



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
THURSDAY, JULY 11, 2019
6:00 PM

CALL TO ORDER

CITIZEN'S OPEN FORUM (The Citizens Open Forum section of the agenda is an opportunity for citizens to speak regarding matters that are not posted on that particular meeting's agenda. Individual citizens speaking during the Citizens Open Forum shall not exceed three (3) minutes in their comments; however, the Chair may extend the speaker's allotted time. At the beginning of the Citizens Open Forum section of the meeting, citizens desiring to speak shall stand* when prompted by the Chair so that they may be recognized and recorded as the individuals who will speak. Only those citizens who stand* during this time of recognition will be allowed to speak. The Chair shall ask each citizen wishing to speak to come to the podium to speak in turn in an orderly manner. Before providing comments, each speaker must state his or her name and address for the record. If speaking for an organization or group, the speaker should identify the group represented. Because this section of the meeting is for matters not posted on that particular meeting's agenda, members of the Board, Committee, Commission, or Corporation may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting.)

REPORTS FROM STAFF

1. Library Director's Report.
Lana Ewell, Director of Library Services

APPROVAL OF MINUTES

1. Consideration of Library Board Meeting Minutes for March 21, 2019 and May 9, 2019

UNFINISHED BUSINESS

1. Discussion and possible action on the issue of overdue Watauga library materials fines.

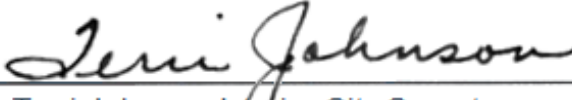
NEW BUSINESS

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Terri Johnson, Interim City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, July 5, 2019, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.


Terri Johnson, Interim City Secretary





AGENDA MEMORANDUM

DATE: July 3, 2019
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Library Director's Report.

BACKGROUND/INFORMATION:

The Library Director provides an overview of April and May 2019 activities at the Library.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

This item does not require a recommendation as it is a presentation/report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Library C.A.R.E.S. Report April 2019
2. Library Report April 2019 - Statistics Summary
3. Library Report May 2019 - Statistics Summary
4. Library C.A.R.E.S. Report May 2019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/3/2019

Approved as to form for inclusion on Agenda

Watauga Public Library C.A.R.E.S.

April 2019

• **The Library receive the following written comments and requests in April 2019**

Written comments:

- A. "Pokemon night on Friday."
- B. "Dana—clerk being about to obtain another birth certificate. She helped me last month, with so much info on what I was working on."
- C. "More Trivia nights! Every month!"
- D. "Greek Mythology Trivia Night."
- E. "More motorcycle books, preferably Harley-Davidson."

• **Civic/ Community Engagement/ Cultivating Community/ Job Skills**

A. Chasing Monsters — Nationally-known writer, musician, author, and cryptid hunter Lyle Blackburn enthralled the audience with descriptions of mythical monsters and their history. He let the audience know that they shouldn't just trust things they find on the Internet especially when it comes to bigfoot and his mysterious counterparts. A total of 46 people attended.

B. Chicken Talk — In anticipation of the City's potential approval of a backyard chicken ordinance, the library hosted local zoologist Amanda Rai Cochran for a presentation. A total of 20 people came to hear about the basics of caring for backyard fowl.

C. True Crime Book Club — An eager group of true crime fans came together to discuss the book *Columbine* by Dave Cullen. A total of 9 people packed into one of our storage closets to hold the meeting. This cozy group was thrilled to find other like-minded readers to discuss books with.

D. National Pet Day — National Pet Day was celebrated this year on April 11th. In honor of the special day, the library gathered donations for Watauga Animal Services all month.

E. Game of Thrones Trivia — Game of Thrones Trivia did not go exactly as planned. This may have been due to rain or other considerations. A total of 4 people attended.

F. Mr Novy Art Class — Mr. Novy held a tissue-paper art class for creative adults, and a total of 15 people made colorful cityscapes.

G. Fort Worth Poetry Society — The FWPS helped us celebrate National Poetry Month with a lively presentation full of pirate-based poetry. A total of 36 people enjoyed this event.

H. Pirate Art — In honor of The Fort Worth Poetry Society's visit, 24 people created a pirate craft.

J. Selma's Art Class — This month Selma's art class made beautiful sunset landscape paintings using watercolor. A total of 5 people enjoyed this intermediate adult art class.

• **Civic/ Community Engagement/ Cultivating Community/ Job Skills**

K. Be Well, Live Well — Once again nutrition educator Tiffany Lankford provided a multi-part nutrition class designed to help people understand the basics of healthy living. A total of 22 people attended the remaining three classes.

• **Digital Inclusion/ Economic Development**

- A. 50 one-on-one short sessions of staff assistance (2 to 10 minutes of time).
- B. 6 impromptu computer classes (when staff spends over 30 minutes to help a patron).
- C. 0 volunteer run computer classes.
- D. 75 instances of PC Help required by Help Desk.
- E. One Library Story time outreach to local Watauga business. 10 attended.

• **Early Childhood Literacy/ Family Development & Enrichment**

- A. 17 in-house story times were conducted (643 attended) in April.
- B. Hermes, Reading Therapy Dog, had 5 in-house sessions (46 attended).
- C. Homework Help held 4 session with a total of 22 students attending.
- D. 15 school visits had a total of 1145 students attending.

• **Education/ Lifelong Learning**

A. GED class — Our partnership with the Fort Worth Independent School District is an important asset to the community. All classes are free, and the library provides the space.
April 2019 12 classes 100 students

B. BISD/ESL classes — We are delighted to continue the partnership with BISD during the 2018-2019 school year!

BISD ESL basic (M/W/F):	12 classes	105 students
BISD ESL intermediate (M/W/F):	12 classes	112 students
BISD ESL Citizenship (F):	3 classes	25 students
BISD ESL for Professionals (T/Th):	9 classes	70 students
BISD ESL Advanced:	8 classes	131 students

C. Volunteer ESL Activity:

ESL Reading/Writing/Speaking:	3 classes	37 students
Ventures attendance:	3 classes	5 students
Laubach attendance:	19 classes	19 students
Advanced Reading:	1 class	2 students
Conversation Club:	4 classes	51 students

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - April, 2019

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Circulation Total	22,523	22,844	154,239	155,842
Total in Collection	N/A	N/A	121,204	116,734
Programs	193	184	1,095	1,093
Program Attendance	4,005	3,048	18,132	18,634
Cards Issued	110	156	962	1,334
Library Visits	8,820	9,358	59,451	62,337
Notary Service	22	23	159	140
Reference & Directional Transactions	1,194	1,842	10,752	11,944
Study Room Usage (hours)	693	601	3,803	3,913
Volunteer Hours	356	452	2537	2961
Webpage Views	2056	1955	13459	13281
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Adult Books	2,786	2,931	19,244	19,985
Youth Books	11,672	11,352	76,914	75,753
Adult Books on CD	264	437	2,407	2,993
Youth Books on CD	159	168	963	1,113
Adult DVDs	1,959	2,144	15,865	16,988
Youth DVDs	2,297	2,466	16,249	17,489
Adult Kits	62	97	494	573
Youth Kits	235	143	1,296	1,019
Music CDs	230	253	1,694	1,544
Periodicals	146	179	853	1,191
eBooks	318	287	2,140	1,714
eAudiobooks	219	203	1,501	1,361
eMagazines	30	17	238	208
MetrOPAC Materials	2,146	2,167	14,381	13,911
TOTAL CIRCULATION	22,523	22,844	154,239	155,842
Renewals	9,530	8,871	60,019	58,509
Requested Items Processed	1,677	1,896	12,196	11,651
Interlibrary Loan Requests (TexShare)	21	26	156	177
Self-Check Out Transactions	904	1,017	6,435	6,829
Self-Check Out-Items Checked Out	3,970	4,656	29,467	32,228
Revenue Collected	\$ 2,183.34	\$ 2,229.23	\$ 17,110.46	\$ 15,232.89
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Number of Programs	122	128	708	729
Program Attendance	1,020	1,009	6,590	7,666
Volunteer Hours	309	397	1,771	2,401
Internet Users	1,086	1,199	7,265	8,499
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Number of Programs	71	56	387	364
Program Attendance	2,985	2,039	11,542	10,968
School Visits	15	7	33	13
Volunteer Hours	48	55	766	560
Youth Computer Users	1,052	791	7,717	6,062
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Material Items Received	944	357	4,647	4,863
Materials Added	1,099	622	5,578	5,230
Materials Withdrawn	291	239	2,843	3,331

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - May, 2019

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Circulation Total	23,381	22,242	177,620	178,084
Total in Collection	N/A	N/A	121,531	117,237
Programs	187	225	1,282	1,318
Program Attendance	3,218	6,040	21,350	24,674
Cards Issued	198	147	1,160	1,481
Library Visits	8,714	9,784	68,165	72,121
Notary Service	27	17	186	157
Reference & Directional Transactions	1,434	1,522	12,186	13,466
Study Room Usage (hours)	578	561	4,381	4,474
Volunteer Hours	239	422	2775	3383
Webpage Views	2531	2570	15990	15951
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Adult Books	2,913	2,839	22,157	22,824
Youth Books	12,191	10,982	89,105	86,735
Adult Books on CD	318	467	2,725	3,460
Youth Books on CD	183	159	1,146	1,272
Adult DVDs	2,244	2,366	18,109	19,354
Youth DVDs	2,343	2,459	18,592	19,948
Adult Kits	76	81	570	654
Youth Kits	287	193	1,583	1,212
Music CDs	262	227	1,956	1,771
Periodicals	130	148	983	1,339
eBooks	306	206	2,446	1,920
eAudiobooks	235	191	1,736	1,552
eMagazines	38	25	276	233
MetrOPAC Materials	1,855	1,899	16,236	15,810
TOTAL CIRCULATION	23,381	22,242	177,620	178,084
Renewals	7,645	7,712	67,664	66,221
Requested Items Processed	1,702	1,675	13,898	13,326
Interlibrary Loan Requests (TexShare)	23	22	179	199
Self-Check Out Transactions	1,024	1,074	7,459	7,903
Self-Check Out-Items Checked Out	4,821	4,638	34,288	36,866
Revenue Collected	\$ 2,581.63	\$ 2,682.40	\$ 19,692.09	\$ 17,915.29
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Number of Programs	108	122	816	851
Program Attendance	935	1,058	7,525	8,724
Volunteer Hours	96	328	1,866	2,730
Internet Users	1,072	1,133	8,337	9,632
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Number of Programs	79	103	466	467
Program Attendance	2,283	4,982	13,825	15,950
School Visits	31	52	64	65
Volunteer Hours	143	94	909	654
Youth Computer Users	1,143	1,132	8,860	7,194
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Material Items Received	1,079	737	5,726	5,600
Materials Added	1,026	527	6,604	5,757
Materials Withdrawn	699	31	3,542	3,362

Watauga Public Library C.A.R.E.S.

May 2019

- **The Library receive the following written comments and requests in May 2019**

Written comments:

A. "I love the library but I wish there were more books but there are plenty! Comic book issues."

B. "Request for Greek Mythology trivia night"

- **Civic/ Community Engagement/ Cultivating Community/ Job Skills**

A. Chronic Disease Management — Texas Health Resources and the Tarrant County Health Department partnered together to offer a series of classes to assist attendees with living well with chronic disease. During the month of May a total of five classes were held with an attendance total of 67 people.

B. Harp Essence — Harp Essence is beloved in Watauga. Everyone in the library enjoys the soothing sounds of the four harpists. During the concert each harpist shares fascinating stories about the history of the harp as well as stories about the music. Also, at the end of the concert, the musicians allow people to come up and touch the harps.

C. Small Business Week Scavenger Hunt — We decided to shorten this year's business scavenger hunt to coincide with the national celebration of Small Business Week. We thought it might be confusing to have a SBW event outside of the national celebration. We had a total of 14 business participants this year.

D. Small Business Expo — The Adult Services Librarian represented the library at the City's first ever Small Business Expo at the Recreation Center. Local businesses and organizations set up tables to make connections with residents.

E. Juggling Class — A juggling teacher who has performed across the country offered a fun juggling class for ages 8 through adult on Thursday, May 31st. Attendees had a great time as they learned the fundamentals of juggling and what it is about juggling that builds and supports brain health and physical activity. A total of 23 people participated.

F. True Crime Book Club — An eager group of true crime fans came together to discuss the book Devil's Knot by Mara Leveritt. A total of 8 people packed into one of our storage closets to hold the meeting. This cozy group was thrilled to find other like-minded readers to discuss books with.

G. Mr. Novy Art Class — Mr. Novy held a clay sculpting class for creative adults, and a total of 18 people made funky sculptures.

H. Selma's Art Class — This month Selma's art class made beautiful seascape paintings using watercolor. A total of 11 people enjoyed this intermediate adult art class.

I. Inflammation Modulation — Lexy Brown from our local Natural Grocers provided a presentation about how to limit inflammation in the body. We were fortunate to have the owner of Healthy Hippie in Watauga bring samples of her turmeric tea and beet smoothie. A total of 16 people attended.

J. School visits — 31 school visits had a total of 842 students attending.

• **Civic/ Community Engagement/ Cultivating Community/ Job Skills**

K. 2 school tours came to the Library with a total of 100 students.

L. Whitley Road Elementary vs Grace E. Hardeman School Night challenge had a total of 378 folks attending.

M. The Assistant Director and staff attended the BISD Reads event and signed up 137 children and 5 teens for the Watauga Public Library Summer Reading Program.

• **Digital Inclusion/ Economic Development**

A. 54 one-on-one short sessions of staff assistance (2 to 10 minutes of time).

B. 13 impromptu computer classes (when staff spends over 30 minutes to help a patron).

C. 75 instances of PC Help required by Help Desk.

D. One Library Story time outreach to local Watauga business. 28 attended.

• **Early Childhood Literacy/ Family Development & Enrichment**

A. 15 in-house story times were conducted (491 attended) in May.

B. Hermes, Reading Therapy Dog, had 3 in-house sessions (22 attended).

C. Homework Help held 3 session with a total of 16 students attending.

D. The Youth Librarian made 31 school visits with a total of 842 students attending.

E. Summer Reading Club Books checked out to the Recreation Center Camps had a total of 232 check-outs.

• **Education/ Lifelong Learning**

A. GED class — Our partnership with the Fort Worth Independent School District is an important asset to the community. All classes are free, and the library provides the space.
May 2019 These numbers are delayed.

B. BISD/ESL classes — We are delighted to continue the partnership with BISD during the 2018-2019 school year!

BISD ESL basic (M/W/F):	13 classes	102 students
BISD ESL intermediate (M/W/F):	13 classes	100 students
BISD ESL Citizenship (F):	4 classes	31 students
BISD ESL for Professionals (T/Th):	9 classes	60 students
BISD ESL Advanced:	8 classes	146 students

C. Volunteer ESL Activity:

ESL Reading/Writing/Speaking:	4 classes	51 students
Ventures attendance:	6 classes	14 students
Laubach attendance:	16 classes	16 students
Advanced Reading:	0 class	0 students
Conversation Club:	5 classes	43 students



AGENDA MEMORANDUM

DATE: July 3, 2019
TO: Library Board Members
FROM: Terri Johnson, City Secretary
SUBJECT: Consideration of Library Board Meeting Minutes for March 21, 2019 and May 9, 2019

BACKGROUND/INFORMATION:

The Regular Meeting Minutes drafts from March 21, 2019 and May 9, 2019 are attached for review.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

Approve minutes drafts as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. LIBMIN03212019
2. LIBMIN05092019

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/3/2019

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
7105 WHITLEY ROAD
THURSDAY, MARCH 21, 2019
6:30 P.M.**

Members present:

Kip Woodruff	Chairperson
Henrietta Egenti	Vice-Chairperson
Sharon Subject	Member
Brian Beaudry	Member

and

Council Member Melva Clark	Secondary Liaison
Zolania R. Parker	City Secretary

CALL TO ORDER

Chairperson Woodruff called the meeting to order at 6:01 p.m.

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Update on Council Rules of Procedure

City Secretary Parker presented the report.

2. January 2019 Library Monthly Report

City Secretary Parker presented the report in the absence of Library Director Lana Ewell.

APPROVAL OF MINUTES

1. Approval of the January 10, 2019 Library Board Meeting Minutes.

Sharon Subject made a motion to approve the Minutes of the January 10, 2019 Library Board Meeting. Vice-Chair Henrietta Egenti seconded the motion. The motion carried unanimously.

ADJOURNMENT

With no further business to discuss, Brian Beaudry made the motion to adjourn. The motion was seconded by Vice Chair Egenti and Chairperson Woodruff adjourned the meeting at 6:36 p.m.

APPROVED: this ____ day of _____, 2019.

SIGNED: this ____ day of _____, 2019.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Carol Coy, Secretary

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
7105 WHITLEY ROAD
THURSDAY, May 9, 2019
6:00 P.M.**

Members present:

Kip Woodruff	Chairperson
Henrietta Egenti	Vice-Chairperson
Carol Z. Coy	Secretary
Lindsey Neal	Member
Brian Beaudry	Member
David Villafuerte	Member

and

Lana Ewell	Library Director
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CALL TO ORDER

Chairperson Woodruff called the meeting to order at 6:10 p.m.

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Watauga Public Library Power Point Presentation overview of services and activities.

Library Director Lana Ewell reviewed the power point presentation and discussed an upcoming survey with the Board members.

APPROVAL OF MINUTES

There were no prepared minutes to approve at this meeting.

UNFINISHED BUSINESS

Chairperson Woodruff introduced new member Lindsey Neal who had been unable to attend the March Board meeting.

NEW BUSINESS

1. Library Board Focus Group activity.

Director Ewell reviewed a list of questions with the Board members.

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 7:00 p.m.

APPROVED: this ____ day of _____, 2019.

SIGNED: this ____ day of _____, 2019.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Carol Coy, Secretary



AGENDA MEMORANDUM

DATE: July 3, 2019

TO: Library Board Members

FROM: Lana Ewell, Director of Library Services

SUBJECT: Discussion and possible action on the issue of overdue Watauga library materials fines.

BACKGROUND/INFORMATION:

At the October 2018 Library Board Meeting a discussion was held about the trend in public libraries to no longer charge patrons overdue/late fines. Some area public libraries have recently eliminated late fines (Haltom City, Plano, Benbrook, Burleson, and Dallas). Fort Worth Public Library is actively working toward this.

Overdue charges were originally enacted to prompt folks to behave in a responsible manner and return material on time. There is no evidence that this has been successful. Many public libraries feel that late fines have instead acted as a barrier to service, in opposition to the public libraries' core values.

FINANCIAL IMPLICATIONS:

If the Library Board makes a recommendation to no longer charge overdue library materials fines, there will be a reduction in funds the library collects.

RECOMMENDATION/ACTION DESIRED:

City staff recommends that the Library Board support the elimination of library material overdue fines in Watauga, and send a recommendation to the City Council to have these overdue fines removed from the City User Fee Schedule.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. DW Dallas Public Library Goes Fine-Free for late returns
2. Library Fines FY2012-2013-FY2017-2018 (2) (3)

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/3/2019

Approved as to form for inclusion on Agenda



Dallas Public Library Goes Fine-Free for Late Returns

May 29, 2019



DALLAS, TX – Dallas City Council voted in favor of amending the city ordinance to eliminate the long-standing practice of issuing a fine when an item is returned late. Fees for replacing lost library cards and looking up account numbers were also eliminated.

Jo Giudice, director of libraries sought the change to bring back customers who have not been able to access library services because of excessive fines. “The library’s mission is to provide access for all,” said Giudice. “Late fines create barriers by punishing people who are unable to pay them. Eliminating fines is a step towards equity.”

Beginning immediately, late fines will no longer be assessed. The library is working with its vendor to zero-out existing balances, a process likely to take several weeks. In the meantime, card holders visiting the library can request to have their accounts cleared of fines for returned materials.

“I know there are people out there holding on to material because they know it’s long overdue,” said Giudice. “We want the customers and the books to come back. All is forgiven.”

Under the fine-free rules, when an item is a week overdue, the account will be blocked from further checkouts until the overdue items are returned. The replacement cost of the book plus a processing fee will be charged to the account. These charges will be waived as soon as the book is returned.

For customers who have lost items on their accounts and cannot pay the replacement cost, special events twice a year will give them an opportunity to “work off” the fees by volunteering or participating in other community activities.

Dallas is joining a movement among libraries nationwide to eliminate charging fines, including Denver Public Library, San Diego Public Library and Salt Lake City Public Library. Library systems in nearby cities, including Irving and Plano, also have no-fine policies.

A library card is free for any Dallas resident. For information on the many free programs and services available at Dallas Public Library, visit www.dallaslibrary.org

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Library Fines

