



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
TUESDAY, NOVEMBER 12, 2024
6:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

PUBLIC COMMENT This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1) All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

REPORTS FROM STAFF

1. Library Director's Report
Lana Ewell, Director of Library Services
2. Report from Trina Nosenzo regarding Library Central Service Desk project
Lana Ewell, Director of Library Services

CONSENT AGENDA All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items. Any council member wishing to pull an item may do so.

1. Consider the approval of the September 10, 2024 Library Board Meeting Minutes
Linda Proskey, City Secretary

ACTION ITEMS

1. Discussion and selection of the following officers:
Chairperson
Vice Chairperson
Secretary
Linda Proskey, City Secretary

ITEMS FOR FUTURE AGENDAS

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, Linda Proskey, 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 November 8, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/s/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: November 1, 2024
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Library Director's Report

BACKGROUND/INFORMATION:

The Library Director reports on recent events and is available for questions.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

NA

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2024 August Library Report for Library Board
2. 2024 September Library Report for Library Board

REVIEWED BY:

Lana Ewell, Director of Library Services

Sandra Gibson, Interim City Manager and Director of Finance

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 11/1/2024

Approved - 11/5/2024

Final Approval - 11/5/2024

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

August 2024



Family Place Workshop Series
through August 2024



Texas Bigfoot with Lyle Blackburn

Civic / Community Engagement / Cultivating Community/ Digital Inclusion / Economic Development / Job Skills

- ◆ Curbside Service continues.
- ◆ The Circulation Staff receives and processes print jobs sent from patrons' home or library comput-

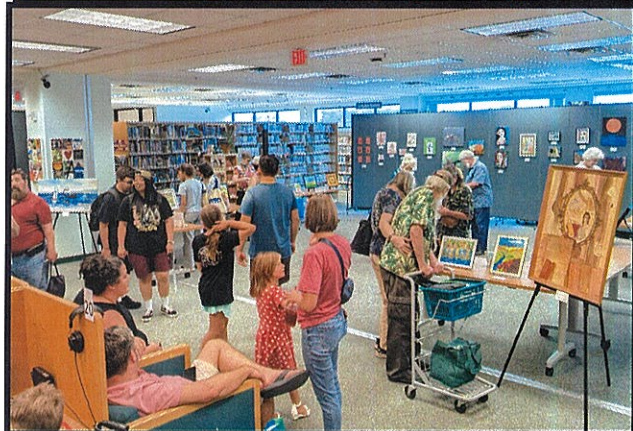
Adult Services Librarian Dana Harper & staff have created the following online classes & events to reach out to our public:

Adult Events Attendance:

- ◆ Well-Read Book Club 13
- ◆ Any-Book Book Club 10
- ◆ Medicare Education Class 18
- ◆ Meditation (5 classes) 41
- ◆ Knitting (4 sessions) 19
- ◆ Book Club Morbidly Curious 5
- ◆ Color Me Calm 7
- ◆ Big Foot Presentation 57
- ◆ Steve Novy Art Class 24
- ◆ Salsa Tasting Class 40
- ◆ Art Show Opening 78
- ◆ Regular Art Show attendance 52
- ◆ Friends of the Library Meeting 10
- ◆ Art Journaling with Alicia 26
- ◆ Adult Education Registration 20
- ◆ Palette Knife Painting with Selma 22



Steve Novy Art Class



Art Show



Art Journal Class

Early Childhood Literacy / Family Development & Enrichment

Regular Youth Events:

- ◆ Mother Goose: (0) - 0
- ◆ Music & Movement (0) - 0
- ◆ Storytime: (0) - 0
- ◆ Sensory Storytime (0) - 0
- ◆ Bilingual Storytime: (0) - 0

Special Programs (in person):

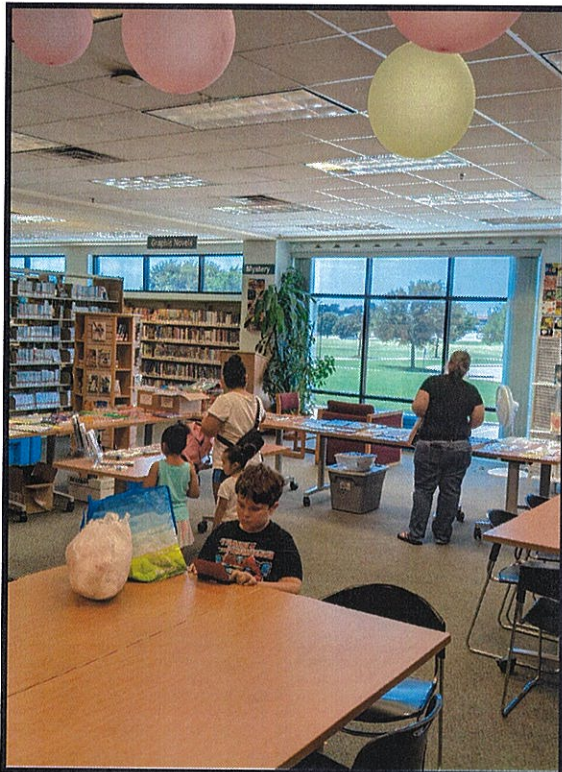
- ◆ Pokémon Club: (4) - 70
- ◆ Family Place “Literacy” Class: (2) - 11
- ◆ Family Place “Early Childhood” Class: (2) - 18
- ◆ Family Place “Speech & Play” Class: (2) - 17
- ◆ Family Place “Nutrition” Class: (2) - 17
- ◆ Home School Item Swap: (2) - 58
- ◆ TCC Home School Mobile Station Sessions: (1) 7

◆ Youth Services:



Family Place Series

Home School Item Swap





**Mobile Dairy -
Youth Program**



**Linocut Class -
Adult Program**

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - August 2024

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Circulation Total	16,850	15,523	173,478	153,331
Total in Collection	N/A	N/A	117,879	121,801
Programs	49	50	712	829
Program Attendance	797	5,111	24,838	24,325
Cards Issued	172	104	1,446	1,397
Library Visits	7,361	6,533	79,991	72,262
Notary Service	N/A	44	167	210
Reference & Directional Transactions	1,147	1,178	13,043	12,689
Study Room Usage (hours)	756	476	6,841	5,330
Volunteer Hours	28	85	2060	1588
Webpage Views	2454	2106	24201	21319
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Adult Books	1,209	1,228	12,485	12,825
Youth Books	4,512	4,722	48,195	47,517
Adult Books on CD	56	116	1,013	1,067
Youth Books on CD	31	28	365	382
Adult DVDs	614	696	7,929	7,485
Youth DVDs	463	447	5,251	5,200
Adult Kits	1	1	18	9
Youth Kits	43	54	328	349
Music CDs	75	36	478	413
Periodicals	57	55	306	522
Playaways	N/A	N/A	N/A	N/A
Video Games	51	N/A	184	N/A
eBooks	259	371	3,226	3,607
eAudiobooks	454	474	5,331	4,411
eMagazines	77	38	1,159	343
Checked out to MetroShare Libraries	2,234	1,650	18,965	15,280
Renewals	6,714	5,607	68,245	53,921
TOTAL CIRCULATION	16,850	15,523	173,478	153,331
Hold/Requested Items Processed	2,927	2,240	25,007	21,290
Interlibrary Loan Requests (TexShare)	49	100	801	730
Curbside checkout transactions	1	6	30	39
Curbside-Misc. services	171	150	1,515	1,502
Self-Check Out-Items Checked Out	4,556	4,194	46,456	41,156
Revenue Collected	\$ 1,665.88	\$ 2,353.47	\$ 15,030.15	\$ 16,156.97
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	32	30	281	371
Program Attendance	517	395	4,509	4,242
Volunteer Hours	23	8	265	636
Internet Users	633	400	5,005	3,862
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	17	20	431	458
Program Attendance	280	716	20,329	20,083
School Visits	N/A	0	5	4
Volunteer Hours	5	77	1,795	952
Youth Computer Users	475	653	6,843	7,869
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Material Items Received	699	628	5,874	5,865
Materials Added	652	965	5,551	5,889
Materials Withdrawn	561	745	9,121	3,978

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

September 2024



Plant Exchange



Family Fiesta

**Civic / Community Engagement / Cultivating Community/
Digital Inclusion / Economic Development / Job Skills**

- ◆ Curbside Service continues.
- ◆ The Circulation Staff receives and processes print jobs sent from patrons' home or library comput-

Adult Services Librarian Dana Harper & staff have created the following online classes & events to reach out to our public:

Adult Events Attendance:

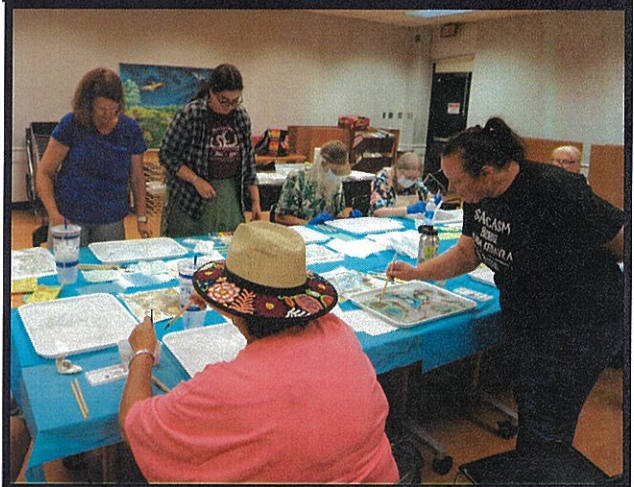
- ◆ Well-Read Book Club **16**
- ◆ Any-Book Book Club **11**
- ◆ Medicare Education Class **2**
- ◆ Meditation (52classes) **14**
- ◆ Knitting /Crochet(4 sessions) **15**
- ◆ Book Club Morbidly Curious **6**
- ◆ Color Me Calm **2**
- ◆ Plant & Seed exchange **27**
- ◆ Steve Novy Art Class **29**
- ◆ FW Medical Quartet **37**
- ◆ Taylor Swift Trivia **24**
- ◆ Handwriting Analysis **22**
- ◆ Family Book Night **17**
- ◆ Japanese Paper Marbling **17**
- ◆ Adult Education Registration **15**
- ◆ Healthy Living Heart & Brain **12**



Handwriting Analysis



Classical Music Quartet



Japanese Paper Marbling

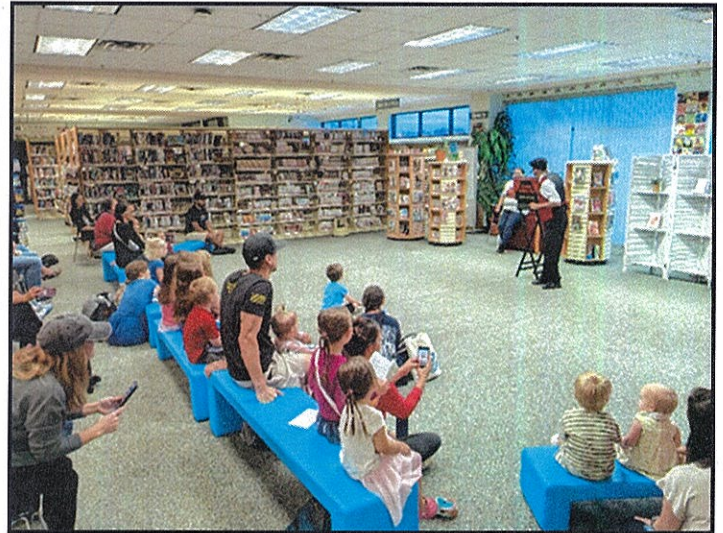
Early Childhood Literacy / Family Development & Enrichment

Regular Youth Events:

- ◆ Mother Goose: (4) - 42
- ◆ Music & Movement (4) - 120
- ◆ Storytime: (14) - 564
- ◆ Sensory Storytime (1) - 22
- ◆ Bilingual Storytime: (0) - 0

Special Programs (in person):

- ◆ Pokémon Club: (4) - 79
- ◆ Crafter Exploration: (1) - 10
- ◆ Easy Reader Book Club : (1) - 6
- ◆ School Age Lego Challenge Club: (1) - 23
- ◆ Brett Roberts Magic Show: (1) - 101
- ◆ Code Classes: (4) - 35
- ◆ CoCo & Queso: (1) 42
- ◆ Loteria: (1) 57
- ◆ Family Fiesta: (1) 680



Brett Roberts Magic Show



Easy Reader Book Club



Sensory Club



Petting Zoo

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report -September 2024

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Circulation Total	16,558	14,567	190,036	167,898
Total in Collection	N/A	N/A	117,896	121,449
Programs	72	66	784	895
Program Attendance	2,221	3,640	27,059	27,965
Cards Issued	132	106	1,578	1,503
Library Visits	7,016	7,551	87,007	79,813
Notary Service	N/A	13	167	223
Reference & Directional Transactions	1,252	1,236	14,295	13,925
Study Room Usage (hours)	596	539	7,437	5,869
Volunteer Hours	27	83	2087	1671
Webpage Views	2,097	2,067	26,298	23,386
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Adult Books	1,166	1,038	13,651	13,863
Youth Books	4,472	4,542	52,667	52,059
Adult Books on CD	73	109	1,086	1,176
Youth Books on CD	34	45	399	427
Adult DVDs	577	603	8,506	8,088
Youth DVDs	445	453	5,696	5,653
Adult Kits	0	0	18	9
Youth Kits	27	46	355	395
Music CDs	41	60	519	473
Periodicals	36	47	342	569
Playaways	N/A	N/A	N/A	N/A
Video Games	42	N/A	226	N/A
Digital Circulation	1,083	919	10,799	9,280
Checked out to MetroShare Libraries	1,918	1,799	20,883	17,079
Renewals	6,644	4,906	74,889	58,827
TOTAL CIRCULATION	16,558	14,567	190,036	167,898
Holds/Requested Items Processed	2,410	2,479	27,417	23,769
Interlibrary Loan Requests (TexShare)	46	62	847	792
Curbside checkout transactions	2	4	32	43
Curbside-Misc. services	138	121	1,653	1,623
Self-Check Out-Items Checked Out	4,294	4,551	50,750	45,707
Revenue Collected	\$ 1,361.85	\$ 903.41	\$ 16,392.00	\$ 17,060.38
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	29	28	310	399
Program Attendance	319	667	4,828	4,909
Volunteer Hours	15	61	280	697
Internet Users	601	368	5,606	4,230
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	43	38	474	496
Program Attendance	1,902	2,973	22,231	23,056
School Visits	N/A	0	5	4
Volunteer Hours	12	22	1,807	974
Youth Computer Users	742	785	7,585	8,654
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Material Items Received	264	355	6,138	6,220
Materials Added	731	527	6,282	6,416
Materials Withdrawn	714	879	9,835	4,857



AGENDA MEMORANDUM

DATE: November 1, 2024
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: Report from Trina Nosenzo regarding Library Central Service Desk project

BACKGROUND/INFORMATION:

Project manager Trina Nosenzo shares an overview of this library project.

FINANCIAL IMPLICATIONS:

Funds are available in the FY2024-2025 Budget

RECOMMENDATION/ACTION DESIRED:

NA

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Library Board Central Desk presentation - Nov 12 2024

REVIEWED BY:

Lana Ewell, Director of Library Services

Sandra Gibson, Interim City Manager and Director of Finance

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 11/1/2024

Approved - 11/5/2024

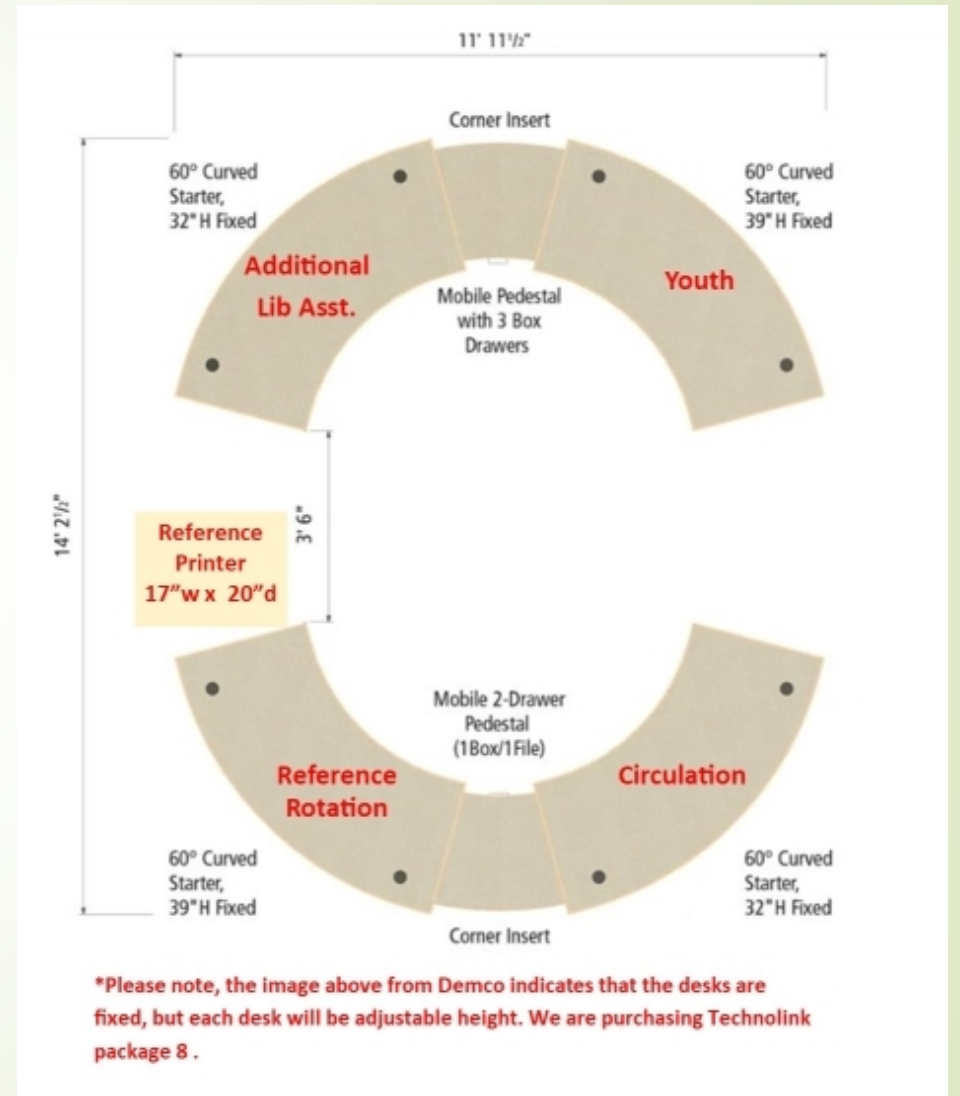
Final Approval - 11/5/2024

Library Central Service Desk

Instantly visible upon entering the Library, the Central Service Desk (CSD) will better serve the public while maximizing staffing.



*Desk selected, the Demco Technolink Package 8. Item is not yet ordered. Has a three-month lead time.

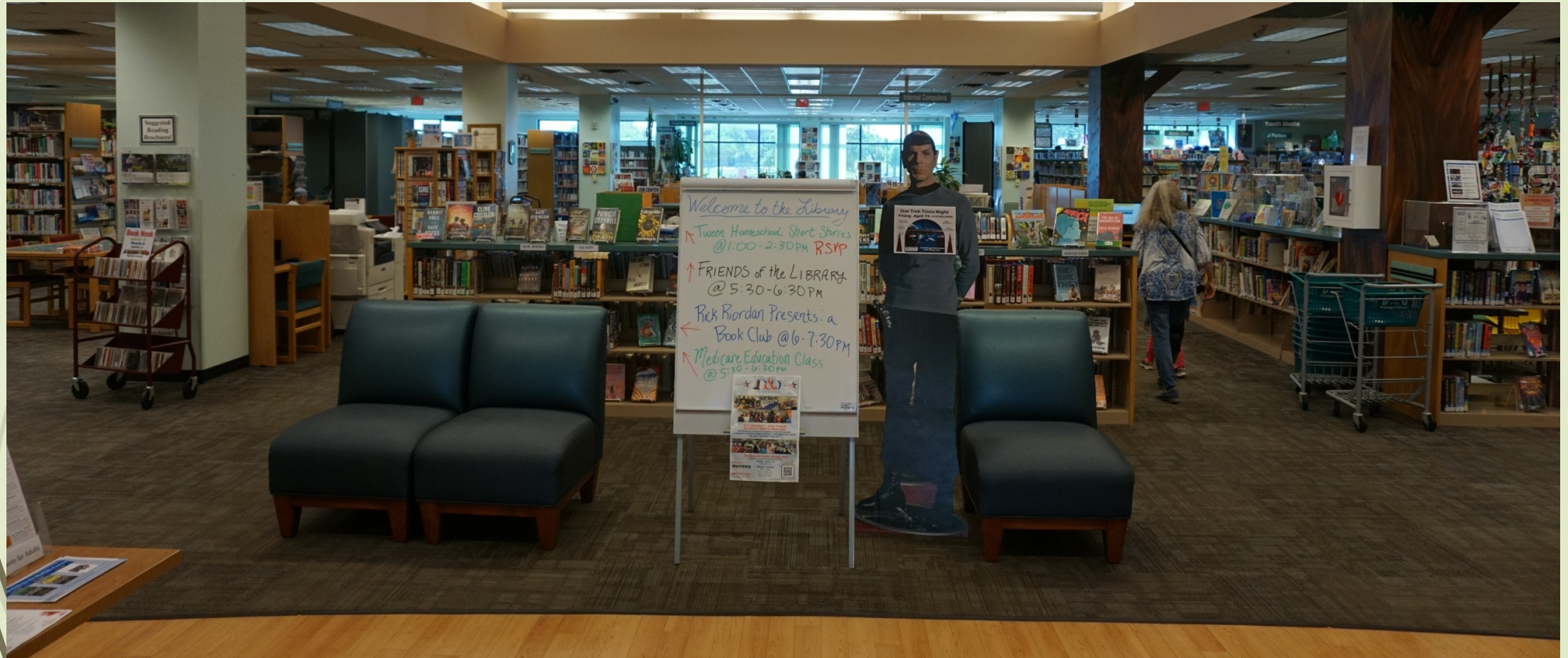


Inspiration for the Central Service Desk Burleson Public Library



Location of New Central Service Desk

Planned location is facing the front door, set approximately 36" from the floor transition.



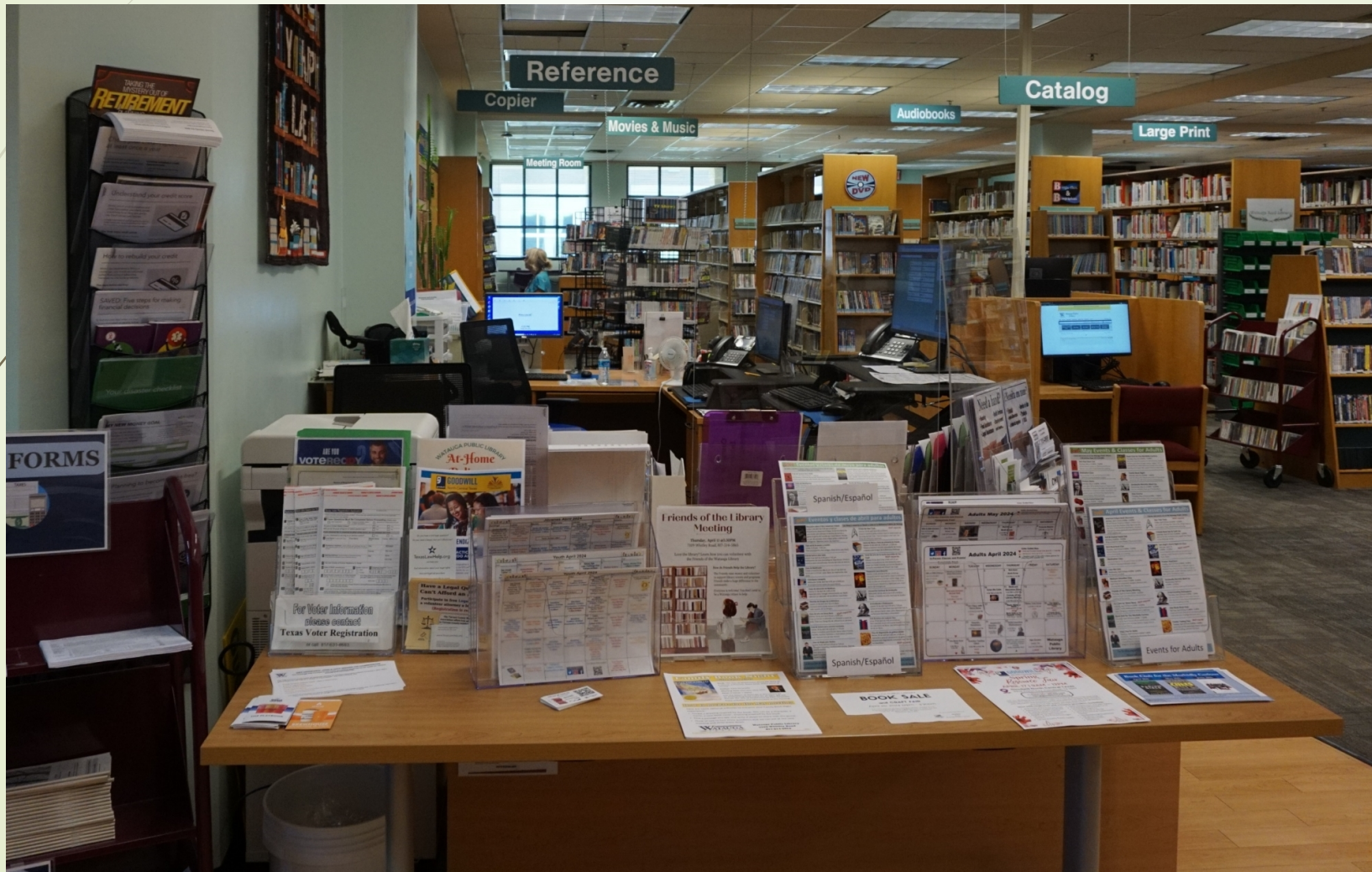
Public Works (PW) to Remove Circulation Checkout L-Shaped Counter

Self checkout kiosks to be converted to countertop and placed on back Circulation counter. Print release to move to the Central Service Desk (CSD) along with a copier/printer. The IT Department will install the Envisionware Library Document Station for scanning, copying and faxing, and reinstall the Envisionware print management system previously used at the Library.



Remove Current Reference Desks and Convert Space to Café Area

Add vending machine/s (Friends?), and an ADA compliant café table with chairs, and two lounge chairs with a powered table.

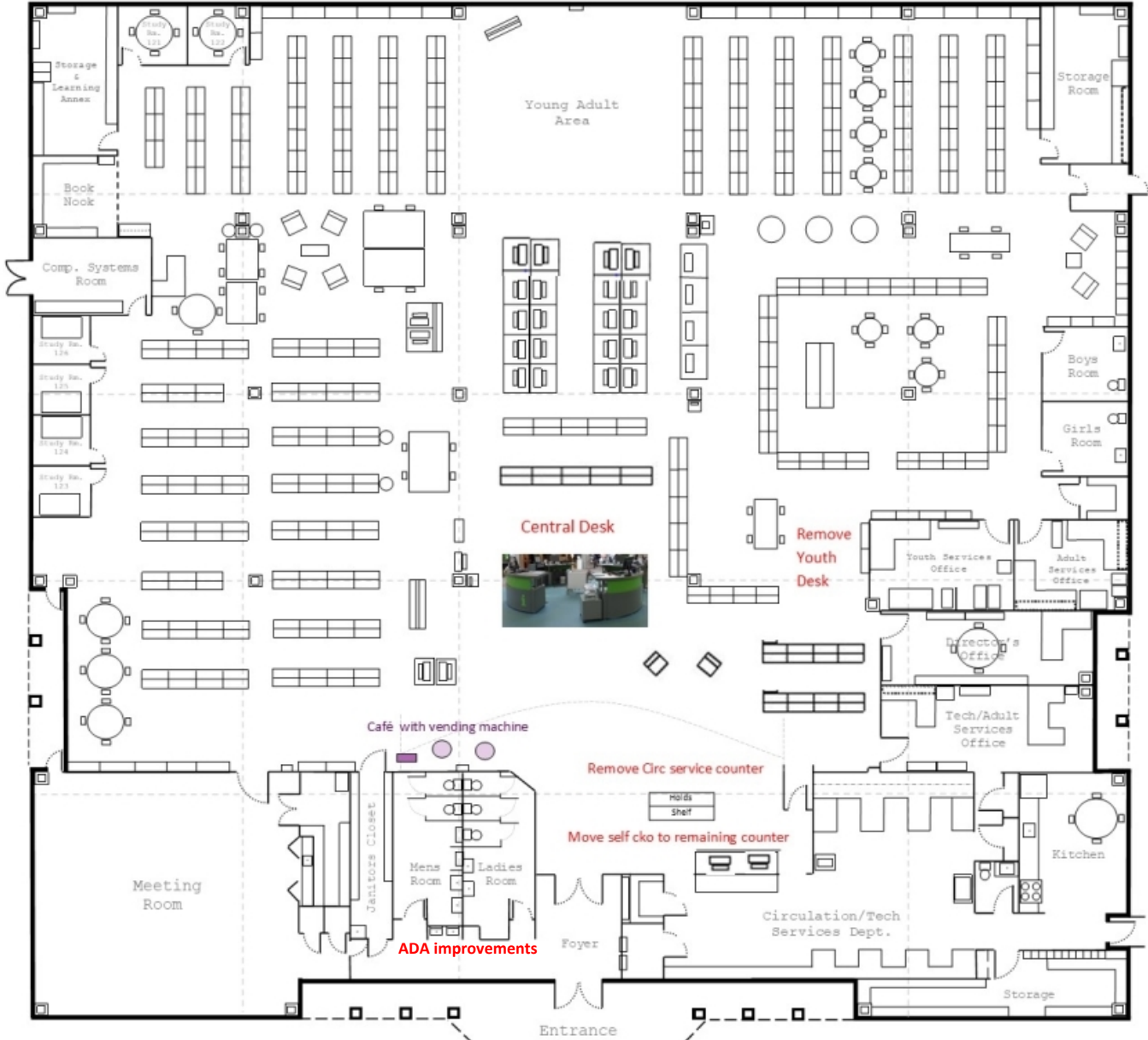


Remove Youth Services Desks

Space made open by removal of desks will remain open adding two shelving ranges to the Youth Spanish collection. Gives Youth a flexible space. Youth may add light, easy to move seating for children



Watauga Public Library Budget FY 2024-2025



What is Involved?

- Demolish the Circulation checkout counter, remove Reference Services desks, remove Youth Services desks.
- Any furniture that can't be repurposed will go to City auction.
- Existing six staff computer stations and phones: Four move to the CSD, two move to create two additional staff stations.
- Two RFID staff antennas from the Circulation Service Desk will move to the CSD.
- The Circulation cash register, credit card reader, receipt printers, will move to the CSD.
- Install a paging system or buzzer so the CSD staff can call for assistance.
- PW will add doors with glass above to the two open entryways leading to staff area from former Circulation checkout area
- Install library specific solutions (Envisionware) for the following patron services: copy, fax, scanning, and print management.

Since IT and PW are Working on Stuff.....

- Since power and data need to be installed for the project, IT and PW were asked to consider adding power and data elsewhere.
- Add additional floor and wall power for the nine powered lounge chairs and two powered end tables.
- Add additional power for flexible use and for class/event use.
- Five Adult public internet computers will shift to Youth use, with the four Youth Awe Learning Stations being relocated to the Easy book area. One Youth public internet computer will be placed on a Family Workstation that is a computer carrel and playpen rolled into one. *Please see image.*
- Separate project to consider: The RFID book drop has been funded and power and data need to be added to the room. Two existing book drops will need to be closed off. *Please see image.*
- Also funded is the addition of staff key card entry on some doors. Unsure if funded for PW this fiscal year is the installation of sliding Library public entry doors.
- PW to add ADA door openers to main public restrooms.

And We Keep Adding More Requests...

- Requested improvement of floor transitions from laminate to carpet near library entrance as well as the entryway (second set of doors). Trip hazards and do not play well with book carts.
- Staff requested that locks be installed on the back Circulation counter cabinets (and drawers?) so we can continue to utilize the storage space.
- Ask IT and PW if our four public catalog computers can be mounted to three of the columns close by where they are currently located. The mounts must be ADA compliant.

How can we afford to pay for these extras? Savings from reducing the amount of furniture needed for the café area. We will seek permission from the Finance department for this proposed change.



What Else?

- The Library may have some disruption of service, example when the Circulation service counter is demolished.
- We will know more about our project timeline after our planning meeting with IT and PW on November 18, 2024

Stay Tuned!

Thank you for your time and support!

TMC Family Workstation Purchased from Demco

Two Family workstations were purchased in fiscal year 2023-2024. One will be placed in the Family Place area for parents to use with their own devices. The other will be placed next to the four Youth internet computers.



New RFID BOOK DROP Example



Current Book Drops





MINUTES

WATAUGA LIBRARY BOARD REGULAR MEETING WATAUGA CITY HALL COUNCIL CHAMBERS TUESDAY, SEPTEMBER 10, 2024 6:00 PM

CALL TO ORDER

Vice Chairperson Neal called the meeting to order at 6:08 pm.

ROLL CALL

The meeting convened with the following members present:

Kip Woodruff	Chairperson/Place 7 (Absent w/notice)
Lindsey Neal	Vice-Chairperson/Place 1
Kristen Chapman	Secretary/Place 6
Sian Brannon	Place 3
Henrietta Egenti	Place 4 (Absent w/notice)
Whitney Isbell	Place 5
and	
Arthur Miner	Mayor
Andrew Neal	City Council Liaison
Lisa Benavidez	Assistant to the City Secretary
Lana Ewell	Director of Library Services

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENT

No requests for public comment were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

REPORTS

1. Library Director's Report

Director Ewell gave a brief report on the library circulation numbers and activities from April through June. Circulation numbers continue to rise, as do the number for Study Rooms and

volunteer hours. The number of programs decreased due to staff illness and other factors, but attendance at the programs still rose. Big Vehicle Day remained a success with an estimated attendance of 1206, Snake Encounter and the Petting Zoo also had large popularity with the community.

CONSENT AGENDA

1. Discuss and consider action on the May 14, 2024 Library Board Meeting Minutes

Board Member Brannon made a motion to approve the minutes. Board Member Isbell seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,
Nays: None
Abstain: None
Absent: Woodruff, Egenti

ACTION ITEMS

1. Consideration and action on amendments to the Library Confidentiality Policy

Secretary Chapman made a motion to approve the amendments as presented. Board Member Brannon seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,
Nays: None
Abstain: None
Absent: Woodruff, Egenti

2. Consideration and action on amendments to the Interlibrary Loan Policy

Secretary Chapman made a motion to approve the amendments as presented. Board Member Brannon seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,
Nays: None
Abstain: None
Absent: Woodruff, Egenti

3. Consideration and action on amendments to the Insect Infestation Policy

Board Member Isbell made a motion to approve the amendments as presented. Secretary Chapman seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,
Nays: None
Abstain: None
Absent: Woodruff, Egenti

4. Consideration and action on amendments to the Circulation Policy

Board Member Brannon made a motion to approve the amendments as presented. Board Member Brannon seconded the motion.

Motion carried 4-0-0-2.

Ayes, Neal, Chapman, Isbell, Bannon,
Nays: None
Abstain: None
Absent: Woodruff, Egenti

ITEMS FOR FUTURE AGENDAS

There were no Items for future agendas

ADJOURNMENT

Vice Chairperson Neal adjourned the meeting at 6:28 p.m.

Approved: this _____ day of _____, 2024

Signed: this _____ day of _____, 2024

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Kristen Chapman, Secretary



AGENDA MEMORANDUM

DATE: October 28, 2024

TO: Library Board Members

FROM: Linda Proskey, City Secretary

SUBJECT: Discussion and selection of the following officers:
 Chairperson
 Vice Chairperson
 Secretary

BACKGROUND/INFORMATION:

At its first meeting in or after September of each year, the membership of the board shall determine by a majority vote the chairperson, vice-chairperson and secretary. Officers shall serve until the first meeting on or after September 1 of the following year.

This item requires 3 votes, one for each position.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Linda Proskey, City Secretary
 Lana Ewell, Director of Library Services
 Sandra Gibson, Interim City Manager and Director of Finance
 Linda Proskey, City Secretary

Approved - 10/28/2024
 Approved - 11/8/2024
 Approved - 11/8/2024

Final Approval -
 11/8/2024

Approved as to form for inclusion on Agenda