CITY OF ALLEN

AGENDA
ALLEN PUBLIC LIBRARY BOARD
REGULAR MEETING
AUGUST 6, 2013 – 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 May 7, 2013 Regular Meeting.
3. Express Appreciation to Outgoing Board Members Hugh Brown and Rajeev Verma for Their Service to the City.
4. Update on the Library RFID System.
5. Update on the Second Floor and Civic Auditorium Carpet.
6. Update on the Library Café.
7. Update on the Magazine Lounge.
8. Update on the Library Usage Mapping Project.
9. Discuss Possible Changes to the Library Logo.
10. Review and Discuss April, May, and June 2013 Library Statistics.
11. Items of Interest. *[Board announcements regarding local civic and charitable events, meetings, fundraisers, and awards.]*
12. 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, August 2, 2013 at 5 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

May 7, 2013

Board Members Present:
Hugh Brown, Vice Chair
Devita Widmer, Secretary
Carson Doss
Diane Knaack
Geoffrey Smith
Rajeev Verma

Board Member Absent:
Cindy Briggs, Board Chair

City Staff Present:
Jeff Timbs, Director
Erin Spicer, Youth Services Manager

Council Liaison Present:
Joey Herald, City Councilmember

Guest Present:

1. 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 Vice Chair Hugh Brown at 6:31 p.m. on Tuesday, May 7, 2013, in the Allen Public Library Board Room, 300 North Allen Drive, Allen, Texas. Hugh welcomed Councilmember Joey Herald, the Council liaison to the Library Board and Library Youth Services Manager Erin Spicer.

Regular Agenda

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

MOTION: Upon a motion made by Carson Doss and seconded by Geoffrey Smith, the Board voted six (6) for and none (0) opposed to approve the February 5, 2013 minutes. The motion carried.

3. Preview Summer Reading Program Activities

Erin spoke about the program that starts June 10, 2013. It's suggested that the children read for at least 15 minutes each day. There are events for every age group to include story times and shows. There is also an adult reading program with the theme of Super Heroes. There are 100 teen volunteer slots available with applications accepted through May 12, 2013.

4. Discuss and Complete the Annual Board Evaluation Form

Jeff provided the evaluation form for review which is due by the end of May 2013. It's great to have teachers

on the board but business members bring new thoughts and ideas. Hugh stated that we have a more diverse board with a good mix of backgrounds reflecting the demography of Allen. Hugh will work with Cindy to re-use parts of last year's evaluation as we all agreed it is still a valid reflection of the needs. At this time, no board members are planning to resign.

5. Update on the Library RFID System

There was extensive discussion last meeting. Library staff members have been re-tagging the collection. New security gates are installed. Within one week, all current shelf items will be tagged. Video and music are being moved to the Support Services workroom for tagging. The software still needs to be installed and the alarm system turned on. The new RFID system will be in operation next week. The self-service units will be installed by the end of June.

6. Update on the Second Floor and Civic Auditorium Carpets

The City Council approved the expenditure in this year's budget. Work begins May 15 in the Auditorium. The staff areas will be done May 17-19, the second floor work will start May 20. The second floor will be closed May 18-28. The old carpet was 8 years old and was walked upon by over 2.5 million visitors. The new carpet will be modular tiles except for the Auditorium.

7. Update on the Library Café

A request for proposal was sent out, and three responses were received. City buyer Rosanne Lemus and Jeff met with all three and have identified the preferred vendor. They are finalizing the deal now with opening expected this summer. They have food service experience, and it will be a family-run operation open for breakfast and lunch with afternoon snacks. They hope to offer some culturally diverse options to reflect the community and encourage others to try new foods.

8. Update on the Magazine Lounge

The Board did a walk-through to see where the car went backwards into the Magazine Lounge causing extensive damage although fortunately no one was injured. Insurance adjusters are providing estimates for repair costs, and the City will work to cover any difference between covered and uncovered expenses.

9. **Review and Discuss January, February, and March 2013 Library Statistics.**

There was no discussion of the provided handouts.

10. **View 2011-2012 Annual Report Video**

This was the first time a video was used instead of a PowerPoint presentation. Excellent work! Cindy introduced the video to the City Council and then offered closing comments. The video was also shown last month to the Friends of the Library Endowment Fund. It will be on You Tube and ACTV.

11. **Items of Interest**

Calendar – the next Board meeting will be August 6.
Library Staff Appreciation Day is sponsored by the Friends of the Library and lunch is provided for staff in-service days. The next one will be August 23.

12. **Adjourn.**

MOTION: Upon a motion made by Carson Doss and seconded by Geoffrey Smith, the Board voted six (6)

for and none (0) opposed to adjourn the Board meeting at 7:32 p.m.

STATISTICAL REPORT
FY 12-13

	APR FY 2012	APR FY 2013	Sept. 13	Aug. 13	July 13	June 13	May 13	Apr. 13	Mar. 13	Feb. 13	Jan. 13	Dec. 12	Nov. 12	Oct. 12	FY 2013 TOTAL
Total Items Checked Out	71,162	72,887						72,887	74,062	69,603	73,432	60,808	67,300	74,026	492,118
New Titles Added	2,346	437						437	716	1,260	1,551	1,515	1,110	148	6,737
Program Attendance	4,081	3,396						3,396	5,727	3,151	3,161	1,320	3,390	4,273	24,418
New Patrons	484	446						446	538	440	598	409	382	537	3,350
Periodicals Requested	10	8						8	17	20	19	13	17	10	104
Reserves - Holds	5,982	5,666						5,666	5,802	6,188	6,684	5,980	6,081	6,316	42,717
Reference Requests	5,333	6,190						6,190	5,343	5,004	5,626	4,517	4,662	4,078	35,420
Internet Use	1,944	2,361						2,361	1,776	1,823	1,929	1,715	1,961	2,309	13,874
Foot Traffic	25,121	26,058						26,058	26,937	24,764	25,328	21,680	22,780	25,791	173,338
Auditorium Use	11	21						21	22	9	10	15	16	11	104

STATISTICAL REPORT
FY 12-13

	MAY FY 2012	MAY FY 2013	Sept. 13	Aug. 13	July 13	June 13	May 13	Apr. 13	Mar. 13	Feb. 13	Jan. 13	Dec. 12	Nov. 12	Oct. 12	FY 2013 TOTAL
Total Items Checked Out	71,790	65,768					65,768	72,887	74,062	69,603	73,432	60,808	67,300	74,026	557,886
New Titles Added	1,753	865					865	437	716	1,260	1,551	1,515	1,110	148	7,602
Program Attendance	1,568	466					466	3,396	5,727	3,151	3,161	1,320	3,390	4,273	24,884
New Patrons	556	411					411	446	538	440	598	409	382	537	3,761
Periodicals Requested	5	12					12	8	17	20	19	13	17	10	116
Reserves - Holds	6,375	4,273					3,751	5,666	5,802	6,188	6,684	5,980	6,081	6,316	46,468
Reference Requests	5,785	5,094					5,094	6,190	5,343	5,004	5,626	4,517	4,662	4,078	40,514
Internet Use	2,045	1,145					1,145	2,361	1,776	1,823	1,929	1,715	1,961	2,309	15,019
Foot Traffic	25,501	21,787					21,787	26,058	26,937	24,764	25,328	21,680	22,780	25,791	195,125
Auditorium Use	20	17					17	21	22	9	10	15	16	11	121

STATISTICAL REPORT
FY 12-13

	JUNE FY 2012	JUNE FY 2013	Sept. 13	Aug. 13	July 13	June 13	May 13	Apr. 13	Mar. 13	Feb. 13	Jan. 13	Dec. 12	Nov. 12	Oct. 12	FY 2013 TOTAL
Total Items Checked Out	98,960	92,904				92,904	65,768	72,887	74,062	69,603	73,432	60,808	67,300	74,026	650,790
New Titles Added	1,787	2,406				2,406	865	437	716	1,260	1,551	1,515	1,110	148	10,008
Program Attendance	5,750	7,486				7,486	466	3,396	5,727	3,151	3,161	1,320	3,390	4,273	32,370
New Patrons	1,049	1,002				1,002	411	446	538	440	598	409	382	537	4,763
Periodicals Requested	22	16				16	12	8	17	20	19	13	17	10	132
Reserves - Holds	7,863	5,869				5,869	3,751	5,666	5,802	6,188	6,684	5,980	6,081	6,316	52,337
Reference Requests	9,151	7,089				7,089	5,094	6,190	5,343	5,004	5,626	4,517	4,662	4,078	47,603
Internet Use	2,606	3,239				3,239	1,145	2,361	1,776	1,823	1,929	1,715	1,961	2,309	18,258
Foot Traffic	37,510	34,134				34,134	21,787	26,058	26,937	24,764	25,328	21,680	22,780	25,791	229,259
Auditorium Use	17	21				21	17	21	22	9	10	15	16	11	142