

**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

I. RESOURCES AND COLLECTIONS	Description	Communication	Convenience	Collaboration	Technology	Creativity	Lifelong Learning	Industry	Preservation	Commons	Cost	CY 2016				CY 2017				CY 2018				Status
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
A. New circulating resources/collections	1A.01 Tablets/Laptop computers	X			X						\$8,053.60													Completed - launched Feb 2017, ongoing
	1A.02 Wi-Fi hotspots	X			X						\$6,445 initial; \$6,000/year ongoing													
B. Online resources & databases	1A.03 Business resource center	X			X						---													Exploring possibilities for potential launch in FY18. After reviewing cost and benefit, staff have found this item is not feasible for us to acquire at this time.
	1B.01 Tablets	X			X						\$5,000/year													COMPLETED Mon 28 Mar 2016.
C. Reclassification projects	1B.02 Chilton Online	X			X						\$1,750/year													IN PROGRESS. Postponed to Q4 due to higher priorities.
	1C.01 Computer resources	X			X						---													IN PROGRESS. Postponed to FY18 Q1 due to higher priorities.
D. Research & development	1C.02 Entertainment (music/movies)	X			X						---													Completed - revised Collection Development Plan approved by LAB Jan 2017
	1D.01 Usage/gap analysis of physical collections and digital resources	X			X						---													Completed - revised Collection Development Plan approved by LAB Jan 2017

II. PROGRAMS AND SERVICES	Description	Communication	Convenience	Collaboration	Technology	Creativity	Lifelong Learning	Industry	Preservation	Commons	Cost	CY 2016				CY 2017				CY 2018				Status		
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
A. New programs/events	2A.01 Movie night										\$860/year														ONGOING. Begun Spring Break 2016, continued through Summer 2016.	
	2A.02 Big Breathers/Big Sisters-after-school program										---														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						---														Completed March 15, 2017	
	2A.04 Brainstorming/innovation sessions with citizens	X			X						---														Identifying/consulting/partner-organizations-in-community.	
	2A.05 Guest authors/speakers/experts	X			X						TBD														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											TBD														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											TBD													Planning for Q3 2017.	
	2A.08 Adult literacy classes	X			X							TBD													Currently researching possibilities.	
	2A.09 GED Prep class											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														IN PROGRESS. Staff are working on a homework help page for the Library website.
	2A.11 Information literacy/search strategy classes											---														Completed March 2017
	2A.12 Financial planning workshop	X			X							TBD														COMPLETE. Teen Smart Money Boot Camp offered during Summer 2016.
	2A.13 Genealogy workshop											TBD														Completed March 2017
	2A.14 Small business/entrepreneur workshops	X			X							TBD														Will begin researching possibilities and contacting partner organizations after completion of test prep classes items.
	B. Exhibits/displays	2A.15 Gardening club	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						---														Completed April 2017	
2A.17 NaNoWriMo		X			X						---														COMPLETED Oct-Nov 2016	
2B.01 Exhibit on history of Duncanville community					X						---														IN PROGRESS. Video archives have been transcribed.	
2B.02 Preserve and curate unique local history resources				X						TBD																
2B.03 Display of local art in/around Library	X			X						\$200																
2B.04 People Of Duncanville	X			X						---															Completed - Launched Spring 2017, ongoing	

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

Similar Policies from area libraries

	New patron limit	Total cko limit	Fine amount = total suspension?
Lancaster	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
Cedar Hill	5	50, including 10 DVDs	\$5
DeSoto	4 items	36, including 10 movies	\$5 blocks cko
Mountain Creek	5 items	100 items, which includes: 10 dvds, 10 cds, 10 audio	Suspend cko at \$5
Waxahachie	No.	Only on DVDs & video games. 4 adult & 4 children's DVDs. 2 video games.	Must be below \$5 to cko.