



AGENDA
WATAUGA LIBRARY BOARD
VIDEOCONFERENCE MEETING
THURSDAY, SEPTEMBER 10, 2020
6:00 PM

CALL TO ORDER

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Library Board Meeting** of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

If you wish to view-only, the meeting will be streamed "live" on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/librarycomments>. You will have the option to join the virtual meeting and comment "live" at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

 **EMERGENCY ALERT**

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Library Board - Comment Registration - September 10, 2020

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This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City and is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name*

Last Name*

Address1*

“Live” meeting space is limited and will be provided on a first come, first served basis. If you select the “live” meeting option, the WEBEX meeting details will be emailed to you at the e-mail address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Watauga Library Board that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Board that citizens actively participate in the City's governance system and processes. Public input to the Board is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Board. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

REPORTS FROM STAFF

1. Library Director's Report.
Andrea Gardner, City Manager
Raquel Guajardo, Deputy City Secretary

APPROVAL OF MINUTES

1. Consider action on the Library Board Meeting Minutes for January 9, 2020.

ACTION ITEMS

1. Discuss and consider action to select Library Board officers
 - A. Chair
 - B. Vice-Chair
 - C. Secretary

UNFINISHED BUSINESS

1. Presentation of the Watauga Public Library 2019 Study by Bill Hidell.

NEW BUSINESS

1. Discussion and possible recommendation of action to withdraw from the TexShare Card program.

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, Andrea Gardner, 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, September 4, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: August 27, 2020

TO: Library Board Members

FROM: Andrea Gardner, City Manager
Raquel Guajardo, Deputy City Secretary

SUBJECT: Library Director's Report.

BACKGROUND/INFORMATION:

Report on the 2020 year so far.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

No action required at this time.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 1. January 2020 Library Report in PDF
2. 2. February 2020 Library Report in PDF
3. 3. March 2020 Library Report in PDF
4. 4. April 2020 Library Report in PDF
5. 5. May 2020 Library Report in PDF
6. 6. June 2020 Library Report in PFD
7. 7. July 2020 Library Report in PDF
8. Letter to Patrons of Benbrook Public Library
9. Benbrook Notice of Intent to Withdraw from MetrOPAC
10. May 21 2020 email from Manya Shorr to other MetrOPAC Library Directors
11. July 30 2020 email from Manya Shorr to other MetrOPAC Librarians re Benbooks
Notice of Intent to Withdraw from MetrOPAC

REVIEWED BY:

Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 9/4/2020
Final Approval - 9/4/2020

• **The Library receive the following written comments and requests in January 2020**

Written comments:

A. "Really enjoyed being a part of "Murder on the High Seas".

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

A. Winter Read — This is the winter version of our adult material reading program. Read or listen to audiobooks and turn in your forms. It runs from January 2 to February 29. Happy Reading!

B. Selma's Art Class — This intermediate painting class was held on January 15th. A total of 8 people attended.

C. Sarah Copus — Lovely Celtic harp music filled the library on January 16th. However, a rainy night made for poor attendance. Only 16 people came.

D. Library Mystery — Cruising for Murder was the title of this year's library mystery. For the first time ever, participants were able to get their character information ahead of time so the costumes and character development were at a peak. A total of 34 people attended.

E. 10 Ways to Optimize your Health — Local nutritionist Anon Pakdimounivong provided tips and tricks to be healthier in the New Year. Anon is a Certified Personal Trainer through the National Academy of Sports Medicine. He also has a B.S. in Nutrition & Wellness from Texas Woman's University and is a Certified Health Coach through the Institute of Transformational Nutrition.

F. Caring for Houseplants — Lavonne Nowlin with the Tarrant County Master Gardeners provided a presentation about the proper care of houseplants. A total of 11 people attended.

G. Big Bang Theory Trivia — Perhaps The Big Bang Theory is not popular in this area as only 6 people attended this trivia night. I will, of course continue to offer trivia as it is usually a popular event.

H. Yoga Class — Amanda Swiatowy from Keller Yoga started providing free yoga classes for the community every Saturday in the library. This is quite a treat since for many people attending yoga classes can be cost prohibitive. A total of 28 people attended 3 classes.

I. True Crime Book Club — An eager group of true crime fans came together to discuss the book The Golden State Killer by McNamara. A total of 10 people attended. This cozy group was thrilled to find other like-minded readers to discuss books with.

• **Digital Inclusion/ Economic Development**

- A. 23 one-on-one short sessions of staff assistance (2 to 10 minutes of time).
- B. 1 impromptu computer classes (when staff spends over 30 minutes to help a patron).
- C. 58 instances of PC Help required by Help Desk.
- D. One Library Story time outreach to local Watauga business. 23 attended.

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

- A. 766 in-house story times (Toddler, Pre-K, Mother Goose & Family) were conducted (383 attended) in December.
- B. College Prep Scholarship & FAFSA workshop was held. (8 attended).
- C. Hermes, Reading Therapy Dog, had 4 in-house sessions (58 attended).

• **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.

11 classes with a total of 154 hours

- B. BISD/ESL classes — We are delighted to continue the partnership with BISD during the 2019-2020 school year!

BISD ESL basic (M/W/F): 72 attendance (4 classes)

BISD ESL intermediate (M/W/F): 49 attendance (5 classes)

BISD ESL Citizenship (F): 13 attendance (1 classes)

BISD ESL for Professionals (T/Th): 16 attendance (4 classes)

BISD ESL Advanced: 103 attendance (5 classes)

- C. Volunteer ESL Activity:

ESL Reading/Writing/Speaking: 38 attendance (4 classes)

Ventures attendance: 10 attendance (4 classes)

Laubach attendance: 18 attendance (18 classes)

ESL Advanced Reading: 0 attendance (0 classes)

Conversation Club: 36 attendance (5 classes)

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - January, 2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	19,834	22,816	81,250	87,284
Total in Collection	N/A	N/A	121,286	120,232
Programs	150	152	604	578
Program Attendance	1,873	2,462	9,472	9,455
Cards Issued	179	156	592	524
Library Visits	8,227	8,893	31,585	33,440
Notary Service	28	27	86	90
Reference & Directional Transactions	1,686	1,684	6,221	6,343
Study Room Usage (hours)	684	539	2,233	1,855
Volunteer Hours	332	336	1382	1364
Webpage Views	2520	2133	8558	7332
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	2,716	2,789	10,186	10,773
Youth Books	9,939	11,348	41,337	43,028
Adult Books on CD	343	369	1,174	1,456
Youth Books on CD	142	145	536	539
Adult DVDs	1,946	2,395	8,221	9,495
Youth DVDs	1,744	2,350	7,980	9,385
Adult Kits	50	79	197	298
Youth Kits	209	146	937	672
Music CDs	322	246	1,058	932
Periodicals	80	124	405	453
eBooks	302	344	1,375	1,230
eAudiobooks	289	254	1,010	865
eMagazines	48	38	185	146
MetrOPAC Materials	1,704	2,189	6,649	8,012
TOTAL CIRCULATION	19,834	22,816	81,250	87,284
Renewals	6,874	7,566	31,814	33,503
Requested Items Processed	1,739	2,077	5,299	6,858
Interlibrary Loan Requests (TexShare)	25	27	102	86
Self-Check Out Transactions	1,179	1,046	3,807	3,617
Self-Check Out-Items Checked Out	5,251	4,669	17,043	16,938
Revenue Collected	\$ 2,043.49	\$ 5,018.85	\$ 10,200.31	\$ 11,374.35
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	85	102	366	387
Program Attendance	653	1,030	2,822	3,707
Volunteer Hours	202	204	867	914
Internet Users	992	1,087	3,478	3,998
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	65	50	238	191
Program Attendance	1,220	1,432	6,650	5,748
School Visits	1	2	3	10
Volunteer Hours	130	132	515	450
Youth Computer Users	801	1,196	4,331	4,327
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	805	853	2,308	2,680
Materials Added	783	816	2,357	3,085
Materials Withdrawn	149	517	1,061	1,322

**Watauga Public Library C.A.R.E.S.
February 2020**

• **The Library receive the following written comments and requests**

Written comments:

- A. "I love the Library! Have a ton of variety on music and books for my Kiddos! Thank You!"
- B. "The Watauga Library has some amazing people working here...."
- C. "Betty was very helpful & a really nice person to have helped me."
- D. "The best library ever so many movies to books so awesome."

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

- A. Selma's Art Class — This intermediate painting class was held on February 12th. A total of 13 people attended.
- B. Pucker Up Impressions — In honor of Valentines' Day a representative from Pucker Up Impressions shared the history of lip impressions and how to read the prints of attendees. Participants told me they had a great time! A total of 12 people joined the class.
- C. Community Fitness Chat — Camp Gladiator trainer Hasani Morrow helped one person learn about personal fitness.
- D. Mr. Novy's Art Class — A total of 17 adults enjoyed creating plaster-wrap sculptures with Mr. Novy.
- E. Union Soldier Presentation — A former AP history teacher regaled the audience with tales of life during the Civil War. The audience of 24 people enjoyed hearing about this time in American history.
- F. Vegetable Gardening — Once again LaVonne Nowlin from the Tarrant County Master Gardeners taught a group of eager gardeners at the library. This time attendees learned how to care for a vegetable garden. A total of 17 people came in on a Saturday.
- G. Yoga Class — Amanda Swiatowy from Keller Yoga started providing free yoga classes for the community every Saturday in the library. This is quite a treat since for many people attending yoga classes can be cost prohibitive. A total of 27 people attended 3 classes.
- I. True Crime Book Club — An eager group of true crime fans came together to discuss the book *The Good Nurse: A True Story of Medicine, Madness, and Murder* by Charles Graeber. A total of 11 people attended. This cozy group was thrilled to find other like-minded readers.

• **Digital Inclusion/ Economic Development**

- A. 26 one-on-one short sessions of staff assistance (2 to 10 minutes of time).
- B. 10 impromptu computer classes (when staff spends over 30 minutes to help a patron).
- C. 34 instances of PC Help required by Help Desk.
- D. One Library Story time outreach to local Watauga business. 35 attended.

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

- A. 20 in-house story times (Toddler, Pre-K, Mother Goose & Family) were conducted (573 attended).
- B. College Prep classes on Resume Writing and Transfer issues were held. Also as part of the Prepared Parent Series a class on how to handle emergencies occurred.
- C. Hermes, Reading Therapy Dog, had 3 in-house sessions (30 attended).

• **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.

20 classes with a total of 129 hours

- B. BISD/ESL classes — We are delighted to continue the partnership with BISD during the 2019-2020 school year!

BISD ESL basic (M/W/F): 123 attendance(9 classes)
BISD ESL intermediate (M/W/F): 84 attendance (11 classes)
BISD ESL Citizenship (F): 52 attendance (4 classes)
BISD ESL for Professionals (T/Th): 44 attendance (9 classes)
BISD ESL Advanced: 187 attendance (11 classes)

- C. Volunteer ESL Activity:

ESL Reading/Writing/Speaking: 34 attendance (4 classes)
Ventures attendance: 8 attendance (3 classes)
Laubach attendance: 17 attendance (17 classes)
ESL Advanced Reading: 4 attendance (4 classes)
Conversation Club: 36 attendance (4 classes)

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report -February, 2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	18,698	21,213	99,948	108,497
Total in Collection	N/A	N/A	121,363	120,296
Programs	184	146	788	724
Program Attendance	2,167	2,192	11,639	11,647
Cards Issued	141	161	733	685
Library Visits	7,384	7,958	38,969	41,398
Notary Service	22	13	108	103
Reference & Directional Transactions	1,460	1,528	7,681	7,871
Study Room Usage (hours)	736	590	2,969	2,445
Volunteer Hours	456	390	1838	1754
Webpage Views	2335	1923	10893	9255
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	2,426	2,632	12,612	13,405
Youth Books	9,521	10,609	50,858	53,637
Adult Books on CD	355	319	1,529	1,775
Youth Books on CD	148	97	684	636
Adult DVDs	1,611	2,206	9,832	11,701
Youth DVDs	1,564	2,231	9,544	11,616
Adult Kits	46	70	243	368
Youth Kits	234	186	1,171	858
Music CDs	339	243	1,397	1,175
Periodicals	157	127	562	580
eBooks	277	272	1,652	1,502
eAudiobooks	307	195	1,317	1,060
eMagazines	55	24	240	170
MetroPAC Materials	1,658	2,002	8,307	10,014
TOTAL CIRCULATION	18,698	21,213	99,948	108,497
Renewals	7,140	7,917	38,954	41,420
Requested Items Processed	1,328	1,824	6,627	8,682
Interlibrary Loan Requests (TexShare)	18	25	120	111
Self-Check Out Transactions	1,011	933	4,818	4,550
Self-Check Out-Items Checked Out	4,634	4,196	21,677	21,134
Revenue Collected	\$ 1,630.37	\$ 1,933.12	\$ 11,830.68	\$ 13,307.47
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	118	90	484	477
Program Attendance	950	949	3,772	4,656
Volunteer Hours	297	292	1,164	1,206
Internet Users	920	1,036	4,398	5,034
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	66	56	304	247
Program Attendance	1,217	1,243	7,867	6,991
School Visits	1	4	4	14
Volunteer Hours	159	98	674	548
Youth Computer Users	1,533	1,033	5,864	5,360
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	573	508	2,881	3,188
Materials Added	624	744	2,981	3,829
Materials Withdrawn	547	680	1,608	2,002

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

March 2020

- **The Library receive the following written comments and requests**

Written comments:

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

A. Due to the Covid-19 crisis the Library was closed to the public on March 13, 2020.

- **Digital Inclusion/ Economic Development**

A. 12 one-on-one training sessions with library patrons in distress at the computer work stations.

B. 2 lengthy impromptu computer classes with library patrons.

C. One Library story time as outreach to local Watauga Business. 17 attended.

D. In an effort to reach out to our library patrons the following Online Videos were created: 1) Universal Class Database Tour (52 views), 2) Read Alouds, Contemporary & 2 Classics (24 views), 3) Bad Art video for Social Media (52 views), & 4) Pronunciator Database Tour (11 views).

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

A. 11 in-house story times (Toddler, Pre-K, Mother Goose & Family) were conducted (325 attended).

B. Hermes, Reading Therapy Dog, had 2 in-house sessions (33 attended).

C. One outreach program at Whitley Road Elementary with a total of 475 attending.

D. The Youth Department created the following Online Videos: 1) Wake Up the Walls Art Submissions on 3/12/20 (185 views), 2) Story time on 3/18/2020 (54 views), 3) Middle Grade Read-A-Loud on 3/18/2020 (16 views), 4) Upper Elementary Read-A-Loud on 3/19/2020 (16 views), 5) Wake Up the Walls—Walk Through on 3/19/2020 (277 views), 6) Mother Goose Story Time on 3/20/2020 (52 views), 7) Spanish Story Time on 3/20/2020 (126 views), 8) Story Time with Barbara on 3/25/2020 (60 views), & 9) Mother Goose Story Time on 3/27/2020 (44 views).

- **Education/ Lifelong Learning**

A. 3 GED classes were provided in partnership with Fort Worth ISD. The total of Attendance was 27.

B. 11 free ESL classes were provided in partnership with BISD. 106 attended.

C. 11 volunteer lead ESL classes were held, with 27 attending.

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report -March, 2020 - Library Closed to Public 3/13/2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	11,448	23,219	111,396	131,716
Total in Collection	N/A	N/A	120,733	120,396
Programs	79	177	867	901
Program Attendance	2,699	2,480	14,338	14,127
Cards Issued	89	167	822	852
Library Visits	3,898	9,233	42,867	50,631
Notary Service	13	34	121	137
Reference & Directional Transactions	785	1,687	8,466	9,558
Study Room Usage (hours)	363	665	3,332	3,110
Volunteer Hours	211	427	2049	2181
Webpage Views	2047	2148	12940	11403
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	1,483	3,053	14,095	16,458
Youth Books	5,638	11,605	56,496	65,242
Adult Books on CD	217	368	1,746	2,143
Youth Books on CD	88	168	772	804
Adult DVDs	1,166	2,205	10,998	13,906
Youth DVDs	926	2,336	10,470	13,952
Adult Kits	28	64	271	432
Youth Kits	129	203	1,300	1,061
Music CDs	179	289	1,576	1,464
Periodicals	64	127	626	707
eBooks	339	320	1,991	1,822
eAudiobooks	309	222	1,626	1,282
eMagazines	56	38	296	208
MetroPAC Materials	826	2,221	9,133	12,235
TOTAL CIRCULATION	11,448	23,219	111,396	131,716
Renewals	4,432	9,069	43,386	50,489
Requested Items Processed	632	1,837	7,259	10,519
Interlibrary Loan Requests (TexShare)	14	24	134	135
Self-Check Out Transactions	563	981	5,381	5,531
Self-Check Out-Items Checked Out	2,673	4,363	24,350	25,497
Revenue Collected	\$ 888.82	\$ 1,619.65	\$ 12,719.50	\$ 14,927.12
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	41	109	525	586
Program Attendance	309	914	4,081	5,570
Volunteer Hours	69	257	1,233	1,462
Internet Users	422	1,145	4,820	6,179
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	38	68	342	315
Program Attendance	2,390	1,566	10,257	8,557
School Visits	1	4	5	18
Volunteer Hours	142	170	816	718
Youth Computer Users	397	1,305	6,261	6,665
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	556	515	3,437	3,703
Materials Added	588	650	3,643	4,479
Materials Withdrawn	1,292	550	2,900	2,552

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

April 2020

- **The Library receive the following written comments and requests**

Written comments: None were received.

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

A. Due to the Covid-19 crisis the Library was closed to the public on March 13, 2020.

- **Digital Inclusion/ Economic Development**

A. In an effort to reach out to our library patrons the following Online Videos were created:

- 1) NovList on 4/2/2020 (11 views),
- 2) Reading to Relieve Stress (RRS) on 4/3/2020 (16 views),
- 3) Adult Learning Center on 4/4/2020 (6 views),
- 4) RRS: Margaret Wise Brown on 4/6/2020 (8 views),
- 5) Recorded Books Digital on 4/6/2020 (7 views),
- 6) Creating with Jars on 4/8/2020 (20 views),
- 7) RRS: Laura Ingalls Wilder & Louise Edrich on 4/9/2020 (4 views),
- 8) Chilton Online Auto Manual on 4/13/2020 (48 views),
- 9) Consumer Reports on 4/15/2020 (24 views),
- 10) Making Rainbows on 4/18/2020 (17 views),
- 11) National Poetry Month on 4/19/2020 (10 views), &
- 12) RRS: Food Glorious Food on 4/23/2020 (10 views).

Total of views: 181

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

A. The Youth Department created the following Online Videos:

- 1) Story time (9 programs with 362 views),
- 2) Mother Goose (3 programs with 114 views),
- 3) Bilingual Story time (3 programs with 39 views),
- 4) Teen programs (2 programs with 96 views),
- 5) Sarah Read-Aloud- Upper Elementary (5 programs with 56 views),
- 6) Teen National Poetry with Ms. Barbara (1 program with 60 views),
- 7) Book Exercise with Ms. Emily (1 program with 226 views),
- 8) 7 ways to celebrate National Poetry Month (1 program with 24 views),
- 9) Moving in small spaces (1 program with 24 views),
- 10) What are you reading (1 program with 21 views),
- 11) National Library Week Video (1 program with 144 views),
- 12) Earth Day craft with Magazine Beads (1 program with 15 views),
- 13) World Book Day (1 program with 9 views),
- 14) Shakespeare Birthday (1 program with 6 views),

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

A. The Youth Department created the following Online Videos:

15) Teen Favorite Manga (1 program with 36 views),

16) Color Scavenger Hunt (1 program with 3 views),

17) Book Bingo (1 program with 33 views),

Total of views (over 1 minute in length) = 1,229

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report -April, 2020 - Library Closed to Public 3/13/2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	1,002	22,523	112,398	154,239
Total in Collection	N/A	N/A	120,775	121,204
Programs	45	193	912	1,094
Program Attendance	1,410	4,005	15,748	18,132
Cards Issued	0	110	822	962
Library Visits	0	8,820	42,867	59,451
Notary Service	0	22	121	159
Reference & Directional Transactions	0	1,194	8,466	10,752
Study Room Usage (hours)	0	693	3,332	3,803
Volunteer Hours	0	356	2049	2537
Webpage Views	1271	2056	14211	13459
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	76	2,786	14,171	19,244
Youth Books	62	11,672	56,558	76,914
Adult Books on CD	0	264	1,746	2,407
Youth Books on CD	0	159	772	963
Adult DVDs	75	1,959	11,073	15,865
Youth DVDs	8	2,297	10,478	16,249
Adult Kits	0	62	271	494
Youth Kits	0	235	1,300	1,296
Music CDs	1	230	1,577	1,694
Periodicals	0	146	626	853
eBooks	366	318	2,357	2,140
eAudiobooks	323	219	1,949	1,501
eMagazines	90	30	386	238
MetrOPAC Materials	1	2,146	9,134	14,381
TOTAL CIRCULATION	1,002	22,523	112,398	154,239
Renewals	6	9,530	43,392	60,019
Requested Items Processed	0	1,677	7,259	12,196
Interlibrary Loan Requests (TexShare)	0	21	134	156
Self-Check Out Transactions	0	904	5,381	6,435
Self-Check Out-Items Checked Out	0	3,970	24,350	29,467
Revenue Collected	\$ -	\$ 2,183.34	\$ 12,719.50	\$ 17,110.46
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	12	122	537	708
Program Attendance	181	1,020	4,262	6,590
Volunteer Hours	0	309	1,233	1,771
Internet Users	0	1,086	4,820	7,265
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	33	71	375	386
Program Attendance	1,229	2,985	11,486	11,542
School Visits	0	15	5	33
Volunteer Hours	0	48	816	766
Youth Computer Users	0	1,052	6,261	7,717
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	28	944	3,465	4,647
Materials Added	73	1,099	3,716	5,578
Materials Withdrawn	31	291	2,931	2,843

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

May 2020

- **The Library receive the following written comments and requests**

Written comments: None were received.

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

* Due to the Covid-19 crisis the Library was closed to the public in May 2020.

- **Digital Inclusion/ Economic Development**

* Curbside Service began on Monday, May 11, 2020.

* Senior Adult Librarian Dana Harper and staff worked on and submitted a TSLAC CARES Grant to the Texas State Library & Archives Commission on May 28, 2020.

* Senior Youth Librarian Barbara Goss and staff worked on creating our web site for the Online Summer Reading Program (BeanStack). The project continues into June 2020.

* In an effort to reach out to our library patrons the following Online Videos were created:

Make a Face Mask video on May 3, 2020 (126 views)

Reading to Relieve Stress - Plague Lit. video on May 4, 2020 (9 views)

Facebook interactive slides with book discussion questions on May 6, 2020 (34 views)

Being Arty - Animal Sculpture video on May 6, 2020 (22 views)

Facebook interactive slides with book discussion questions on May 11, 2020 (5 views)

Facebook informational slide on rental and utility assistance on May 11, 2020

Facebook informational slide on Meals on Wheels on May 11, 2020

Online Resources - Encyclopedia video on May 15, 2020 (12 views)

Reading to Relieve Stress - Westerns video on May 18, 2020 (41 views)

Facebook interactive slides with book discussion questions on May 28, 2020 (5 views)

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

* The Youth Department created the following Online Videos:

Happy Asian Pacific Heritage Month on May 1, 2020 (8 views)

Did you read or watch the book on May 2, 2020 (9 views)

Streaming to Read on May 4, 2020 (4 views)

Sarah Read Aloud Upper Elementary on May 6, 2020 (3 views)

For Teens, Which YA Fantasy would you like to travel to? on May 7, 2020 (25 views)

Children Book Week on May 10, 2020 (25 views)

Book recommendation for Asian Pacific Heritage Month on May 11, 2020 (4 views)

Middle School Book Club on May 11, 2020 (14 views)

Virtual@ Home Crafts on May 11, 2020 (30 views)

Sarah Read Aloud Upper Elementary on May 14, 2020 (6 views)

Storytime @ Home on May 14, 2020 (26 views)

Middle School Book Club on May 18, 2020 (11 views)

Virtual@ Home Crafts on May 18, 2020 (20 views)

Sarah Read Aloud Upper Elementary on May 21, 2020 (6 views)

Teen Crafts with TAB on May 26, 2020 (14 views)

Sarah Read Aloud Upper Elementary on May 28, 2020 (10 views)

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - May, 2020 - Library Closed to Public 3/13/2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	2,929	23,381	115,327	177,620
Total in Collection	N/A	N/A	120,775	121,531
Programs	40	187	952	1,281
Program Attendance	823	3,218	16,571	21,350
Cards Issued	2	198	824	1,160
Library Visits	0	8,714	42,867	68,165
Notary Service	0	27	121	186
Reference & Directional Transactions	75	1,434	8,541	12,186
Study Room Usage (hours)	0	578	3,332	4,381
Volunteer Hours	24	239	2073	2775
Webpage Views	2777	2531	16988	15990
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	401	2,913	14,572	22,157
Youth Books	643	12,191	57,201	89,105
Adult Books on CD	87	318	1,833	2,725
Youth Books on CD	18	183	790	1,146
Adult DVDs	253	2,244	11,326	18,109
Youth DVDs	69	2,343	10,547	18,592
Adult Kits	4	76	275	570
Youth Kits	9	287	1,309	1,583
Music CDs	6	262	1,583	1,956
Periodicals	29	130	655	983
eBooks	372	306	2,729	2,446
eAudiobooks	305	235	2,254	1,736
eMagazines	91	38	477	276
MetrOPAC Materials	642	1,855	9,776	16,236
TOTAL CIRCULATION	2,929	23,381	115,327	177,620
Renewals	285	7,645	43,677	67,664
Requested Items Processed	1,637	1,702	8,896	13,898
Interlibrary Loan Requests (TexShare)	16	23	150	179
Self-Check Out Transactions	21	1,024	5,402	7,459
Self-Check Out-Items Checked Out	31	4,821	24,381	34,288
Revenue Collected	\$ -	\$ 2,581.63	\$ 12,719.50	\$ 19,692.09
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	8	108	545	816
Program Attendance	254	935	4,516	7,525
Volunteer Hours	0	96	1,233	1,866
Internet Users	0	1,072	4,820	8,337
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	32	79	407	465
Program Attendance	569	2,283	12,055	13,825
School Visits	0	31	5	64
Volunteer Hours	24	143	840	909
Youth Computer Users	0	1,143	6,261	8,860
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	206	1,079	3,671	5,726
Materials Added	285	1,026	4,001	6,604
Materials Withdrawn	14	699	2,945	3,542

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

June 2020

- **The Library receive the following written comments and requests**

Written comments: None were received.

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

* Due to the Covid-19 crisis the Library was closed to the public in June 2020.

- **Digital Inclusion/ Economic Development**

* Curbside Service (begun on Monday, May 11, 2020) continues. Staff reports an average of 50 cars daily.

* The Circulation Staff receives and processes print jobs sent from the patrons home computer, and Faxes. Informational questions are accepted.

* Senior Youth Librarian Barbara Goss and staff have launched the Online Summer Reading program. It has been favorably received by our public.

* In an effort to reach out to our library patrons the following Online Videos, slides and kits were created:

Facebook Events:

6/3	Cookbooks for Everybody	27 attendance
6/8	A Good Mystery	107 attendance
6/11	Choose Your Own Reading Challenge Promo	18 attendance
6/22	How Scams Work	12 attendance
6/25	Get Moving at Home	41 attendance
June-	Choose Your Own Reading Challenge Online Discussion	8 attendance

Facebook Interactive Slides:

6/5	Book question	3 attendance
6/18	Book question	5 attendance
6/23	Book question	4 attendance

Facebook Informational Slides:

6/3	Social Justice Books
6/4	Pride Month Books
6/7	Suicide Prevention
6/19	Celebrate Juneteenth
6/19	Juneteenth Book Recommendations
6/21	Domestic Abuse
6/24	Choose Your Own Reading Challenge Promo
6/27	Watauga History (Watauga Reading Club)
6/28	Choose Your Own Reading Challenge Promo

Summer Reading:

Created 4 Take-and-Make kits for teens/adults

- Magical jungle post cards
- Bottle cap magnets
- Scratch art
- Pop Culture Tin

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

* The Youth Department created and arranged the following Online Videos and Virtual Events. And “Thank You!” to the Friends of the Watauga Public Library for supplying the funds for prizes and the virtual events!:

Facebook Events:

6/2020	Storytime (9 programs)	276 attendance
6/2020	Mother Goose (4)	83 attendance
6/2020	Bilingual Storytime (3)	24 attendance
6/4/2020	Miss Sarah Elementary Read Aloud	8 attendance
6/8/2020	Middle Grade Book Club	8 attendance
6/11/2020	Miss Sarah Elementary Read Aloud	3 attendance
6/29/2020	Middle Grade Book Club	6 attendance

Summer Reading Club Virtual Events:

6/22/2020	Super Swashbuckler	54 attendance
6/23/2020	Sam Nash: Hollywood vs Historical Pirates	34 attendance
6/24/2020	Coffee & You (Teens)	80 attendance
6/25/2020	At Home Crafts	136 attendance
6/26/2020	Mystery Take and Make	26 attendance
6/29/2020	DIY Spy	14 attendance
6/30/2020	Virtual Escape Room	37 attendance

Special Program:

6/18/2020	Watauga Elementary School Visit (Staff attended a drive through event and handed out Summer Reading Program information to students & parents)	196 attendance
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WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - June, 2020 - Library Closed to Public 3/13/2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	6,869	30,915	122,196	208,535
Total in Collection	N/A	N/A	120,790	121,159
Programs	37	143	989	1,424
Program Attendance	1,210	5,512	17,781	26,862
Cards Issued	18	267	842	1,427
Library Visits	0	12,904	42,867	81,069
Notary Service	0	36	121	222
Reference & Directional Transactions	42	1,350	8,583	13,536
Study Room Usage (hours)	0	562	3,332	4,943
Volunteer Hours	5	747	2078	3522
Webpage Views	2792	2979	19780	18969
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	943	3,664	15,515	25,821
Youth Books	2,250	17,779	59,451	106,884
Adult Books on CD	159	367	1,992	3,092
Youth Books on CD	37	362	827	1,508
Adult DVDs	497	2,292	11,823	20,401
Youth DVDs	322	2,962	10,869	21,554
Adult Kits	15	90	290	660
Youth Kits	33	419	1,342	2,002
Music CDs	33	246	1,616	2,202
Periodicals	58	103	713	1,086
eBooks	362	293	3,091	2,739
eAudiobooks	283	222	2,537	1,958
eMagazines	97	28	574	304
MetrOPAC Materials	1,780	2,088	11,556	18,324
TOTAL CIRCULATION	6,869	30,915	122,196	208,535
Renewals	3,483	10,420	47,160	78,084
Requested Items Processed	2,025	1,728	10,921	15,626
Interlibrary Loan Requests (TexShare)	8	19	158	198
Self-Check Out Transactions	23	1,503	5,425	8,962
Self-Check Out-Items Checked Out	52	6,785	24,433	41,073
Revenue Collected	\$ 191.04	\$ 2,154.95	\$ 12,910.54	\$ 21,847.04
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	9	75	554	891
Program Attendance	225	1,227	4,741	8,752
Volunteer Hours	0	207	1,233	2,073
Internet Users	0	1,305	4,820	9,642
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	28	68	435	533
Program Attendance	985	4,285	13,040	18,110
School Visits	1	0	6	64
Volunteer Hours	5	540	845	1,449
Youth Computer Users	0	1,800	6,261	10,660
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	216	493	3,887	6,219
Materials Added	373	683	4,374	7,287
Materials Withdrawn	358	1,055	3,303	4,597

Watauga Public Library C.A.R.E.S. July 2020

- **The Library receive the following written comments and requests**

Written comments:

- A. "Peggy J. Kirpach says you are amazing!! Thanks for all you do."
- B. "I am so grateful to be able to get books from the library again! Thank you for providing curbside pick-up. Praying you all stay healthy!"

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

* Due to the Covid-19 crisis the Library was closed to the public in July 2020.

- **Digital Inclusion/ Economic Development**

* Curbside Service continues. Staff reports an average of 50 to 60 cars daily.

* The Circulation Staff receives and processes print jobs sent from the patrons home computer, and Faxes. Informational questions are accepted.

* Senior Youth Librarian Barbara Goss and staff launched the Online Summer Reading program this summer. It has been favorably received by our public.

* In an effort to reach out to our library patrons the following Online Videos, and slides were created:

Facebook Events from Adult Services:

July- Choose Your Own Reading Challenge (Fantasy)	14 attendance
7/2- Tiny Town, Make Something Do Something	41 attendance
7/9- Drop Everything and Read, MSDS	275 attendance
7/16- Fabulous Hats, MSDS	41 attendance
7/20 & 7/27- Pride & Prejudice Read Along	11 attendance
7/23- Ugly Book Rescue, MSDS	33 attendance
7/27- Vikings versus Greeks	9 attendance
7/30- Sharpie art, MSDS	16 attendance

Facebook interactive slides:

7/1- Book question	9 attendance
7/11- Book question	16 attendance
7/21- Book question	2 attendance

Facebook informational/social services slides:

7/6- Info about Pride & Prejudice Read Along
7/7- Housing help
7/8- Reading dog
7/9- Info about fantasy trivia
7/13- Duelists performance info
7/15- Personal finance book recommendations
7/16- Info about Pride & Prejudice Read Along
7/16- Back to School Round Up
7/17- Booksellers DVD

• **Digital Inclusion/ Economic Development (Continued)**

Facebook informational/social services slides from Adult Services:

7/18- Simplify your life
 7/20- Info about fantasy trivia
 7/21- Quarantine with art
 7/24- Rock Bottom Reminders
 7/25- Census
 7/27- Promo video for Choose Your Own Reading Challenge
 7/27- Happy 30th Anniversary ADA
 7/28- Promo for Drawing Challenge Facebook Group
 7/29- Bookshelves of famous people
 7/31- Book Nook is full

Online events:

7/2 Library Book Club (Facebook Rooms)	5 attendance
7/13- Sam Nash & the Duelists performance	40 attendance
7/24- Trivia Night- Fantasy (Facebook Rooms)	6 attendance

Make-and-Take Crafts:

7/10- Diorama Jar	3 attendance
7/17- Calligraphy	5 attendance
7/24- Scratch Art	11 attendance
7/31- Plant bookmarks	9 attendance

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

* The Youth Department created and arranged the following Online Videos and Virtual Events. And "Thank You!" to the Friends of the Watauga Public Library for supplying the funds for prizes and the virtual events!:

Facebook Virtual Events from Youth Services:

7/2020	Storytime (2 programs)	42 attendance
7/2020	Mother Goose (5 programs)	23 attendance
7/6 & 13/2020	Middle Grade Book Club	7 attendance
7/7/2020	Virtual Programming Survey Post	12 attendance
7/9/2020	Storytime Survey Post	11 attendance
7/23/2020	Lunch Invite Post	3 attendance
7/30/2020	Little Free Library Post	41 attendance

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

Summer Reading Club Virtual Events:

7/1/2020	YA Books-to-Movies Trivia	5 attendance
7/2/2020	At Home Crafts—Hanging Planter	182 attendance
7/6/2020	Generous Gardener	5 attendance
7/7/2020	All about Animals	6 attendance
7/7/2020	Fairy Day	7 attendance
7/8/2020	Teen Guest Video—Ombre Nails	254 attendance
7/9/2020	At Home Crafts—Rock Photo-Holder	59 attendance
7/9/2020	Beanstack Video	18 attendance
7/13/2020	Savvy Scientists	7 attendance
7/14/2020	Bubble Wizard with Brett Roberts	10 attendance
7/14/2020	Sensory Painting	6 attendance
7/15/2020	Teen Relaxation	67 attendance
7/16/2020	At Home Crafts—Sock Cat	8 attendance
7/20/2020	Exciting Excavations	5 attendance
7/21/2020	Dino Day with Zachary Riggs	16 attendance
7/22/2020	Jackbox Play-along	1 attendance
7/23/2020	At Home Crafts—Hot Rock Crayon Painting	152 attendance
7/27/2020	Perfecting Potions	7 attendance
7/28/2020	The Princess & the Pea with Sandy Shrout	15 attendance
7/29/2020	Movie Watch-along	3 attendance
7/30/2020	At Home Crafts -No-sew Pillow	2 attendance
7/31/2020	A Very Potter Trivia Afternoon	18 attendance

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - July, 2020 - Library Closed to Public 3/13/2020

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Circulation Total	6,255	31,999	128,451	240,534
Total in Collection	N/A	N/A	119,784	120,385
Programs	63	154	1,052	1,578
Program Attendance	1,596	6,550	19,377	33,412
Cards Issued	26	222	868	1,649
Library Visits	0	13,078	42,867	94,147
Notary Service	0	30	121	252
Reference & Directional Transactions	156	2,862	8,739	16,398
Study Room Usage (hours)	0	564	3,332	5,507
Volunteer Hours	2	1003	2080	4525
Webpage Views	4100	2810	23880	21779
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Adult Books	801	4,016	16,316	29,837
Youth Books	1,476	17,436	60,927	124,320
Adult Books on CD	95	350	2,087	3,442
Youth Books on CD	25	324	852	1,832
Adult DVDs	548	2,723	12,371	23,124
Youth DVDs	193	3,515	11,062	25,069
Adult Kits	17	74	307	734
Youth Kits	32	330	1,374	2,332
Music CDs	8	285	1,624	2,487
Periodicals	27	108	740	1,194
eBooks	398	268	3,489	3,007
eAudiobooks	326	268	2,863	2,226
eMagazines	78	38	652	342
MetrOPAC Materials	2,231	2,264	13,787	20,588
TOTAL CIRCULATION	6,255	31,999	128,451	240,534
Renewals	2,533	11,784	49,693	89,868
Requested Items Processed	2,493	2,092	13,414	17,718
Interlibrary Loan Requests (TexShare)	16	23	174	221
Self-Check Out Transactions	26	1,539	5,451	10,501
Self-Check Out-Items Checked Out	49	7,121	24,482	48,194
Revenue Collected	\$ 160.25	\$ 2,089.58	\$ 13,070.79	\$ 23,936.62
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	18	79	572	970
Program Attendance	546	834	5,287	9,586
Volunteer Hours	0	258	1,233	2,331
Internet Users	0	1,390	4,820	11,032
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Number of Programs	45	75	480	608
Program Attendance	1,050	5,716	14,090	23,826
School Visits	0	0	6	64
Volunteer Hours	2	745	847	2,194
Youth Computer Users	0	1,682	6,261	12,342
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2019-20	Year to Date 2018-19
Material Items Received	95	670	3,982	6,889
Materials Added	145	730	4,519	8,017
Materials Withdrawn	1,151	1,504	4,454	6,101



Benbrook Public Library

INFORM • IMAGINE • INNOVATE

Search the Catalog


☒ Catalog ☐ Website

Hours:

Monday - Thursday 8 AM to 8 PM

Friday - Saturday 10 AM to 5 PM

Sunday - CLOSED

Letter to Patrons of Benbrook Public Library

After careful consideration, we have recently made the difficult decision to withdraw from the MetroPAC consortium of libraries and move forward as an independent library. This will end our reciprocal borrowing agreement with the public libraries of Fort Worth, Burleson, Haltom City, Keller, Richland Hills, and Watauga. While we are confident this new arrangement will ultimately be favorable for our patrons, it will naturally require adjustment and acclimation, and there will be some changes that will impact how we serve you. Our timeline for implementation of this change has been unexpectedly and unavoidably accelerated, so we are regrettably having to implement certain changes sooner than desired. Here is a timeline of implementation of notable changes and how you will be affected:

Benbrook Cardholders

Monday, August 10 - Benbrook cardholders will no longer be able to place holds on items solely owned by other MetroPAC libraries and have them sent to Benbrook for pick up.

You will still be able to place holds on items owned at our library. For items not owned at our library, you will still be able to request them, but they will now need to be requested through interlibrary loan (ILL). More information about requesting items via ILL may be found [here](#).

While you won't be able to request other MetroPAC library items as of this date, you may still physically go to those libraries and use your Benbrook card to borrow items.

Monday, August 17 - Items owned by other MetroPAC libraries will no longer be sent over to Benbrook to fill any pending holds Benbrook cardholders may have.

If Benbrook owns a copy of the item you have requested, your hold will still be eventually filled with our copy. If Benbrook does not own a copy of the item you have requested, it is likely we will still be able to get the item for you via ILL. While we will do our best to fill all pending requests, it is possible some requests may unfortunately not be able to be filled.

Tuesday, September 1 - Benbrook cardholders will no longer be able to check out items from other MetroPAC libraries.

You will no longer be able to borrow items from other MetroPAC libraries, either by request or in person. It will eventually be possible for you to borrow items from other libraries via the TexShare card program, but as of this writing, the TexShare card program is temporarily suspended due to COVID-19 complications.

Monday, November 30th - MetroPAC contract ends.

Other MetroPAC Library Cardholders

Monday, August 10 - Cardholders of other MetroPAC libraries will no longer be able to place holds on items solely owned by Benbrook.

You may still physically visit Benbrook and check out our items.

Monday, August 17 - Items owned by Benbrook will no longer be sent over to other MetroPAC libraries to fill any pending holds cardholders of other MetroPAC libraries may have.

If another MetroPAC library owns a copy of the item you have requested, your hold will be filled by one of those copies. If another MetroPAC library does not own a copy of the item you have requested, you will need to speak with the library at which you are a cardholder to discuss alternatives to obtaining the item, such as ILL. You unfortunately cannot place ILL requests through Benbrook.

Tuesday, September 1 - Cardholders of other MetroPAC libraries will no longer be able to check out items from Benbrook.

You will no longer be able to borrow items from Benbrook, either by request or in person. It will eventually be possible to borrow items from Benbrook via the TexShare card program, but as of this writing, the TexShare card program is temporarily suspended due to COVID-19 complications.

Monday, November 30th - MetroPAC contract ends.

We will provide details on additional pertinent dates and information as they become available and our remaining timeline is solidified. We understand that this transition will not be entirely easy, and we apologize for any inconvenience and frustration it may cause you.

We appreciate your understanding and hope that you'll be pleased by the positive impact this change will ultimately have.

If you are interested in additional information about these changes, here are the withdrawal notice, Fort Worth Library's future contract model, FW Library Timeline and the 2015 MetroPAC contract.

If you have any questions or concerns, please contact your home library.

Benbrook Public Library: 817-249-6632 or email director@benbrooklibrary.org

Fort Worth Library: Call your favorite branch or email DigitalLibrary@fortworthtexas.gov

Burleson Public Library: 817-426-9210 or email info@burlesonlibrary.com

Haltom City Library: 817-222-7786 or email library@haltomcitytx.com

Keller Public Library: 817-743-4800 or email library@cityofkeller.com

Richland Hills Library: 817-616-3760 or email library@richlandhills.com

Watauga Public Library: 817-514-5855

[Home](#)

[Library location](#)

1065 Mercedes Street

Benbrook, Texas 76126

817-249-6632

reference@benbrooklibrary.org

[Contact Us](#)

THE LIBRARY

Welcome to Benbrook Public Library.

The library provides free services to all residents living within the Benbrook city boundaries, as well as non-residents.



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The Benbrook Public Library respects the privacy of our cardholders and visitors. No user information will be collected or shared with any parties without a court ordered subpoena.



Benbrook Library District

*1065 Mercedes Street
Benbrook, Texas 76126*

*Phone: (817) 249-6632
Fax: (817) 249-3326*

City of Fort Worth
Attention: Dana Burghdoff, Assistant City Manager
200 Texas Street
Fort Worth, TX 76102-6312

RE: Notice of Intent to Withdraw from MetrOPAC

Dear Ms. Burghdoff,

July 15, 2020

I wish to begin by thanking the City of Fort Worth and the Fort Worth Library for participating in resource sharing across the region. This collaboration has been indispensable to our library's successful growth since its inception in 1999, with Benbrook Library's subsequent joining the MetrOPAC soon thereafter. Together we made innumerable people happy. I am proud to have been part of that effort and we are forever grateful.

The Benbrook Library District is a special purpose district, regarded by the State of Texas as a local government. The Benbrook Library enjoys a nearly unique position of operating independently, as there are only 15 library districts from over 500 public libraries throughout the state. We are accountable solely to our constituents and governing statutes.

The current contract which expires November 30, 2020 was based on a 2005 version and has not evolved since while our respective operations have.

The Benbrook Library District has consistently expressed its need for greater input for itself and, by extension, the member libraries. For the next contract term, Fort Worth Library stated its insistence to reinforce its position and even write the circulation policies for each of the member libraries and place restrictions on non-traditional library materials. Please understand the Benbrook Library was willing to pay a greater portion of the annual maintenance and contribute 'sweat equity' on projects and/or committees toward our mutual advantage over the next term. We were prepared to negotiate up to that point.

The Benbrook Library District intends to terminate its association with the MetrOPAC when the current contract expires November 30, 2020. This notice hereby satisfies the pertinent terms of the contract described in sections 3, 5.2, and 10.1.

Going forward, Benbrook Library District is prepared to grandfather current MetrOPAC cardholders into its operation; however, it would not be good stewardship for us to do this unilaterally. Would Fort Worth consider the same? Benbrook Library is also agreeable to extending for one year the courier service, on a minimal weekly basis so member libraries can efficiently reclaim their materials after our withdrawal. Would Fort Worth consider this too?

The extent of the impact is evident in the enclosed (FY2019) cross-borrowing activity report. 1,046 Benbrook Library cardholders borrowed 33,542 materials from Fort Worth libraries. In the same year 1,447 Fort Worth Library cardholders borrowed 58,972 materials from the Benbrook Library, representing 28% and 27% respectively of Benbrook Library's overall activity. This does not account for participation at our many well-attended programs, nor use of our public access computers and MakerSpace equipment.

In the simplest of terms, Benbrook Library's total operating expense for FY2019 was \$1,223,352. Applying that amount equitably to our documented patronage and using the 28% of Fort Worth patrons visiting the Benbrook Library, the resulting figure is \$342,538 expended for the benefit of Fort Worth residents. Of course, we realize Fort Worth expended resources to benefit Benbrook Library residents as well. It is worth noting some of the member libraries serve an even higher percentage of Fort Worth clientele.

The Benbrook Library serves Fort Worth residents exceedingly well, and I have done so personally countless times for nearly a decade. Our exceptional service is evident in the performance indicators reported in the enclosed FY2018 Comparison Charts. Our exceptional levels of service are a result our service philosophies, and our policies reflect these philosophies. Upon cursory review it is easy to understand how the Benbrook Library cannot allow Fort Worth to impose its policies on our operation.

Many Fort Worth residents, namely from the Skyline Ranch and Ventana subdivisions, are in closer proximity to the Benbrook Library than a Fort Worth library branch. Any future housing developments to the southwest of our community may generate an expectation of library services. We aggressively market ourselves to the community and these areas are well within our promotional sphere. Current and future residents from these neighborhoods will likely approach the Benbrook Library.

The Benbrook Library District would consider an interlocal agreement with Fort Worth to address library services for these neighboring residents should Fort Worth be interested. The Benbrook community anticipates considerable growth. We would be happy to partner with Fort Worth in the future, provided it serves our mutual advantage and preserves the character of our independence.

Please do not hesitate to contact me if you have any questions, comments, or concerns.

Respectfully,



Steve Clegg
Library Director
steve@benbrooklibrary.org

Encl.: MetrOPAC Invoice FY2020 with remittance (1)
Innovative Interfaces, Inc. Exit Services Pricing Exhibit with remittance (2)
MetrOPAC Cross-Borrowing Activity FY2019 (3)
FY2018 Comparison Charts – Benbrook & Fort Worth (4)

Cc: Sara Miller, Deputy Director-Library, Burleson Public Library
Manya Shorr, Library Director, Fort Worth Public Library
Lesly Smith, Library Director, Haltom City Public Library
Jana Prock, Library Director, Keller Public Library
Chantele Hancock, Library Director, Richland Hills Public Library
Lana Ewell, Library Director, Watauga Public Library

METROPAC CROSS-BORROWING ACTIVITY (FY2019)*

Benbrook Activity	Borrowers	%	Circulations	%
Benbrook	3,686	71.55%	159,383	72.9265%
Burleson	10	0.19%	125	0.0572%
Fort Worth	1,447	28.09%	58,972	26.9829%
Haltom City	4	0.08%	7	0.0032%
Keller	1	0.02%	1	0.0005%
Richland Hills	2	0.04%	50	0.0229%
Watauga	2	0.04%	15	0.0069%
TOTAL:	5,152		218,553	

Overall				
Ridglea	351		15,067	
Soutwest Regional	669		27,389	
	1,020	19.80%	42,456	19.43%

Of FW Borrowers (# from Ridglea & SW Regional) 70.49% 71.99%

Burleson Activity	Borrowers	%	Circulations	%
Benbrook	14	0.25%	165	0.0585%
Burleson	5,085	89.27%	257,749	91.3809%
Fort Worth	587	10.31%	24,095	8.5425%
Haltom City	3	0.05%	13	0.0046%
Keller	2	0.04%	4	0.0014%
Richland Hills	2	0.04%	22	0.0078%
Watauga	3	0.05%	12	0.0043%
TOTAL:	5,696		282,060	

Fort Worth Activity	Borrowers **	%	Circulations	%
Benbrook	1,046	1.28%	33,542	0.9175%
Burleson		0.00%		0.0000%
Fort Worth	80,609	98.72%	3,622,446	99.0825%
Haltom City		0.00%		0.0000%
Keller		0.00%		0.0000%
Richland Hills		0.00%		0.0000%
Watauga		0.00%		0.0000%
TOTAL:	81,655		3,655,988	

**Copy of full report available upon request*

*** Borrowers limited to Benbrook & Fort Worth cardholders only*

Haltom City Activity	Borrowers	%	Circulations	%
Benbrook	14	0.27%	218	0.1250%
Burleson	1	0.02%	40	0.0229%
Fort Worth	1,220	23.73%	28,417	16.2899%
Haltom City	3,720	72.35%	141,707	81.2326%
Keller	50	0.97%	793	0.4546%
Richland Hills	48	0.93%	1,568	0.8988%
Watauga	89	1.73%	1,703	0.9762%
TOTAL:	5,142		174,446	

Keller Activity	Borrowers	%	Circulations	%
Benbrook	9	0.07%	47	0.0077%
Burleson	5	0.04%	33	0.0054%
Fort Worth	5,131	42.58%	270,529	44.4099%
Haltom City	50	0.41%	739	0.1213%
Keller	6,757	56.07%	335,702	55.1086%
Richland Hills	4	0.03%	201	0.0330%
Watauga	94	0.78%	1,913	0.3140%
TOTAL:	12,050		609,164	

Richland Hills Activity	Borrowers	%	Circulations	%
Benbrook	3	0.41%	208	0.8660%
Burleson	1	0.14%	3	0.0125%
Fort Worth	115	15.71%	2,482	10.3335%
Haltom City	52	7.10%	3,136	13.0563%
Keller	11	1.50%	109	0.4538%
Richland Hills	540	73.77%	17,992	74.9074%
Watauga	10	1.37%	89	0.3705%
TOTAL:	732		24,019	

Watauga Activity	Borrowers	%	Circulations	%
Benbrook	7	0.12%	34	0.0120%
Burleson	4	0.07%	41	0.0144%
Fort Worth	2,559	43.62%	120,825	42.5260%
Haltom City	219	3.73%	6,977	2.4557%
Keller	449	7.65%	18,027	6.3449%
Richland Hills	10	0.17%	355	0.1249%
Watauga	2,619	44.64%	137,861	48.5221%
TOTAL:	5,867		284,120	

Benbrook Cardholder Activity at Fort Worth

	Fort Worth	Circs	Benbrook	Circs	Total People	Total Circs	% People	% Circs
Cambridge Court	77	7,107	0	0	77	7,107	0.000%	0.000%
Central	12,147	520,710	166	3,986	12,313	524,696	1.348%	0.760%
East Berry	2,992	122,920	3	48	2,995	122,968	0.100%	0.039%
East Regional	5,650	256,472	17	328	5,667	256,800	0.300%	0.128%
Ella Mae Shamblee	1,987	87,848	3	14	1,990	87,862	0.151%	0.016%
eSkills & Job Center	1,359	54,453	0	0	1,359	54,453	0.000%	0.000%
Northside	1,961	84,434	4	73	1,965	84,507	0.204%	0.086%
NorthWest	6,133	331,555	15	693	6,148	332,248	0.244%	0.209%
Ridglea	7,086	363,152	255	8,882	7,341	372,034	3.474%	2.387%
Riverside	1,694	88,305	3	24	1,697	88,329	0.177%	0.027%
Seminary	4,263	199,549	15	158	4,278	199,707	0.351%	0.079%
Southwest	16,263	807,989	514	18,551	16,777	826,540	3.064%	2.244%
Summerglen	13,583	638,878	5	32	13,588	638,910	0.037%	0.005%
Wedgewood	5,414	25,532	46	753	5,460	26,285	0.842%	2.865%
	80,609	3,588,904	1,046	33,542	81,655	3,622,446	1.281%	0.926%

FY2018 Comparison Charts Benbrook & Fort Worth

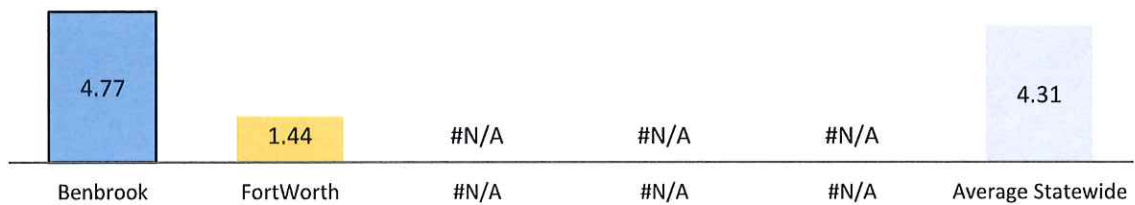
Source for this data: Texas Public Libraries Annual Report for Local Fiscal Year 2018

NOTE: These charts are only as valid as the data that was provided by each library

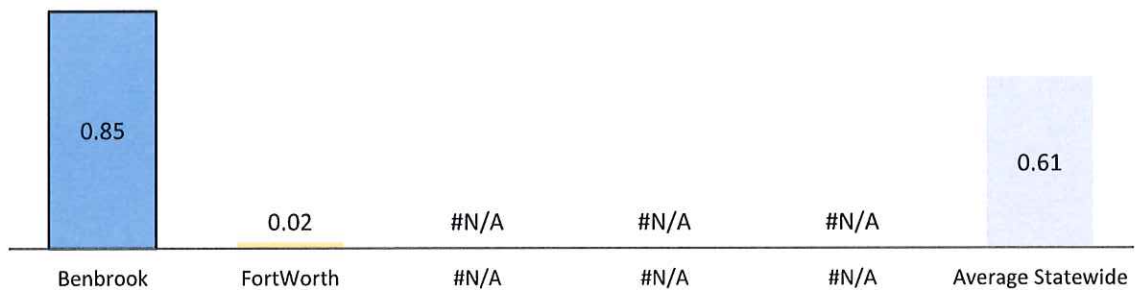
Charts created by Stacey Malek, Texas State Library and Archives Commission, 2013; revised and updated by Valicia Greenwood 2019

<https://www.tsl.texas.gov/ldn/statistics>

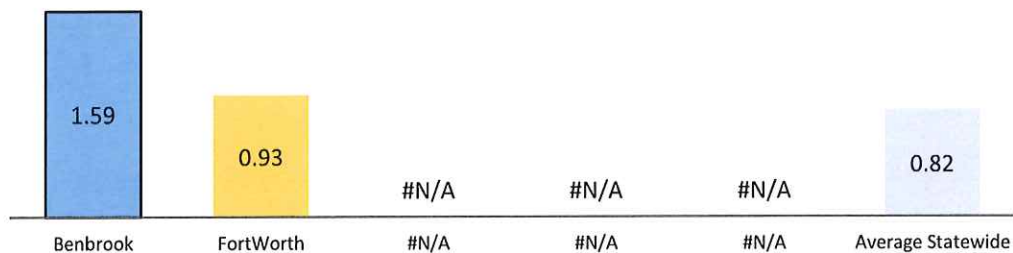
Library Visits Per Capita LFY2018



Program Attendance Per Capita LFY2018



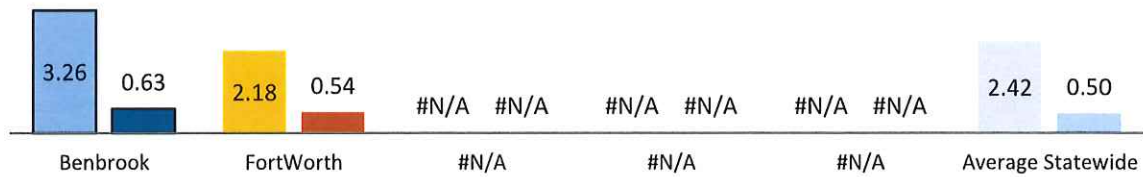
Reference Questions Per Capita LFY2018



NOTE: Reference Question counts are often not accurate and are not helpful for library-to-library

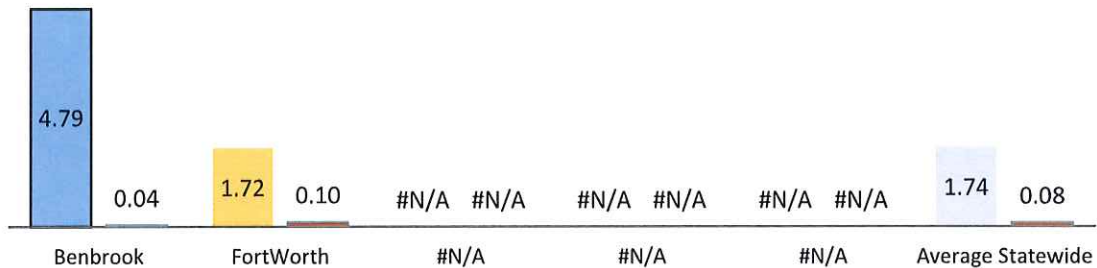
Adult Circulation Per Capita Digital and Physical LFY2018

Physical Digital

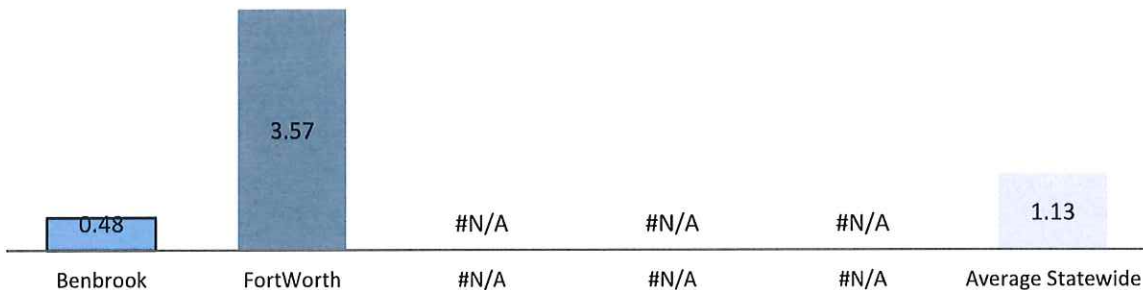


Children's Circulation Per Capita Digital and Physical LFY2018

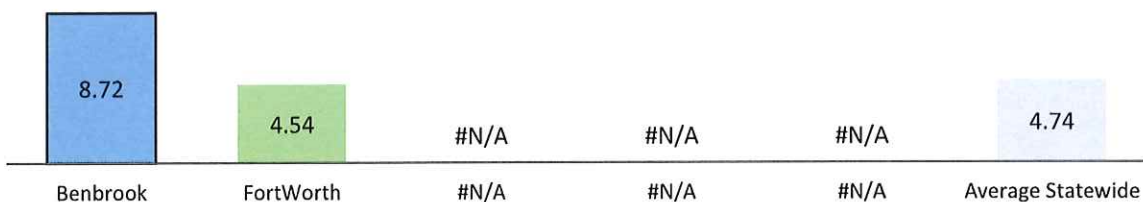
Physical Digital



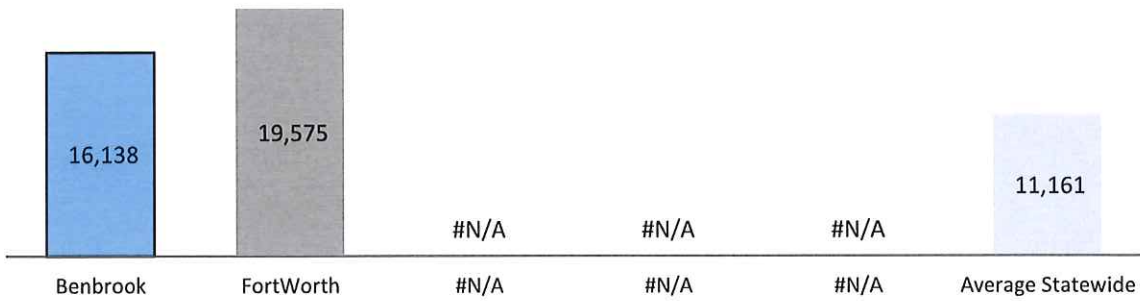
Collection Turnover Rate LFY2018



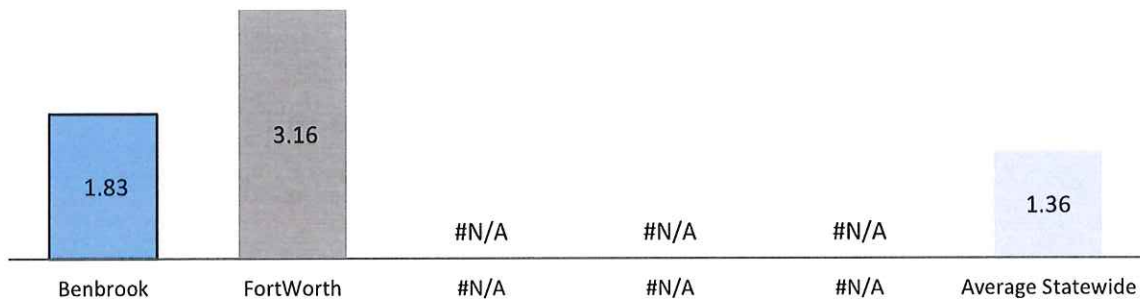
Total Circulation Per Capita LFY2018



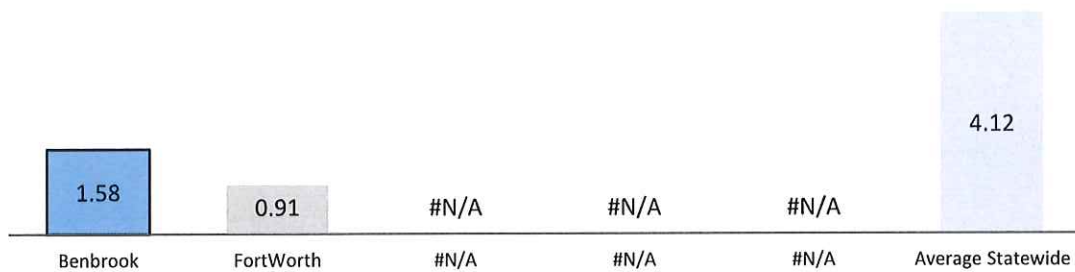
Circulation Per Paid Staff LFY2018



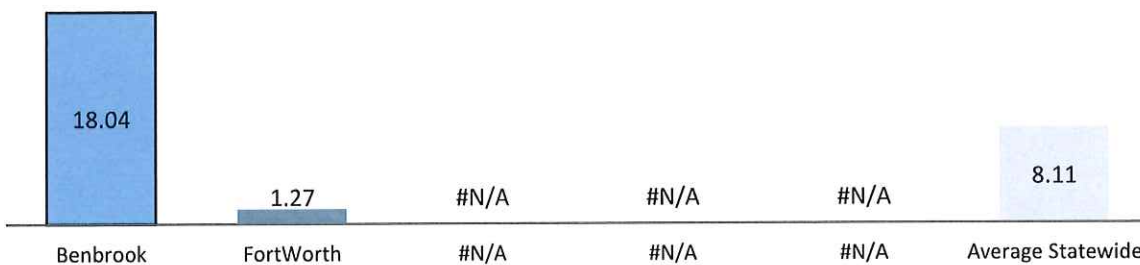
Circulation per Library Visit LFY2018



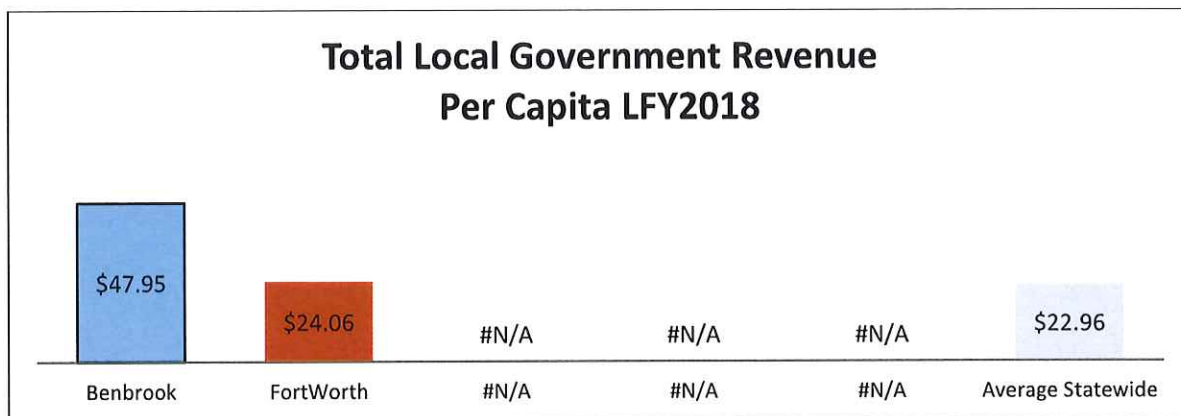
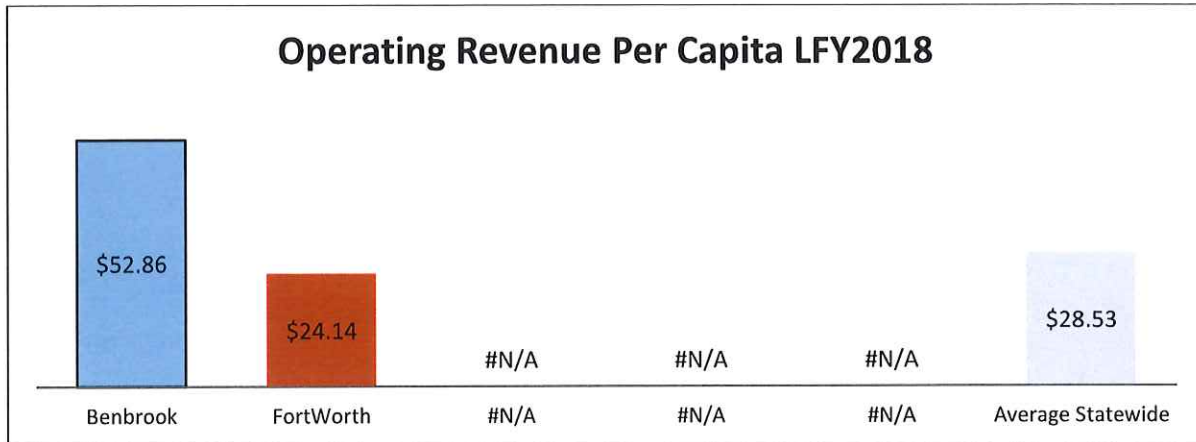
Books In Print Per Capita LFY2018



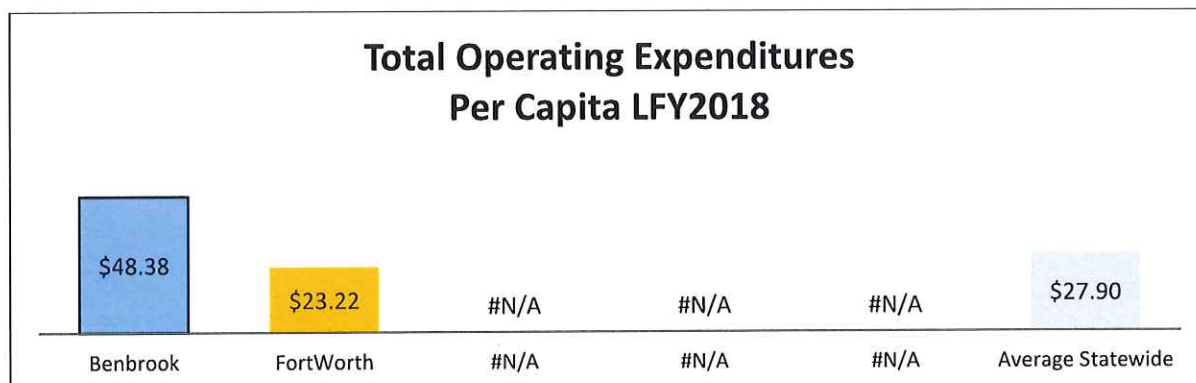
Collection-Items Per Capita LFY2018



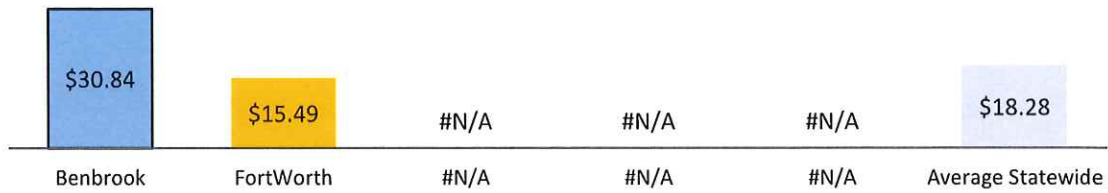
NOTE: Libraries do not all compile their total operating income in the same way. Some include income for services municipalities provide directly (like employee benefits) and some do not. Be careful when making comparisons to other libraries. The expenditures section of the Statistical Profile can help you determine if libraries aren't including some of these off-budget items.



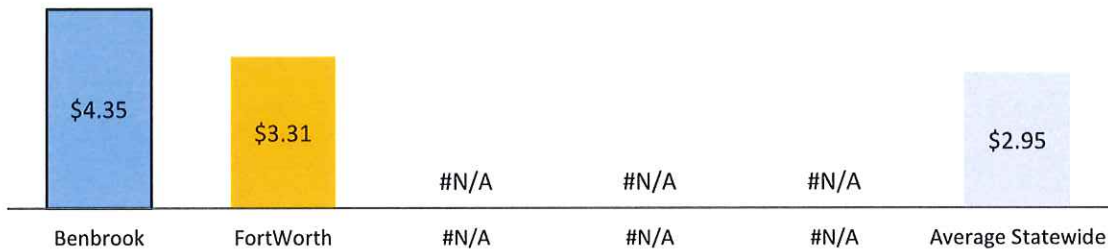
NOTE: Libraries do not all compile their total operating expenditures in the same way. Some include income for services municipalities provide directly (like employee benefits) and some do not. Be careful when making comparisons to other libraries. The expenditures section of the Statistical Profile can help you determine if libraries aren't including some of these off-budget items.



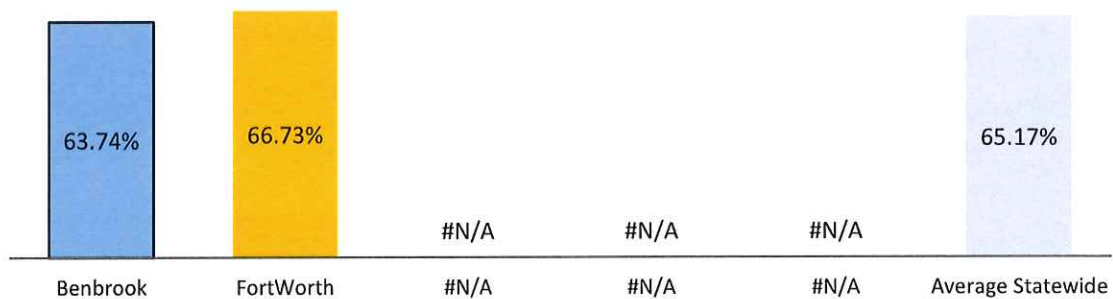
Salaries/Wages Expenditures Per Capita LFY2018



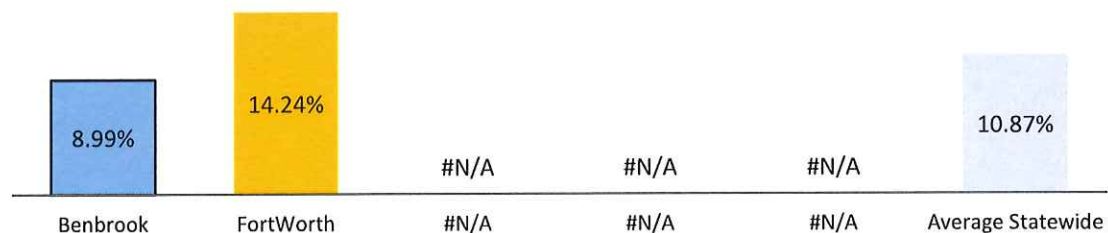
Library Materials Expenditures Per Capita LFY2018



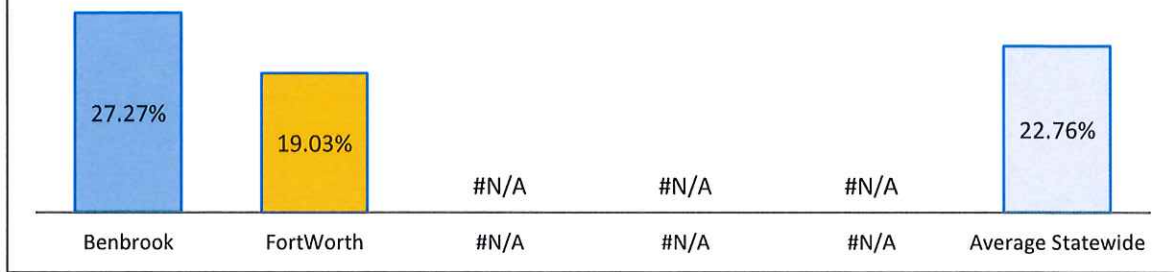
Salaries/Wages Expenditures as Percentage of Total Operating Expenditures LFY2018



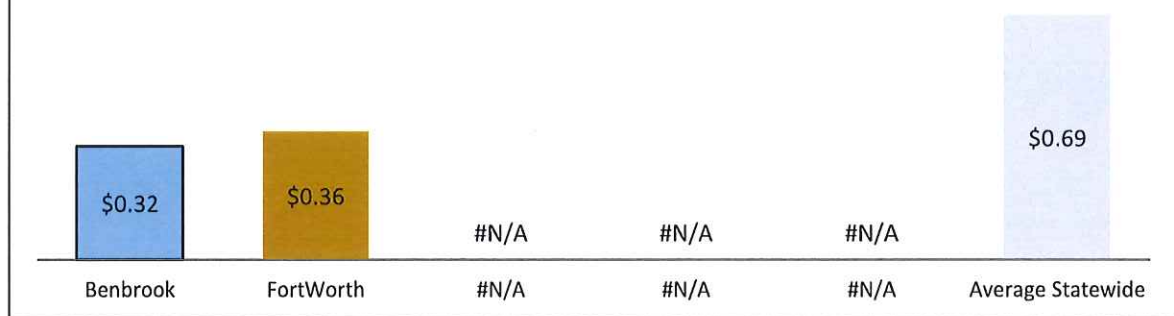
Library Materials Expenditure as Percentage of Total Operating Expenditures LFY2018



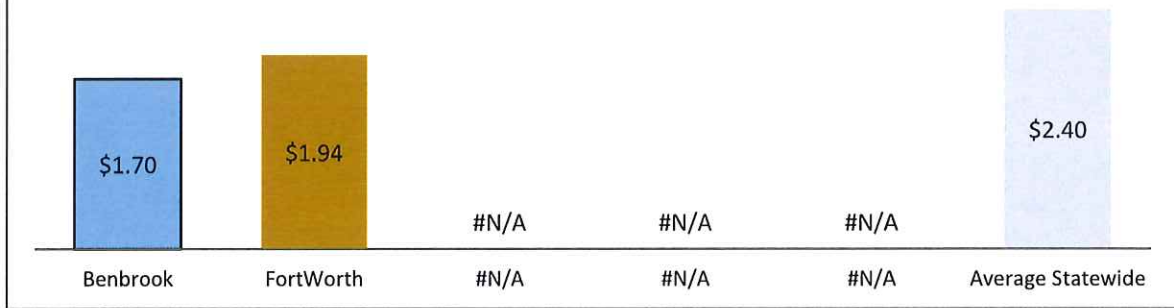
Other Operating Expenditures as Percentage of Total Operating Expenditures LFY2018



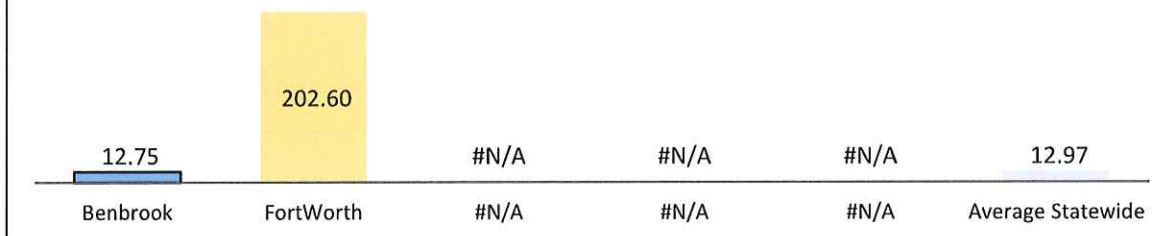
Physical Material Expenditure per Circulation LFY2018



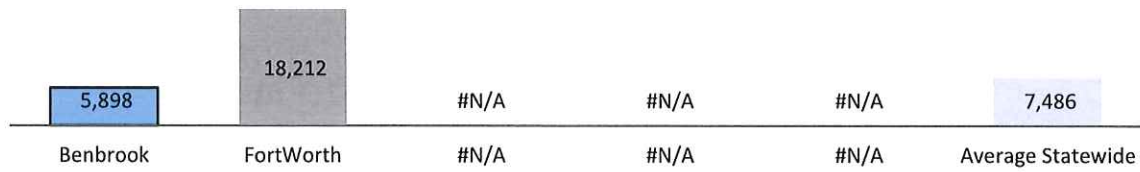
Digital Material Expenditure per Circulation LFY2018



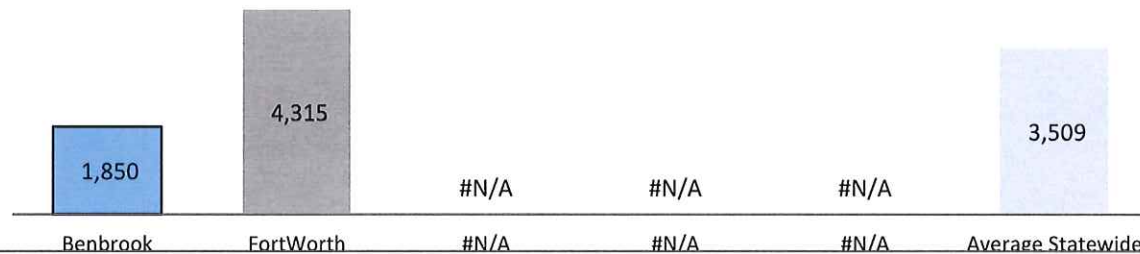
Total Full-Time Equivalent (FTE) Library Employees LFY2018



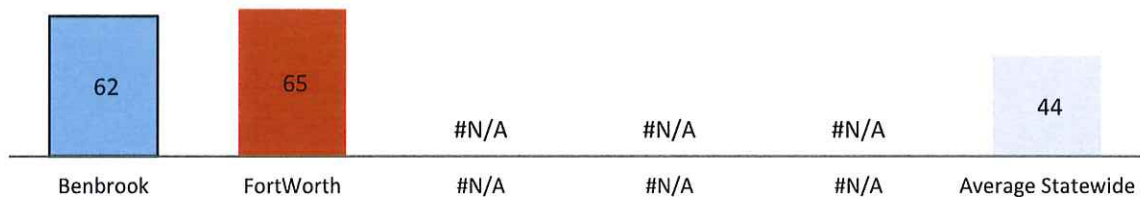
Population per Professional Librarian (MLS) LFY2018



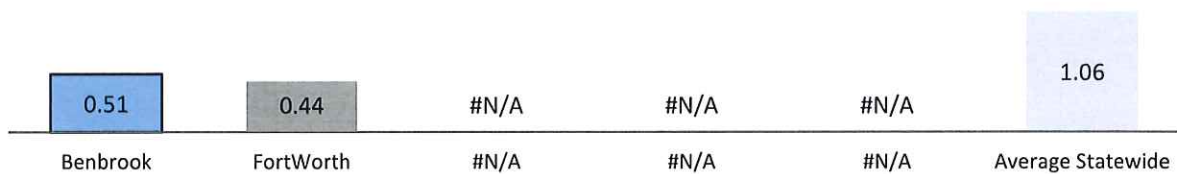
Population per Total Paid Staff LFY2018



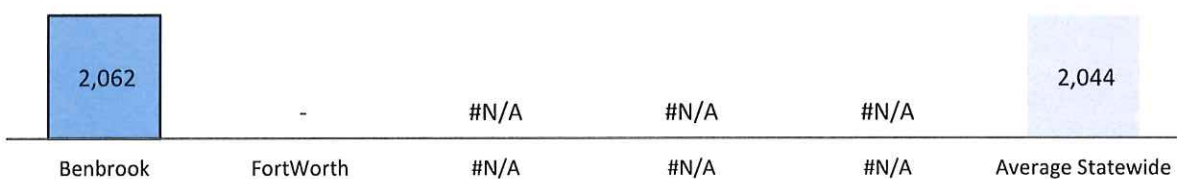
Unduplicated* Hours Open in a Typical Week LFY2018



Library Square Footage Per Capita LFY2018



Annual Volunteer Hours LFY2018



From: Shorr, Manya <Manya.Shorr@fortworthtexas.gov>

Sent: Thursday, May 21, 2020 12:41 PM

To: Steve Clegg <steve@benbrooklibrary.org>; Chantele Hancock <Chantele@richlandhills.com>; Jana Prock <jprock@cityofkeller.com>; Lana Ewell <LEwell@wataugatx.org>; Sara Miller <smiller@burlesontx.com>; Lesly Smith <lmsmith@haltomcitytx.com>

Subject: RE: possible consortium change

Good morning,

I had an opportunity to discuss this with my Assistant City Manager this morning. She was adamant that we would need to redo the contract to make it even stronger than it is now. Please allow me to explain:

- We all agree that access across the County for our residents is important. That is the best outcome of MetrOPAC, in my opinion. That is what I would like to have continue.
- The City of Fort Worth is **not** interested in forming a true consortium. My ACM made this very clear. The City's preference is to be the **regional provider**, like we are with storm water, water, and other city services. This means that we would need the contract to reflect this even more strongly than it does now. For example,
 - All of our circulation rules would have to match and Fort Worth would set them. We would no longer be able to customize Polaris for each of your separate rules, with some exceptions. This would mean that check-out length, charges, fines and fees etc. would all be required to match. We will need to discuss special collections that aren't shared, non-Dewey collections, and how we handle all the special collections in a way that isn't time consuming and restrictive. Basically there may be limited independence when it comes to material.
 - The library card sign-up process will need to be easier and we'd need to handle even more for each other. In general, the entire experience for patrons would need to be more seamless.
 - The contract would need to reflect year over year price increases.
 - If the contract states that each of the libraries has contracts with each other, you will need to do that and I'm assuming it would need to be a tri-party agreement with Fort Worth. This would be determined by the City of Fort Worth Legal Department.

I think **regional provider** is a better description of what we have currently than a consortium but it's not as well defined in the contract as it needs to be. To me, the issue is that we call it a consortium but it isn't and I am obligated to follow the contract. I understand that a true consortium is desired but from the perspective of a large city, it is not in the city's best interest to structure the agreement that way.

I'd like to continue our relationship so we can offer material across the region. I suggest we exercise our additional contract year so we can keep having this conversation. Any library that is not interested and wants to leave the relationship is welcome. It still needs to be discussed with me because there will be additional charges to leave and get your information to you, as per the current contract and the sooner we can start that process, the better.

Manya

Manya Shorr

Library Director
Fort Worth Public Library
500 W. 3rd Street
Fort Worth, Texas 76102
817-392-7706 (office)
manya.shorr@fortworthtexas.gov
www.FortWorthLibrary.org

City of Fort Worth — Working together to build a strong community.



From: Shorr, Manya <Manya.Shorr@fortworthtexas.gov>

Sent: Thursday, July 30, 2020 5:23 PM

To: Steve Clegg <steve@benbrooklibrary.org>; Sara Miller <smiller@burlesontx.com>; Lesly Smith <lmsmith@haltomcitytx.com>; Jana Prock <jprock@cityofkeller.com>; chantele@richlandhills.com <chantele@richlandhills.com>; Lana Ewell <LEwell@wataugatx.org>; Erica Richardson <erica@benbrooklibrary.org>

Cc: Walters, Beth <Beth.Walters@fortworthtexas.gov>; Marvin, Marilyn <Marilyn.Marvin@fortworthtexas.gov>; Gorman, Michele <Michele.Gorman@fortworthtexas.gov>; Brylinski, Virginia M. <Virginia.Brylinski@fortworthtexas.gov>

Subject: RE: Notice of Intent to Withdraw from MetrOPAC

Good afternoon,

Steve, we're sorry to see you go. I met with the FWPL team today and spent quite a bit of time talking timeline. We're going to have to make some changes starting in the next **week and a half**. Please bear with me, as this will be a long email but I want everyone to understand what's going to happen over the next four months, as it will impact your business.

Lifecycle of an item

- If you think about timing of an item from the moment a hold is placed, these steps occur:
 - Pulled off the shelf and scanned
 - Picked up by the courier and moved to new location
 - Scanned and held on hold shelf for 10 days
 - Possibility of automatic renewal
 - Returned and scanned
 - Couriered back to the original location
- This is all assuming items are returned on time and doesn't take into account days that pull lists are not run (holidays, Sundays for some, etc)
- This means that each item is unavailable/checked out for well over a month and often longer when late returns are factored in

This also means that since the last courier trip to Benbrook will occur on November 30, we need to ensure that the vast majority of Benbrook's items are back to them (and our items from them are back to us) by November 30. With the life cycle I laid out above, below is the timeline that needs to be followed.

Timeline

Starting August 10: Only Benbrook cardholders will be able to **place a hold** on Benbrook items. Also, Benbrook patrons will **not** be able to place holds on items at other libraries. All Benbrook cardholders will still be able to **visit in person** other libraries in the MetrOPAC and check out.

Starting August 10: Benbrook items will be **shadowed in PowerPAC** except for Benbrook cardholders

Starting August 17: Benbrook will **no longer fulfill holds** for the other MetrOPAC libraries and we will not fulfill holds for Benbrook

Starting Sept 1: Benbrook patrons will **no longer be able to check out** items from the other MetrOPAC libraries and vice versa.

November 30: Last day of courier service for Benbrook and last day that Benbrook items & patron records are in Polaris

- After November 30, MetrOPAC libraries and Benbrook will be responsible for getting any leftover items to each other directly. We will not be sending a courier to Benbrook past November 30.

Steve, you asked a few questions in your letter and I promised I'd answer them:

- Consideration of grandfathering in current Benbrook library cardholders to use FWPL
 - We discussed this thoroughly but there is no technical way to make this happen. After the final data extraction, we will no longer have Benbrook cardholders in Polaris. If you have residents who want to use FWPL, we offer a free card to any student in Texas and we have a \$50/year non-resident card which would give access to both physical and e-collections. And of course there is Texshare and that will hopefully be back up by then.
- Extending courier service for one additional year
 - We're going to say no to this, as it would require an entirely new agreement and I don't understand the benefit since we will no longer be connected. If we are still quarantining items at the end of November, we will consider one more courier delivery after November 30.
- Future interlocal agreement to address library services for the Skyline Ranch and Ventana subdivisions
 - I'm always happy to talk about new potential partnerships

Please let me know what questions you all have and I'm happy to have a meeting if we need to talk through any of this. **August 10th is less than two weeks away.**

Manya

Manya Shorr
Library Director
Fort Worth Public Library
500 W. 3rd Street
Fort Worth, Texas 76102
817-392-7706 (office)
manya.shorr@fortworthtexas.gov
www.FortWorthLibrary.org

City of Fort Worth — Working together to build a strong community.





AGENDA MEMORANDUM

DATE: August 26, 2020

TO: Library Board Members

FROM: Raquel Guajardo, Deputy City Secretary

SUBJECT: Consider action on the Library Board Meeting Minutes for January 9, 2020.

BACKGROUND/INFORMATION:

Attached for Board review and consideration are the meeting minutes from January 9, 2020.

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Board consider and take action on the January 9, 2020 Library Board Meeting Minutes.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. LIBMIN01092020

REVIEWED BY:

Lana Ewell, Director of Library Services

Andrea Gardner, City Manager

Lana Ewell, Director of Library Services

Approved as to form for inclusion on Agenda

Approved - 9/4/2020

Approved - 9/4/2020

Final Approval - 9/4/2020

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
THURSDAY, JANUARY 9, 2020
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:00 PM**

MEMBERS PRESENT:

Kip Woodruff
Lindsey Neal
Sharon Subjeck
Brian Beaudry
Carol Z. Coy
Henrietta Egenti
David Villafuerte

Chairperson
Vice-Chairperson
Secretary
Member (Absent with Notice)
Member
Member
Member

and

Kim Irving
Lana Ewell
Barbara Goss

Council Liaison
Library Director
Senior Youth Librarian

CALL TO ORDER

Chairman Woodruff called the meeting to order at 6:00 p.m.

PUBLIC TESTIMONY

No public testimony or comments were provided.

REPORTS FROM STAFF

1. Library Director's Report

Ms. Ewell presented the report and stated that the digital download numbers slightly increased which is an encouraging trend. She also stated that based on conversations with local libraries, program attendance is one of the best in the area. The report also included discussion included the library website that is one of the most visited webpages in the city and provided a summary of the various coordinated library events.

Ms. Ewell also stated that some publishers are attempting to restrict the number of e-books and delay the purchase of items available to public libraries which would force the public to purchase the e-book directly. A protest is being organized by public libraries against this practice. Ms. Ewell stated that others can support the protest by completing the online form provided within the meeting packet.

There was not a vote on this item.

2. Senior Youth Librarian's Report

Ms. Barbara Goss reported that the summer reading programs and attendance had doubled and a college and career preparation series is being coordinated with Tarrant County Community College, University of North Texas, and the University of North Texas, for spring. A parent series is also being coordinated with Healthy Hippie Cafe to talk about prepping organic baby and toddler food. Fire and Police presentations will also be scheduled. Ms. Goss also reported that a Home School Resource Fair is scheduled April 6, 2020 and Big Vehicle Day event scheduled June 18, 2020.

The board members acknowledged thanked Ms. Goss for her hard work and initiative.

There was not a vote on this item.

APPROVAL OF MINUTES

1. Consider action on the Library Board Meeting Minutes for November 14, 2019

Ms. Carol Coy made a motion to approve the minutes of the September 12, 2019 Library Board Meeting. The motion was seconded by Mr. David Villafuerte. Motion carried.

UNFINISHED BUSINESS

No unfinished business was discussed.

NEW BUSINESS

No new business was presented.

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:31 p.m.

APPROVED: this ____ day of _____, 2020.

SIGNED: this ____ day of _____, 2020.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Sharon Subjeck, Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



AGENDA MEMORANDUM

DATE: August 31, 2020

TO: Library Board Members

FROM: Andrea Gardner, City Manager
Raquel Guajardo, Deputy City Secretary

SUBJECT: Presentation of the Watauga Public Library 2019 Study by Bill Hidell.

BACKGROUND/INFORMATION:

In the FY 2018-2019 the Watauga City Council set aside funds for a Library Facility Needs Assessment. Bill Hidell of Hidell and Associates Architects, Inc. worked closely with the Library Staff to gather data and analyze the needs of the community.

FINANCIAL IMPLICATIONS:

The funds have been expended.

RECOMMENDATION/ACTION DESIRED:

Mr. Hidell is presenting his findings to the Library Board.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. City of Watauga Budget for FY 2018 2019 pages 11, 15, 36
2. City Council Presentation 7.21.2020 received 8.18.20

REVIEWED BY:

Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager

Approved - 9/3/2020
Final Approval - 9/4/2020

Approved as to form for inclusion on Agenda

BUDGET MESSAGE FOR FY 2018-2019

improvements. In addition, parks and building improvements are included in the CIP. The CIP provides a forecast of funds available for capital projects and identifies all planned capital improvement projects and their estimated costs. A detail of these projects can be found in the Capital Improvement section of this document.

Approximately \$10.8 million in planned capital projects are included in this year 's budget as listed below:

		FUNDING SOURCE	FY18-19 BUDGET
PROJECTS	Location		
PARKS & BUILDINGS			\$2,599,000
Shade Structure City Wide	City Parks	PDC	\$25,000
Bridge&Sidewalk Improvements	Foster Village Park	PDC	\$50,000
Pavestone Wall Repair	Capp Smith	PDC/2016 CO	\$274,000
Splashpad & Amenities	Capp Smith	TBD - 2018 CO	\$800,000
Splashpad parking/sidewalks/drain	Capp Smith	TBD - 2018 CO	\$340,000
Whitesbranch Creek Trail	Park Vista	TBD - 2018 CO	\$50,000
Lighting Replacement	Capp Smith	TBD - 2018 CO	\$700,000
Library Facility Needs Assessment	Whitley Road	TBD - 2018 CO	\$60,000
Police Facility Needs Assessment	Whitley Road	TBD - 2018 CO	\$50,000
Recreation Center Needs Assessment	Indian Springs	TBD - 2018 CO	\$50,000
Green Ribbon Project (II)	377 Corridor	ENG/GRANT FUNDING	\$75,000
Branding Signs	City Wide	TBD - 2018 CO	\$125,000
DRAINAGE			\$2,436,689
Whitley Rd. Ph. II (Drainage Portion)**	Watauga to Chapman	Storm Drain	\$1,948,726
Whitley Rd. Ph. III (Drainage Portion)**	Chapman to Hightower	Storm Drain	\$437,963
Channel Protection/Ped. Rails	Multiple Locations	Storm Drain	\$50,000
STREET PROJECTS			\$3,139,561
Whitley Rd. Ph. III (Paving & Misc.)	Chapman to Hightower	2016 CO	\$2,039,561
Bowie Street	377 to Plum	TBD - 2018 CO	\$400,000
Sidewalks	Multiple Locations	2011 CO/Rev	\$100,000
Overlays	Annual Determination	Street Maint	\$600,000
WATER & WASTEWATER PROJECTS			\$2,390,321
CDBG 42nd, 44th, 46th Years	TO BE DETERMINED	CDBG/Rev	\$205,000
Whitley Road Phase III (Water Portion)	Chapman to Hightower	2017 CO	\$728,397
Sanitary Sewer Evaluation Survey	Multiple Locations	TBD - 2019 CO	\$225,000
Meadowlark Lane East	Meadowlark	2017 CO	\$1,231,924
			\$10,565,572
MAINTENANCE W&S & STREETS		W&S Rev/ST	\$240,000
GRAND TOTAL			\$10,805,572

- In FY2016-17, the City received a \$350,000 grant for the Green Ribbon beautification design plan and construction for Highway 377 that will help to improve the image of Watauga as well as properties along the highway. This project is underway and funding is provided for continuation of the program.

BUDGET MESSAGE FOR FY 2018-2019

There will be a utilization of fund balance in the amount of \$137,230 proposed for this year for the transfers and one-time expenditures mentioned previously. The projected ending fund balance for FY2018-2019 is \$4,150,692, which equates to 32% of operating expenditures in reserves. This is above the minimum target policy of twenty-five percent (25%) by an amount of \$889,828.

General Fund Debt Service Fund

The debt service requirement for principal and interest payments for Fiscal Year 2018-2019 totals \$2,494,921. In 2018, a \$6.780 million Certificates of Obligation debt issuance was approved by Council that will provide funds for the street projects such as Whitley Road, parks projects, branding signs throughout the City, and various capital equipment needs. The ending fund balance is projected to be \$612,115.

General Capital Projects Fund

The following projects will be funded this year:

- ✓ This year the sidewalk program will be funded at \$100,000.
- ✓ Engineering costs have been funded at \$65,000 in anticipation of additional needs throughout the City. Funding for a Needs Assessment for the Police Department, Library, and Recreational Facilities are proposed in the amount of \$160,000.
- ✓ Whitley Road street projects, parks projects, including a splash pad and trails will be funded by the 2016 and 2018 Certificates of Obligation proceeds. These projects are budgeted at \$4.9 million. Some of these projects will continue in future fiscal years.
- ✓ Capital equipment and vehicles totaling \$1.4 million for Police, Fire, Public Works vehicles, building equipment, and community branding signs are included and will be largely funded by the Proposed 2018 Certificates of Obligation proceeds. The replacement fire engine is 1/3 funded by a Clean Fleet Grant that was awarded to the City in FY2017-2018.

General capital projects and equipment expenses for this year are proposed at \$6,806,360. The ending Fund Balance is forecast to be \$3,081,158. See the General Capital Projects Fund for a detailed description.

Strategic Initiative Fund

The Strategic Initiative Fund was created in FY2015-2016 in order to fund the strategic initiatives identified as priorities by Council. The funding source for this fund is through General Fund transfers. This year, fund balance in the Strategic Initiative Fund will provide for the planned expenditures. Expenditures in this fund include \$30,000 for the Watauga Improving Neighborhoods (WIN) home revitalization program through the Tarrant County HOME program, and the remaining \$125,000 is appropriated for other Council identified strategic projects such as the Green Ribbon Project design and

BUDGET OVERVIEW

Action items were also developed in order to achieve the above stated goals as shown on the below table. These goals are noted in the departmental effectiveness measures/outcomes with the corresponding goal # as indicated below:



Customer Service Attitude & Professionalism Responsibility & Accountability Ethics & Integrity Sustainability & Innovation

VISION: "A Community that meets the needs of citizens by offering a high quality of life through transparent governance."

STRATEGIC PLAN 2018-2019

GOALS	ACTION ITEMS
1. Establish an environment conducive to strong and sustainable economic development	A. Develop policies and plans to reinvest, revitalize, and improve aging shopping center sites B. Creative ways to enhance Denton Highway
2. Enhance a secure and safe city	A. Strive to enhance manpower and retention of Public Safety personnel B. Identify additional citizen and volunteer opportunities and education
3. Enhance quality of life through recreational, cultural, and educational services	A. Continue to advocate Capp Smith Park area for activities and economic impact B. Increase community event usage of existing venues, July 4 th Event C. Continue to improve Parks and Library
4. Enhance responsible fiscal management and excellent governance	A. Continue efforts to maintain and improve our single family tax base B. Evaluate greater uses of technology for operations and citizens
5. Sustain and enhance infrastructure network	A. Continue city wide plans for Capital Improvement programs including equipment B. Enhance Code Compliance and Education
6. Commitment to maintain a highly skilled, well trained, fairly compensated, customer service oriented workforce	A. Continue ongoing evaluation of hiring needs, retention, benefits, and compensation B. Personnel Improvement Plan, Succession Planning, Efficiency and Responsiveness C. Continue Customer Service Initiative

The City of Watauga is committed to providing superior service to its citizens. The City's Customer Service Statements are as follows:

CUSTOMER SERVICE STATEMENTS (CSS)			RELATED COUNCIL GOALS
Health and Public Safety	CSS1	Citizens of Watauga are entitled to an environment in which they can reside with minimal risk to health, minimal potential for accident, and highest degree of public safety.	Goal #2
Transportation/Mobility	CSS2	Maximum access to transportation services is essential to ensure that all residents have adequate mobility while providing for the welfare of their household.	Goal #5



THE WATAUGA PUBLIC LIBRARY

Library Study 2019

Prepared by
Hidell and Associates Architects, Inc.



THE WATAUGA PUBLIC LIBRARY

EXECUTIVE SUMMARY

Introduction

The Watauga Public Library's Master Plan provides a framework for the Library to develop program services, such as collection development, technology, staffing and to analyze facility need. The consultants make recommendations to assist the Library in meeting the demands and challenges of the growing population and to best serve the residents of Watauga.

During the planning stage, Library Staff and consultants have undertaken various activities such as meeting with focus groups and conducting surveys to define the need for the scope of the project. The final plan will address solutions to space requirements in relation to emerging technology, programming space due to changing service trends and level of staffing to meet those demands. Today these public demands are driving libraries to change, and the configuration of the facility will determine the type of services it can offer.

Early in the planning process a set of goals was created as a benchmark for all current and future recommendations for the Watauga Public Library (WPL).

Goals for Project Recommendations are...

GOAL 1 **Lifespan**

Provide solutions that maintain vitality over a 25 year period.

GOAL 2 **Operational Efficiency**

Provide solutions that improve the customer experience and improve the staff work process.

GOAL 3 **Meets Community Needs/Demands**

Provide solutions that meet the wants and desires identified by the community through the planning process.

GOAL 4 **Flexibility to Future Trends**

Provide solutions that provide a platform which will support continuing change in library services.

THE WATAUGA PUBLIC LIBRARY

Consumer Trends

Recent developments in the delivery of information and entertainment are having an effect on the public library. The adoption by consumers of mobile devices including smart phones, tablets, and e-book readers is changing the expectations of library services. These devices have created an additional delivery system of information for the Library.

Library Users Expectations



to power their mobile devices



Wi-Fi connection to meet their online needs



consuming entertainment digitally

A recent Pew research study among American adults 18 and older who read at least one book in the past year found that :

- 28% were e-books, which is up from 17% just three years ago.
- Ownership of tablet and/or e-book readers has increased to 43% of Americans ages 16 or older.

A 2018 Pew Research Study shows that 39% of adults in the U.S. only read print books. 7% of U.S. adults said they only read digital books. 29% of adults said they read both print and digital. Nearly 1 in 5 Americans now listen to audiobooks. In 2018, nearly ¼ or 23% of 18-29-year-olds listened to an audiobook compared with 16% who had done so in 2016.

In 2013, 56% of American adults owned smartphones capable of digital content use, which is up from 35% in 2011.

The e-book sales market is forecast to surpass the print book sales market in 2017.



THE WATAUGA PUBLIC LIBRARY

The future adoption rate and use of e-books for public library patrons is difficult to predict, but these consumer trends indicate the digital collection will grow. This change to digital content will require the Library to maintain a strong online presence and continually evaluate the services offered.

For the past twenty years, the public library has offered its community access to the new and emerging technology. Today, libraries are continuing that trend by offering patrons access to: 3D printers, collaborative work environments, video and audio recording studios along with many of the traditional services such as books, media and children and adult programs. Libraries continue their mission to provide literacy and provide lifelong learning opportunities to their communities.

Community Opinion Regarding the WPL

As part of the overall need's assessment process, Library Staff and the consultant team engaged the community to assess overall satisfaction, as well as current and future needs. Staff focus group sessions were conducted as well as an online survey which resulted in **509 total participants**. Topics of discussion included assessments of the Watauga Public Library's current conditions, challenges (current and future), strengths, barriers and expectations, and what services the Library might provide to address those outcomes / findings.

How the Participants Use the Library

- The majority of respondents find out about the Library programs and services via the Library website.
- Most respondents believe their use of the Library will increase in the next five years.
- Over half the respondents read or browse the collection when visiting the Library.



THE WATAUGA PUBLIC LIBRARY

What the Participants Thought

- Respondents overwhelmingly find the staff helpful and pleasant.
- Most check out books, movies and music when visiting the Library.
- Respondents often find the Library well-used which makes it noisy.
- A lack of seating space, a lack of social gathering space, and inefficient meeting space were all noted as areas of needed improvement.

Additional needs identified included:

- Expanding the children's program and collections areas
- Providing additional program spaces of varying size and configuration
- Access to more comfortable and welcoming spaces
- More public computer access
- Access to impromptu spaces for socialization
- A dedicated Teen Room

Additional Technology Needs

The following technologies are the type that are now expected in public libraries.

- Interactive Large Format Monitors
- Interactive Screens for Collaborative Study
- Video Conferencing
- Video and Audio Recording Studios
- Expand Access to Laptop and/or Tablets for Check Out



THE WATAUGA PUBLIC LIBRARY

Library users' expectations change as new and more advanced technology gets adapted by the general public. These changing expectations require the Library to assess and implement new technologies to meet demand. The Library has gradually added more laptops and tablets and other technology through available City and grant funds each year, but this funding alone will fall short of keeping up with user's expectations.

Assessment of the Library's Programming

The Watauga Public Library is a vibrant amenity in the Watauga community. The children's programming offered at the Library is by far the most comprehensive and well-attended programming in the north Texas area and, in fact, has become a regional draw. Programming for other interest groups and ages is compromised by the lack of available meeting spaces and the configuration and décor of the existing meeting rooms. The meeting room was identified as a major barrier limiting the programming opportunities of the Library. To increase and diversify the programming beyond the vibrant children's program will require additional flexible spaces for groups of varying size.

Assessment of the Library's Facility

The existing building is **20,413** square feet. In **2007**, the building was renovated, and **3,576** square feet added to the original **16,837** square feet. The existing location is centrally located within the Watauga service area, also near the intersection of the most important North/South and East/West traffic corridors, providing access within a ten minute or less commute.

The existing facility size is a limiting factor in expansion of library services. As community demands increase, the existing 20,413 SF is limited in the types of services it can offer.



THE WATAUGA PUBLIC LIBRARY

Peer Library Analysis

	WPL FY 2018	Texas Upper Quartile FY2018	National Upper Quartile FY2018
Holdings	5.43 items/capita	2.27 items/capita	4.09 items/capita
Circulation	11.90 items/capita	6.94 items/capita	15.83 items/capita
Library Visits	4.85 visits/capita	4.68 visits/capita	8.27 visits/capita
Collection Turnover	2.19 times	5.68 times	5.99 times
Program Attendance	1.71 /capita	0.30 /capita	0.46 /capita

The Watauga Public Library performs very well in benchmarks such as Circulation Per Capita and Library Visits Per Capita, which are a clear indication of the high use of the facility. In particular Watauga outperforms all peer libraries in Program Attendance.

This is a somewhat surprising result considering the lack of and inefficiency of the current program spaces. This data supports the conclusion the WLP staff has cultivated a children's programming service that is a state leader.

Overview of Current Library Services

Overall the consultant team found the Watauga Public Library to be a well-organized, active public library. The circulation turnover of the children's collection is also exceptional with an average of 8.01 uses per item. These excellent performance factors put a high demand on staff as illustrated through the circulation per staff statistics (check out of library materials per FTE). Currently the staff process 1,125 items a day. The Library provides basic access to technology with 30 public computers being used just over 60% of the time available. The facility has maximized its capacity in providing adequate space for collection, programs and services to the community. The number of existing reader seats is well below state averages and the existing furniture is beginning to show wear.

THE PROCESS...

A roadmap for the Watauga Library's future

1. **Assess** Needs
2. **Develop** a Plan
3. **Provide** Recommendations





OUR AGENDA

Item 1

What we have heard

Item 2

Watauga Library Snapshot

Item 3

Big Changes in Public Libraries

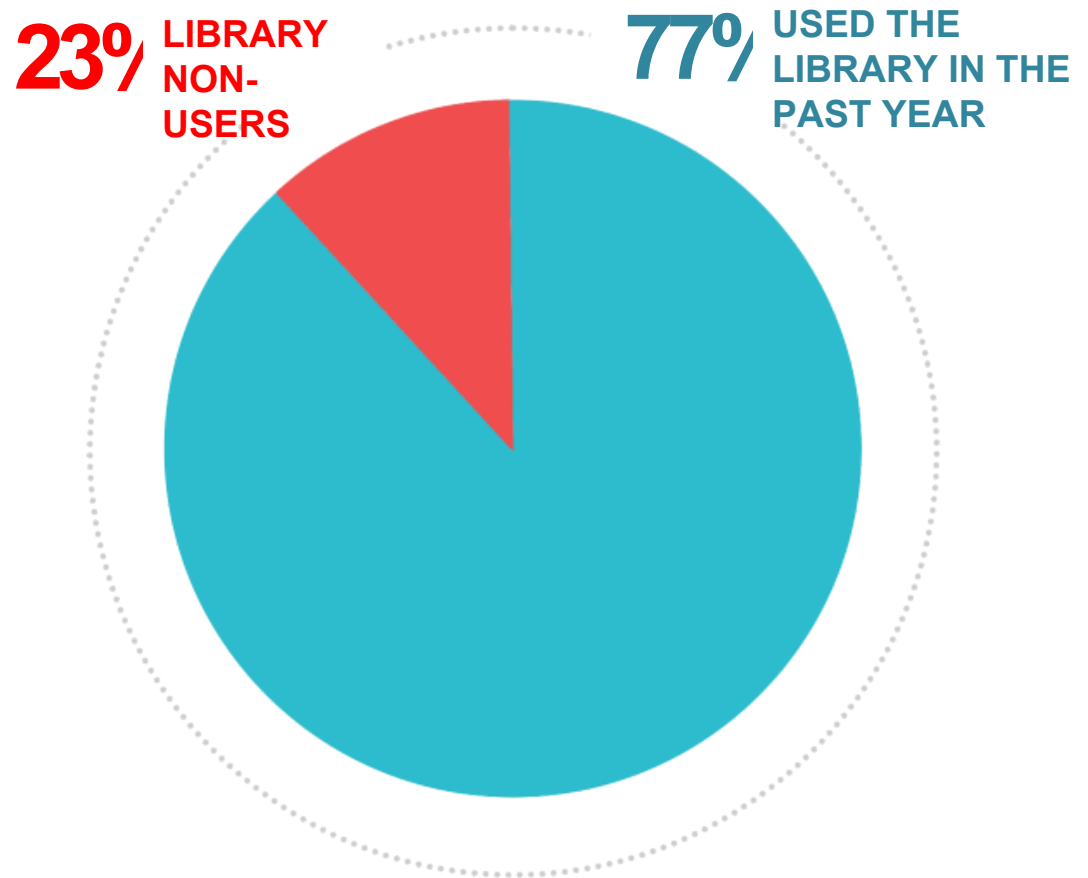
Item 4

Facility Options

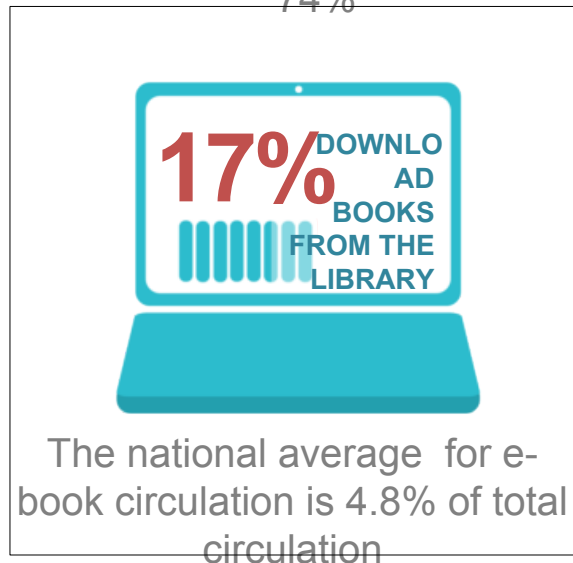
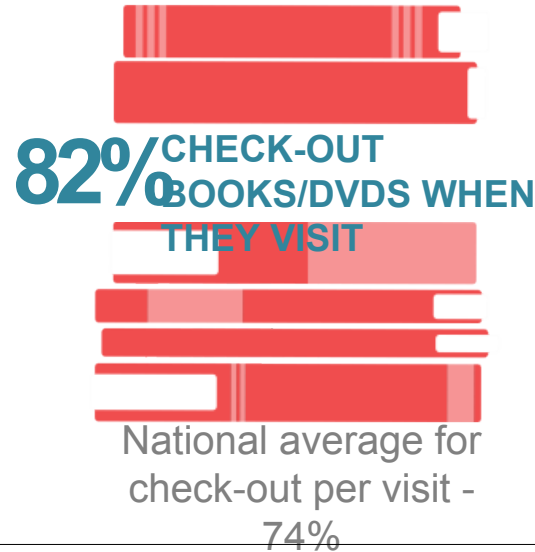
WHAT WE HAVE HEARD

Online Survey and Focus Groups

- 2 Targeted Focus Group Sessions
- 509 total participants (August 30 2019)



WHAT PARTICIPANTS SAID



CUSTOMER SERVICE

90% SAY THE CUSTOMER SERVICE IS GOOD

CHILDREN'S PROGRAMS

73% LIKE THE CHILDREN'S PROGRAMS

WHAT PARTICIPANTS WANT

93%

WANT QUIET AND COMFORTABLE SEATING

81% WOULD LIKE AN
EXPANDED
COLLECTION



91%

WOULD LIKE A
DEDICATED
CHILDREN'S
PROGRAM AREA



CIRCULATION IS STRONG



ITEMS WERE CHECKED OUT IN FY 2018

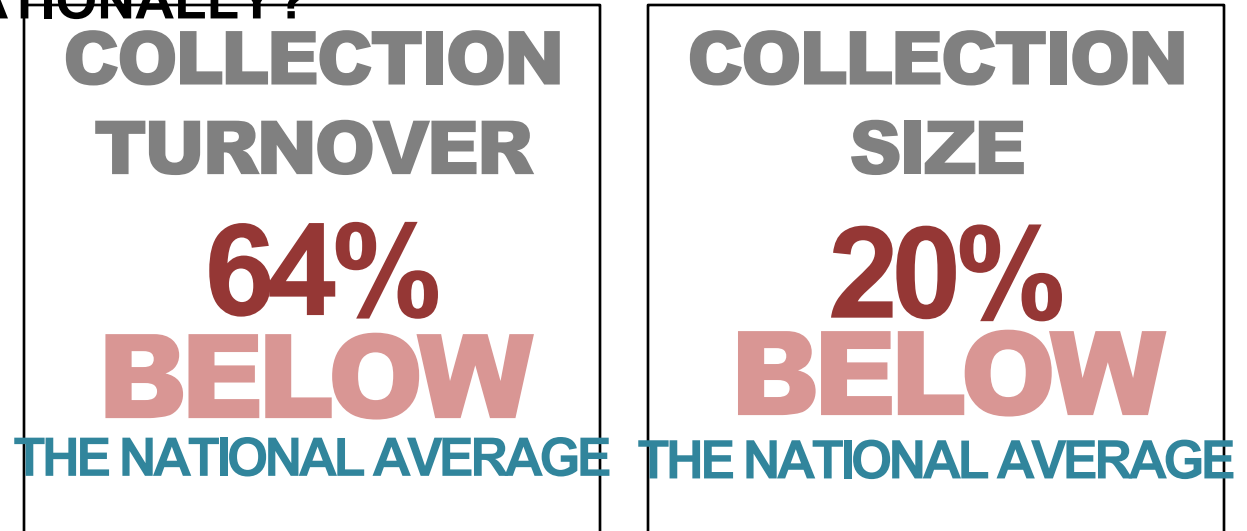
**THE STATE AVERAGE FOR COMMUNITIES OF
SIMILAR SIZE**

139,739

**WHICH MEANS EVERY RESIDENT OF WATAUGA
CHECKED OUT AN ADDITIONAL 5 ITEMS ABOVE
THE STATE AVERAGE IN FY 2018**

LIBRARY SNAPSHOT

HOW DOES THE LIBRARY COMPARE NATIONALLY?

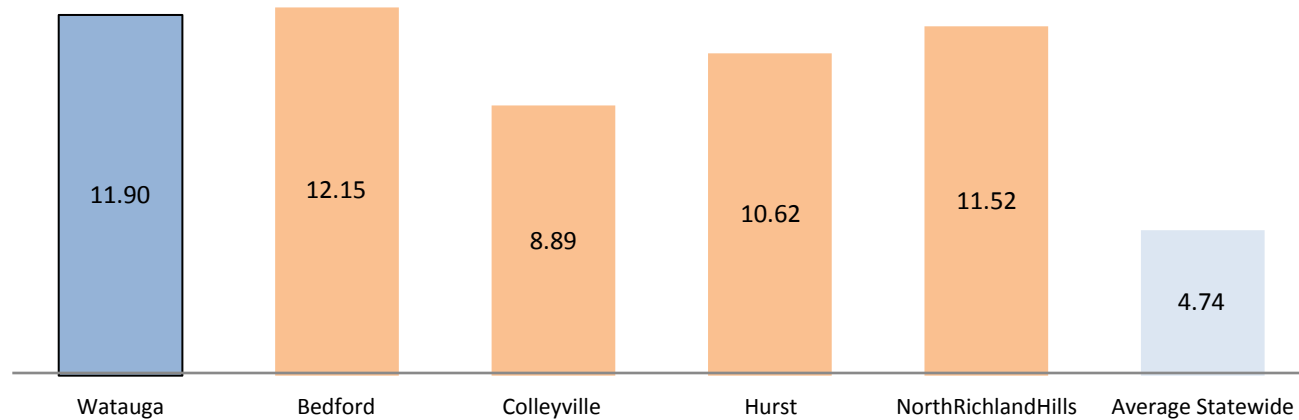


PROGRAM ATTENDANCE

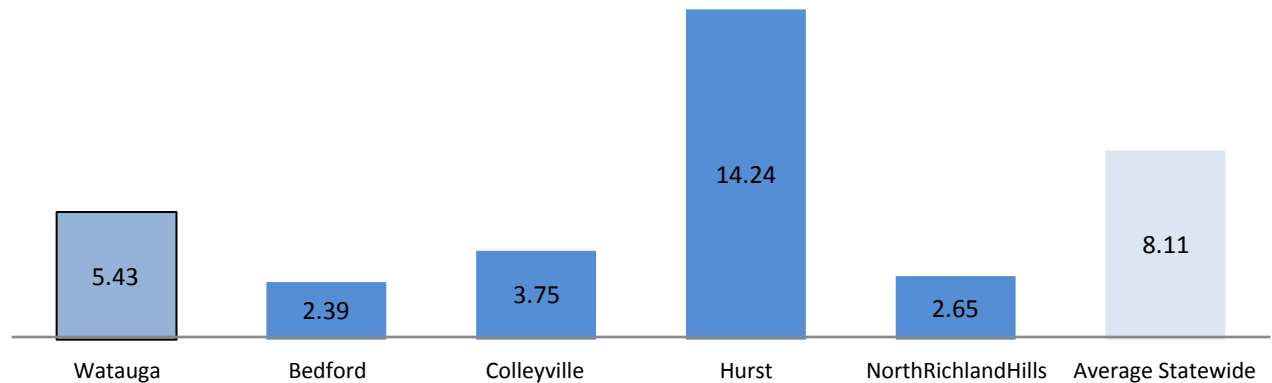
3.7 TIMES the national average

Watauga had a total program attendance of 42,018 in FY2018. The national average for Peer Communities was 17,382 for FY2018

**Total Circulation Per Capita
LFY2018**



Collection-Items Per Capita LFY2018





Recent program attendance



Recent program attendance



Recent program attendance

LIBRARY SNAPSHOT

IT'S A DESTINATION!

119,262 VISITS
FY 2018

OR

10 SOLD OUT GAMES
AT BIRDVILLE STADIUM

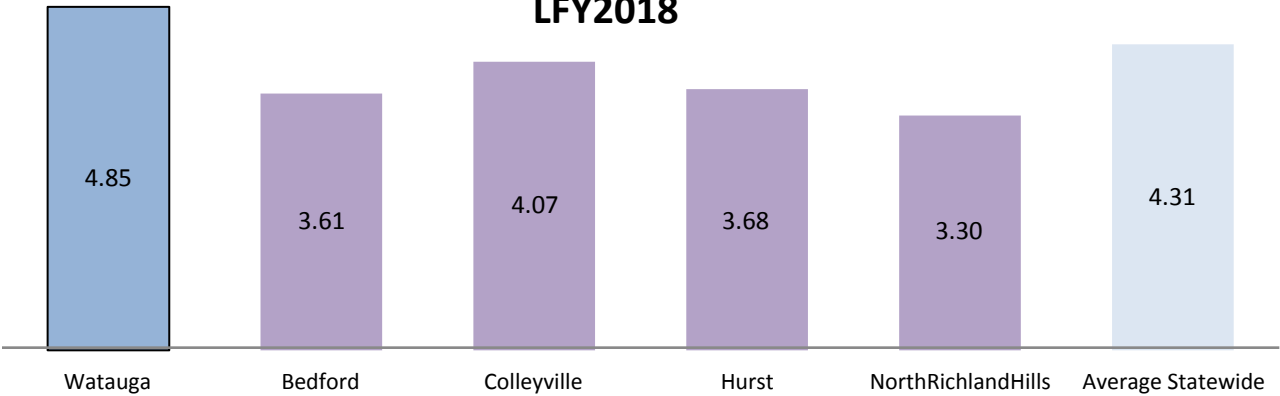


**The Watauga Public Library offers over
1,844 programs annually, with as many
as 10 per day.**

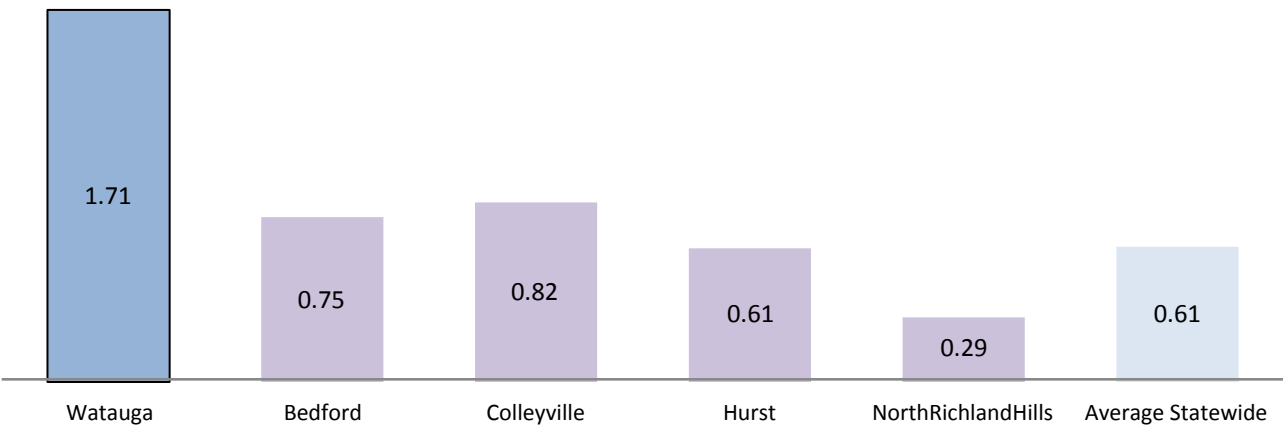
LIBRARY

SNAPSHOT

**Library Visits Per Capita
LFY2018**



**Program Attendance Per Capita
LFY2018**



BIG CHANGES IN PUBLIC LIBRARIES

How we get information and entertainment is changing...



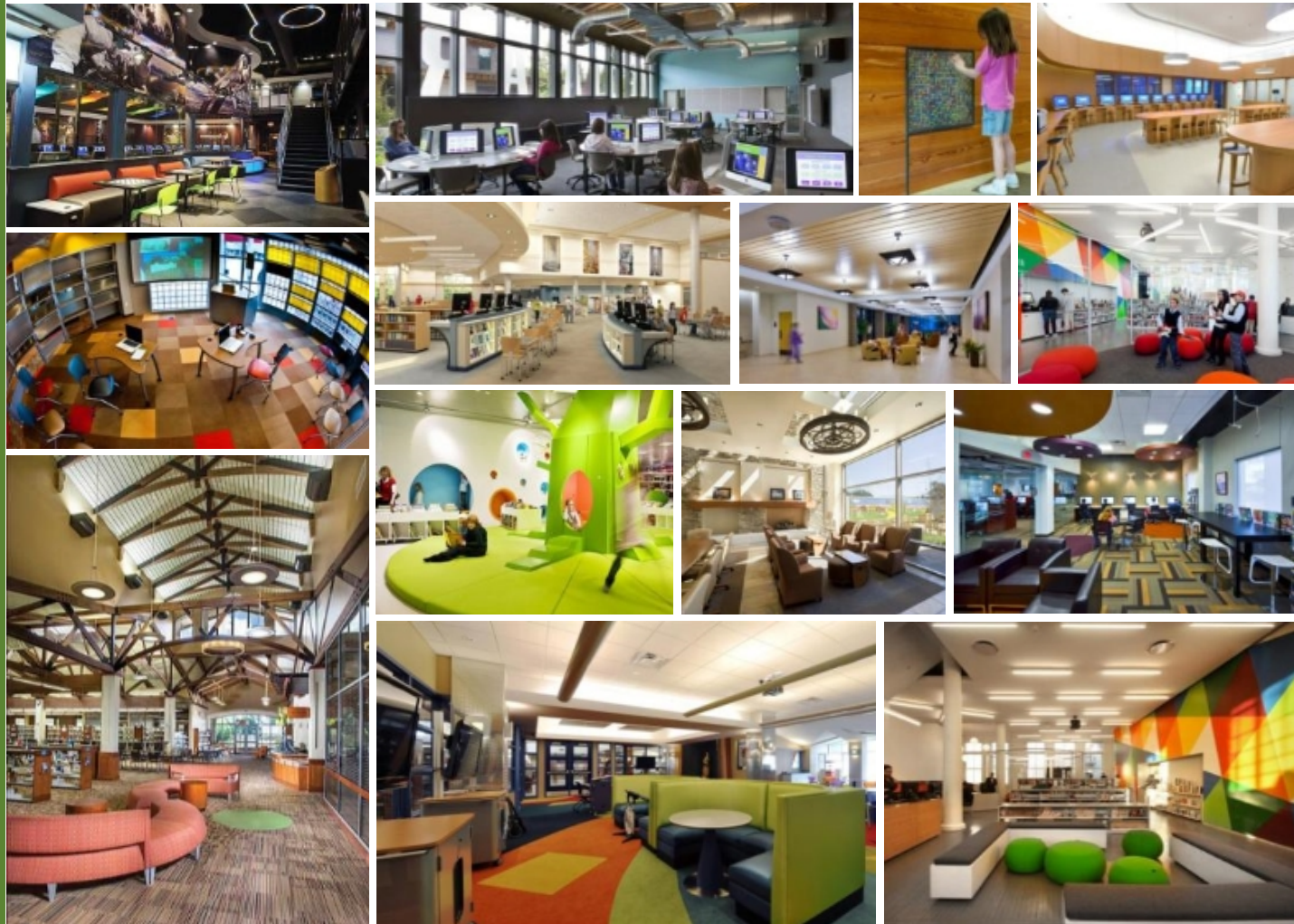
**WHERE DO YOU FIND
ANSWERS?**



**WHAT DO YOU
READ?**

BIG CHANGES IN PUBLIC LIBRARIES

What Today's Public Libraries are doing...



TODAY'S PUBLIC LIBRARY IS... USER FRIENDLY

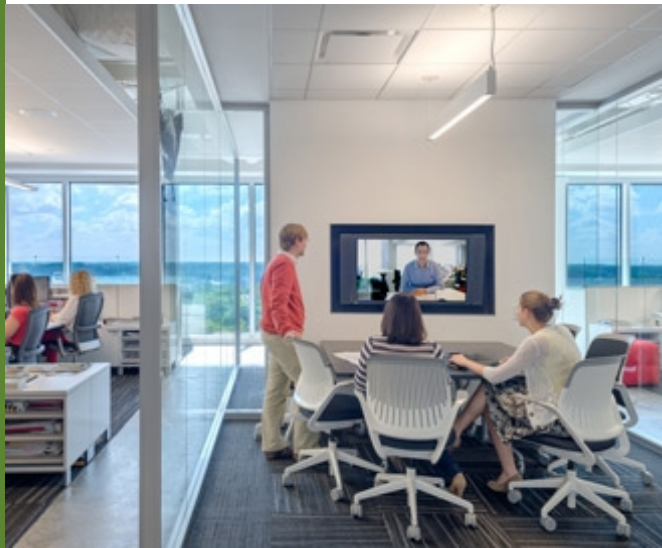
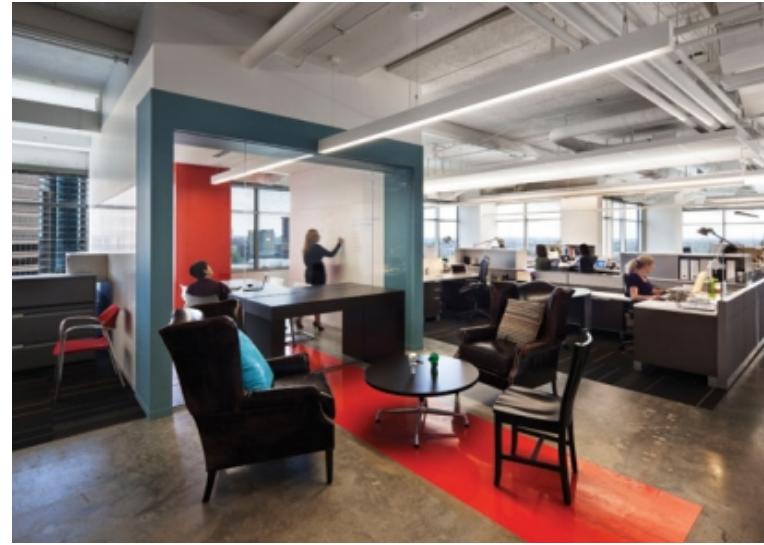




TODAY'S PUBLIC LIBRARY IS... A PLACE TO MEET



TODAY'S PUBLIC LIBRARY IS... A PLACE TO COLLABORATE





TODAY'S PUBLIC LIBRARY IS... A PLACE TO STUDY



TODAY'S PUBLIC LIBRARY IS... A PLACE FOR KIDS





TODAY'S PUBLIC LIBRARY IS... A TWEEN HANGOUT





TODAY'S PUBLIC LIBRARY IS...

A PLACE TO ACCESS TECHNOLOGY





TODAY'S PUBLIC LIBRARY IS... A PLACE TO CREATE



TODAY'S PUBLIC LIBRARY IS... A PLACE TO BROWSE





TODAY'S PUBLIC LIBRARY IS... A PLACE TO RELAX



Option 1: Renovate Existing Library

PROGRAM OBJECTIVES



- ✗ COLLECTION
4 ITEMS/CAPITA
- ✗ MULTIPURPOSE MEETING ROOM
CAPACITY 200-250
- ✓ PROGRAM ROOM
CAPACITY 40
- ✗ PROGRAM ROOM
CAPACITY 20
- ✓ CONFERENCE ROOM
CAPACITY 15
- ✗ CHILDREN'S STORYTIME
- STUDY ROOMS
- ✓ (2) 2-PERSON
- ✗ (6) 4-PERSON
- ✗ (1) 8-PERSON
- ✓ TEEN ROOM
- ✗ TODDLER AREA

ISSUES

- RELOCATE AND ENLARGE PUBLIC RESTROOMS.
- INCREASE LOBBY AREA CREATING SOCIAL SPACE.
RELOCATE CIRCULATION DESK.
- COLLECTION CAPACITY REDUCED.



WATAUGA LIBRARY
HIDELL AND ASSOCIATES ARCHITECTS

EXISTING SITE PLAN
NOT TO SCALE



Option 2: Renovate and Expand Existing Library



PARKING SPACES
42 NEW PARKING SPACES
30 LOST PARKING SPACES

12 ADDITIONAL PARKING SPACES



WATAUGA LIBRARY

RENOVATION AND EXPANSION - SITE PLAN

HIDELL AND ASSOCIATES ARCHITECTS

NOT TO SCALE



PROGRAM OBJECTIVES

- ✗** COLLECTION
4 ITEMS/CAPITA
- ✓** MULTIPURPOSE MEETING ROOM
CAPACITY 200-250
- ✗** PROGRAM ROOM
CAPACITY 40
- ✓** PROGRAM ROOM
CAPACITY 20
- ✓** CONFERENCE ROOM
CAPACITY 15
- ✓** CHILDREN'S STORYTIME

STUDY ROOMS

- ✓** (2) 2-PERSON
- ✗** (6) 4-PERSON
- ✗** (1) 8-PERSON

✓ TEEN ROOM

✗ TODDLER AREA

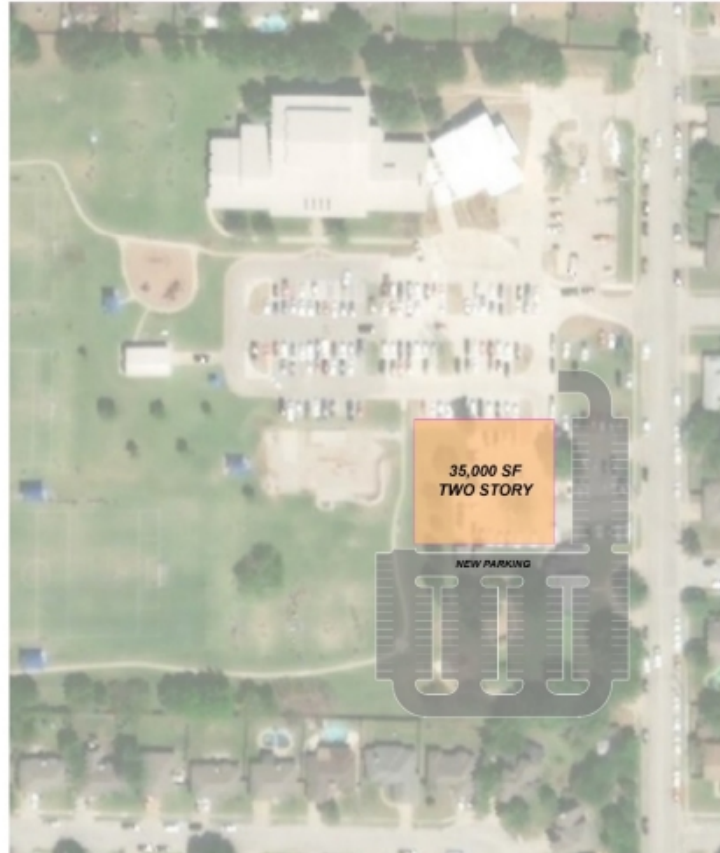
ISSUES

- RELOCATE AND ENLARGE PUBLIC RESTROOMS.
- INCREASE LOBBY AREA CREATING SOCIAL SPACE.
RELOCATE CIRCULATION DESK.
- COLLECTION CAPACITY REDUCED.

LIBRARY

Option 3: New 35,000 sf Library

PROGRAM OBJECTIVES



PARKING SPACES
123 NEW PARKING SPACES

SITE PLAN

- ✗ COLLECTION
4 ITEMS/CAPITA
- ✓ MULTIPURPOSE MEETING ROOM
CAPACITY 200-250
- ✗ PROGRAM ROOM
CAPACITY 40
- ✓ PROGRAM ROOM
CAPACITY 20
- ✓ CONFERENCE ROOM
CAPACITY 15
- ✓ CHILDREN'S STORYTIME
- STUDY ROOMS
- ✓ (2) 2-PERSON
- ✓ (6) 4-PERSON
- ✓ (1) 8-PERSON
- ✓ TEEN ROOM
- ✓ TODDLER AREA



LIBRARY

Option 4: New 47,000 sf Library



PARKING SPACES
123 NEW PARKING SPACES

SITE PLAN

PROGRAM OBJECTIVES

- ✓ COLLECTION
4 ITEMS/CAPITA
- ✓ MULTIPURPOSE MEETING ROOM
CAPACITY 200-250
- ✓ PROGRAM ROOM
CAPACITY 40
- ✓ PROGRAM ROOM
CAPACITY 20
- ✓ CONFERENCE ROOM
CAPACITY 15
- ✓ CHILDREN'S STORYTIME
- STUDY ROOMS
- ✓ (2) 2-PERSON
- ✓ (6) 4-PERSON
- ✓ (1) 8-PERSON
- ✓ TEEN ROOM
- ✓ TODDLER AREA





LIBRARY

CONCEPT RENDINGS



AERIAL VIEW



LIBRARY

CONCEPT RENDINGS



VIEW OF ENTRY



LIBRARY

CONCEPT RENDINGS



VIEW OF NORTH FACADE

COSTS:

Option 1:

Building renovation (20,130 sf)	\$2,516,258
Professional Fees	<u>\$ 576,325</u>
Total 2020 Cost	\$2,855,952
Total 2023 Cost	\$3,331,183

Option 2:

Building renovation (20,130 sf)	\$2,516,258
New Construction (6,305 sf)	\$2,522,000
Furniture	\$ 375,000
Technology	\$ 350,000
Professional Fees	<u>\$ 576,325</u>
Total 2020 Cost	\$6,339,583
Total 2023 Cost (8%/Yr inflation)	\$7,394,490

Option 3:

New Construction (35,150 Sf)	\$14,060,000
Furniture	\$ 875,000
Technology	\$ 750,000
Professional Fees	<u>\$ 1,503,500</u>
Total 2020 Cost	\$16,538,500
Total 2023 Cost (8%/Yr inflation)	\$19,290,506

Option 4:

New Construction (47,152 sf)	\$18,860,800
Furniture	\$ 1,175,000
Technology	\$ 1,050,000
Professional Fees	<u>\$ 2,108,580</u>
Total 2020 Cost	\$21,085,800
Total 2023 Cost (8%/Yr inflation)	\$27,053,928

TODAY'S PUBLIC LIBRARY IS... STILL HAS BOOKS





THE WATAUGA PUBLIC LIBRARY

Library Study 2019

Prepared by
Hidell and Associates Architects, Inc.



AGENDA MEMORANDUM

DATE: August 31, 2020

TO: Library Board Members

FROM: Andrea Gardner, City Manager
Raquel Guajardo, Deputy City Secretary

SUBJECT: Discussion and possible recommendation of action to withdraw from the TexShare Card program.

BACKGROUND/INFORMATION:

When Watauga Public Library joined the TexShare Card program the State of Texas had a fund which covered the cost of any material that was not returned. This fund no longer exists, so any fiscal liability now would fall on the Library and City. In addition as attached documents illustrate the TexShare Card program is not being significantly utilized by our public.

FINANCIAL IMPLICATIONS:

The State of Texas no longer has a fund to cover any possible lost or damaged items. Thus the Library and City would be responsible for the costs.

RECOMMENDATION/ACTION DESIRED:

That Watauga Public Library withdraw from the TexShare Card program.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 1. Current listing of Watauga Public Library in TexShare Card Program
2. 2. Last two pages from TexShare Card Information with highlighted sections
3. 3. TexShare Card Information for Librarians
4. 4. Number and type of TexShare card patrons
5. 5. TexShare Card Usage Report FY20
6. 6. Notice to Withdraw from TexShare Program

REVIEWED BY:

Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 9/4/2020
Final Approval - 9/4/2020



Find A Library

Many libraries are changing hours and reducing services as a result of COVID-19. Please call the library to verify hours before visiting.

Search by City, County or Library Name

Search by Zipcode Proximity

Watauga Public Library

Contact Info

Library Name: Watauga Public Library

Library Type: Public - Main Library

Address: 7109 Whitley Rd
Watauga, TX 76148-2024

County: Tarrant

Phone: (817) 514-5855

Email: [Contact by Email](#)

Additional Info

Elected Officials: [Elected Officials](#)

Website: [Watauga Public Library](#)

TexShare Member: Yes

Value Report: [Most Recent TexShare Value Report](#)

TexShare Database: Yes

TexShare Card: Yes

Lending Policy: [See TexShare Card Lending Policy](#)

Lending Policy for Watauga Public Library

Library Card Contact Info

Phone: (817) 514-5864

E-mail: [Contact by Email](#)

Obtaining a TexShare Card:

Watauga Library patrons must present a picture ID and have a card in good standing for at least 6 months

Using a TexShare Card:

Applicants must be at least 18 years old and present both a TexShare card from the cardholders home library and a current picture ID. Application may be made during regular Library hours. TexShare cards will be valid for one year from date of issue.

Hours of Operation:

Monday/Thursday 12-8 p.m.
Tuesday/Wednesday/Friday 10 a.m.-6 p.m.

Friday 12-4 p.m.
Saturday 12-4 p.m.
Sunday Closed

Loan Policies:

All items check out for three (3) weeks.

Restrictions and Limitations:

Each TexShare patron is limited to 10 items at one time.
Patrons with fines exceeding \$5.00 will forfeit checkout privileges until fines are resolved.

Renewals:

Items may be renewed two (2) times in person, by phone or through our on-line catalog.

Returns:

The cardholder is responsible for returning all items to the Watauga Library before the end of the loan period. Items may be returned to the Watauga Library in person, in the outside book drop or by mail. The cardholder is solely responsible for any expense in returning the items.
RETURNS BY U.S. MAIL:
Watauga Public Library
7109 Whitley Road
Watauga TX 76148
UPS EXPRESS MAIL:
Same as above

Recalls:

None

Non-Circulating Items:

None

Overdue Reminders:

At this time overdue notices are sent by mail or e-mail or text depending on the cardholder's preference

Fines and Fees:

None

Lost Items:

An item is marked lost when it becomes overdue for more than 30 days. Lost and damaged items are charged at the cost of the item plus a \$5.00 processing fee.

Billing Information:

All fines and fees must be paid to the lending library.
Charges will be reported to the home library of the cardholder. TexShare cards will be invalidated for cardholders that do not return items or incur fees/fines that are not resolved within 90 days.

Notes, Comments, Additional Information:

information and policies may be found at the Watauga Library home page
(updated 8/26/2015)

- As a last resort, **notify** the home library that you will not honor any NEW TexShare Cards from that library pending resolution of the outstanding bill.

What If a TexShare Library Reports That One of My Patrons Has Not Returned a Book?

Notify your patron of the items overdue, cost of the items, and date due. Suspend borrowing privileges for the patron until the situation is resolved either through return of the items or payment for them. The lending library will notify you if the items are returned or payment is received. If the items still have not been returned or paid for after six months, your library **must** pay the lending library for the lost items and may pursue collection from the borrower.

What if I Need to Revoke One of My Patron's TexShare Card privileges?

Most TexShare card holders use their TexShare cards responsibly. However, if it does become necessary to revoke a TexShare Card, you should inform other participating libraries so they do not check materials out to that user. Please post a notice to the TexShare Card email list. TexShare Card contacts and alternate contacts are automatically subscribed to this list. In the message, include the patron's name, the name of the home library, the Card number and ID, the effective date of the revocation, and the expiration date on the card.

How Do I Withdraw My Library from the TexShare Card Program?

The TexShare Card Program benefits your library patrons by allowing them to directly borrow materials from other participating libraries throughout the state, gaining direct access to library materials not owned by their home library. The TexShare Card expands the world of information for school students and adult learners alike. Please consider carefully the advantages to your patrons of participation in the TexShare Card Program before deciding to discontinue this service.

If you have determined that you must withdraw from the TexShare Card Program, please contact [texshare@tsl.texas.gov](mailto:texshare@tsl.texas.gov?subject=TexShare%20Card%20Program) (<mailto:texshare@tsl.texas.gov?subject=TexShare%20Card%20Program>) for the Notice to Withdraw form. The withdrawal process requires that you:

- Honor the borrowing privileges you have extended to TexShare Card holders up through the expiration date of their cards.
- Be responsible for your patrons' borrowed materials checked out on or before the expiration date on the TexShare cards issued by your library and continue to work with your patrons to ensure that outstanding borrowed items are returned in good condition to the lending library.
- Allow a minimum of two weeks for the TexShare office to process your request for withdrawal.

Page last modified: July 24, 2020



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

[CONTACT US](#) | [VISIT US](#) | [ABOUT US](#)



[SEARCH SITE](#) [TRAIL](#) [LIBRARY CATALOG](#)

[FIND A LIBRARY](#)

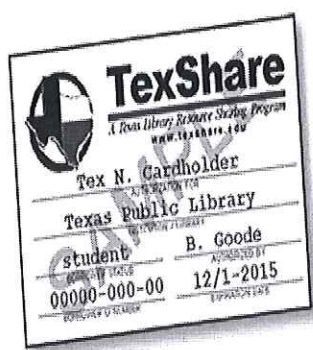
Search the TSLAC Site

Archives &
Reference

Services for
Libraries

Talking Book
Program

Records
Management



TexShare Card Information for Librarians

Already in the Card Program? [Skip ahead](#)

(<https://www.tsl.texas.gov/texshare/cardpage.html>)

Why Should My Library Offer TexShare Cards to Our Patrons?

TexShare cards provide your library patrons with the privilege to visit more than 500 libraries and branches throughout the State of Texas and check out materials. The goal of the TexShare Program is to improve library service to Texans by making each library's materials available to the greatest number of users.

Order TexShare Cards or Flyers for Your Library at No Charge:
texshare@tsl.texas.gov
(<mailto:texshare@tsl.texas.gov>)
in-state toll-free:
800-252-9386

How Can I Find Out More About the TexShare Card Program?

We have an archived webinar explaining the program and how libraries issue cards, accept cards from visitors, and report statistics. To view the recording, go to <https://onlinetraining.tsl.texas.gov/enrol/index.php?id=374> (<https://onlinetraining.tsl.texas.gov/enrol/index.php?id=374>).

How Do I Sign Up My Library for the TexShare Card Program?



(<http://www.tsl.texas.gov/findalibrary>).

TexShare Card Information for Patrons

(<https://www.tsl.texas.gov/texshare/card>).

Read the TexShare Card Participation Agreement

(<https://www.tsl.texas.gov/texshare/cardagree.html>).

Card Program Application and Lending Policy Update

(<http://www.tsl.texas.gov/texshare/forms/lendingpolicy/index.php>).

TexShare Card Program Statistics

(<https://www.tsl.texas.gov/texshare/statistics.html>).

TexShare Card Working Group

(<http://www.tsl.texas.gov/texshare/cardworking.html>).

1. Read the **TexShare Card Program Participation Agreement**

(<http://www.tsl.texas.gov/texshare/cardagree.html>).

2. Print out the **Participation Agreement form**

(</sites/default/files/public/tslac/texshare/docs/cardagreement.docx>). This form must be completed by the library director. Complete the necessary information, sign it, then scan and email it to **TexShare@tsl.texas.gov** (<mailto:TexShare@tsl.texas.gov>). Alternately, you may fax it to 512-252-9386, or mail it to:

TexShare
Texas State Library and Archives Commission
PO Box 12927
Austin, TX 78711-2927

3. Be sure to include the name of one or more TexShare Card contacts on the Participation Agreement. Each library may have one primary contact and one or more alternate contacts. Only designated contacts will be able to order supplies and make changes to TexShare Card Lending Policies. Designated contacts may be updated during the TexShare Annual Report or at any time by emailing **texshare@tsl.texas.gov** (<mailto:texshare@tsl.texas.gov?subject=TexShare%20Card%20Program%20Update>).

4. After your Participation Agreement is reviewed and accepted, TexShare will contact you about setting up a Lending Policy. Your application will not be complete until we have a Lending Policy on file. See "**What Should I Include in My Library's TexShare Card Lending Policy**" or this **Public Library Lending Policy Example** (<https://www.tsl.texas.gov/sites/default/files/public/tslac/texshare/docs/CardParticipationLendingPolicyExample-public-2018-08-02.docx>) for more information. You may also use **Find-A-Library** (<http://www.tsl.texas.gov/findalibrary>) to view other libraries' lending policies.

How Soon Can I Begin Issuing TexShare Cards?

On receipt of the signed Participation Agreement form and Lending Policy, TexShare will post your library's Card Lending Policy online, and staff will send you an initial shipment of TexShare Cards and informational brochures. There is no

charge for these materials. You may begin issuing cards as soon as you receive your stock of them. Additional cards and brochures are available upon request.

What Should I Include in My Library's TexShare Card Lending Policy?

Use **Find-A-Library** (<http://www.tsl.texas.gov/findalibrary>) to view the lending policies of libraries similar to yours. Feel free to copy sections verbatim if you wish, as similar policies lead to less confusion for patrons.

You need to include the name and email of a person who can be contacted at your library for patrons or other libraries who have questions about TexShare Cards. We recommend that the email used be a generic library email (e.g., **circulation@yourlibrary.org** (<mailto:circulation@yourlibrary.org>)) rather than the direct email for a person.

Please consider the following points as well:

- We hope the privileges extended to visiting TexShare Card holders will be as close as possible to the privileges for your own local patrons.
- You may vary your policies for different borrower-types (Staff, Faculty, Graduate Student, Undergraduate Student, or Public Library patron are some borrower types that might be indicated on the "borrower type" line on the TexShare card.) You may also have a separate policy for youth borrowers. These differences must be included in your official Lending Policy. Because libraries use different ages to define youth borrowers, the definition of "youth" for lending purposes is determined by the lending library.
- You may place a restriction on the number of items a TexShare borrower, or any type of TexShare borrower, may check out at a time.

How Do I Update My Library's Lending Policy?

Contact TexShare at **texshare@tsl.texas.gov** (<mailto:texshare@tsl.texas.gov>)

subject=Lending%20Policy%20Update%20for%20%5Blibrary%5D
) and send the fully updated text of any sections requiring revision. Please note that it may take some time for revisions to appear on the Find-A-Library page.

See the section **above** for more information about what you should include in the policy. You may also wish to use **Find-A-Library** (<http://www.tsl.texas.gov/findalibrary>) to view other libraries' lending policies.

To which of my library patrons should I issue a TexShare Card?

- The applicant for a TexShare Card must be a registered patron or staff member at your library.
- Do not issue Cards to patrons with outstanding fines or fees. You may refuse to issue a TexShare Card to a borrower who has unpaid fines and charges at your library.
- You may require an applicant for a TexShare Card to be in good standing at your library and to have demonstrated compliance your existing borrowing policies. For example, you may impose a waiting period between a person's initial registration as a borrower at your library and issuance of a TexShare card to give that person an opportunity to establish a good record with your library.
- The TexShare Card is designed as a service to offer your patrons, not as a card to be distributed automatically to all registered users.

Do TexShare Cards Expire?

- Each TexShare Card must include an expiration date, which cannot exceed one year from the date of issuance, however, it may be for a shorter period. Whenever possible, we recommend that TexShare Cards remain active for a minimum of six months.
- Your library is responsible for the use of the Card by the TexShare borrower until the expiration date listed on the card.
- Note that TexShare Cards do not renew. Each time you issue a Card to a patron it is counted as a new Card.

How Do I Issue a TexShare Card?

Once you have determined that a patron is eligible for a TexShare Card, a staff member at your library is responsible for filling out the Card. TexShare Cards should be typed or neatly printed in permanent ink. If you make a mistake, do not correct it; instead, use a fresh Card, as libraries should not accept Cards that are not filled out correctly.

Include the name of the patron, the name of your library, the patron type (e.g., student, faculty, youth, or patron), the expiration date of the Card, and the name of the staff member who issued the Card. On the reverse, have the patron sign the Card, accepting his or her responsibilities. Be aware that your library is not required to issue Cards to patrons who are under 18 years of age; if you do, the patron's parent or legal guardian should counter-sign the Card.

Be sure to make a record that you have issued a Card to the patron and the expiration date of the Card.

How Do I Check Out Materials to a Visiting Patron with a TexShare Card issued by another library?

Visiting patrons with TexShare Cards issued by other libraries should also present a photo ID (driver's license, Texas ID, college ID, etc). Check the expiration date on the paper TexShare Card and that the patron has signed the back. Most libraries will then either 1) issue the patron one of their own library cards with a TexShare borrower designation; or 2) validate the TexShare card with a barcode and enter information on the user into the computer.

If the patron's card is illegible, is not typed or neatly printed in ink, has cross-outs or corrections, is not signed, or has expired, you should not check materials out to the patron. You may contact the home library for more information and to explain why you were unable to honor the Card.

How do I keep up with program announcements and information?

All TexShare Card Contacts are subscribed automatically to the TexShare-Card email list. TexShare staff use this list to post

program announcements, and participating libraries use it to communicate with each other about issues and changes.

What TexShare Card Usage Statistics Must I Report?

The card program **requires** that you keep the statistics identified in the Card Agreement. Participating libraries must report these statistics annually to the State Library via an online form. TexShare follows the State Library's fiscal year (Sept. – Aug.). The exact dates of the survey will be announced on the TexShare Card email list. The questions listed on the survey are:

- How many TexShare Cards did you give out to your library's patrons so that they could use other libraries?
- How many visitors from other libraries used their TexShare cards to register for borrowing privileges at your library?
- How many items did you circulate to TexShare visitors from other libraries?
- How many items did your library lose to TexShare visitors who did not return them to you?
- What was the total dollar value of the materials you lost to TexShare visitors from other libraries?
- For the items that your library lost to TexShare visitors who did not return them, how many were paid for by the visitors' home libraries?
- What is the total amount you received from other libraries in payment for materials you lost to TexShare visitors?
- How much did you have to pay to other libraries because your patrons used the TexShare Card to check out materials that they did not return?

Libraries will also be asked to verify the names of their designated Card contacts and to confirm that they have reviewed their Lending Policy for accuracy.

What if a Visiting TexShare Card Patron Damages or Does Not Return Materials to My Library?

Contact the TexShare Card Program contact at the patron's home library. A Card contact directory is available; please check the TexShare Card email list for a link to the directory, or contact texshare@tsl.texas.gov (<mailto:texshare@tsl.texas.gov>)

subject=TexShare%20Card%20Directory&body=I%20am%20a%20designated%20contact%20for%20the%20TexShare%20Card%20program%20and%20would%20like%20to%20receive%20the%20link%20to%20download%20the%20Card%20Contacts%20Directory.). Provide the following information: patron's name, ID number, items overdue, cost of items, and date due.

Advise the liaison of the home library as soon as the patron returns the books or pays for them. If the item is not returned or paid for after six months, your library may bill the library that issued the Card for the cost of the book. Requested reimbursement may cover the cost of lost or damaged materials, but not any associated fines.

What if I Don't Receive Payment for Lost or Damaged Items?

It is rare that a participating library will experience an uncompensated loss. If you have not received payment for a lost or damaged item from the visiting patron or from the home library, follow these steps:

- **Verify** with **TexShare** (<mailto:texshare@tsl.texas.gov?subject=TexShare%20Card%20Contacts>) that the person listed as the Card Program liaison is correct and the contact information is current. It is common for a library to change personnel and not update their Card Program Lending Policy. Sometimes new staff are unfamiliar with TexShare and unaware of outstanding bills. TexShare staff can assist you with finding the best person to contact.
- **Contact** the Card Program liaison once more, explaining that you have not received payment for the item. Include the details of the item and the dates and details of your prior correspondence on the matter.
- **Follow up** with a telephone contact to the Card Program liaison.
- **Contact** the library's director or other appropriate administrative personnel, if your continued efforts to resolve the issue with the card program liaison are unsuccessful. You may wish to copy **TexShare** (<mailto:texshare@tsl.texas.gov?subject=TexShare%20Card%20Contacts>) on this message.

- As a last resort, **notify** the home library that you will not honor any NEW TexShare Cards from that library pending resolution of the outstanding bill.

What If a TexShare Library Reports That One of My Patrons Has Not Returned a Book?

Notify your patron of the items overdue, cost of the items, and date due. Suspend borrowing privileges for the patron until the situation is resolved either through return of the items or payment for them. The lending library will notify you if the items are returned or payment is received. If the items still have not been returned or paid for after six months, your library **must** pay the lending library for the lost items and may pursue collection from the borrower.

What if I Need to Revoke One of My Patron's TexShare Card privileges?

Most TexShare card holders use their TexShare cards responsibly. However, if it does become necessary to revoke a TexShare Card, you should inform other participating libraries so they do not check materials out to that user. Please post a notice to the TexShare Card email list. TexShare Card contacts and alternate contacts are automatically subscribed to this list. In the message, include the patron's name, the name of the home library, the Card number and ID, the effective date of the revocation, and the expiration date on the card.

How Do I Withdraw My Library from the TexShare Card Program?

The TexShare Card Program benefits your library patrons by allowing them to directly borrow materials from other participating libraries throughout the state, gaining direct access to library materials not owned by their home library. The TexShare Card expands the world of information for school students and adult learners alike. Please consider carefully the advantages to your patrons of participation in the TexShare Card Program before deciding to discontinue this service.

If you have determined that you must withdraw from the TexShare Card Program, please contact texshare@tsl.texas.gov (<mailto:texshare@tsl.texas.gov?subject=TexShare%20Card%20Program>) for the Notice to Withdraw form. The withdrawal process requires that you:

- Honor the borrowing privileges you have extended to TexShare Card holders up through the expiration date of their cards.
- Be responsible for your patrons' borrowed materials checked out on or before the expiration date on the TexShare cards issued by your library and continue to work with your patrons to ensure that outstanding borrowed items are returned in good condition to the lending library.
- Allow a minimum of two weeks for the TexShare office to process your request for withdrawal.

Page last modified: July 24, 2020

Lana Ewell

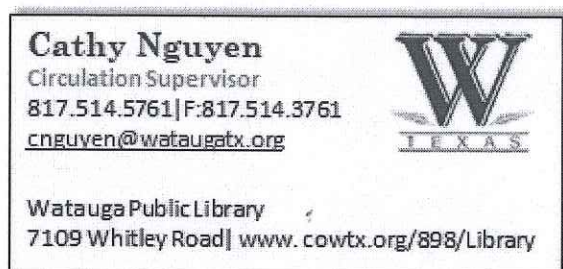
From: Cathy Nguyen
Sent: Tuesday, August 4, 2020 3:33 PM
To: Lana Ewell
Subject: RE: How many TexShare cards have we issued to Watauga card holders, and to folks who are non residents

Lana,

We have 30 Texshare (Watauga Card) that are still active.

We issued 2 Texshare card to our Watauga patrons.

Thanks,



From: Lana Ewell
Sent: Tuesday, August 4, 2020 3:02 PM
To: Cathy Nguyen
Subject: How many TexShare cards have we issued to Watauga card holders, and to folks who are non residents

Cathy,

Please check Polaris and find out how many TexShare cards have we issued to Watauga card holders, and to folks who are non-residents.

Thanks,

Lana R. Ewell, MLS, MOT
Library Director
Watauga Public Library
7109 Whitley Road
Watauga, TX 76148
(817) 514-5860
lewell@wataugatx.org

ATTENTION: Please note all correspondence may be considered a public record and made available upon a Public Information Request.

PUBLIC OFFICIALS: A "Reply to All" of this e-mail may lead to violations of the Texas Open Meetings Act.

Lana Ewell

Subject: FW: TexShare Card Usage Report FY20

From: TexShare [<mailto:noreply@surveygizmo.com>]

Sent: Monday, August 31, 2020 10:26 AM

To: Cathy Nguyen; Lana Ewell

Subject: TexShare Card Usage Report FY20

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Cathy Nguyen,

Below are the responses submitted for Watauga Public Library's TexShare Card Statistics FY20 Report. If you have any questions or need to make corrections, please email us at TexShare@tsl.texas.gov

TexShare Card Program Usage

1. How many TexShare cards did you give out to patrons of your library, so they could use them at other libraries?

2

2. How many visitors from other libraries used their TexShare cards to register for borrowing privileges at your library?

30

3. How many items did your library circulate to TexShare visitors from other libraries?

466

4. How many items did your library lose to TexShare visitors who did not return them to you?

0

5. What was the total dollar value of the materials your library lost to TexShare visitors from other libraries?

0

6. For the items that your library lost to TexShare visitors who did not return them (Question 4), how many were paid for by the visitors' home library?

0

OPTIONAL QUESTION: How much of the amount for lost items was paid by the TexShare visitors themselves?

7. What is the total amount your library received from other libraries in payment for materials you lost to TexShare visitors?

0

8. How much did your library have to pay to other libraries because your patrons used the TexShare Card to check out materials that they did not return?

0

OPTIONAL QUESTION: Please report any costs your library incurred due to your participation in the TexShare Card program that you feel are directly related to the COVID-19 pandemic. These may include fines or fees that were waived for TexShare Card visitors, the value of items not returned during the Card Program suspension, or other costs of serving TexShare Card visitors.

Contact Information

Please enter your name, email address, and phone number so that we can contact you in case of questions.

First Name

Cathy

Last Name

Nguyen

Email Address

cnnguyen@wataugatx.org

Phone Number

817-514-5761

We welcome any additional information about the TexShare Card Program and reports of issues that your library may have experienced. You may email additional comments to texshare@tsl.texas.gov.

This email was scanned by Bitdefender



TexShare Card Program Notice to Withdraw



This form certifies that the library named below hereby **WITHDRAWS** from the TexShare Card Program. This library will no longer issue TexShare Cards, renew existing Cards, or honor TexShare Cards from other member libraries.

Please type or print the following information

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

Commission Chair
Martha Wong

Members
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F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

Institution Name		
Phone Number	Email Address	
City	ZIP	

Effective Date. • All Cards issued to patrons must expire on or before this date. (enter N/A if no Cards have been issued)	Date
☐ We understand that our library is responsible for any materials checked out from other libraries by our patrons before the date listed above.	
☐ We understand that our library must continue to honor the TexShare Cards we have previously issued to visiting patrons up to the listed expiration date.	
Disposal. All blank TexShare Cards in our possession have been either: ☐ Returned to the Texas State Library (required if more than 1,000 Cards remain unused) ☐ Destroyed	

Library Director's Name	
Director's Signature	Date

Please Note: Your institution's TexShare Card Lending Policy will be deleted from the Find-A-Library on or prior to the effective date of this withdrawal. Once this policy is deleted, TSLAC staff cannot restore it. We recommend that you save a copy for your records.

Mail this form to: TexShare
Texas State Library & Archives Commission
PO Box 12927
Austin, TX 78711-2927
or fax to: 512-936-2306
or scan and email to: texshare@tsl.texas.gov

Form updated: 03/20

TSLAC
Preserving yesterday
Informing today
Inspiring tomorrow