CITY OF ALLEN

AGENDA
ALLEN PUBLIC LIBRARY BOARD
REGULAR MEETING
FEBRUARY 4, 2014 – 6:30 P.M.
LIBRARY BOARD ROOM
ALLEN PUBLIC LIBRARY
300 NORTH ALLEN DRIVE
ALLEN, TEXAS 75013

1. Call to Order and Announce a Quorum is Present.

2. Approve Minutes of the November 5, 2013 Regular Meeting.

3. Receive Status of Patron Computer/Print Management System.

4. Discuss Library Logo Design Project.

5. Discuss Library Outreach Opportunities in Allen.

6. Review and Discuss October, November, and December 2013 Library Statistics.

7. Review and Discuss the Annual Report to the City Council.

8. Items of Interest. *[Board announcements regarding local civic and charitable events, meetings, fundraisers, and awards.]*

9. Adjourn.

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, January 31, 2014 at 5:00 p.m.

_____
Shelley B. George, City Secretary

Allen Public Library is wheelchair accessible. Access to the building and special parking are available at the entrance facing 300 N. Allen. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214-509-4105.

ALLEN PUBLIC LIBRARY

REGULAR MEETING

November 5, 2013

Present:
Cindy Briggs, Board Chair

Board Members Present:
Devita Widmer, Secretary
Diane Knaack
Geoffrey Smith
Linda Kapocsi
Rekha Mathai

Board Members Absent:
Lia Bai

City Staff:
Jeff Timbs, Director

Guests:
Joey Herald, City Councilmember and Liaison to the Board

Call to Order and Announce a Quorum is Present

With a quorum of Board Members present, the Regular Meeting of the Allen Public Library was called to order by Board Chair Cindy Briggs at 6:30 p.m. on Tuesday, November 5, 2013, in the Allen Public Library Board Room, 300 North Allen Drive, Allen, Texas.

Regular Agenda

1. Welcome New Board Members

Cindy welcomed our new board members, Linda Kapocsi and Rekha Mathai. She encouraged them to ask questions and share their thoughts. Lia Bai was absent.

2. Nominate and Elect Officers for 2013-2014

Cindy was nominated to serve again as Chair, Devita as Secretary, and Geoffrey as Vice-Chair. There were no other nominations from the Board. Joey Herald provided parliamentary advice for voting on a slate of officers as opposed to voting for each officer individually. The Board elected a slate of officers.

MOTION: Upon a motion made by Devita Widmer and seconded by Diane Knaack, the Board voted six (6) and none (0) opposed to approve the slate of Cindy Briggs for Chair, Geoffrey Smith for Vice-Chair and Devita Widmer for Secretary.

3. Approve Minutes of the August 6, 2013 Regular Meeting

MOTION: Upon a motion made by Devita Widmer and seconded by Diane Knaack, the Board voted six

(6) for and none (0) opposed to approve the August 6, 2013 minutes. The motion carried.

4. View the 2011-2012 Annual Report Video

Jeff showed the video, primarily as an introduction for the new Board members but also to spur discussion about the 2012-2013 Annual Report.

5. Discuss 2012-2013 Board Accomplishments for Recognition at the Annual Board Appreciation Dinner in December 2013

Group discussion about the accomplishments during 2012-2013 included affirmation that we are overseeing the Library Goals, Strategies, Policies, Activities, and Usage and also the preparation of the Annual Report to the City Council. The list of accomplishments will be forwarded to the City Secretary to include in the recognition of the Board at the City Appreciation Dinner on December 13, 2013. Current and outgoing members will be recognized at the dinner.

6. Discuss 2013-2013 Board and Library Accomplishments for Inclusion in the Annual Report to the City Council.

Board members strongly indicated a preference to prepare another video to communicate and hold the audience's attention more effectively. A video can also be used to market the Library in the community. The Board wants to include the Library renovations and patron comments. Library staff plans to have the video ready for the February 4 board meeting to solicit Board feedback and then schedule a date on the City Council's agenda for the presentation.

7. Identify Library Outreach Opportunities in the Community and Determine Board Members' Availability as Potential Speakers

Cindy asked the Board to notify her if there is interest and availability to be a guest speaker. She also asked for suggestions on where Board members could speak in the community. Jeff advised that there have been presentations or display tables at the schools for parents' nights and that the Scouts usually contact the library and tour there. Linda suggested purchasing a stand-up portable screen to display the video at the display tables. The City Council will provide new name tags for a cohesive look throughout the city boards and these should be worn at all events and outreach opportunities. Linda suggested we reach out to ESL groups and Jeff advised that a retired staff member is doing this as a volunteer project in cooperation with Allen ISD. Devita questioned how the library is reaching out to senior groups that are not mobile. Jeff advised that the Library has worked with Victoria Gardens. The decision was made to donate non-collection items to them.

8. Review and Discuss July, August, September, and Year-End 2013 Library Statistics.

July was a very busy month. August and September were somewhat busy but less than July as is customary. Circulation was up 4.5% for each month of the fourth quarter. RFID is successful and easier to use with 19-21% usage each month for self-check. For the year, annual circulation was over 900,000 for the second consecutive year. The gate counters have helped capture more accurate statistics for the number of visitors. Some of the statistics were lower or the same as FY 2012, in part because the library was closed for 10 days for renovations, and the RFID implementation delayed the purchase of new materials for the first part of 2013. There are currently about 60,000 active card holders. From FY 2009 through FY 2013, the Library circulated 4.1 million items, hosted 1.6 visitors, and welcomed 190,000 program attendees.

9. Review Progress of the GIS Mapping Project for Allen Library Usage

Jeff shared 3 GIS maps with the Board, showing that the majority of active Library usage is from residents of Allen, with the remainder primarily from McKinney, Plano, Fairview, and Lucas. When these maps were created, all Collin County libraries were added. The mapping shows that some residents of other cities use

the Allen Public Library, whether in addition to or instead of their own library. Statistics indicate that approximately one-third of Library visitors check out materials, meaning two-thirds visit for other reasons such as socializing, tutoring, and attending meetings and programs. Jeff would like to see circulation by collection area and material types correlated by neighborhood, but it has not been possible to retrieve those statistics by geographic location.

10. Items of Interest

- December 13 is the Board Appreciation Dinner.
- Jeff provided November Calendars.
- Cindy mentioned the invitation for the Hockey games and suggested attendance as a group again.
- Devita asked about the status of the new logo and Jeff advised it will be on the next Board agenda.

11. Adjourn.

MOTION: Upon a motion made by Geoffrey Smith and seconded by Diane Knaack, the Board voted six (6) for and none (0) opposed to adjourn the board meeting at 7:55 p.m.

STATISTICAL REPORT
FY 12-13

	OCT FY 2012	OCT FY 2013	Sept. 14	Aug. 14	July 14	June 14	May 14	Apr. 14	Mar. 14	Feb. 14	Jan. 14	Dec. 13	Nov. 13	Oct. 13	FY 2013 TOTAL
Total Items Checked Out	74,026	78,249												78,249	78,249
New Titles Added	148	1,183												1,183	1,183
Program Attendance	4,273	4,738												4,738	4,738
New Patrons	537	529												529	529
Periodicals Requested	10	18												18	18
Reserves - Holds	6,316	5,386												5,386	5,386
Reference Requests	4,788	7,260												7,260	7,260
Internet Use	2,309	3,494												3,494	3,494
Foot Traffic	25,791	27,478												27,478	27,478
Auditorium Use	11	11												11	11

STATISTICAL REPORT
FY 12-13

	NOV FY 2012	NOV FY 2013	Sept. 14	Aug. 14	July 14	June 14	May 14	Apr. 14	Mar. 14	Feb. 14	Jan. 14	Dec. 13	Nov. 13	Oct. 13	FY 2013 TOTAL
Total Items Checked Out	67,300	73,258											73,258	78,249	151,507
New Titles Added	1,110	1,836											1,836	1,183	3,019
Program Attendance	3,390	4,308											4,308	4,738	9,046
New Patrons	382	378											378	529	907
Periodicals Requested	17	19											19	18	37
Reserves - Holds	6,081	4,542											4,542	5,386	9,928
Reference Requests	5,259	5,771											5,771	7,260	13,031
Internet Use	1,961	3,041											3,041	3,494	6,535
Foot Traffic	22,780	24,974											24,974	27,478	52,452
Auditorium Use	16	15											15	11	26

STATISTICAL REPORT
FY 12-13

	DEC FY 2012	DEC FY 2013	Sept. 14	Aug. 14	July 14	June 14	May 14	Apr. 14	Mar. 14	Feb. 14	Jan. 14	Dec. 13	Nov. 13	Oct. 13	FY 2013 TOTAL
Total Items Checked Out	60,808	66,514										66,514	73,258	78,249	218,021
New Titles Added	1,515	1,218										1,218	1,836	1,183	4,237
Program Attendance	1,320	1,729										1,729	4,308	4,738	10,775
New Patrons	409	325										325	378	529	1,232
Periodicals Requested	13	15										15	19	18	52
Reserves - Holds	5,980	4,347										4,347	4,542	5,386	14,275
Reference Requests	5,193	5,035										5,035	5,771	7,260	18,066
Internet Use	1,715	2,547										2,547	3,041	3,494	9,082
Foot Traffic	21,680	19,859										19,859	24,974	27,478	72,311
Auditorium Use	15	5										5	15	11	31