CITY OF ALLEN

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

1. Call to Order and Announce a Quorum is Present.
2. Approve Minutes of the February 4, 2014 Regular Meeting.
3. Receive Patron Computer/Print Management System Update.
4. Receive Update on Library Logo Design and Other Marketing Activities.
5. Review and Discuss January, February, and March 2014 Library Statistics.
6. Discuss Library Policy Manual Update.
7. Preview Summer Reading Programs.
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, May 2, 2014 at 5:00 p.m.

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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

February 4, 2014

Present:
Cindy Briggs, Board Chair

Board Members Present:
Geoffrey Smith, Vice Chair
Devita Widmer, Secretary
Diane Knaack
Rekha Mathai
Lia Bai

Board Member Absent:
Linda Kapocsi

City Staff Present:
Jeff Timbs, Director

Visitors Present:
None

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, February 4, 2014, in the Allen Public Library Board Room, 300 North Allen Drive, Allen, Texas.

Regular Agenda

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

MOTION: Upon a motion made by Diane Knaack and seconded by Devita Widmer, the Board voted six (6) for and none (0) opposed to approve the November 5, 2013 minutes. The motion carried.

2. Receive Status of Patron Computer/Print Management System

Jeff discussed the system which is 12 years old and currently requires patrons to purchase print cards. The need is for a more modern approach where the patron would use either the library card or personal debit/credit card. RFP was released and 2 responses received. The responses will be reviewed by 2 library staff and 3 IT staff with the plan of contracting within a few weeks. There is no implementation date yet but the preference is for no later than May. Some of the options under consideration are: printing from Wi-Fi, distinguishing between B/W and color prints, and paying library fines. This system was in the budget and also part of the last grant money.

3. Discuss Library Logo Design Project

One designer has been identified and he has visited the library. He is backlogged so the artwork is not ready. City wants uniformity and requires red and blue in the logo. The star on the City's logo will probably be replaced with a book. The vision statement will be included as an optional part of the logo. If necessary, we may call a Special Meeting to view and approve the logo. The goal is to have a new logo before summer when new library cards will be ordered.

4. Discuss Library Outreach Opportunities in Allen

Jeff advised that the staff has visited several of the local schools and the next event is at Boyd on February 27. We asked Jeff to make us aware of these events so we can also attend if available. We discussed the possibility of a booth at Celebrate USA and Jeff advised that we have been offered this before, but it is believed that we would get overlooked with everything else going on that day. Watters Creek is ramping up their occupancy and may have opportunities in the future. AISD is willing to hand out print flyers but not email attachments to their students. If we hear of an event, we should try to attend. If you have group contacts that might be interested in a Library presentation, email the information to Jeff. The Library Facebook page has almost 1000 likes.

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

There are over 60,000 active card holders. So far in Q1 everything is up. Q4 2013 each month was the busiest ever with over 66,000 checkouts. There were some percentage losses in December due to the ice storm. The new work stations are part of the increase in internet usage. Lia asked if we have plans to have branches. Jeff said probably not as the city is land-locked and the compact format of our city works best with a central library.

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

Jeff shared the new video, and it is a quality video that shows the renovations to the library, patron comments, and selected programs. All the music is from actual programs and keeps the video entertaining. There is no need to add anything else to the video. Cindy will present to the City Council in March. We should all try to attend.

7. Items of Interest

- Dianne asked if we can discuss a mobile application that will do more that display the catalog.
- Cindy advised that Geoffrey was named the ASA sports volunteer of the year!
- Jeff advised that Tom has been with the City of Allen for 30 years!
- Jeff discussed the next two months of events and the next meeting is May 6.

8. 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 7:29 p.m.

STATISTICAL REPORT
FY 13-14

	JAN FY 2013	JAN FY 2014	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 2014 TOTAL
Total Items Checked Out	73,432	75,640									75,640	66,514	73,258	78,249	293,661
New Titles Added	1,551	2,161									2,161	1,218	1,836	1,183	6,398
Program Attendance	3,161	3,311									3,311	2,038	4,351	4,738	14,438
New Patrons	598	609									609	325	378	529	1,841
Periodicals Requested	19	17									17	15	19	18	69
Reserves - Holds	6,684	4,909									4,909	4,347	4,542	5,386	19,184
Reference Requests	6,342	6,105									6,105	5,035	5,771	7,260	24,171
Internet Use	1,929	3,288									3,288	2,547	3,041	3,494	12,370
Foot Traffic	25,328	26,329									26,329	19,859	24,974	27,478	98,640
Auditorium Use	10	14									14	5	15	11	45

STATISTICAL REPORT
FY 13-14

	FEB FY 2013	FEB FY 2014	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 2014 TOTAL
Total Items Checked Out	69,603	70,067								70,067	75,640	66,514	73,258	78,249	363,728
New Titles Added	1,260	1,535								1,535	2,161	1,218	1,836	1,183	7,933
Program Attendance	3,151	4,354								4,354	3,262	1,729	4,308	4,738	18,391
New Patrons	440	435								435	609	325	378	529	2,276
Periodicals Requested	20	10								10	17	15	19	18	79
Reserves - Holds	6,188	4,355								4,355	4,909	4,347	4,542	5,386	23,539
Reference Requests	5,575	5,890								5,890	6,105	5,035	5,771	7,260	30,061
Internet Use	1,823	2,975								2,975	3,288	2,547	3,041	3,494	15,345
Foot Traffic	24,764	24,419								24,419	26,329	19,859	24,974	27,478	123,059
Auditorium Use	9	10								10	14	5	15	11	55

STATISTICAL REPORT
FY 13-14

	March FY 2013	March FY 2014	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 2014 TOTAL
Total Items Checked Out	74,062	84,206							84,206	70,067	75,640	66,514	73,258	78,249	447,934
New Titles Added	716	2,098							2,098	1,535	2,161	1,218	1,836	1,183	10,031
Program Attendance	5,727	7,702							7,702	4,354	3,262	1,729	4,308	4,738	26,093
New Patrons	538	531							531	435	609	325	378	529	2,807
Periodicals Requested	17	22							22	10	17	15	19	18	101
Reserves - Holds	5,802	5,090							5,090	4,355	4,909	4,347	4,542	5,386	28,629
Reference Requests	5,925	6,849							6,849	5,890	6,105	5,035	5,771	7,260	36,910
Internet Use	1,776	3,408							3,408	2,975	3,288	2,547	3,041	3,494	18,753
Foot Traffic	26,937	30,261							30,261	24,419	26,329	19,859	24,974	27,478	153,320
Auditorium Use	22	21							21	10	14	5	15	11	76