

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
January 4, 2018
LIBRARY BUILDING, 316 W THIRD ST

REGULAR SESSION - 7:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Review minutes of previous meeting on October 20, 2016

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. Introduce New Library Advisory Board Members
B. Discuss progress made on Library Strategic Plan to date
C. Discuss drafting a policy in regards to when a patron will be permanently banned from facilities.

VI. REPORTS/ANNOUNCEMENTS

- A. Library Director presents report on Library Statistics for FY 2016-2017
B. Announcements about upcoming programs in Spring of 2018

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 January 4, 2018, 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: January 4, 2018

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review minutes of previous meeting on October 20, 2016

II. Originated by:

III. Summary:

IV. Recommendation:

V. Attachments:

1.	Meeting Minutes	2017 June.doc
----	-----------------	---------------

Kennedale Public Library

Library Board Meeting Minutes

June 8, 2017

I. Call to order

Amanda King, Library Director called the meeting to order at 7:01 pm.

II. Roll Call

Members present and signed in: Amanda King, Library Director; Don Rawe, Shirley Jackson and Stan Seat

III. Minutes for Previous Meeting

Reviewed minutes from October 20, 2016. **Motion** To approve Stan Seat, **Action** Approve, **Moved By** Stan Seat, **Seconded By** Don Rawe. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

Sandra Lee and Jan Joplin addressed the board noting their support for Library services

V. Regular Items

A. *Discuss current Library Advocacy Issues*

Amanda King, Library Director, reviewed materials being sent to council members about the services provided by the Library.

B. *Review Library Policy Compilation*

Amanda King reviewed the Library Policy Manual currently being updated and compiled for Library staff.

VI. Reports/announcements

A. *Report on Library Statistics*

Library Director Amanda King reported updated usage statistics for the Library

B. *Report on Recent Library Events*

Amanda King discussed recent staff travel to training events nationally

C. *Announcements about Upcoming Library Initiatives*

Amanda King went over the coming Summer Reading theme and activities planned

VII. Adjournment

Motion To adjourn Stan Seat, **Action** Adjourn, **Moved By** Don Rawe, **Seconded By** Stan Seat. 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: January 4, 2018

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Introduce New Library Advisory Board Members

II. Originated by:

III. Summary:

Introductions of Daniel Medina and Josh Virnoshe

IV. Recommendation:

None

V. Attachments:



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: January 4, 2018

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss progress made on Library Strategic Plan to date

II. Originated by:

III. Summary:

Discuss the 2016-2020 Library Long Range Plan progress and strategize how to complete the rest of the Long Range Plan goals on time

IV. Recommendation:

None

V. Attachments:

1.	Long Range Plan	2016 LRP_Edit (2).pdf
----	-----------------	-----------------------

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

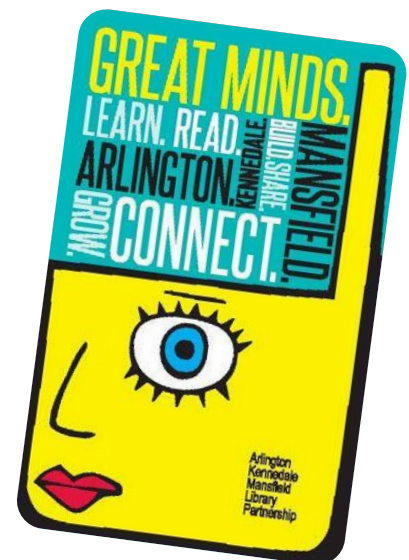


INTRODUCTION

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





STAFF REPORT TO THE BOARD OF DIRECTORS

Date: January 4, 2018

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Discuss drafting a policy in regards to when a patron will be permanently banned from facilities.

II. Originated by:

III. Summary:

Discuss the need for a policy outlining what will happen when Library Director or staff determine a patron needs to be banned from Library facilities or technology and for how long.

IV. Recommendation:

None

V. Attachments:



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: January 4, 2018

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Library Director presents report on Library Statistics for FY 2016-2017

II. Originated by:

III. Summary:

Presentation of final FY 2016-2017 statistics

IV. Recommendation:

None

V. Attachments:

1.	Library Return on Investment	FY16.17 ROI Library.pdf
----	------------------------------	-------------------------

Kennedale Public Library

Return on Investment FY 2016-2017

FY 2017 Library Visits and Program Attendance: 30,662

	Private Cost	Total Transactions	Value	We Pay
Library Materials (Books/DVD/Audio/)	\$29.45	21,579	\$635,501.55	\$20,000.00
Reference Assistance	\$2.25	4,960	\$11,160.00	\$9,208.32
Children's Program	\$5.00	4,048	\$20,240.00	\$4,000.00
Adult Program	\$8.00	432	\$3,456.00	\$200.00
Volunteer Hours	\$21.41	490	\$10,490.90	0
Internet Access	\$17.40	3,765	\$66,511.00	\$696.00
TexShare Databases	Data Unavailable		\$75,997.60	\$220.00
Consortium Databases	\$1.20	4,407	\$5,288.40	\$3,192.00
TOTALS		20,823	\$828,645.45	\$37,516.32

Value Per Patron Visit: \$27.03
Average Cost Per Patron Visit: \$1.22

ROI: 2,115%

Three Year Metric Comparison

	FY 2014	FY 2015	FY 2016	% Change (FY 15 to FY 16)
Library Visits	10,918	13,307	26,182	96%
Database Usage	1,771	2,675	4,407	65%
Circulation	16,964	20,288	21,579	6%
Program Attendance	1,372	1,873	4,480	139%
Reference Assistance	1,401	1,663	4,960	198%
Internet Access	777	2,768	3,765	36%



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: January 4, 2018

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:

Announcements about upcoming programs in Spring of 2018

II. Originated by:

III. Summary:

Library Director will talk about SCORE workshops, computer classes and Family Place workshops coming in the spring.

IV. Recommendation:

None

V. Attachments: