

OFFICIAL MINUTES OF THE ROWLETT PUBLIC LIBRARY ADVISORY BOARD

Date: Thursday, August 13, 2009
Location: Library Conference Room, 3900 Main Street

1. Meeting called to order at 7:02 p.m. and a quorum was present.
 - Members present: Veda Kull, Mary Baldwin, Ginny Thomas, Pat Harris, Cynthia Lubben and Julie Plummer.
 - Members excused: Donna Davis.
 - Members absent: N/A
 - Staff present: Kathy Cockcroft.

 2. Consider approving the minutes of the regular meeting on June 11, 2009.
 - Motion made by Ginny Thomas to accept the minutes as written. Motion was seconded by Cynthia Lubben. Motion passed unanimously.

 3. Receive State of Library report for June and July 2009.
 - The Library's Summer Reading program was very successful. Total number of hours read for the summer was 21,350 compared to 19,955 for the summer of 2008. Program attendance was 2,959 compared to 2,458 for the summer of 2008.
 - Using the Community Center worked well and we will continue to use it as our venue for the coming years. Our goal is to have our programs at the library so materials would be easily accessible to the program attendees, however until we have a larger meeting room, we are grateful that the Community Center can accommodate us.
 - Combined circulation for June & July 2009 was 69,963 compared to 79,178 for June & July 2008, a difference of over 9000 items. The decrease is certainly directly associated with the change in the way we record non-print items. It is not possible to directly attribute the loss of circulation to having programs at another location, but it certainly may have affected the numbers. Gate count for June & July 2009 was 49,634 compared to 48,488 for June & July 2008. After all the analysis, it was a good summer with hundreds of children reading.
 - The library has filled the two library aide positions vacated by Cristen Gray and Yvette Cruz who in turn filled Sean Perkins' position. The two new library aides are Raquel (Kelly) Kincaid and Wendi Woolley. They both started the last week in July and are in training. They will be shelving and staffing the front desk. Susan Whitley, who was one of our pages, found a teaching job and we are presently interviewing for that position. The Systems Manager, Librarian II, position is currently being advertised with a closing date of August 31, 2009.
- Receive an update on the library's budget.
- Will meet with City Council for 2 Mondays to discuss next's budget (Fiscal Year 2010).
 - The proposed 2009/10 budget for the library is \$1,119,621. It includes funding for the System Librarian II position and also an increased book budget of \$112,671, last year's was \$90,871. The total budget figure is lower than last year's due to \$133,229 decrease in IT charges, however the library will now receive IT support without being directly charged for it. This budget will allow us to retain our accreditation which is so critical.

Receive an update on the Library Equipment Acquisition Fund (L.E.A.F.).

- LEAF budget was presented. Received donation check from the Friends of the Rowlett Library, Inc.
 - a) Update for "ongoing" book sale
 - June sales \$311.70 and July sales \$272.24.
 - b) Update on tote bag donations
 - 9 bags total sold.

Receive ongoing report on volunteer hours in Library.

- Volunteer hours for June – 348 and for July – 484. Teen volunteers helped with Summer Reading program and many have agreed to help volunteer on Saturdays.

Receive an ongoing report on programs.

- Community Centre staff was accommodating for summer reading programs.

Announce upcoming events.

- GED starting up in September.
- English as a Second Language starting September 15 through December 8, 2009.
- Continuing Senior Computer Class increased to 3 days in September.
- City Manager Book Club: Finding Connections in the Most Surprising Ways on Thursday, October 15, 2009 at 7:00 p.m. The first book is, "Guernsey Literary and Potato Peel Pie Society."

4. Create sub-committee to review Library's Policy Manual.

- Create a sub-committee to discuss policy manual in a couple meetings (other than standard library board meetings). All agreed to this set-up; Donna, Veda and Pat possibly.

5. Discuss Board/Commission term expiration dates.

- Ginny Thomas and Mary Baldwin will re-apply for two year term. Alternates Julie Plummer will re-apply and Cynthia Lubben has decided not to re-apply.
- Deadline for application submission is August 25, 2009.

6. Discuss 21st Century library vision.

- Work Plan offered to City Manager for October 2009 through September 2010.
- Work Plan Goal: Create an organization that embraces innovation and creates opportunities to improve efficiencies and effectiveness.
- Work Plan Objective: Provide an open source integrated library system that will offer enriched bibliographic content, innovative management tools and shared resources with other library systems.
- Work Plan Objective Description: The library's current integrated library system is Horizon 7.3.4. This system is no longer offered and within a few years will not be supported. The integrated library system is critical to the operation of the library. An open source system is innovative and collaborative. It will offer better features for the patrons, providing enriched bibliographic content and managed accounts. It will also cost less and provide more efficient staff tools for collection development. Rowlett will be part of a consortium and although initially the libraries within the project are not our neighbors, it will still provide a "live" look at

other resources. Agreement to be signed with WTLS (West Texas Library System) and NETLS (Northeast Texas Library System).

- First phase of Government Broadband Stimulus Plan grant extended until Friday, August 21, 2009.
- Kathy Cockcroft distributed copies of the "Snapshot" prepared by Civic Technologies and awarded from a NETLS grant. It provides economic and social data for our city and will be used as a planning tool.

7 **Report on meeting with other boards in regard to libraries and council activities.**

- Kathy Cockcroft set-up meeting with Rockwall Library Board for Thursday, September 24th in Rockwall at 7:00 p.m.
- At the September 1st City Council Meeting the library will receive the 2009 Achievement of Excellence in Libraries Award from the Texas Municipal Library Directors Association. Of the 565 public libraries in Texas, only 33 received this 2009 award. There will also be recognition of National Library Card Month.

8. **Public Announcements.**

- Kathy Cockcroft will be on vacation September 2 through September 9, 2009.

9. **Future Topics.**


- Call to order
- Consider approving the minutes from the regular meeting held August 13, 2009
- Receive the State of Library report for August 2009
 - receive an update on the library's budget
 - receive an update on Library Equipment Acquisition Fund (L.E.A.F.) fund
 - a) update on the "ongoing" book sale
 - b) update on tote bag donations
 - receive ongoing report on volunteer hours in library
 - receive an ongoing report on programs
 - announce upcoming events
- Report from sub-committee reviewing Library's Policy Manual.
- Discuss 21st century library vision.
- Discuss meeting with Rockwall Library Board in regard to libraries and councils activities.
- Public Announcements
- Future Topics
- Adjourn

10. **Adjournment.**

Motion made to adjourn by Julie Plummer, seconded by Ginny Thomas.

Meeting adjourned at 7:58 p.m.


Veda Kull, Chairperson


Date