



MINUTES OF THE LIBRARY BOARD
June 15, 2022

Board Members Present:

Jennifer Linde, Chairperson
Jennifer Marvel
Vivek Gupta
Denise Borges
Raquel Maloney

Board Members Absent:

Robin Swaringen, Vice Chair
Marvin Jones

City Staff Present:

Carolyn Booker, Director of Library Services

Call to Order and Announce a Quorum is Present

(Agenda Item 1)

The regular meeting of the Library Board was called to order by Jennifer Linde at 6:35 p.m. on Wednesday, June 15, 2022. Four (4) Board Members and Library staff attended. A quorum was present.

Approval of Library Board Minutes of the April 20, 2022, Regular Meeting

(Agenda Item 2)

MOTION: Upon a motion made by Board member Raquel Maloney and seconded by Board member Vivek Gupta, the Board voted four (4) “ayes” and no (0) “nays” to approve the minutes of the Library Board April 20, 2022 regular meeting.

Visitors/Citizens Forum

(Agenda Item 3)

There were no visitors present.

Update on Story Stroll

(Agenda Item 4)

Board Member Denise Borges arrived.



In April the Library and Parks department completed installation of a second story stroll for Lewisville in Dragon Park. Some residents living near the park raised safety and aesthetic concerns during and after installation of the story stroll. Vivek Gupta asked what those concerns were. The concerns were mainly that the stands were at the outside of the park, near the road and the number of signs. City staff interacted several times with those residents, who said their concerns were shared by many other neighbors. We solicited public input through an online engagement form that was posted at the story stroll site and shared through several social media channels. Based on the feedback received, we have decided to relocate the story stroll from Dragon Park to East Hill Neighborhood Park, 2681 Lake Ridge Road.

The East Hill Neighborhood Park is an excellent location for the Story Stroll and the City of Lewisville looks forward to offering the service there. The East Hill Neighborhood Park is much larger, which will allow for more space for the 19 stands required to display a full children's book. It also has parking and shade structures which make it an ideal spot for the associated storytimes. The park is very close to Castle Hills and many other Lewisville residents on the far east side of town.

Parks and Recreation removed the frames last week and will reinstall them after the summer season. The Lewisville Public Library's Storytimes planned for the third Friday of each month at Dragon Park, will continue. Once the Story Stroll moves to East Hill Neighborhood Park, a new date and time will be announced for those Story Stroll Storytime events.

Board members expressed their regret that this was a problem and did not feel that the survey was representative of the overall feelings of the community. They felt like the survey was too quick and did not allow residents to get a feel for the service before it was removed.

**Update on Library Departmental
Business Plan Tasks**

(Agenda Item 5)

Before the beginning of the FY2022/2023 budget process, City Management asked that all departments complete their business plans through the development of specific tasks in a timeline. The Library Board reviewed the tasks and the timeline for tasks that were added to the previously discussed goals and strategies.

Review Texas State Library Report

(Agenda Item 6)

The Lewisville Public Library completed the 2021 Texas Public Library Survey in April. The report is broken into categories and once all submissions are reviewed and approved, the data can be compared against other libraries in Texas and is also shared with nationwide data sources. The report covers basic library information, library outlets (facility information), expenditures, local financial effort, revenues, library collection, local library services, staffing and salaries, resource



sharing, internet and electronic services, library hours. The report and achieving certain benchmarks, are required to maintain accreditation.

Fiscal Year 2021 covers October 2020-September 2021 which was still heavily impacted by COVID. Expenditures were down due to budget cuts, programs did not resume until May/June 2021, reopening phases that were appointment only did not count towards open hours (11.5 wks), etc. Carolyn presented slides representing some of the data visually including annual public service hours for the library, physical items in the collection, circulation, and local financial effort.

The Texas State Library notified us that we did not hit the required expenditures for FY2020/2021 to fulfill the maintenance of effort requirements for accreditation. They calculate our required maintenance of effort by asking that we maintain the same level or more in expenditures from the average of the three previous years expenditures. Due to the reduction budget required in FY2020/2021 we are short \$252,168 according to the Texas State Library.

With our request for a one-time emergency waiver of the MOE requirement, we submitted the following paragraph as explanation:

All departments in the City of Lewisville were asked to propose a reduced budget for FY2020/2021 due to the COVID health emergency's impacts on the economy. The City of Lewisville projected loss of revenue from multiple sources, including sales tax, which made it impossible to maintain the previous year's level of service. For the Library, the final adopted budget for FY2020/2021 was accepted at a 13% reduction. Due to an improving financial situation, at mid-year, the City of Lewisville began adding back some funding to the Library's budget. That improvement in funding continued for the adopted budget for FY2021/2022 as well. Due to the unique financial situation which required a reduced budget for FY2020/2021, the City of Lewisville requests an accreditation waiver for section 1.74, Maintenance of Effort.

Jennifer Linde commented that 2020 and 2021 require a big asterisk because of all the impacts of COVID.

Election of Officers

(Agenda Item 7)

Two Library Board positions are up for possible reappointment in June and they include the Library Board Chair and Vice Chair. The Library Board decided to vote on a new Chair and Vice Chair.

MOTION: Upon a motion made by Board member Denise Borges and seconded by Board member Raquel Maloney, the Board voted five (5) "ayes" and no (0) "nays" to approve Vivek Gupta as Library Board Chair and Jennifer Marvel as Vice Chair.



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**Reports: April and May Service
Statistics, Friends of the Library;
Staffing Update.**

(Agenda Item 8)

The April and May service statistics were reviewed. The Library was able to visit schools to promote Summer Reading in May which accounted for a huge jump over the 2021 program attendance numbers. Castle Hills Welcome Cards were also mailed out in May, which accounted for a large jump in cardholders.

The Friends of the Library book sale was held Friday, June 3rd and 4th. The June Book Sale had over 50 volunteers moving, sorting, rearranging books, working as cashiers, setting up Gaylords, unloading and reloading the Book Nook and doing all the little things that make the Book Sale a success. Total sales were around \$2,500.

The Friends approved purchasing a second fitted tablecloth with custom graphics for outreach and Library staff prizes for the summer reading program.

Staffing Update: The Library is currently hiring a new bilingual librarian and will post a part-time Library Technician position for adult services soon. A new full-time Library Assistant recently started in Accounts. Heather has six years of library experience, most recently from Southlake.

Adjournment

(Agenda Item 9)

MOTION: Upon a motion made by Board member Vivek Gupta and seconded by Board member Jennifer Marvel the Board voted five (5) “ayes” and no (0) “nays” to adjourn the meeting of the Library Board at 7:37 p.m. on Wednesday, June 15, 2022. The motion carried.

APPROVED:

Vivek Gupta, CHAIRPERSON
LIBRARY BOARD

PREPARED BY:

Carolyn Booker,
Director of Library Services, City of Lewisville