

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
June 8, 2017
LIBRARY BUILDING, 316 W THIRD ST
REGULAR SESSION - 7:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETINGa. Review meeting minutes from previous meeting

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Library Advisory Board may speak to the board. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS

a. Discuss current Library advocacy issues

b. Review Library Policy Manual compilation

VI. REPORTS/ANNOUNCEMENTS

a. Report on Library statistics

b. Report on recent Library events

c. Announcements about upcoming Library initiatives

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989



CERTIFICATION

I certify that a copy of the June 8, 2017, Library Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Amanda King, Library Director



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: June 8, 2017

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

A. Review minutes from previous meeting

II. Originated by:

III. Summary:

IV. Recommendation:

Approve

V. Attachments:

1.	Minutes	2016 October.pdf
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Kennedale Public Library

Library Board Meeting Minutes

October 20, 2016

I. Call to order

Amanda King, Library Director called the meeting to order at 6:05 pm.

II. Roll Call

Members present and signed in: Amanda King, Library Director; Rebecca Clark, Chairman; Sharon Dehnel, Don Rawe and Stan Seat

III. Minutes for Previous Meeting

Reviewed minutes from July 11, 2016 meeting. **Motion** To approve, **Action** Approve, **Moved By** Don Rawe, **Seconded By** Sharon Dehnel. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There was no one waiting to address the board.

V. Regular Items

A. Review and discuss Library Card Policy.

Amanda King, Library Director, reviewed the current library card policy of giving library cards to anyone with the Board. Her recommendation is to create a more thorough policy which encourages those who live in a city providing library services to obtain a TexShare card. Exceptions will be made for City of Kennedale employees, KISD students/faculty and persons living in an area without library services. She will present such a policy at a later board meeting. The Board approved of tabling a decision until there is a full policy to view. Motion to table: Don Rawe, Seconded by Sharon Dehnel. Motion passed unanimously.

B. Review and discuss the ILL Policy.

Amanda King reviewed the current ILL policy with all Board members and asked for any feedback before she amended the policy. Sharon Dehnel noted that portions of the policy needed clarification in language. No Board member saw major changes needed. Amanda King will amend the policy to clear up any confusing language and present it at a later board meeting. No action was taken on this item.

VI. Reports/announcements

A. Library Director will update LAB on current library initiatives

Library Director Amanda King reported on the Library's involvement in Trunk or Treat/Pumpkin Palooza slated for October 22, 2016. The expectations are for 500 people at the event and the library will be doing pumpkin decorating and a family photo booth. In November, Kelly Skiles and Amanda King will attend training in New York for Family Place programming funded by TSLAC. Coming in December, the Library will hold Gingerbread competitions for different age groups at the Library and she requested judge recommendations. The Library will also be participating in the Tree Lighting ceremony. Kennedale Rotary has agreed to donate a book per month to the Library to help build the collection. Finally, the Library Director discussed general future budget needs to continue offering excellent program and noted that our circulation is up 30% and program attendance is up 30% over 2014.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Rebecca Clark, **Seconded By** Sharon Dehnel. Motion Passed Unanimously.

The meeting was adjourned at 7:05 pm. Next Meeting January 12, 2017.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Amanda King, Library Director



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: June 8, 2017

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review and discuss newly compiled Library Policy Manual

II. Originated by:

III. Summary:

Library Director has updated and compiled Library Policies for review by Board

IV. Recommendation:

Approve

V. Attachments:

1.	Library Policies	Library Policy Manual.pdf
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LIBRARY BILL OF RIGHTS

AMERICAN LIBRARY ASSOCIATION

Kennedale Public Library ascribes to the Library Bill of Rights:

- Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

CODE OF ETHICS

AMERICAN LIBRARY ASSOCIATION

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 midwinter meeting by the ala council; amended june 30, 1981; june 28, 1995; and january 22, 2008.

INTELLECTUAL FREEDOM STATEMENT

AMERICAN LIBRARY ASSOCIATION

We therefore affirm these propositions:

- I. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
- II. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
- III. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- IV. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- V. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- VI. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
- VII. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

PATRON RESPONSIBILITIES

EXPECTED BEHAVIORS INSIDE THE LIBRARY

Kennedale Public Library asks your cooperation in maintaining an environment conducive to lifelong learning. We expect patrons to refrain from engaging in the following behaviors on Library property:

- Bringing unlicensed firearms into the Library.
- Damaging Library facilities, equipment, or materials.
- Removing Library materials without properly checking them out.
- Leaving young children unattended in the Library or otherwise violating the Children in the Library policy.
- Behaving in an abusive manner towards Library patrons or staff.
- Possessing or being under the influence of a controlled substance.
- Sleeping in the Library.
- Consuming food at the computers.
- Utilizing the Library without footwear or adequate clothing.
- Creating enough noise to detract from normal Library operations.
- Selling, soliciting or panhandling on Library property.
- Posting or distributing materials on Library property without permission from the Library Director.
- Bringing bicycles into the Library. All wheeled items (skateboards, skates, etc.) must be carried at all times.
- Blocking entrances, exits or aisles.
- Bringing bedrolls into the Library building.
- Utilizing the bathrooms to conduct personal grooming activities (shaving, bathing, laundry, etc.).
- Being in the Library building outside of normal operating hours without the written permission of the Library Director.
- Distracting patrons and/or staff with offensive bodily hygiene.
- Entering the Library staff areas without the permission of a staff member.
- Engaging in any and all other acts which are subject to prosecution under criminal or civil codes of law.

Library staff will give patrons every opportunity to correct their behavior. However, if the behavior continues, that patron will be asked to leave. Should a patron refuse to leave the police will be contacted.

CHILDREN IN THE LIBRARY

EXPECTED BEHAVIORS INSIDE THE LIBRARY

We welcome families to Kennedale Library programs and encourage them to use all available Library services. A love of learning produces a lifetime of success.

However, because the Library is a public building, the **safety and welfare** of children in the Library is a serious concern for staff, the Library Advisory Board, and City Administration. Since the Library staff cannot monitor children in addition to their other duties, we cannot be certain that children will be safe unless monitored by a responsible adult while visiting the Library.

For the protection and well-being of the children who enjoy the Library, and to prevent undue disruption of normal library activities, we have adopted the following statements:

- Children under age 15 should be accompanied by a responsible adult.
- Responsible adults must remain with their children at library programs and not drop children off. Teens with their own transportation may attend library programs without a responsible adult.
- Children under age 6 must have their responsible adult with them at all times. Adults should not leave a child under age 6 alone in any part of the Library.
- Children ages 6 and up may play quietly in the children's area or browse the collection while their parent conducts business at the computers.
- Older siblings are not a substitute for a responsible adult for the purposes of this policy unless they are over age 18.
- Children or teens who engage in disruptive behavior will be required to leave and their parent or guardian notified as to the nature of the disturbance.
- Library computers are connected to the internet and responsible adults are encouraged to monitor their children's access.
- **Should an unattended child be discovered at the Library, the staff will make every attempt to locate the parents or guardian of the child. If a parent or guardian is not located within 15 minutes then the police will be notified and the child entrusted in their care. If it is past closing time a note will be left on the door directing parents or guardians to the Kennedale Police Department. Library staff will not transport children away from the building.**
- In any event involving the safety of a child, Library staff members involved will complete an incident report and notify the City Manager immediately.
- **The Library assumes no responsibility for an unattended child.**

Revised and Adopted January 11, 2016

REQUESTING A LIBRARY CARD

QUALIFICATIONS AND LIMITATIONS

The Kennedale Public Library serves the following populations:

- Kennedale residents
- MORE consortium members (limited access)
- KISD students
- KISD Faculty
- City of Kennedale Staff
- TexShare Card holders in good standing (limited access)
- Residents without a local library in their community (i.e. unincorporated county residents, cities with no municipal libraries)

If you hold an Arlington or Mansfield Library card, you do not need to apply for a library card with Kennedale. Residents of a community with library access are welcome to obtain a TexShare card at their local library and then utilize the Kennedale Library to check out materials. Residents in an area without library service may request a Kennedale card.

You must be age 18 or older to get a library card. Minors (under 18) must have a parent or guardian sponsor their library card. The adult and minor will each receive their own patron card and member number.

Applications are available in person at the Library (316 W 3rd Street). Please bring two items verifying your current address:

- **Primary Item:** Valid photo ID (KISD student ID, TXDL, or other government-issued ID)
- **Secondary Item:** Either another valid photo ID or pre-printed material, like a utility bill, voter's registration card, car insurance, or a rental lease

Both of these items must show both your name and current address. Only the Primary Item must include a photo.

A legal guardian who applies for a minor will be held responsible for all minors listed on the application. A unique patron number will be assigned to each person listed on the application, and each will receive their own library card. All personal information acquired by the Library staff will be considered confidential and private.

Loaning a Library Card

Use of your card by someone other than yourself is strongly discouraged because the cardholder is responsible for all charges made in their name.

Library Card Expiration

Library cards are valid for 2 (two) years from the date of issue. Upon expiration, patrons must verify their personal information in person in order to renew. It is the responsibility of the patron to advise the Library of any change in contact information (mailing address, phone number, or email address), legal name, or guardianship of minors listed on their account.

Lost or Stolen Cards

It is the responsibility of each cardholder to notify the Kennedale Public Library immediately if their card is lost or stolen. Failure to do so can lead to unauthorized use of the card. If the Library staff is not notified, all fines and fees incurred

through unauthorized use will be the responsibility of the cardholder on file. Lost cards can be replaced by paying a fee of \$2.00.

Cancellation of a Library Card or Privileges

The Kennedale Public Library reserves the right to revoke the use of a library card issued by its staff to any individual, if the Library was used for criminal activities or if any Library policies were violated. The Library Director will determine if a card is to be revoked permanently or if privileges will only be suspended for a period of time. The Library Director will also determine if any other action is necessary depending on the circumstances of the policy violation.

TEXSHARE CARD

QUALIFICATIONS AND LIMITATIONS

What is a TexShare library card?

A TexShare library card is intended to expand the resources of the libraries of Texas but not to substitute for the home library where a patron lives. It allows patrons to have direct access to books and other library materials that aren't available at the local home library.

Who is eligible for a TexShare library card from the Kennedale Public Library?

A person requesting a TexShare library card must be at least 18 years old and hold a current library card in good standing from the Kennedale Public Library. The TexShare card is a privilege for those who have proven that they can use library services in a responsible manner.

How does a person apply for a TexShare library card?

Any patron, who is at least 18 years old, holding a current library card in good standing from the Kennedale Public Library, may request an application for a TexShare library card. The patron must have held a library card for at least six months or have at least six successful transactions without any outstanding fines, damages, or lost materials. Exceptions may be made at the library staff's discretion.

How does the TexShare card work at participating libraries?

The person holding a valid TexShare card will present the card along with other identification as required by the participating library where he/she is visiting in order to borrow library materials.

What does a TexShare patron do with borrowed materials once they are due?

All materials must be returned to the lending library and not the library where the TexShare library card was issued.

Who is responsible for fines, damages, or lost materials?

The patron who checks out the material is responsible for all fines, fees, damages, or cost of lost material at the lending library.

Expiration date of TexShare card:

Each TexShare card will expire six months from date issued by the Kennedale Public Library.

What is the responsibility of the Kennedale Public Library if borrowed materials are not returned to the lending TexShare library or fines are not paid by the TexShare library card patron?

When the lending TexShare library notifies that one of the patrons with a TexShare library card issued by the Kennedale Public Library has not returned borrowed material or has unpaid fines, the Kennedale Public Library will notify the borrower of the overdue items, or unpaid fines, the date the material was due, and that all borrowing privileges have been suspended until the situation is resolved. The lending library will notify the Kennedale Public Library when the items are returned or payment has been received for them. If the items still have not been returned or payment received after six months, the Kennedale Public Library must pay the lending library for the lost items and will pursue collection from the borrower.

What are the restrictions on a TexShare library card patron?

A person holding a TexShare library card will be responsible for complying with all library policies at the TexShare library they are visiting.

PROCTORING

GUIDELINES AND REGISTRATION

The Kennedale Public Library offers **free proctoring services** based on the availability of the Library Director and technology. Library card holders in good standing within the Arlington-Mansfield-Kennedale consortium may use exam proctoring services.

Scheduling:

- All customers needing proctoring services must schedule in advance with the Library Director; the scheduled time must be during normal business hours when the Library Director is on-site. If you wish to schedule a proctored exam please email aking@cityofkennedale.com or call 817-985-2136.
- A minimum of one week's notice is required.
- Tests must be completed 30 minutes prior to closing.

Disclaimers:

The Library Director or other staff may not be able to remain in the testing area at all times due to other duties but will remain on-site for the duration of the exam.

Customer responsibilities:

- The customer must ensure that their educational institution agrees to the restrictions set forth in the Library policy prior to issuing the exam.
- It is the customer's responsibility to coordinate with faculty and the educational institution to ensure prompt delivery of testing materials.
- The customer must notify the librarian of changes to the agreed upon schedule.

Identification:

- The student must present a valid government or school issued photo id before starting the exam.

Testing area:

- No exam will be scheduled that requires a private room.
- Exams taken via the internet will take place on a public access computer in view of the front desk.
- Exams taken via paper will be located at a study table in view of a staff member.

Mailings:

- If any documents need to be mailed by Library staff then postage must be provided by the customer.

Restrictions:

- Cell phones are not permitted in the testing area during the test. Library staff not responsible for personal items.

I have read the above policy:

SIGNATURE (STUDENT): _____

PRINT NAME: _____ DATE: _____

FACULTY/INSTITUTION SIGNATURE: _____ DATE: _____

PRINT NAME/TITLE: _____

LIBRARY USE ONLY

STAFF _____ SCHEDULE DATE _____

RECD _____ COMP _____

CHECKING ITEMS OUT

CIRCULATION POLICY

Loan Period / Maximum Items Out

Each library card can check out up to 10 (ten) items at a time. If a parent chooses to borrow items for minors on their personal card (instead of sponsoring the minor's application for their own card), the limit is still 10 (ten) items per card. All materials are checked out for 21 days (including DVDs and videos).

Renewing Items

All materials are originally checked out for 21 days (including DVDs and videos). DVDs and videos are limited to a 3 (three) week loan. All other materials may be renewed up to 1 (one) times (for a total of up to six (6) weeks per item) EXCEPT when another member has placed a hold on that item. You can renew your checked-out materials in one of the following ways:

- through the online catalog
- by calling 817-985-2136
- by visiting the Library (316 W 3rd St.)

Reserving Materials

All Library material may be borrowed except those items reserved as reference or those currently on hold by another patron. Any patron with a current library card and fines under the maximum limit on their account may place a hold in one of the following ways:

Overdue Materials

You may still check out materials until your fine reaches \$10.00. Once you pay your balance below \$10.00 you will be able to check out materials again.

If you need to use the computers with an existing fine you will need to pay a minimum of \$0.25 per computer session to access the computers. As long as you continue to pay towards your fine you may utilize the computers.

Library Fines

All materials are subject to fines of \$0.25/day when kept past their due date. However, materials due on days when the Library is closed unexpectedly (such as weather days), will be due on the next open day. Fines will not be assessed for those days that the Library was unable to open.

Please call the Library at 817-985-2136 to inquire about your account. If we are unavailable you may also check your account online.

Damaged or Lost Materials

Library materials not returned within 30 days of the due date will be marked lost and the patron will be charged for the replacement cost of the book plus a \$5.00 processing fee. Should the patron find the item and return it in good condition the replacement cost and processing fee will be waived but the Library fines will remain intact.

Materials that are returned with significant damage will be withdrawn and the patron charged the replacement cost and a \$5.00 processing fee. If the patron wishes to purchase an identical item in every way to the damaged item in place of paying the replacement charge then the Library Director will evaluate the item and determine if is an acceptable replacement. Should it be deemed acceptable then the replacement cost will be waived but the \$5.00 processing fee will remain.

Library staff evaluate each item upon its return to the Library and note any damages to ensure that the proper patron is charged with any damaged item fees. A balance over \$10.00 will result in a blocked account until the balance is reduced.

Patrons who repeatedly return items in disrepair may be subject to their Library privileges being suspended or, in rare instances, permanently blocked. Library items are purchased with taxpayer monies and we are committed to being good stewards of those materials for the good of the community.

DIGITAL COLLECTIONS

CIRCULATION POLICY

The Kennedale Library provides select digital items for library patron use including eBooks, eAudiobooks, and subscription databases through the TexShare program, MORE Consortium, and through Kennedale Library only. Most digital resources are available to library patrons from home, with a few exceptions.

Accessing Digital Resources

Unless otherwise noted, patrons may access digital collections from the MORE consortium website. MORE consortium members can use their library card to authenticate themselves and gain access to resources from home.

Library users without a library card can access library databases inside the Library with staff assistance.

Digital Resources with Restricted Access

Hoopla

Kennedale Library restricts Hoopla access to the following populations due to the cost of the service:

- Kennedale Residents
- KISD students
- KISD faculty
- Fellowship Academy Students
- Fellowship Academy Faculty
- City of Kennedale Staff
- Persons holding a Kennedale Card prior to 2016 that do not reside in Kennedale until their card expires.
- Persons living in an area without any other library service.

Other MORE consortium library card holders are encouraged to ask about Hoopla being added to their library service offerings. TexShare card holders will not have access to Hoopla and are also encouraged to ask their home library to add this service to their offerings.

Ancestry.com

Licensing restrictions do not allow patrons to access Ancestry.com from home. Patrons may use this service in the Library.

COMPUTER USE

RESPONSIBILITIES FOR PATRONS AND STAFF

As a service to our community Kennedale Public Library provides free computers and internet access, including Wi-Fi. Library staff members and community users are governed by a set of responsibilities as outlined below:

General Use

- Patron computers are available on a first come, first serve basis during normal Library operating hours unless maintenance is required.
- Patrons are required to have a current library card from a MORE area Library in good standing.
- Visiting patrons over age 18 may request a guest pass from the Library staff and will be expected to abide by all other policy restrictions.
- Library computer use is limited to one hour but may be extended if no one is waiting.
- Library computers shut down 15 minutes prior to closing.
- No more than two patrons may be at one computer at a time due to space limitations.

Minors and Computer Access

- Guest passes will not be issued to minors under age 17 unless their parent or guardian is present.
- Parents or guardians must remain with their children ages 12 and under at the computer.
- Library computers have limited filtering but parents or guardians are encouraged to monitor their child's activities and make sure that what they are viewing is age appropriate. **Parents or guardians alone are responsible for what their children view on the computer.**

Staff Assistance

- Library staff are happy to offer assistance to patrons when availability permits for quick assistance requests (10 mins or less). We do not have the staff necessary to provide on the spot in-depth assistance.
- For in-depth assistance needs please schedule an appointment with the Library Director.

Printing/Scanning

- Patrons may print items off for a fee. All fees are set by the City Council.
- All prints made are the responsibility of the patron and must be paid at the time of printing.

- Scanning may be done for free from the Library printer to a patron computer. Patrons may choose to email scanned documents to themselves or download them onto their person portable storage device for free.

Confidentiality

- Library staff will consider information stored on its computer network that identifies or serves to identify a person who requested, obtained, or used Library materials or services, including the internet as confidential unless the information is exempted by the Texas Public Information Act.
- In order to maintain patron privacy, Library staff will not enter sensitive personal data for the patron into any form pertaining, but not limited to: medical records, job applications, resumes, personal usernames or passwords, tax information, or legal concerns, etc.

Loss of Computer Privileges

Patrons who engage in these behaviors will temporarily or permanently lose computer access:

- Gain unauthorized access to any network or computer system, including the Library network or computer system.
- Willfully attempt to damage or misuse any computer hardware and/or software, or to alter software configurations.
- Obstruct other people's work by using the system unreasonably or by deliberately crashing or disrupting any computer systems.
- Engage in activity prohibited by federal, state law, or local ordinance.
- Violate any rules established herein.

Unlawful Use

- Engage in illegal or criminal activity, including slander, libel and the transmission/display of pornography. According to the Texas State Penal Code, Sec. 43.24(b) a person commits an offense if they display harmful material and is reckless about whether a minor is present who may be offended or alarmed by the display.
- According to Texas Penal Code Sec. 43.21, 43.22 and 43.24 display of pornography is a criminal offense. Patrons who view pornography within view of a minor will have their session ended and be barred from the Library for 24 hours. A second offense will result in a permanent ban of said patron from the Library.
- U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of "fair use". Users may not copy or distribute materials without the express permission of the copyright holder. **Any responsibility for any consequences or copyright infringement lies with the user.** The Kennedale Public Library expressly disclaims any liability or responsibility from such use.

INTERLIBRARY LOAN

HOW TO USE ILL SERVICES

Interlibrary loan (ILL) is a service provided through the TexShare program of which the Kennedale Public Library is a partner. Through ILL patrons can request items from across the United States be sent to Kennedale Library from other participating libraries.

All Kennedale library card holders may request an interlibrary loan.

Requesting an Item

Patrons may request an item in person to any staff member or via email to the Library Director.

Borrowing Limits

Books, audio-visual items, articles, and photocopies of materials may be requested. Some requests may not be filled due to high demand, inability to locate the item, or its rarity.

Loan Periods

A maximum of (3) items may be requested via ILL at one time. Lists of materials for future requests are the responsibility of the patron and will not be maintained by Library staff.

Cancelling an ILL Request

We request that patrons inform us as soon as they no longer need materials requested to avoid wasting postage. Should a patron make a pattern of requesting items via ILL and not utilizing them within 7 days of the item's arrival at the Library we reserve the right to cancel ILL privileges.

Fees

There is typically no fee for using ILL. If the lending library charges a fee for a certain item the patron requesting the item will be notified prior to filling the request.

Lost or Damaged Items

Lost, damaged, or stolen interlibrary loans are subject to the lending library's rules and regulations. Upon notice that the ILL cannot be returned the Library Director will contact the lending library to determine the fees. Charges for lost or damaged materials, as well as overdue charges for any interlibrary loan, are the responsibility of the borrower and will be added to the patron's library card account.

Renewals

Patrons must give one week's notice if wishing to renew their loan. No renewals can be made unless the Library has been given sufficient notice. Renewals are at the discretion of the lending library.

Kennedale Materials Lent via ILL

Kennedale Public Library will loan materials to all Texas Libraries. All individuals wishing to borrow an item from our collection must initiate that request through their home library.

We do not loan items with a publication date within the last 6 months, reference materials, periodicals, or rare items.

Items loaned by Kennedale to another library will have a loan period of 8 weeks. If the item is not on hold then Kennedale may renew that item for an additional 2 weeks. There is a limit of 2 renewals.

We do not charge lending fees to other libraries.

Lost or damaged items will incur charges to replace the item and a \$5.00 processing fee. The borrowing library is responsible for the payment of these fees.

Photocopies

Kennedale will not photocopy materials to send via ILL due to staff constraints.

MATERIAL SELECTIONS

HOW LIBRARY MATERIALS ARE CHOSEN

The purpose of The Kennedale Public Library's Materials Selection Policy is to guide and assist the Library staff in the selection and maintenance of the inventory as reflected in the Library's missions and goals. A written policy helps to answer questions posed by the public regarding the presence or absence of certain materials in the collection and helps to explain the criteria used for materials selection.

A written materials selection procedure aids Library staff in selecting and acquiring a useful, well-rounded collection of books and other materials to meet the needs of the community. Selection of a work does not necessarily imply the Library's approval of the actions or ideas contained in that work. This document is subject to periodic review, update and possible change.

Intellectual Freedom

In addition to the selection procedure and criteria mentioned in this document, The Kennedale Public Library believes in, supports, and follows the principles of intellectual freedom. Basic to the policy is The Library Bill of Rights, The Freedom to Read, and The Intellectual Freedom Statement as adopted by the American Library Association (see attached).

The Library assures free access to its holdings. Processing and shelving of material shall in no way reflect a value judgment of the materials. All patrons are free to select or reject for themselves any item in the Library's inventory. Individual or group prejudice about a particular item or type of materials in the inventory may not preclude its purchase.

Selection Criteria

A Librarian will select all materials, non-print items, and public-access databases, in order to fulfill the following criteria:

- That the material will serve a purpose in the inventory to educate or to entertain or to enlighten.
- That all materials have been thoroughly researched (i.e., through review source, personal evaluation, referrals from other professional librarians, recommendations from professionals in library-related organizations, professional journals, etc.).
- That there is a need for the print materials, non-print materials, and access to databases, which is known, expressed, or anticipated.
- That the quality and format of the print materials, non-print materials, and databases are conducive to public library use.
- That the print materials, non-print materials, or databases work to meet the mission and goals of The Kennedale Public Library in the community.

Maintenance and Repair of Materials

Items particular to the public library arena are subject to damage. Through aging and use, the body of the material may be unable to support being loaned to the patron for use although the information contained in the material is still valuable to the Library's inventory. The Kennedale Public Library Advisory Board encourages the staff of the Library to maintain a useful, attractive, and viable print and non-print inventory.

The Library Advisory Board supports having budgetary dollars expressly directed for repair and maintenance of the Library's inventory.

Items identified as damaged or aged to the point of requiring repairs will be sent for remediation if the items are deemed necessary to the collection by the professional staff. If evaluated as not necessary to the collection, or damaged or aged beyond reasonable repair, then the item will be removed from the collection.

De-selection (weeding) of Library Materials

The practice of maintaining the integrity of the materials collections of The Kennedale Public Library through systematic evaluation, de-selection, and withdrawing of materials (both print and non-print) is critical for inventory collection development and maintenance. Factors influencing the decision to either retain or withdraw items from the collection will be made by the Library staff and may be influenced by the following:

- Frequency of circulation.
- Overall physical condition of the item.
- Age of the information contained in the item.
- Relevance to the inventory collection.
- Need in reference to the Library's mission statement.
- Availability of space.

Disposal of weeded materials shall be as follows:

- Dispose it: Disposal should be reserved for materials in irreparable condition.
- Sell it: Still usable materials may be given to the Friends of the Library – Kennedale for book sales.
- Recycle it: Donate materials to schools, charitable institutions, or other libraries.

MATERIAL RECONSIDERATION POLICY

KENNEDALE PUBLIC LIBRARY

Recognizing that a diversity of materials may result in some concerns or complaints, the following policy has been developed to assure that concerns and complaints are handled in an attentive and consistent manner.

The person with the concern should be immediately referred to the Library Director or, in the absence of the Director, the person in charge. The person in charge will explain to the user that selections are made in accordance with the Kennedale Public Library's Materials Selection Policy. If the user is not satisfied with the explanation received, he/she may ask for reconsideration in the following manner:

- Citizens wishing reconsideration of library materials should complete the "**Citizen's Request for Reconsideration of Library Materials**" form (see attached). This completed form should be given to the Library Director.
- The Library Advisory Board, comprised of members from the community and appointed by the City Council, will be given a copy of the completed Citizen's Request for Reconsideration of Library Materials form. The Director will bring published reviews, lists, and/or provide a personal review based on professional judgment.
- The Library Advisory Board will review the challenged material in its entirety and evaluate it in terms of the Materials Selection criteria.
- Once an item has been accepted as qualifying under the Materials Selection Policy, it will not be removed at the request of those who disagree with it unless it can be shown to be in violation of this policy.
- The Library Advisory Board will inform the citizen requesting the reconsideration of the Board's decision.

MATERIAL RECONSIDERATION FORM

KENNEDALE PUBLIC LIBRARY

PATRON'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

Type of material to be reconsidered (please check one):

_____ Book _____ DVD _____ CD _____ Audio Book _____ Periodical _____ Other: _____

TITLE: _____

AUTHOR/PRODUCER: _____

KPL CALL NUMBER: _____ COPYRIGHT DATE: _____

Did you discuss this material with a staff member of the Kennedale Public Library? _____ YES _____ NO

If yes, name of staff member: _____

To what do you object in this library material? Please be as specific as you can. Site pages, or story line, or other identifying areas:

Is there any place in the Library for this material (example: move from children's to young adult)?

_____ YES _____ NO If yes, where would you suggest? _____

Do you find anything good or worthwhile about this material? _____ YES _____ NO

If yes, what? _____

Did you read this material completely? _____ YES _____ NO

If no, how much did you read? _____ 0-1/4 _____ 1/4-1/2 _____ 1/2-3/4 _____ 3/4-all

Whom do you represent? _____ Self _____ Other (please specify) _____

Have you read any reviews or critical works on this material? _____ YES _____ NO

If yes, please name them: _____

How did this material come to your attention? _____

Thank you for your interest and for completing this form.

YOUR SIGNATURE

DATE

EXHIBITS, DISPLAYS, AND ANNOUNCEMENTS

ACCEPTABLE HANDOUTS AND LITERATURE IN THE LIBRARY

As part of its public service information mission, the Kennedale Public Library provides information to the community through displays, handouts, announcements, and exhibits provided from the Library's own collection and/or services or through those of other non-profit organizations, community groups, and educational or governmental agencies. Though the Library may be providing space for a display, handout, announcement, or exhibit, this does not mean that the Library or the City endorses the activity and/or information.

Access to the display cases and bulletin boards will not be permitted to groups that practice, profess, or have as their policy (official or unofficial) discrimination against persons on the basis of sex, race, religion, color or national origin; nor shall access be permitted to groups affiliated with organizations which practice, profess, or have such policies of discrimination.

Exhibits and Displays

Due to space constraints, a limited amount of exhibit case and display area space is available for use. The Library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the group or organization may have a display. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Displays of a commercial nature will not be accepted.

Exhibit case and display area space is available on first-come, first-served reservation basis for educational, artistic, informational, and cultural displays and exhibits. The Library assumes no liability in the event of damage, destruction or theft of a display, whether it be in a locked case or not. Reservations for the Library display case and any free-standing space may be made through the Library Director or other staff member in the Director's absence. Final authority rests with the Library Director. A sign stating the sponsorship of the display must be included in all displays.

The Library will not be responsible for any materials not reclaimed after 90 days and the unclaimed materials may be disposed of by the Library Director.

Handouts and Bulletin Boards

The Library acts as a distribution point for handout materials for public awareness from non-profit groups, community groups and educational or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are made available for such handouts. Handouts of a commercial nature will not be accepted.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by non-profit civic, cultural, educational and religious groups through bulletin board/kiosk space. Announcements of a commercial nature will not be accepted.

Final authority for all handouts and bulletin board announcements rests with the Library Director. The Library reserves the right to remove inappropriate and/or disapproved items from the bulletin boards at any time, as well as outdated items, and those which have been posted in excess of three months. When space is limited, priority is given to Library, City government, local area groups and organizations in that order.

Petitioning, Solicitation or Distribution of Literature

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. Failure to comply will result in expulsion from the facility.

Groups or individuals who wish to petition, canvas or distribute literature to the public outside of the building may not impede access by the public to the facility or interfere with the use of the facility.

GIFTS AND DONATIONS

USE AND LIMITATIONS

The purpose of the Kennedale Public Library's Gift Policy is to guide and assist the Library staff in the acceptance of gifts presented to the Library. A written policy helps to answer questions posed by the public regarding the acceptance and disposition of materials donated to the Library.

Gifts

Any materials offered to the Library as gifts shall be considered by using the selection criteria outlined in the Materials Selection Policy. Cost of processing and use of shelf space are additional considerations. Donors will receive a Receipt of Materials form at the time of the donation.

Gifts are subject to the following limitations:

- The Library staff will not declare a dollar amount of the value of any donated materials.
- The Library will not accept materials that are not outright gifts or donations.
- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on disposition of the gift.
- The Library reserves the right to decide conditions of display and access.

Gift materials not added to the inventory cannot be returned to the donor. Materials not selected for the inventory will be donated to the Friends of the Library-Kennedale's (FOLK) book sale, donated to another facility, or discarded.

Non-collection related gifts, such as equipment, furniture, etc., will be evaluated as to need, functionality, and space availability. Such items may be modified to satisfy the needs of the library.

Monetary donations will be directed to the Friends of the Library – Kennedale (FOLK).



RECEIPT OF MATERIALS

TO: _____

The Kennedale Public Library would like to thank you for your generous donation to our Library. Because the monetary value of each donated item varies, it is impossible for us to determine a value.

Please use this receipt to list items donated and place the value you feel is appropriate.

Thank you again for supporting the Kennedale Public Library.

Date

Donation accepted by

ITEMS DONATED

SOCIAL MEDIA

USE OF SOCIAL MEDIA BY LIBRARY STAFF IN PROMOTION OF LIBRARY SERVICES

The Library Director is the primary creator of social media content for Kennedale Public Library. If necessary the Library Director may appoint another staff member to create content and/or respond to feedback online. All communications made via social media will be in line with City policies.

Library staff are welcome to promote or share Library events via their personal accounts but must be careful in their communications not to misrepresent the City, its staff or elected officials. Staff members should never share photos of children without permission on their personal page from Library events.

The Library Facebook page will be updated as necessary but there is no set schedule for releasing content. The Library Director or appointed social media administrator will regularly check the Facebook page and respond to comments within 24 business hours.

LOST & FOUND

ITEMS LEFT AT THE LIBRARY

If a patron leaves a personal item in the Library the Library staff will make every effort to contact the owner. Library staff members will not open a purse, wallet or bag unless granted permission by the claimant. Should a phone be left in the Library the staff will answer repeated phone calls from the same number in an effort to locate the owner. Removable hard drives or flash drives will not be inserted into a Library computer.

Persons inquiring about missing items at the library should be able to accurately describe the item or circumstances surrounding its misplacement without the item in view. If Library staff cannot identify who the item belongs to then it will be held for 30 days and donated or discarded as appropriate.

COMMUNITY ROOM USE

RENTAL OF FACILITY

The following policies pertain to all City of Kennedale facilities. Policies specific to a particular facility will be described at the end of this document. **The City of Kennedale reserves the right to change the rental rates, deposit amounts, rules, regulations, and/or any verbiage within this policy at any time and without notice.** The City of Kennedale also reserves the right to schedule events, programs, and/or activities at any time, which will have priority over any and all private reservations.

Policies for Reserving a Facility

1. Reservation requests will be considered on a first-come, first-served basis, and can be made [online](#) or in person at the Kennedale Library. Reservations cannot be taken over the phone.
2. **Reservations must be paid in full no later than two (2) business days after a request is made.** Requests that have not been paid for by the end of operating hours on the second business day will be denied at that time. Reservations will not be confirmed until full payment has been received. Payments must include any deposit fee

and can be made by **cash, check, or credit card** at the Kennedale Library. Current rental rates and deposit fees for all facilities can be viewed in [PDF](#) or [online](#).

3. Requests that will not be accepted:

- Reservations for a date more than ninety (90) calendar days in advance
- Reservations for recurring events, unless specifically approved by the City Manager
- Reservations made less than two (2) business days in advance

4. Reservation times must include any time needed for setup and cleanup.

5. **The renter must be at least 21 years of age.** This will be verified by a form of official personal photo-identification containing the renter's birthdate, such as a valid driver's license.

6. Renters who live within the corporate boundaries of the City of Kennedale and/or Kennedale ISD will receive a discounted 'Resident' rate if available for the desired facility. In order to receive the discounted resident rate, proof of residency must be provided at the time of payment. The renter will be required to supply one of the following documents:

- *City of Kennedale water bill in their name for the indicated address; or*
- *Their valid Texas driver's license reflecting the indicated address*

Policies of Use for all City of Kennedale Facilities

1. The renter must conduct all activities in a safe manner. Any activity that creates a nuisance (including loud noise) or could promote unrest, cause civil strife, mob violence, and/or property damage is strictly prohibited. Any request that would, in reasonable probability, cause any of the aforementioned situations will not be accepted. Any requestor whose reservation has been denied based on this policy shall have three (3) days to bring an appeal to the City Manager. The City Manager's decision will be final.
2. Under no circumstances can anything be hung from or attached to ceilings, walls, doors, sprinklers, or light fixtures.
3. All individuals under the age of 21 years must be supervised at all times or the renter and all guests will be asked to leave the premises, and the event will be cancelled without a refund.
4. No renter will be allowed to conduct financial transactions as part of the use of the facility. Therefore, no lotteries, auctions, games of chance drawings, raffles or any sale of merchandise, unless specifically authorized by the City Manager prior to the submission of a request for reservation.
5. Any forms of alcoholic beverages are strictly prohibited, as in accordance with City Ordinance. Any renter found to be in violation of this policy will be asked to leave the premises and the event will be cancelled without a refund.
6. Any and all emergencies that occur during a reservation should be reported to 9-1-1 immediately.
7. Any renter found to be in violation of these policies will forfeit their refund.

Cleanup and Damage Deposit Policies for all City of Kennedale Facilities

1. Cleanup of the facility is the responsibility of the renter. The facility will be inspected by designated staff following the event and must be found in the same condition, or better, than before the rental took place. If cleanup is not completed to an appropriate standard (to be determined by the inspector) the rental deposit will be forfeited.
2. The renter assumes all responsibility for any and all damage done to the facility. Any cost of repair or replacement related to damage of the property will be the responsibility of the renter. The renter will be charged for the total cost of the repair and/or replacement based on the assessment of any damages or violations of any rules. The deposit will be forfeited to pay for the repair of any and all damages. If the damage cost is *less* than the deposit amount, the difference will be refunded back to the applicant. If the damage cost is *greater* than the deposit amount, the applicant will be responsible for paying the difference and will be subject to prevention of future rentals. It will be at the discretion of the City Manager to deny future rentals from an individual or group that is responsible for previous damages to any facility.
3. Allow 15 days after the event date to receive the refunded deposit, or a portion thereof.

Cancellation/Change Policy for all City of Kennedale Facilities

1. All cancellations must be made at least two days prior to the date of the rental in order to get a full refund. Fees will be forfeited if cancellation is not made within the allotted time.
2. Outdoor activities/facilities are subject to inclement weather. The City of Kennedale cannot take responsibility for the weather with regard to this type of facility. It is the renter's responsibility to contact the city **the next business day** after a rain out to reschedule within one week. Full refunds may be issued due to poor weather conditions if notification is provided in the above manner.

Facility-Specific Policies

Senior Citizen Center Available Sat. and Sun., 8:00 a.m. to 8:00 p.m.

	Rental
Members*/Residents	\$75.00/day
Non-Members/Non-Residents	\$125.00/day

* Renters with a current Senior Center membership on file or who live within the corporate boundaries of the City of Kennedale and/or Kennedale ISD.

- 1.
1. All renters must pay a deposit of \$75.00, which may be refunded upon successful inspection.

Community Center Available Tues. – Thurs. 10:00 a.m. – 10:00 p.m.; Fri. and Sat. 10:00 a.m. – 11:50 p.m.

	During Library Hours	After Hours
Residents*	\$30.00/hour**	\$40.00/hour**
Non-Residents	\$40.00/hour**	\$50.00/hour**

* Renters who live within the corporate boundaries of the City of Kennedale and/or Kennedale ISD

** Minimum charge of \$100 per rental

1. All renters must pay a deposit of \$150.00, which may be refunded upon successful inspection.
2. All reservations must begin at a time during normal library hours when library staff is available. If a reservation is scheduled to end after the library is closed, library staff will instruct renters on the procedure to close up the building. No keys will be given to the public.
3. The renter can gain access to the building no more than 10 minutes prior to the scheduled reservation and must vacate the building promptly at the end of the reservation time. Please ensure that you allow for setup and cleanup time when making your reservation.

Park Pavilions ([Sonora](#) and [TownCenter](#)) Available daily 6:00 a.m. – 10:00 p.m.

	2 Hours	4 Hours	6 Hours	8 Hours
Residents*	\$60.00	\$90.00	\$115.00	\$140.00
Non-Residents	\$120.00	\$180.00	\$230.00	\$280.00

* Renters who live within the corporate boundaries of the City of Kennedale and/or Kennedale ISD

1. All renters must pay a deposit of \$50.00, which may be refunded upon successful inspection.
2. Parking is permitted in designated parking areas only.
3. The Splash Pad is not available to reserve, however, if your reservation occurs during a time when the Splash Pad is operating, please feel free to use the facility with the public.

Ballfields Available daily 6:00 a.m. – 10:00 p.m.

Hours	Cost
-------	------

2	\$25.00
4	\$50.00
6	\$75.00
8	\$100.00

1. Ballfield lights are not available at this time.
2. Parking is permitted in designated parking areas only.
3. Renter may perform maintenance (such as dragging or striping) in preparation of use.
4. Renter is responsible for providing their own equipment. Bases and other equipment are not provided or available.

Release of Liability

I acknowledge that I am at least twenty-one (21) years of age. I understand that for and in consideration of being allowed to use the City of Kennedale (*check one of the following*) ☐ Community Center ☐ Senior Center ☐ Ballfields

☐ Sonora Park Pavilion ☐ TownCenter Park Pavilion ☐ Other _____,

I am assuming all responsibility for the use of the facilities during the period of time I am authorized to use them.

I assume all risk of personal injury to myself or others who I invite/allow to attend any functions at the facility named above, and for damage to any property caused during the use thereof.

I acknowledge that I have inspected or will inspect the facility named above and all property and appurtenances surrounding it (the "premises") and I will make no use of the premises until I have determined that they are safe for the intended purposes of my use. I agree to inform the City of Kennedale in writing of any items that I deem unsafe or in need of repair before allowing any use or occupancy of the premises.

I HEREBY ASSUME ALL RESPONSIBILITY AND RISK AND AGREE TO INDEMNIFY, HOLD HARMLESS AND RELEASE THE CITY OF KENNEDALE, ITS OFFICERS, AGENTS AND EMPLOYEES, FROM ANY AND ALL COSTS AND EXPENSES FOR PROPERTY DAMAGE OR LOSS, OR PERSONAL INJURY, INCLUDING DEATH, SUSTAINED BY ME OR OTHER PERSONS IN CONNECTION WITH THE USE OF THE PREMISES DURING THE PERIOD OF TIME I AM AUTHORIZED TO USE THEM, WHETHER OR NOT SUCH DAMAGES OR INJURIES ARE CAUSED, DIRECTLY OR INDIRECTLY, BY THE NEGLIGENCE OF OFFICERS, AGENTS OR EMPLOYEES OF THE CITY OF KENNEDALE OR BY A PREMISES DEFECT THAT MAY EXIST ON THE PREMISES. I AGREE THAT MY RESPONSIBILITY UNDER THIS PARAGRAPH SHALL INCLUDE ALL COSTS AND EXPENSES THAT MAY BE INCURRED BY THE CITY OF KENNEDALE IN CONNECTION WITH ANY CLAIM OR LAWSUIT THAT MAY BE BROUGHT IN CONNECTION WITH

THE USE OF THE PREMISES, INCLUDING BUT NOT LIMITED TO FEES FOR ATTORNEYS AND WITNESSES. FURTHERMORE, I HEREBY ASSUME ALL RESPONSIBILITY AND AGREE TO REIMBURSE THE CITY OF KENNEDALE FOR ALL COSTS AND EXPENSES INCURRED FOR LOSS OR DAMAGE TO THE PREMISES OR CITY PROPERTY DURING MY USE OF THE PREMISES.

I certify that I have read this release thoroughly and that I understand its terms and conditions and that I make this release and waiver voluntarily and have not relied upon any representations made by the City of Kennedale, its officers, agents, or employees. I further certify that I understand that in making this waiver of liability I am making a decision of substantial significance and I am willing to assume such risks.

Signature: _____

Printed Name: _____

Date: _____

VOLUNTEERS

RESPONSIBILITIES OF VOLUNTEERS AND LIBRARY STAFF

Kennedale Public Library welcomes members of the community to serve as volunteers in the Library. In order to maintain the safety and security of everyone in the library we do restrict volunteers to those over age 15. Volunteers will be scheduled for no more than 2 hours a day unless volunteering for a special event or activity with prior approval from the Library Director.

Court Ordered Community Service:

- The Library does not allow court ordered community service except in special circumstances.
- If someone wishes to ask for an exception they need to complete a volunteer application, attach copies of their court papers and requirements and meet with the Library Director.
- Should the Library Director determine we can accommodate their requirements then an exception will be granted.
- Failure to show up for a mutually agreed upon scheduled volunteer time without notice will result in the volunteer losing all future opportunities to volunteer with Kennedale Public Library.
- Rescheduling volunteer hours more than 3 separate times will result in the volunteer losing all future opportunities to volunteer with Kennedale Public Library.

Application Process:

Upon inquiring about volunteering opportunities at the Library a staff member will provide you with a **Volunteer Application** to fill out. This application will be reviewed by the Library Director and if your interests align with a current need in the Library the Director will schedule a one-on-one personal discussion to make sure that your experience as a volunteer is as fulfilling as possible. Should you and the Director agree that the Library can provide you with meaningful volunteer work appropriate to your expertise and availability then a background check will be run before final scheduling is made.

Same day volunteering opportunities are at the discretion of the Library Director and only for a maximum of 2 hours.

General Volunteer Responsibilities:

Since Library volunteers represent Kennedale Library to members of the public they are required to be professional and courteous in all their interactions with the public and Library staff. Volunteers should expect to be held to generally the same professionalism and production standards of a paid employee. As a volunteer you will have more flexibility in your level of time commitment to the Library and some control over the tasks with which you assist Library staff.

Library volunteers are required to dress appropriately for Library business. This includes no flip-flops, no worded T-shirts, torn, or revealing items of clothing. Athletic wear (apart from tennis shoes) is generally not appropriate. A clean t-shirt and jeans are perfectly fine with business casual wear preferred.

Volunteers are required to:

- Leave their cell phone in the office or locked in the car during their service. Please feel free to give important contacts the Library number (817)985-2136 to reach you in case of an emergency.
- Not read or browse the collection unless expressly permitted by the Volunteer Coordinator.
- Converse minimally with friends or family during service hours. This is a community library and we understand that you may bump into persons you know while working. However, please keep such communication short so as to focus on your service area.
- Re-direct any questions regarding the Library, its services, or collection to an appropriate staff member beyond the task you are completing.
- Direct suggestions for improvements to the collection and/or services to the Library Director.
- Follow the directions of the Volunteer Coordinator as specified. Please ask questions to clarify any confusion to the Volunteer Coordinator.
- Notify a Library staff member via phone or email if you need to miss or reschedule. Failure to notify the Library may result in removal from future volunteering opportunities.
- Respect the work time of Library staff members. We understand that you may have a current cordial relationship with members of the Library staff and enjoy conversing with them at the Library. However, Library staff members do have specific, time sensitive duties to accomplish on a daily basis and cannot “chat” with volunteers while maintaining acceptable service standards.
- Protect patron privacy. Library staff and volunteers are welcomed into the world of our patrons and their families. They allow us to see their interests and get to know them. This relationship is one of mutual respect and comes with an expectation of privacy. You are not allowed to tell others about the reading tastes of library patrons, use the Library software to obtain their personal information or in any other way violate those standards of trust. **Violating patron privacy will result in an immediate termination of your volunteer status.**
- Immediately notify Library staff about any potentially dangerous situations (i.e. fires, roughhousing, illegal activity). **VOLUNTEERS SHOULD NEVER INSERT THEMSELVES IN A VOLATILE SITUATION FOR THEIR OWN PROTECTION.**

These are just some of the general requirements of volunteers. Depending on your area of service the Library Director or Volunteer Coordinator may give you additional instructions. A failure to abide by the above requirements may result in a suspension of your volunteering privileges. In rare circumstances, a volunteer might be permanently banned as determined by the Library Director.

CELL PHONE USE BY PATRONS

RESPONSIBILITIES OF PATRONS

Patrons are not barred from using a personal cell phone in the Library. However, Library staff does require any conversations on a cell phone to not be so loud as to impede normal library functions (see *Patron Responsibilities*).

We would like to remind patrons that sound carries easily in the Library and sensitive conversations (medical, identifying information) should be kept at a minimum. Library staff cannot control what someone overhears in the Library, and that person may not have your best interests at heart.

If you need to conduct a sensitive conversation we suggest adjourning to the front porch, back porch, lobby or your vehicle. Please do not forget to take your personal items with you since we cannot monitor your items for theft.

STAFF POLICIES

EXPECTATIONS OF LIBRARY STAFF

Library staff is required to maintain acceptable performance standards at all times. Outlined below are standard Library Staff expectations. As always, there might be extenuating circumstances precluding a set standard occasionally, but those will be the exception and not the rule.

You will find **Types of Measures** and **How the Library Director will evaluate your work** listed below. Use this information to guide you in your understanding of your role or tasks.

If a staff member is unable or unwilling to perform their job according to the standards laid out here then they may be subject to employee disciplinary measures as laid out in the Kennedale Employee Handbook.

If there is something in this document which concerns you please feel free to discuss it with the Library Director.

Types of Measures:

- **Quantity:** amount of work done in a specified period
- **Quality:** how well you do your assigned task
- **Timeliness:** effective use of your time to accomplish a task. Arriving to work on time, meeting assigned deadlines, etc.
- **Effective Use of Resources:** reducing waste of library supplies, staying within budget, effective use of current library materials such as books, movies, music etc.
- **Effects of Effort:** improvement in library services or the addition of new services.
- **Manner of Performance:** attitude with other staff and general professionalism
- **Method of Performing Assignments:** following procedures and policies as determined by the Library Director.

How the Library Director will evaluate your work:

- Direct observation

- Specific work results (tangible evidence that can be reviewed without the employee being present)
- Reports and records, such as attendance, safety, inventory, financial records, etc.
- Commendations or constructive or critical comments received about the employee's work

Attendance

Standard	Measure	Verification
Arrive for work on time	Timeliness	Max 4X year
Contact LD if going to be out sick and bring Doctor's note in next day.		No later than 8 AM text or call
Unavoidably late: contact LD ASAP		Call or Text ASAP
Arrive back from lunch on time		Max 4X a year

Dress Code

Standard	Measure	Verification
No worded T-shirts	Manner	LD observation
No sleeveless		
Jeans only on Fri/Sat or at outside programs		
No open toed shoes if shelving		

Vacation Time

Standard	Measure	Verification
Submit vacation requests in advance via ADP	Timeliness	ADP tracking

Staff Visiting / Interdepartmental Chatting / Patron Visiting

Standard	Measure	Verification
Visiting with other staff at the front desk when patrons are present is strongly discouraged.	Manner	LD observation
Program planning which requires two or more staff members must be done off desk in the back room		
Minimal chatting with other city staff in the Library		
Minimal patron visiting (5-10 minutes max)		

Assisting Patrons on the Computer

Standard	Measure	Verification
Do not do computer work for the patron, do not sit down with patron at computer unless for scheduled assistance	Effective Use of Resources	Patron Survey
Talk patrons through how to use the OPAC and walk them to the book on the shelf		Increase in circulation

Conversing with the Director about Work Issues

Standard	Measure	Verification
Avoid emotional distress in front of patrons	Manner	LD observation
Discuss sensitive personal topics off desk and with the LD away from other staff		

Confidentiality

Standards	Measure	Verification
Keep patron information private	Manner	Comments to Director
Do not comment on city related business or staff in a manner that would negatively affect the city or others.		

Training

Standard	Measure	Verification
Attend required training as determined by Library Director	Manner	Reports and Records
Regularly read and retain the information in required training materials as defined by the Library Director	Effort	Fully comfortable with new training/ procedure in 30 days
Keep accurate training notes to refer to on procedures	Quality	Reduction in # of repeat questions to LD

Program Planning / Execution

Standard	Measure	Verification
Meet Library Director specified deadlines	Timeliness	Comply with Deadlines
Follow program planning procedures	Method	Utilizing Program Planning Sheet

Staff responsible for library programming must turn in their program plans to the LD according to the following schedule:

Program Dates	Due Dates
Storytime/ LEGO: <u>16 weeks at a time</u> September- December January – April May - August	August 1st December 1st April 1st
Babygarten: 6 week session 2X a year	One month prior to the program start date
Special Programming	Set by Director as needed
Family Movie Nights: <u>8 weeks at a time</u> January – February March – April May – June July – August September – October November – December	December 1st February 1st April 1st June 1st August 1st October 1st

All marketing materials	6 weeks prior to beginning date of program
Supply lists	Compiled and submitted on same deadlines as storytime/LEGO

Program Success will be measured:

- **Quantity:** # of attendees, # of programs
- **Quality:** Educational value
- **Effective Use of Resources:** Staying in budget, outside donations, reducing waste of materials, variety of materials used, increase in circulation
- **Manner of Performance:** Personable staff who connect with attendees, engagement in program, professionalism



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: June 8, 2017

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss current Library advocacy issues

II. Originated by:

III. Summary:

Discuss documents circulating to new council and current advocacy needs of the Library

IV. Recommendation:

None

V. Attachments:

1.	Value of Library	Part 1 Value of the Library.pdf
2.	Partnerships	Part 4 Partnerships and Outside Funding.pdf
3.	Long Range Plan	Part 5 Library Long Range Plan.pdf
4.	Community Conversations	Part 6 Community Conversations Report.pdf



A 2017 STUDY BY THE TEXAS STATE LIBRARIES AND ARCHIVES COMMISSION (TSLAC) FOUND

\$1 SPENT ON LIBRARY SERVICES

TRANSLATES TO

\$4.64 IN COMMUNITY BENEFITS

OUR BUDGET OF \$259K = \$1.2 MILLION IN VALUE FOR KENNEDALE RESIDENTS

NEXT

- \$44K RENOVATION THROUGH TOCKER FOUNDATION GRANT
- JUNIOR HIGH + TEEN STEM PROGRAMMING AND A NEW TEEN AREA
- **KENNEDALE READS**—A PROGRAM ABOUT CONNECTING WITH KENNEDALE'S PAST, PRESENT, AND FUTURE

Through a partnership with the Historical Society

POSSIBLE FUTURE GRANT-FUNDED PILOT PROGRAMS:

- KISD STEM OUTREACH
- FAMILY LITERACY INITIATIVES
- UPDATING THE YOUNG ADULT BOOK COLLECTION
- DIGITIZING THE *KENNEDALE NEWS* FOR INCLUSION IN THE UNT PORTAL TO TEXAS HISTORY



CONNECT

- COMPUTER ACCESS + FREE WIFI + TECH HELP
- ACCESS TO ARLINGTON + MANSFIELD LIBRARIES
Funding our local library costs about \$32 per resident. For this benefit alone, each resident would pay \$50 annually, if they purchased access from the libraries directly.
- GLOBAL INTERLIBRARY LOAN SERVICE
- AFFORDABLE PRINTING + FAXING
- ACCESS TO PLANETREE MEDICAL REFERENCE
- TEXSHARE CARDS ALLOW ACCESS TO ANY PARTICIPATING LIBRARY IN TEXAS
- MORE CONSORTIUM = ACCESS TO \$9M+ IN RESOURCES



STRONG FAMILIES

BUILD

SUCCESSFUL COMMUNITIES

OUR FREE SUMMER READING CLUB BRIDGES THE GAP FOR STUDENTS, MINIMIZING THE 'SUMMER SLIDE'. YEAR-ROUND, WE PROUDLY OFFER A SPECIALIZED CHILDREN'S AREA AND RICH PARENTING COLLECTION, FUNDED IN PART THROUGH A FAMILY PLACE GRANT.

COLLECTION

- 16K BOOKS AND OTHER ASSETS
- 500K DIGITAL BOOKS, COMICS, MOVIES, AND AUDIOBOOKS
- ACCESS TO \$68K IN DATABASES, WHICH COSTS JUST \$180/YEAR

PROGRAMMING



BABYGARTEN (0-3)

FOSTERS EARLY LITERACY SKILLS AND PARENT-CHILD BONDING

STORYTIME (0-5)

STRENGTHENS PRESCHOOL LITERACY AND PREPARES THEM FOR KINDERGARTEN

LEGO CLUB (K-4)

ENCOURAGES CREATIVITY, THINKING OUTSIDE THE BOX, AND STEM SKILL DEVELOPMENT

FAMILY MOVIES

FREE FAMILY ACTIVITY FOR ALL AGES

HAPPILY HOOKED CROCHET CLUB

ADULT PROGRAM WHERE CRAFTERS CAN CONNECT, LEARN, AND SHARE TECHNIQUES

MISSION OF HOPE QUILTING CLASS

ALL SKILL LEVELS WORK TOGETHER TO LEARN A HOBBY AND CREATE QUILTS FOR LOCAL SHELTERS

GOLDEN READER'S BOOK CLUB (50+)

PROVIDES STIMULATION AND CONNECTION, IN PARTNERSHIP WITH THE SENIOR CENTER



KENNEDALE
Public Library

KennedaleLibrary.org

FULLY ACCREDITED BY
THE STATE OF TEXAS

FOLK Financial Support



1st set of computers for new building

Automated Disabled Door Buttons

Disc Cleaning Machine

Popcorn Machine

All Blinds for Library Windows

New Tables and Chairs for Community Center

Summer Reading Club 2016

Children's Furniture

Patio Furniture

Shelving for Community Room Closet

FOLK started the Library and ran it for several years with limited services and volunteers. Library service proved so popular the City decided to support a full-service Library. FOLK runs the Library Book Sale and seeks grant funding on behalf of the Library.

Community Partners

Kennedale Rotary Club

Donates one hardcover book for each Rotary meeting

Kennedale Area Chamber of Commerce

Donates one hardcover book for each Chamber meeting

Kennedale Independent School District

Coordinates Library Card Sign-up Drives

Supplies School Reading Lists

Partner in Grant Applications

Publicizes Educational Events

Kennedale Historical Society

Maintains a revolving display about Kennedale History in the Library

Partner in Grant Applications

Boys & Girls Scouts

Constructs shelves or equipment as needed

Youth Advisory Council

Volunteers with Pumpkin Palooza

Host special youth events at Library

Corporate Donations

Texas Rangers

Dallas Cowboys

Quick Trip

Fossil Rim Wildlife Center

Dallas Zoo

Fort Worth Zoo

Casa Manana

Putt-Putt

Fort Worth Museum of Science and History

Chipotle

Chick-Fil-A

McDonalds

Papa Murphy's

American Girl

Arlington Symphony

Fort Worth Rodeo

Chicken Express

Outside Funding

Tocker Foundation \$46,112

Furnishings & Shelving: \$44,712

New Circulation Desk

New Shelving

New Seating

New Computer Table & Chairs

Family Place Travel: \$1,400

Airfare and Rental Car

Texas State Library and Archives Commission \$18,000

Family Place Training and 3 years Support: \$12,000

Family Place Equipment: \$6,000

Developmentally appropriate Toys for Library programs

Parenting Collection

Parenting Magazines

Publicity Materials

Storage Materials

Dollar General \$2,000

Summer Reading Club 2016; \$2,000

LEGO's for Club

Materials for Bulletin Board Construction

Expendable Supplies

Friends of Texas State Library and Archives \$120 in books

Texas Book Festival \$2,064

Approximately 250 Bilingual Children's Books

Outside Funding

Books from Texas A&M Press

Texana books for the Collection

Storytime Kits \$2,800

Kits with books, toys and resources to do early literacy at home

STEM kits \$1,000

Kits to do Science, Technology, Engineering and Math experiments at home

Consortium Benefits

Lowens Costs of Library Operations

Kennedale pays 1% of the cost for crucial library operations software and tech support. Without the consortium it would cost Kennedale at least \$25,000 more in just software and support costs.

The Library pays 1% of database costs that would normally cost upwards of \$25,000 per year.

We have access to the Overdrive e-book collections of Arlington and Mansfield which saves our book budget \$3,000 a year in additional costs.

Courier cost savings of \$3,000 per year.

Educational Benefits

Kennedale residents have access to over \$9,000,000 in additional print resources as part of the consortium.

KISD students benefit from the additional school readiness programs available through the consortium.

Provides Grant Funding

Each year the consortium libraries partner up to maximize the available grant funds available to our libraries.

Texas Library Accreditation must be maintained to remain a member of the consortium.

Texas Library Accreditation

Accreditation Standards

Each library must maintain a funding Maintenance of Effort or MOE set by the state based on population. This required MOE goes up by 3% - 5% each year.

The Library must have at least one book per member of the population.

Spend a minimum of 10% of the library budget on loanable materials (books/media)

InterLibrary Loan service must be provided

The Library Director must do 10 hours of Continuing Education per year

Provide a Website and Card Catalog

Provide Computer Access

Benefits of Accreditation

\$68,000 in Databases for \$180 per year

Interlibrary Loan Software and Support

TexShare Library Card Program

Grant Funding Opportunities

Free Continuing Education

Library Funding Currently Sufficient for Accreditation

Funding reductions in excess of 10% could seriously jeopardize Accreditation and consortium access.

KENNEDALE PUBLIC LIBRARY LONG RANGE PLAN 2016

by Library Director Amanda King

LIBRARY ENDS STATEMENT

The Kennedale Public Library serves the community as a central hub for information. The library connects patrons with their community by offering innovative programs, gathering spaces, and services to enrich their lives.



LIBRARY SUB-ENDS

- Committed to being a community hub where all are welcomed and big ideas are developed.
- Actively listening to the community to develop innovative programs that address residents' needs.
- Ensuring that all residents have access to the high-quality print, digital, and technological resources they need to achieve their dreams.

WHAT WE BELIEVE

COMMUNITY

Providing a place for residents to learn and grow with one another

COLLABORATION

Achieving community goals through effective partnerships

RESPECT

Treating one another as equals and providing access to shared resources

LEARNING

Encouraging life-long learning through various forms of literacy

ACCOUNTABILITY

Utilizing public resources effectively and transparently

HOW WE RESPOND

INTEGRITY

Exemplifying ethical behavior and putting others first when challenges arise

INNOVATION

Remaining flexible and receptive to new ideas and better ways to serve our community

TEAMWORK

Working together, communicating consistently, and accomplishing common goals and objectives for the good of the library and patrons

PROFESSIONALISM

Protecting patron privacy and intellectual freedom

City of
KENNEDALE.
Texas
PUBLIC LIBRARY

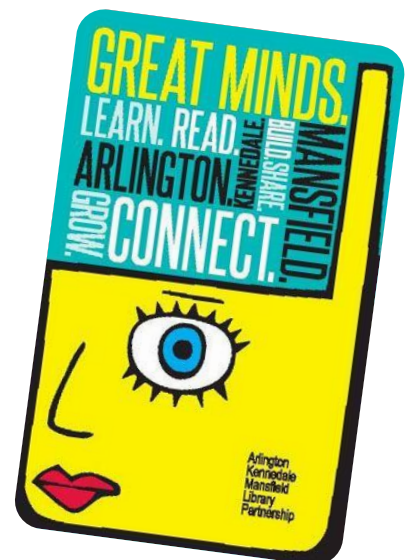


INTRODUCTION

The Kennedale Public Library is a beloved institution, regarded by the community as a welcoming and safe place to learn, grow, and connect. The library developed organically thanks to the dedication of countless volunteers and civic-minded residents who advocated and collaborated to create the library our community enjoys today. Through our partnership with the Mansfield and Arlington Public Libraries, Kennedale residents have access to hundreds of thousands of print, audiovisual, and electronic resources – far beyond the capacity of a typical small town library.

Much has been accomplished since the library was established more than twenty years ago, but there is always room for growth. To remain relevant, modern libraries must adapt to new technologies and trends, and the Kennedale Public Library is no different. Staff is dedicated to identifying and implementing solutions that maximize access to resources, programs, and facilities while always being careful stewards of the funds entrusted to us by the community.

The ultimate goal of this plan is to ensure the continued success and viability of the Kennedale Public Library as it moves forward in an ever-changing world.



GOAL ONE BECOME A COMMUNITY HUB

OBJECTIVE

Evaluate and revise the facility's layout to provide more gathering space

ACTION ITEMS

- Procure grant funding for new shelving for the adult collection, a new circulation desk, and additional seating
- Curate materials into a more accessible arrangement, including well-defined collections for children, teens, and adults
- Institute automated technologies to streamline services and allow staff to dedicate more time to developing and hosting programs

OBJECTIVE

Increase community awareness of library services through marketing

ACTION ITEMS

- Invest in reusable marketing materials including banners and signage
- Establish a stronger social media presence and following
- Attend local events where staff can highlight library services and programs



GOAL TWO CENTRALIZE INFORMATION

OBJECTIVE

Work closely with city staff and other local organizations to become a reliable and trusted source for community news and information

ACTION ITEMS

- Update existing bulletin boards monthly to promote local events and news
- Provide city newsletters in a prominent location for residents who prefer printed materials

OBJECTIVE

Redesign the library's web presence to streamline information access and minimize confusion

ACTION ITEMS

- Incorporate the library's current standalone website into the city's website
- Use plain language and easy organization to help patrons find answers quicker

OBJECTIVE

Update the print collection to reflect the current information needs of the community

ACTION ITEMS

- Replace outdated and inaccurate items in the collection with updated resources
- Research and add electronic materials based on demand and need when appropriate



GOAL THREE

ENGAGING PROGRAMMING FOR ALL AGES

OBJECTIVE

Develop adult programming that is varied and regularly scheduled year-round

ACTION ITEMS

- Cooperate with local businesses to provide free educational classes
- Solicit donations and grants to defray the costs associated with special programs
- Publish an annual calendar of events that is available both online and in print

OBJECTIVE

Expand children's programs to encompass all ages through grade school

ACTION ITEMS

- Plan and publicize "Babygarten", a twice-yearly program for infants and their caregivers
- Host a weekly program for grade-school children

OBJECTIVE

Establish young adult programs that foster fellowship and a love for learning

ACTION ITEMS

- Collaborate with Kennedale ISD, Fellowship Academy, and the Youth Advisory Council (YAC) to develop and publicize events that appeal to junior high and high school students
- Solicit donations to purchase reusable equipment for monthly programs



OBJECTIVE

Partner with KISD and Fellowship Academy to achieve common literacy goals

ACTION ITEMS

- Develop an active partnership by finding common ground with administrators
- Create mutually beneficial initiatives to implement alongside local schools

OBJECTIVE

Regularly train staff in progressive best-practices for program development

ACTION ITEMS

- Encourage all staff to attend nearby continuing education events
- Budget for the Library Director to attend applicable conferences to ensure that staff is aware of current issues and trends affecting libraries

GOAL FOUR FACILITY EXPANSION

OBJECTIVE

Conduct a long-term facility space analysis and prepare for renovations beyond 2020

ACTION ITEMS

- Partner with Tarrant County College for a facility assessment of the current configuration and possible updates that would maximize gathering space
- Budget for the Library Director to become well-versed in best practices and innovations in library design by attending industry-specific workshops

OBJECTIVE

Research and plan for the expansion of the building to provide a multi-use classroom

ACTION ITEMS

- Utilize community input to choose appropriate and useful technology and resources
- Seek advice from appropriate consultants regarding the costs, limitations, and design possibilities of enclosing the facility's current "back porch" area

OBJECTIVE

Research and plan for the expansion of the building to provide additional staff workspace

ACTION ITEMS

- Solicit staff input regarding workspace improvements that would increase productivity
- Seek advice from appropriate consultants regarding the costs, limitations, and design possibilities of enclosing the facility's current "back porch" area





KENNEDALE PUBLIC LIBRARY

316 W 3rd Street

Kennedale, TX 76060

817-985-2136

cityofkennedale.com/library

Community Conversations

SUMMARY REPORT

Library Director Amanda King



BACKGROUND

Throughout the month of March 2016, the Kennedale Public Library hosted a series of community conversations, utilizing the Harwood Institute methods recommended by the American Library Association.

These candid, informal conversations allowed staff to gain perspective on residents' desires and priorities for the City of Kennedale. This information will help ensure that the Library's Strategic Plan, a document defining future priorities and programs, meets the needs of the community we serve.

This report contains information gathered from these conversations, and is being provided to participants, community organizations, and city leadership and staff who are positioned to effect the desired changes. We are grateful to all of the participants who generously donated their time and opinions to help shape the future of Kennedale.

REPORT OVERVIEW

In this report, you will find a community narrative statement, which reflects the overall themes represented by you and your neighbors about current concerns and aspirations for Kennedale's future. These aspirations are divided into two general themes and areas of progress and concern are highlighted for each. Next, you will find a statement from the Kennedale Public Library reflecting the application of your valuable input to our service model. The final section includes specific questions and response from city staff.

HOW YOU CAN HELP

The realization of residents' aspirations for the City of Kennedale requires input and support from people like you who can positively impact the future of our city by attending community events and meetings, reading local news, and supporting local organizations. There are many ways to be involved, including service on an advisory board (cityofkennedale.com/boards), participation in upcoming focus groups and town hall meetings, and helping with city-sponsored events. To learn about these opportunities, subscribe to the e-newsletter and volunteer notifications by visiting cityofkennedale.com/subscribe.

Please feel free to share this report with neighbors. Additional copies are available at the Library.

COMMUNITY NARRATIVE

We want our community to be aesthetically pleasing and a source of local pride. We want a small town feel, and to us that means a friendly, safe community where we know one another. Family is a priority, and we want additional opportunities to enjoy family time as a community. Some of us welcome new economic development, while others are concerned that with growth comes a loss of the current small-town feel we value. There are a few individuals and organizations that are becoming trusted to positively advance the community, and we do see some small changes in the community. These things give us hope for the future, but we still feel largely uninformed, which leaves us feeling divided and disconnected. We desire clear, consistent communication from City Hall in an easily accessible format. Until more visible changes take hold, residents will continue to waver between optimism for the future and a sense that “nothing will change”.

SHARED ASPIRATIONS

AESTHETICALLY PLEASING

Progress	Areas of Concern
Greenscaping on Business 287 (Kennedale Parkway)	Code enforcement seen as lacking
Keep Kennedale Beautiful (KKB) Organization	Removal of salvage yards or a bigger fence to block the view
Removal of undesirable businesses at Interstate 20	Maintenance of city parks

Residents want to feel proud of their city and when they look around they still see progress needed. Emphasis was placed on the “look” of the city – from mowing medians to removing salvage yards to better-maintained parks. Improvements to the visual appeal of the city are universally seen as a quality-of-life issue by the community.

SMALL TOWN ATMOSPHERE

Progress	Areas of Concern
Community events (i.e., <i>Brickworks Festival and Bark in the Park</i>)	Lack of communication from City Hall in a preferred format (i.e., <i>newsletter or marquee</i>)
The Kennedale Public Library is viewed as a vital resource and connection point for residents	Concerns that all the new housing will change the friendly, small-town, rural feeling that residents currently enjoy
Friendliness of neighbors and good schools	Lack of local businesses or a vibrant city center to congregate and connect with others in the community; must go outside the city for most retail/restaurant needs
Location near employment centers (i.e., <i>Fort Worth, Arlington, and Mansfield</i>)	Lack of regularly-scheduled, family-friendly community events

Kennedale lacks the sense of unity within neighborhoods and throughout the city that they expect from a small town. Without community connections and communication, residents expressed concerns about safety, quality of life, values, and the overall future of the community. Many mentioned that a clear, central, tactile form of communication would increase the sense of community connection. Others expressed a real desire for more venues where they could connect with family and neighbors, including local restaurants, walking trails, and additional community events.

KENNEDALE PUBLIC LIBRARY RESPONSE

While this series of community conversations focused on the City of Kennedale as a whole, there were two areas of concern identified where the Library hopes to have a significant impact in meeting community aspirations: communication issues and programming.

COMMUNICATION

- The Kennedale Public Library will post announcement fliers prominently on bulletin boards throughout the facility, including the bulletin board near the exterior book drop.
- For those who prefer printed communication, copies of the city's newsletter will be available at the circulation desk.
- Our website (cityofkennedale.com/library) will be updated regularly and will feature easy-to-navigate links to vital resources for residents.
- Library staff will commit to updating their Facebook page (facebook.com/kennedalepubliclibrary) regularly with news and events.
- Library staff will gladly assist residents with navigating the city's website (cityofkennedale.com), where they can print off agendas, announcements, and information.

COMMUNITY PROGRAMMING

- The Library will gradually increase programming for all age groups over the next calendar year, beginning with an expanded Summer Reading Program. By fall 2016, we will offer themed educational, family, and age-specific programs weekly.
- As one of the strategic goals of the Library, current shelving layouts and seating arrangements will be re-evaluated to provide more gathering spaces for casual reading, conversation, and homework.
- In the future, the Library hopes to expand the building to accommodate a multi-use classroom for programs and community organizations to utilize.

As we hold more community conversations, Library goals and responses will be adjusted to reflect the emerging needs of the community.

YOUR QUESTIONS ANSWERED

Why don't I get a call when the city is turning off my water for repair or maintenance?

The city does not currently have the staff necessary to provide notices to individual residents. However, residents are encouraged to opt-in for text and email alerts by visiting cityofkennedale.com/notifyme. If you do not have Internet access or have previously opted in and are not receiving notices, please contact City Secretary and Communications Coordinator Leslie Galloway at lgalloway@cityofkennedale.com or 817-985-2104 to verify that contact information is current in the system.

How do I learn about community events if I don't want to go online?

We recognize that not all residents are interested in obtaining city news online. Notices of city meetings are posted inside the main entrance to City Hall, which is unlocked 24 hours a day. Publications, including newsletters and fliers are available in City Hall (at the Utility Billing window) and at the Kennedale Public Library (at the circulation desk).

Why doesn't city staff inform residents about development projects?

Economic development is exciting to residents, and we know that people are curious as to what businesses are coming to town. However, it's not uncommon for development negotiations to fall apart at some point in the process. For this reason, the City of Kennedale waits until a development project is a "done deal" before announcing it to our residents.

Why was the marquee taken down. That's how I knew what was happening!

During the re-development of TownCenter, the marquee was not re-installed because of associated costs, including construction of a display to hold it. Additionally, the marquee presented a technological security risk, as it was "hacked" several times. We encourage residents who prefer printed materials to drop by City Hall or the Library. For those who prefer electronic communication, please visit cityofkennedale.com, facebook.com/kennedale, twitter.com/cityofkennedale, and subscribe to the monthly e-newsletter and volunteer notifications at cityofkennedale.com/subscribe. You can also find information from both the city and your neighbors by joining Nextdoor (cityofkennedale.com/nd). For more in-depth coverage of complicated issues, listen to Mayor Brian Johnson's podcast at cityofkennedale.com/mayor.

Why isn't there a newsletter in my water bill?

The cost of printing 3,000 monthly newsletters is cost-prohibitive under our current budget. Additionally, now that we outsource utility billing, inserting a newsletter means mailing printed copies to FATHOM two months in advance, which greatly diminishes the ability to include up-to-date and timely information. (Please check the message box in the top left corner of your utility bill for important information about your bill.)

Is anything being done about the salvage yards?

City staff understands that the salvage yards are a concern among residents and staff is exploring options to address this concern. We cannot state a firm course of action yet, but are in continual talks with stakeholders to determine the best course of action for Kennedale.

We love community events! Why can't there be more?

The consistent success of community events shows that residents appreciate these opportunities to connect with one another. We understand that events are a vital part of community life and it is a priority to provide these opportunities to residents. The two biggest hindrances to holding more community events are funding and staffing. The city does not have dedicated event staff in the Parks and Recreation Department like other larger communities, which means we can only accomplish so much without community volunteers and support. We encourage residents to volunteer at community events and get involved by supporting a common goal for the good of the community. As the city grows and residents become more involved we hope to see more community events in the future. Upcoming events can be found at cityofkennedale.com/cal or you can subscribe to the newsletter and volunteer opportunity notifications at cityofkennedale.com/subscribe. Printed newsletters and fliers will be available at the Library and City Hall.

Can the city spray for mosquitos?

Mosquito-borne illnesses are a valid concern, and city staff does tackle abatement issues through a variety of methods. While some spraying is done to keep the mosquito population at bay, Kennedale also makes a concerted effort to reduce standing water, set traps, and kill mosquito larvae through water treatment as well. Our staff is trained and guided by the Tarrant County Public Health Department in mosquito reduction and tracking efforts.

What is the hold-up on development in TownCenter? Why aren't there more businesses by now?

You'll be happy to know that TownCenter will soon add a Dickey's Barbecue, a new Chicken Express building, and a community meeting room space. These developments should be completed within 4 to 6 months. In addition Zaney Cutz Salon recently moved into TownCenter, and Kennedale Family Dental will be open for business soon. The best way to encourage additional merchants in Kennedale is by shopping locally. Supporting the current businesses makes our community more attractive to potential merchants.



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: June 8, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Update on Library Statistics

II. Originated by:

III. Summary:

Overview of Library Usage Statistics

IV. Recommendation:

None

V. Attachments:

1.	Highlights of Service	Part 2 Highlights of Service.pdf
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Highlights of Service

First Half FY 2017



New & Notable

- ◇ STEM kits will be available for checkout starting June 10th. These kits were made possible through a grant partnership with MORE Libraries.
- ◇ The Library won an Excellence Award from the Texas Municipal Library Directors Association. Only 44 Libraries in Texas achieved this award in 2016. The plaque is located in the Lobby.
- ◇ All new materials for Family Place activities have been purchased, stored and labeled for programming. These materials were purchased with a TSLAC grant.
- ◇ Summer Reading starts June 3rd with the Perot Tech Truck on site to promote STEM education for young people. Flyers and promotional materials have been disseminated to KISD and online.

Success

- ◇ FOLK purchased new tables and chairs for the Community center along with storage shelving.
- ◇ The Tocker Foundation awarded the Library over \$44,000 to purchase comfortable seating and needed shelving. This will enable us to have space for all age groups and be a real community gathering place.





STAFF REPORT TO THE BOARD OF DIRECTORS

Date: June 8, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:

Review Current Library Return on Investment

II. Originated by:

III. Summary:

Overview of how much value patrons save in dollars per library visit

IV. Recommendation:

V. Attachments:

1.	Return on Investment	Part 3 Return on Investment.pdf
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Kennedale Public Library Return on Investment

April Total Library Visits and Program Attendance: 2,699

	Private Cost	Total Transactions	Value	We Pay
Library Materials (Books/DVD/Audio/)	\$29.45	1,770	\$52,126.50	\$1,666.67
Reference Assistance	\$2.25	336	\$756.00	\$767.36
Children's Program	\$5.00	184	\$920.00	\$50.00
Adult Program	\$8.00	9	\$72.00	0
Volunteer Hours	\$21.41	45	\$963.45	0
Internet Access	\$17.40	287	\$4,993.80	\$58.00
TexShare Databases	Data Unavailable		\$5,699.82	\$15.00
Consortium Databases	\$1.20	421	\$505.20	\$266.00
TOTALS		3052	\$66,036.77	\$2,823.03

April Average Value Per Patron: \$24.46
April Average Cost Per Patron Visit: \$1.04

ROI: 2251%

FY 2016 TD Library Visits and Program Attendance: 17,990

	Private Cost	Total Transactions	Value	We Pay
Library Materials (Books/DVD/Audio/)	\$29.45	12,100	\$356,345.00	\$10,000
Reference Assistance	\$2.25	1,691	\$3,804.75	\$4,604.16
Children's Program	\$5.00	2,288	\$11,440.00	\$300.00
Adult Program	\$8.00	290	\$2,320.00	\$200.00
Volunteer Hours	\$21.41	186	\$3,982.26	0
Internet Access	\$17.40	2,140	\$37,236.00	\$348.00
TexShare Databases	Data Unavailable		\$37,998.80	\$90.00
Consortium Databases	\$1.20	2,128	\$2,553.60	\$1,596.00
TOTALS		20,823	\$455,680.41	\$17,138.16

YTD Value Per Patron: \$25.32
YTD Average Cost Per Patron Visit: \$0.95

ROI: 2563%

Total Library visits up 109% over last year and total program attendance up 256% over last year.



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: June 8, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - C.

I. Subject:

Announcement about upcoming Library events

II. Originated by:

III. Summary:

Library Director will speak about Summer Reading events and Library Renovation

IV. Recommendation:

None

V. Attachments: