



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
THURSDAY, MARCH 21, 2019
6:30 PM

CALL TO ORDER

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

REPORTS FROM STAFF

1. January 2019 Library Monthly Report
Lana Ewell, Director of Library Services
2. Update on Council Rules of Procedure
Zolaina Parker, City Secretary, TRMC

APPROVAL OF MINUTES

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

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, Zolaina R. Parker, City Secretary for the City of Watauga, do hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on March 12, 2019, before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary, TRMC





AGENDA MEMORANDUM

DATE: March 8, 2019
TO: Library Board Members
FROM: Lana Ewell, Director of Library Services
SUBJECT: January 2019 Library Monthly Report

BACKGROUND/INFORMATION:

A brief overview of the January 2019 Library Monthly Report. Also an update on the Library Needs Assessment Study.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. WPL C.A.R.E.S. January 2019
2. Monthly Report January 2019 - Summary Page
3. List of Programs Offered

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 3/11/2019

Approved as to form for inclusion on Agenda

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

Written comments:

- A. “After the course English for Professionals it would be great if you can have a TOEFL preparation course. I need to take that course.” (The BISD staff does not see this happening any time soon. Lana)
- B. “Love the new location of the youth graphic novels! So helpful. More youth Graphic novels.”

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

- A. The Office Trivia Night — The Office Trivia was a big hit in the New Year. A total of 30 people came together to test their knowledge of the classic TV sitcom. Attendees tell us that they love coming to trivia.
- B. Yule Ball — The Adult Services Department and the Youth Services Department cooperated to create an exciting new event. The Harry Potter Yule Ball brought together fans of the books/movies to play brain building games, dance, and spend time with family and friends. The trivia night, which was a component of the Yule Ball, attracted 62 fans. The group attendance is estimated at 200.
- C. History Discussion Group — Amateur local historian Harry Schlitz is working on starting up a new History Discussion Group. A cold a rainy day for the first session made for a small group of two discussing the Civil War, but he is hopeful future groups will have higher attendance.
- D. Keto Diet 101 — Nutritionist Jayne Bell from Natural Grocers came to talk to attendees about the Keto diet and how to safely participate in this trendy new lifestyle. A total of 20 people attended this class.
- E. Drawing Class — Our new art teacher Selma Aziz led a group of seven adults in a still-life drawing class. Attendees had an enriching time developing their artistic skills.
- F. SculptureWorks — David Wiegand the owner of SculptureWorks, installed a large collection of bronze sculptures in the library beginning this month and continuing through December. Patrons of all ages have enjoyed viewing these sculptures created by professional artists.

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

G. Board Game Afternoon — A satisfying number of family and friends (32 people) visited the library on Saturday the 19th to play games and spend time together. Our new Board Game Afternoon was a big hit.

H. True Crime Book Club — An eager group of true crime fans came together to discuss the book Mindhunter: Inside the FBI's Elite Serial Crime Unit. A total of 13 people packed into one of our storage closets to hold the meeting. This cozy group was thrilled to find other like-minded readers to discuss books with.

I. Author Appearance — Authors Joy Don Baker and Terri Goodman presented on the A, B, and C's of Author Partnerships. The talk provided a fascinating look into how authors collaborate along with a couple of creativity exercises for attendees. Their latest book is called The Wake Up Call.

• **Digital Inclusion/ Economic Development**

A. 28 one-on-one short sessions of staff assistance (2 to 10 minutes of time).

B. 3 impromptu computer classes (when staff spends over 30 minutes to help a patron).

C. 0 volunteer run computer classes.

D. 78 instances of PC Help required by Help Desk.

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

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

A. 18 in-house story times were conducted (837 attended) in January.

B. Hermes, Reading Therapy Dog, had 4 in-house sessions (40 attended).

C. Homework Help held 4 session with a total of 31 students attending.

D. Two school visits had a total of 3 students attending.

• **Education/ Lifelong Learning**

A. GED class — Our partnership with the Fort Worth Independent School District is an important asset to the community. All classes are free, and the library provides the space. The numbers for December were 7 classes, with 20 students attending. The teacher has been delayed in reporting the January statistics.

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

BISD ESL basic (M/W/F): 112 students (7 classes)
BISD ESL intermediate (M/W/F): 99 students (7 classes)
BISD ESL Citizenship (F): 14 students (2 classes)
BISD ESL for Professionals (T/Th): 63 students (6 classes)
BISD ESL Advanced: 167 students (6 classes)

C. Volunteer ESL Activity:

ESL Reading/Writing/Speaking: 52 students (4 classes)
Ventures attendance: 28 students (9 classes)
Laubach attendance: 17 students (17 classes)
Advanced Reading: 6 (3 classes)
Conversation Club: 64 students (5 classes)

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

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Circulation Total	22,816	23,158	87,284	88,035
Total in Collection	N/A	N/A	120,232	115,718
Programs	152	168	579	546
Program Attendance	2,435	2,313	9,428	10,075
Cards Issued	156	143	524	897
Library Visits	8,893	9,196	33,440	34,480
Notary Service	27	22	90	66
Reference & Directional Transactions	1,684	2,221	6,343	6,437
Study Room Usage (hours)	539	535	1,855	2,192
Volunteer Hours	336	353	1364	1648
Webpage Views	2133	2146	7332	7420
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Adult Books	2,789	3,082	10,773	11,446
Youth Books	11,348	10,941	43,028	42,119
Adult Books on CD	369	390	1,456	1,708
Youth Books on CD	145	123	539	581
Adult DVDs	2,395	2,737	9,495	9,884
Youth DVDs	2,350	2,613	9,385	10,108
Adult Kits	79	98	298	312
Youth Kits	146	142	672	572
Music CDs	246	205	932	854
Periodicals	124	192	453	767
eBooks	344	312	1,230	920
eAudiobooks	254	222	865	792
eMagazines	38	35	146	119
MetrOPAC Materials	2,189	2,066	8,012	7,853
TOTAL CIRCULATION	22,816	23,158	87,284	88,035
Renewals	7,566	7,392	33,503	33,073
Requested Items Processed	2,077	1,844	6,858	6,415
Interlibrary Loan Requests (TexShare)	27	31	86	105
Self-Check Out Transactions	1,046	1,070	3,617	3,810
Self-Check Out-Items Checked Out	4,669	5,245	16,938	18,182
Revenue Collected	\$ 5,018.85	\$ 2,174.47	\$ 11,374.35	\$ 7,474.81
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Number of Programs	102	117	387	345
Program Attendance	1,030	989	3,707	4,479
Volunteer Hours	204	309	914	1,295
Internet Users	1,087	1,353	3,998	4,798
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Number of Programs	50	51	192	201
Program Attendance	1,405	1,324	5,721	5,596
School Visits	2	1	10	4
Volunteer Hours	132	45	450	354
Youth Computer Users	1,196	1,050	4,327	3,411
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2018-19	Year to Date 2017-18
Material Items Received	853	807	2,680	3,262
Materials Added	816	762	3,085	3,296
Materials Withdrawn	517	1,072	1,322	2,413

List of Events Offered on a Regular Basis

Adult Events & Classes

Book Clubs

True Crime Book Club (3rd Th, 6:30 – 7:30 pm)

Library Book Club (select Thursdays monthly, 6:30 – 7:30 pm)

Mayor's Book Club (Winter & Summer)

Bridge Club (Mon 6:30 – 7:30 pm)

Chess group, Adult (Mon & Th, 5:30 – 7:30 pm)

Computer classes

One-on-one short sessions (2 to 10 minutes of instruction)

Impromptu computer class (Over 30 minutes of assistance)

PC Help

Volunteer run computer class

English as a Second Language (ESL)

BISD ESL basic (M/W/F)

BISD ESL intermediate (M/W/F)

BISD ESL Citizenship (F)

BISD ESL for Professionals (T/Th)

BISD ESL Advanced

Volunteer-led Conversation Club (TH 6:30 – 7:55 pm)

Volunteer-led ESL Reading/Writing/Speaking (TU 10am-12 pm)

Volunteer-led Ventures attendance

Volunteer-led Laubach attendance

Volunteer-led Advanced Reading

GED

FWISD GED class (Sept – May on Mon., Th. & Fri., 9 am to 12 pm)

Art Classes (once a month)

Board Game Afternoon (once a month)

Community Fitness Chat (once a month)

Financial Workshops (1 to 2 times a year)

Gardening classes (twice a year)

Genealogy Class (2nd & 4th Mon, 6:30 – 7:45 pm)

History-based lectures (varies)

History Discussion Groups (Fridays, once a month)

Knitting & Crochet Group (Mon, 6:30 – 7:30 pm)

Meditation Workshop (Sat, 1:00 – 2:00 pm)

Nutrition Classes (3 to 4 times a year)

Summer Reading Program (June to August)

Trivia nights (every other month)

Watauga Winter Reading Program (January to March)

Youth Events & Classes

Bilingual Story Time (Sept – May, First Friday of the month)

Chess Group, Youth (Wed, 4:30 – 6:00 pm)

Family Place Workshops (5 weeks twice a year)

Holiday Crafting (Year round)

Homework Help (Th, 5:30 – 7:30 pm)

Library Tours (Year round)

Mother Goose Story Time (Fri, 11:00 -11:45 am)

Pet Therapy: Hermes the Reading Therapy Dog (Mon, 4:30 – 5:30 PM)

Pokémon League Night (Mon, 6:00 – 7:50 pm)

Story Time (Tu & Wed, 10:00 – 11:00 am)

Summer Reading Program (June – July)

Teen Anime Club (1st Sat each month, 12:30 – 2:00 pm)

Teen Games (last Mon each month, 5:30 – 7:00 pm)

Teen Random Fandom (2nd Tu of each month, 4:00 – 5:30 pm)

WizArt (3rd Friday of each month, 4:30 – 5:30 pm)

Yu-Gi-Oh! Group (Fri, 4:00 – 5:50 pm)

Special Presentations

Batman Day (summer)

Big Vehicle Day (July)

Christmas Program (December)

Library Mystery (winter)

Musical concerts (varies)

Spring Break Extravaganza (March)

March 2019

Yule Ball (January)

Community Outreach Programs

Back to School Blast (August)

Back2School Rally (August)

BISD Reads

ESL Classes (September – May)

GED Classes (September – May)

Library E Mail Newsletter/Blast (Highlights) Each Month

School cooperative efforts

- Attending special school programs (Library Card Sign-ups)

- Open to special collaborative projects (Teamed with ASPIRE in past, & recently with Junior Achievement)

- School recognition nights (theme)

- School tours

- School visits before the Summer Reading Program

Sertoma Club liaison

Watauga Fest Tent (Library Card Sign-ups & general information)

Community Gathering Place

Book groups

Law officers meet/interview individuals

Safe public location for parents to switch kids

Socializing groups (Ex: Mothers after Story Time & other youth events, trivia challenge gatherings, board game nights, etc.)

Tutors & students



AGENDA MEMORANDUM

DATE: March 11, 2019
TO: Library Board Members
FROM: Zolaina Parker, City Secretary, TRMC
SUBJECT: Approval of the January 10, 2019 Library Board Meeting Minutes

BACKGROUND/INFORMATION:

This item contains Meeting Minutes Draft for review and approval.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Minutes Draft be reviewed and approved as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Minutes Draft

REVIEWED BY:

Zolaina Parker, City Secretary, TRMC

Final Approval - 3/11/2019

Approved as to form for inclusion on Agenda

**MINUTES
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
7105 WHITLEY ROAD
THURSDAY, JANUARY 10, 2019
6:00 P.M.**

Members present:

Kip Woodruff	Chairperson
Henrietta Egenti	Vice-Chairperson
Carol Coy	Secretary
David Villafuerte	Member
Brian Beaudry	Member

and

Lana Ewell	Library Director
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with

Member Sharon Subject, absent with notice.

CALL TO ORDER

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

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Director's Report

Lana Ewell, Library Director provided an update on upcoming events.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of September 13, 2018

Secretary Coy made a motion to approve the Minutes of the September 13, 2018 Regular Meeting. Vice-Chair Egenti seconded the motion. The motion carried unanimously.

NEW BUSINESS

1. Discussion of 2018 Library Survey results

The Library Board discussed the results of the 2018 Library Survey with the Library Director. There was not vote on this item.

2. Discussion of Overdue Fines issue

The Library Board discussed the overdue fines with the Library Director. There was not vote on this item.

3. Discussion on Long Range Plan Report

The Library Board discussed the Long Range Plan Report with the Library Director. There was not vote on this item.

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:42 p.m.

APPROVED: this ____ day of _____, 2019.

SIGNED: this ____ day of _____, 2019.

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Carol Coy, Secretary