a success. Library staff are now gearing up for Summer Reading Club. This year, for the first time in memory, an Adult Summer Reading Club will also be offered. The Library will be doing Food for Fines in May. Chromebooks and wifi hotspots are now both circulating, which brings that Innovation Fund project to completion. Danene Hudson, Youth Services Librarian, attended TLA and brought back many wonderful ideas. The Library's Gardening Club had their first meeting, which was sparsely attended.

Interim Library Director Bart Stevenson introduced himself and gave a brief biography, expressed his position in the Library as being to provide tools and support for staff, and complimented Library staff on their work so far.

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

There were no visitors for the public comment period.

#### **5. DISCUSSION**

##### **A. Proposed budget and fee schedule for FY17-18**

Technical Services Librarian Hannah Olsen presented the fee schedule. One correction was noted. Boardmember Lemons moved to pass the fee schedule as amended. Boardmember Whavers seconded. The motion carried unanimously (6-0).

Technical Services Librarian Hannah Olsen presented an overview of the FY17-18 budget and supplemental requests for the Library. For the operating budget, most items are staying the same. Clothing and food are both increasing, food exponentially to accommodate changes in programming. Library staff are requesting that TLA Conference funding be doubled so that more staff may attend TLA each year, thereby benefiting the Library. Funds to be used for alternative collections, such as sports equipment, are being requested. Revised budget changes for FY16-17 include the postponement of wi-fi printing to FY17-18, as it is contingent on one of the supplemental requests. Staff have also decided not to use a collection agency at this time, as it has been deemed ineffective.

The supplemental requests are: a circulation supervisor; furniture, to replace items that had to be discarded and to update the Library's furniture as a whole; replacing the shelves end caps with slat wall that will allow greater versatility in displays and signs; a new PC reservation and print management system; credit card payments at circulation; online credit card payments; and credit card payments at the fax machine. If all requests were to be granted, the total would come to over \$160,000. All numbers for the supplemental requests are purposefully based on high estimates.

President Hassler expressed interest in seeing more detailed budget information in the future. Boardmembers Hassler and Chapa expressed approval of the budget, that priorities seemed to be in order and well-reasoned.

#### **6. ADJOURN**

President Hassler adjourned the meeting at 7:36 PM.

Respectfully submitted,  
Hannah Olsen  
Technical Services Librarian

DRAFT

DUNCANVILLE PUBLIC LIBRARY 2016-2017 WORK PLAN		Communication	Convenience	Collaboration	Technology	Creativity	Lifelong Learning	Inclusivity	Preservation	Commons	Cost	CY 2016				CY 2017				CY 2018				Status
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	

**I. RESOURCES AND COLLECTIONS**

A. New circulating resources/collections	1A.01 Tablets/Laptop computers		X	X							\$8,053.60				X							Completed - launched Feb 2017, ongoing
	1A.02 Wi-Fi hotspots		X	X			X				\$6,445 initial; \$6,000/year ongoing				X							Completed - launched Feb 2017, ongoing
	1A.03 Business resource center										---								TBD			Exploring possibilities for potential launch in FY18.
B. Online resources & databases	<del>1B.01</del> Tutor.com		X	X		X					\$5,000/year									TBD		After reviewing cost and benefit, staff have found this item is not feasible for us to acquire at this time.
	1B.02 Chilton Online		X	X		X					\$1,750/year	X										COMPLETED Mon 28 Mar 2016.
C. Reclassification projects	1C.01 Computer resources		X				X				---							X				IN PROGRESS. Postponed to Q4 due to higher priorities.
	1C.02 Entertainment (music/movies)		X				X				---							X				IN PROGRESS. Postponed to FY18 Q1 due to higher priorities.
D. Research & development	1D.01 Usage/gap analysis of physical collections and digital resources		X				X				---		X	X	X	X						Completed - revised Collection Development Plan approved by LAB Jan 2017

**II. PROGRAMS AND SERVICES**

A. New programs/events	2A.01 Movie night					X			X		\$860/year	X										ONGOING. Begun Spring Break 2016, continued through Summer 2016.
	2A.02 Big Brothers/Big Sisters after-school program		X				X		X		---											After research and discussion, staff have found this is not something we can reasonably pursue at this time.
	2A.03 Touch-A-Truck		X			X					---			X								Completed March 15, 2017
	2A.04 Brainstorming/innovation sessions with citizens		X	X							---								TBD			Identifying/contacting partner organizations in community.
	2A.05 Guest authors/speakers/experts		X			X					TBD				X							COMPLETE/ONGOING. Guest speakers in FY17 have included a virtual reality expert from EON Reality, a Black History Month storyteller, and a financial expert.
	2A.06 STEM series			X		X					TBD					X						IN PROGRESS. LEGO Club and KEVA planks programs are currently being offered; additional programming is being planned for Fall 2017 pending funding from Friends of the Library.
	2A.07 Video game night			X					X		TBD				X							Planning for Q3 2017.
	2A.08 Adult literacy classes					X					TBD								TBD			Currently researching possibilities.
	2A.09 GED Prep class					X					TBD								TBD			We attempted to offer a class in partnership with another organization but not enough people signed up. Staff are currently exploring other options.
	2A.10 Homework help/tutoring			X		X					TBD								TBD			IN PROGRESS. Staff are working on a homework help page for the Library website.
	2A.11 Information literacy/search strategy classes				X	X					---									TBD		
	2A.12 Financial planning workshop			X		X					TBD				X							COMPLETE. Teen Smart Money Boot Camp offered during Summer 2016.
	2A.13 Genealogy workshop					X					TBD					X						Completed March 2017
	2A.14 Small business/entrepreneur workshops					X					TBD									TBD		Will begin researching possibilities and contacting partner organizations after completion of test prep classes items.
	2A.15 Gardening club			X	X	X					---		X			X	X					ONGOING. Summer 2016 series ended early due to low attendance. Planning increased publicity and partnership with KDB for future efforts. Library's garden plot is thriving.
2A.16 Virtual Reality Scavenger Hunt			X	X	X	X				---					X						Completed April 2017	
2A.17 NaNoWriMo			X	X				X		---			X								COMPLETED Oct-Nov 2016	
B. Exhibits/displays	2B.01 Exhibit on history of Duncanville community					X		X			---								TBD			
	2B.02 Preserve and curate unique local history resources					X	X	X			TBD								TBD			IN PROGRESS. Video archives have been transcribed.
	2B.03 Display of local art in/around Library			X	X	X					\$200											
	2B.04 People Of Duncanville	X	X	X	X	X	X				---			X								Completed - Launched Spring 2017, ongoing

DUNCANVILLE PUBLIC LIBRARY 2016-2017 WORK PLAN		Communication	Convenience	Collaboration	Technology	Creativity	Lifelong Learning	Inclusivity	Preservation	Commons	Cost	CY 2016				CY 2017				CY 2018				Status	
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
C. New services	2C.01 Notary public service		X								\$70								X					Postponed to FY18	
	2C.02 Credit card payments (in-person/online)		X		X						\$7000								X					IN PROGRESS. Requested in FY18 budget as a supplemental.	
	2C.03 Home delivery of library materials/services		X				X	X			---				X									COMPLETE. Program available to patrons.	
	2C.04 Librarian On The Loose		X	X			X	X			---				X									COMPLETE/ONGOING.	
D. Policy updates	2D.01 Reciprocal library membership with neighbor cities		X	X			X	X			---			X										COMPLETED Sat 01 Oct 2016.	
	2D.02 Membership for DISD students		X	X			X				---									TBD					Reassessing need and feasibility.
	2D.03 E-books-only membership		X		X		X	X			---					X								Need does not appear to be present; also, as part of a consortium, offering this would likely violate the terms.	

### III. TECHNOLOGY

A. Public services	3A.01 Printing over Wi-Fi		X		X						\$1,125/year								X					IN PROGRESS. Included in FY18 budget supplemental for computer reservation system change.
	3A.02 Color printing		X		X						\$1,369/year			X										COMPLETED Thu 30 June 2016.
	3A.03 Self-service-checkout-station(s)		X								TBD							TBD					Staff have determined there is no longer a need for this at this time.	
	3A.04 Additional-tablets-(2)-for-mobile-reference-circulation-outreach		X								\$1,600							TBD					Staff have determined there is no longer a need for this at this time.	
	3A.05 IM communications between public computers and info desk		X	X		X					\$375/year						X		TBD					E-reference currently available via email contact form on Library website. Staff exploring IM software options.
B. Research & development	3B.01 Website usability assessment		X		X						---								X					IN PROGRESS. Staff are currently running a website survey.

### IV. MARKETING AND OUTREACH

A. Increased participation in community events	4A.01 Duncan Switch Street Market	X		X				X			\$420/year	X	X	X	X	X	X	X	X					ONGOING. Participation planned through FY16 into FY17. Costs included in baseline budget for FY17.
	4A.02 Flavor of Duncanville	X	X				X				\$200/year	X				X								COMPLETED Thu 17 Mar 2016.
	4A.03 Juneteenth	X	X			X					TBD						X							In development for June 2018.
	4A.04 July 4th	X	X			X					TBD											X		In development for July 2018.
	4A.05 DISD Meet-The-Teacher	X	X								TBD							X						Currently planning for August 2017.
	4A.06 National Night Out	X	X				X				TBD			X					X					COMPLETED Tue 04 Oct 2016.
B. Materials and equipment	4B.01 Pop-up canopy for outdoor events	X	X								\$400				X									COMPLETED 09 Nov 2016
	4B.02 Signage audit and update	X	X								TBD						X							COMPLETED 02 June 2017.
	4B.03 Chalk board sandwich sign	X									\$150					X								Completed March 2017

### V. SPACE AND CAPITAL IMPROVEMENT

A. Furniture and fixtures	5A.01 Update furniture/seating		X							X	\$50,000								X					IN PROGRESS. Included in Building Maintenance 5 year plan and in a budget supplemental for FY18.
	5A.02 Replace lighting for improved comfort, reduced noise		X							X	TBD								X					Working with Building Maintenance; expected completion FY18.
B. Rooms and spaces	5B.01 Additional study rooms/spaces						X			X	TBD						X		X					COMPLETE/IN PROGRESS. The computer lab has been converted into a study room. Procurement of movable cubicle walls underway; funding assistance from Friends of the Library.
	5B.02 Enclose-Teen-area									X	TBD			X										After consideration of finances and capabilities, staff believe that none of these are feasible in the next couple of years.
	5B.03 Expand-computer-lab-to-classroom-size				X					X	TBD							TBD						
	5B.04 Add-craft/activity-room					X				X	TBD							TBD						
	5B.05 Makerspace/media-production-lab				X	X				X	TBD							TBD						
	5B.06 Coffee-shop			X						X	TBD							TBD						
	5B.07 Volume-zones			X						X	TBD							TBD						
	5B.08 Business-Resource-Center			X			X			X	TBD							TBD						

# Circulation (changes proposed marked in red)

## Borrowing Items

Library items may be borrowed for specified periods of time (typically three weeks or one week), and generally may be renewed up to two times if no other member(s) have placed hold requests on the item. If items are not returned or renewed by the due date, overdue fees will accrue (see [Fines and Fees](#)).

First time borrowers are limited to five items total per linked family group (not per member). This restriction is lifted when items are returned on time.

By default, a member may have up to 25 [down from 100] items checked out to their account at any given time. However, to help the library's resources benefit the largest number of people, some subject- and type-specific limits have been instituted. At a given time, a member may have checked out to their account no more than:

- Three test prep guides
- Ten DVDs
- Ten junior or teen graphic novels

## Interlibrary Loan

Interlibrary loan services are available to full members and homebound members, for a fee (see [Appendix B](#)) to cover shipping costs. The fee is applied to the requesting borrower's account upon the item's arrival at the Library, and is due at that time. Items borrowed through Interlibrary Loan cannot be renewed.

## Security System

Library materials are protected by an electronic security system in order to minimize losses. Library Staff reserve the right to question persons passing through the security gate when its alarm sounds.

## Fines and Fees

In an effort to protect the City's assets and make the best use of taxpayer dollars, the Library observes the following timeline when an item is not returned to the Library by its assigned due date:

- 1-30 days past due: The member may return or renew items in order to halt the accrual of overdue fees.
- 31-60 days past due: **Items may be declared Lost by staff and the Library may begin the process of replacing them. During this time period, items may be accepted for return at the discretion of staff, depending on their replacement status.**
- ~~61 days or more past due: If fees associated with the items are not paid, the account may be sent to a collection agency.~~

Item replacement fees are applied for items which the member declares as lost, as well as for items declared Lost by the Library. Items declared Lost will not be accepted if returned at a later time.

If an item returned to the Library shows damage, and said damage is determined to have been caused by the most recent borrower, a fine will be applied to said borrower's account according to the Library's Fee Schedule.

A complete list of fines and fees charged by the Library may be found on the Fee Schedule (see [Appendix B](#)).

At the time a charge is applied to a member's account, payment is due, and membership privileges are suspended until payment **or payment arrangements are made. Accounts on a payment plan have limited privileges depending on the amount due. Accounts with balances of \$50 or more that have no payment arrangements made for one month will be sent an official letter citing the relevant City ordinances.**

# Notes

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Similar Policies from area libraries

	<b>New patron limit</b>	<b>Total cko limit</b>	<b>Fine amount = total suspension?</b>
<b>Lancaster</b>	2 books (or 1 book, 1 movie)	Limit 5 movies, no other limit	\$3, unless monthly \$3 pymts are made, in which case internet only is allowed
<b>Cedar Hill</b>	5	50, including 10 DVDs	\$5
<b>DeSoto</b>	4 items	36, including 10 movies	\$5 blocks cko
<b>Mountain Creek</b>	5 items	100 items, which includes: 10 dvds, 10 cds, 10 audio	Suspend cko at \$5
<b>Waxahachie</b>	No.	Only on DVDs & video games. 4 adult & 4 children's DVDs.  2 video games.	Must be below \$5 to cko.