

CITY OF PORT ARANSAS, TEXAS
AGENDA
LIBRARY ADVISORY BOARD MEETING
Thursday, May 30, 2013 @ 6:00 pm
Bill Ellis Memorial Library, 700 W. Avenue A
Port Aransas, Texas 78373

This meeting is being conducted in accordance with the Americans with Disabilities Act [42 USC 12101 (1991)]. The facility is wheelchair accessible and handicap parking is available. Requests for interpretive services are available with 48 hours prior notice to meeting time. To make arrangements, please call 749-4111, M-F, 8-12, 1-5 p.m.

The City of Port Aransas does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment, meetings, or provision of services.

1. **CONVENE REGULAR LIBRARY ADVISORY BOARD MEETING**
2. Consider and take appropriate action approving the Library Board minutes from the May 30, 2013 meeting
3. Librarian's Report
 - A. Monthly Circulation and Utilization Reports for May, June, July, 2013
 - B. Monthly Trust Fund Financial Reports for May, June, July, 2013
 - C. Trust Fund Quarterly Report, 3rd Quarter FY 2013
 - D. Proposed Library Budget FY 2013-2014
 - E. OverDrive Statistics
 - F. Summer Reading Program Report
 - G. Library Staff
4. Discuss Library Advisory Board member terms and new procedures
5. Library Advisory Board member comments and items for future consideration
6. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, the City of Port Aransas will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact the City Secretary at 361-749-4111.

CERTIFICATION

I, certify that a copy of the August 29, 2013 agenda of items to be considered by the Port Aransas City Council was posted on the City Hall bulletin board on August 23, 2013 @ ____ p.m.

Irma G. Parker, City Secretary

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the _____ day of _____, 2013.

By: _____ Title: _____

STATE OF TEXAS

**LIBRARY ADVISORY BOARD MEETING
MINUTES**

COUNTY OF NUECES

Bill Ellis Memorial Library – 6:00 P.M.

CITY OF PORT ARANSAS

THURSDAY, May 30, 2013

1. **CALL TO ORDER:** The Library Advisory Board meeting was called to order at 6:00 PM, Thursday, May 30, 2013, at the Bill Ellis Memorial Library, 700 W. Avenue A, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Rick Kalke
Carolee Crider
Gary Ramsey
Carolyn Grosse

BOARD MEMBER(S) ABSENT

Patsy Grimes
Helen Garrett, Alternate

STAFF MEMBERS PRESENT

Kathy Caldwell, Library Director
Toby De La Rosa, Senior Library Aide

STAFF MEMBER(S) ABSENT

2. **APPROVAL OF MINUTES:** February 28, 2013

MOTION: A motion to approve the minutes, with the no changes, from February 28, 2013 was made by Carolee Crider and seconded by Gary Ramsey.

Name	Yes	No	Abstain	Absent
Rick Kalke	x			
Carolee Crider	x			
Patsy Grimes				x
Gary Ramsey	x			
Carolyn Grosse	x			
Helen Garrett (Alternate)				x

3. **LIBRARIAN’S REPORT**

A. Monthly Circulation and Library Utilization Reports

- a. **February 2013:** Total circulation for February 2013 was 5,104. This includes 23 interlibrary loan items. Attendance was 4,695. There were 34 new registrations and 45 new or renewed non-resident cards. 570 people signed up to use the Internet computers or wireless. Fees and fines collected totaled \$848.23.
- b. **March 2013:** Total circulation for March 2013 was 4,495. This includes 18 interlibrary loan items. Attendance was 3,703. There were 30 new registrations and 25 new or renewed non-resident cards. 436 people signed up to use the Internet computers or wireless. Fees and Fines collected totaled \$680.33.



c. April 2013: Total circulation for April 2013 was 3,313. This includes 28 interlibrary loan items. Attendance was 3,018. There were 23 new registrations and 7 new or renewed non-resident cards. 293 people signed up to use the Internet computers or wireless. Fees and fines collected totaled \$459.14.

B. Monthly Trust Fund Financial Reports

a. February 2013: At the end of February, the Trust Fund checking account balance was \$11,630.77. Total income was \$8,166.00 in book sale proceeds and \$0.41 in interest. There were no expenses for the month.

b. March 2013: At the end of March, the Trust Fund checking account balance was \$11,107.12. Total income was \$50.00 in patron donations and \$0.35 in interest. Total expense was \$574.00 for Michies Storage Unit #527 for 1 year rental. This is a \$40.00 increase from last year.

c. April 2014: At the end of April, the Trust Fund checking account balance was \$11,107.21. Total income was \$0.09 in interest. There were no expenses.

C. Trust Fund Quarterly Report

January 1, 2013-March 31, 2013. The Library Trust Fund balance as of March 31, 2013 is \$134,077.94. Total receipts were \$8,409.25. Total expenditures were \$765.61.

D. Overdrive Update

On February 28, 2013 the library began offering e-book and audiobook downloading through OverDrive. Kathy Caldwell can now access circulation reports from their website and so far 82 library patrons have signed up for OverDrive accounts and there have been 248 downloads of electronic materials.

E. Summer Reading Program Plans

Preparations for the Summer Reading Program are now underway. This year's theme is Dig Into Reading. The program will be on Wednesdays from 3:00-4:00 pm, June 12 through July 31st. Posters and individual flyers have been distributed to the elementary school. Books and supplies are on order and publicity has been mailed out. Kathy Caldwell has asked the Port Aransas Boatmen for their support. They have been very generous in the past years. Last year they contributed \$600.00 which covered a large majority of the supplies and the fee for the presenter, H.G. Olsen kindergarten teacher, Carly Carlough. Each week the children will hear interesting stories and create crafts related to the theme of the week. On July 12th Parks and Recreation Grounds Supervisor Mike McClure is going to bring some of his "critters" to the program for show and tell. He has a menagerie of reptiles which includes a giant African tortoise, a 6' green iguana, a giant African scorpion, and a 4' python. At the end of the eight weeks the library staff will have an ice cream party, and present the children with certificates and prizes.

4. **UPDATE REGARDING THE TRANSFER OF THE CERTIFICATE OF DEPOSIT TO AMERICAN BANK**

On April 10, 2013, Board Chairman, Rick Kalke moved the two Trust Fund CDS that had come to term at Value Bank to one Certificate of Deposit at American Bank. The initial deposit for the 2-year CD was \$125,028.84.



5. **REVIEW AND UPDATE THE LIBRARY MEETING ROOM POLICY:**

The Board reviewed the Meeting Room Policy. Members agreed to remove the sentence stating that the scheduled group is responsible for setting up chairs, tables, furniture, and library equipment prior to the meeting. This change was made due to the fact that the City maintenance department is responsible for the meeting room setup with the exception of any personal equipment brought in by the scheduled group.

A motion was made by Carolee Crider to make the discussed changes to the Meeting Room Policy. The motion was seconded by Carolyn Grosse.

Name	Yes	No	Abstain	Absent
Rick Kalke	x			
Carolee Crider	x			
Patsy Grimes				x
Gary Ramsey	x			
Carolyn Grosse	x			
Helen Garrett (Alternate)				x

6. **LIBRARY BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

◆ Next meeting is scheduled for August 2013.

7. **ADJOURNMENT:** A motion was made to adjourn the meeting by Rick Kalke and seconded by Carolyn Grosse at 6:30 PM.

CITY OF PORT ARANSAS, TEXAS

Rick Kalke, Chairman

Library Advisory Board Secretary



ELLIS MEMORIAL LIBRARY
LIBRARY ADVISORY BOARD/BOARD OF TRUSTEES MEETING
August 29, 2013

Library Director's Report:

Synopsis of Circulation and Library Utilization Reports:

Total circulation for May 2013 was 2,932. This includes 14 interlibrary loan items. Attendance was 2,432. There were 50 new registrations but no new or renewed non-resident cards. 393 people signed up to use the Internet computers or wireless.

Total circulation for June 2013 was 3,254. This includes 14 interlibrary loan items. Attendance was 3,132. There were 62 new registrations and 1 new or renewed non-resident card. 380 people signed up to use the Internet computers or wireless.

Total circulation for July 2013 was 4,090. This includes 13 interlibrary loan items. Attendance was 4,617. There were 44 new registrations and 1 new or renewed non-resident card. 351 people signed up to use the Internet computers or wireless.

Financial Reports:

Fees and fines collected in May 2013 totaled \$373.06

Fees and fines collected in June 2013 totaled \$491.39

Fees and fines collected in July 2013 totaled \$372.54

At the end of May, the Trust Fund checking account balance was \$11,122.30. Total income was \$15.00 in patron donations and \$0.09 in interest. There were no expenses for the month.

At the end of June, the Trust Fund checking account balance was \$11,039.14. Total income was \$100.00 in patron donations and \$0.09 in interest. Total expense was \$183.25 for the reading program supplies and presenter.

At the end of July the Trust Fund checking account balance was \$11,682.14. Total income was \$935.10 which included \$335.00 in patron donations, \$600.00 from the Port Aransas Boatmen for the summer reading program, and \$0.10 in interest. Total expense was \$292.10 for the reading program supplies and presenter.

A copy of the Trust Fund Quarterly Report, 3rd Quarter FY 2013 is included in your board packet. Total income for the quarter was \$2,173.29 (this includes CD maturity funds). Total expenses were \$133.25.

A copy of the Proposed Library Budget for FY 2013-2014 is included in your board packet. The City Council will vote on the budget September 11th. Finance Director, Darla Honea said she anticipates the proposed budget will be approved. The following is a breakdown of the library accounts:

- Personnel - \$211,660
- Special Use Supplies - \$5,000
- Library Subscriptions - \$4,300
- Equipment Maintenance/Supplies - \$2,910
- Software Renewal - \$4,900
- Furniture & Fixtures - \$650
- Technology - \$200
- Library Books - \$27,300

Narrative:

OverDrive use appears to be steadily increasing each month. As of 8/21/13 there have been 706 items downloaded and there are 100 library patrons registered.

This year's Summer Reading Program concluded on Wednesday, July 31st. We had a party with ice cream & cookies and all the children were invited to select a new book to take home. They were also given star reader pencils, erasers, sharpeners, bookmarks and certificates. A total of 238 children attended the eight-week program.

In August the AC air handler had to be replaced and some repairs were done on the roof.

September 4, 2013, will be library aide Roxanne Banks' last day. She will be moving back to Indiana to be with her family. Roxanne has done an excellent job in the short time she has worked at the library. The upcoming vacancy has been advertised in the local papers. I hope to have a new staff member hired by the end of September. Geene Dewveall is scheduled for surgery on September 9th and anticipates being out 2-3 weeks.

We will have a short lull before our Winter Texans return. The following is a list of projects/goals that I hope to complete over the next few months:

- Complete required CE hours
- Weed outdated or non-circulating library material in all sections of the library
- Clean out storeroom
- Clean out file cabinets, shred or microfilm old documents
- Update inventory spreadsheets

**Ellis Memorial Library Trust Fund
Statement of Receipts and Expenditures**

Quarterly Report April 1, 2013 - June 30, 2013

Balance in Bank as of : March 31, 2013 **\$134,077.94**

Add: Receipts:

Contributions	\$115.00
Summer Reading Program	\$0.00
Book Sale	\$0.00
Interest	\$0.27
CD Maturity	\$2,058.02
Other Credit Adjustments	\$0.00

Total Receipts: **\$2,173.29**

Less: Expenditures:

Subscriptions	\$0.00
Book Sale Supplies	\$0.00
Advertising/Promotional	\$0.00
Summer Reading Program	\$133.25
Michies Storage	\$0.00
Bank Charges	\$0.00

Total Expenditures: **\$133.25**

Balance as of: June 30, 2013 **\$136,117.98**

Breakdown:

Certificate of Time Deposit #0540041825	\$125,028.84
Checking Account #800342	\$11,089.14

**PROPOSED EXPENDITURES
LINE ITEM**

DEPARTMENT: LIBRARY

FUND: GENERAL

ACCOUNT: 64204

BUDGET LINE ITEM: SOFTWARE RENEWAL

REQUESTED BUDGET FOR YEAR 2014 \$4,888.00

ESTIMATED TOTAL EXPENDITURES FY 2012-2013 \$6,225.00

Auto-Graphics Inc. Master Agreement for software and/or services \$ 2,756.00

Auto-Graphics Inc. Syndetics \$ 882.00

Auto-Graphics configuration and software support for eBooks
Ongoing software maintenance and support for addition of SIP2 module to
base ILS software package, including software updates, patches, technical support
and documentation, annual fee \$ 750.00

OverDrive Download Service for digital materials (eBooks) \$ 500.00
Annual Participation Fee based on Legal Service Area Population up to 10,000
South Texas Digital Consortium

SUB-TOTAL \$ 4,888.00

ACCOUNT: 64250

BUDGET LINE ITEM: TECHNOLOGY

REQUESTED BUDGET FOR YEAR 2014 \$ 200.00

ESTIMATED TOTAL EXPENDITURES FY 2012-2013 \$ 130.54

Symbol Bar Code Scanner \$ 200.00

SUB-TOTAL \$ 200.00

Revised -- Finance Director removed computer maintenance figures for 13 computers
IT department handles all computer costs

**LIBRARY BOARD
OCTOBER 2012**

MEMBERS

EXPIRATION DATE

Rick D. Kalke, President
P.O. Box 402
749-6536
361-960-2860
rick.kalke@tamucc.edu

October 2014

Carolee Crider, Member
396 Blue Heron Drive
749-2695
carolee24@centurytel.net

October 2014

Patsy Grimes, Member
P.O. Box 793
361-746-1178
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October 2013

Gary Ramsey, Member
P.O. Box 1023
749-0453
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October 2013

Carolyn Grosse, Member
P.O. Box 872
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carolyn_grosse@icloud.com

October 2013

ALTERNATE

Helen Garrett, Alternate
Aransas Harbors
230 Cutoff Rd., Unit 112
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hlg1926@gmail.com

October 2013

Five member Board
Two year terms
Two members even year; 3 members odd years
Meets Quarterly
Staff Rep - Library Director