

**Minutes of the Library Board
Keller Texas
Monday, June 3, 2024**

A. CALL THE MEETING TO ORDER- Mary Vermette, Vice Chair, Keller Public Library Board at 7:05 P.M.

Members Present: Mary Vermette --Vice Chairman, Karen Hibbs, Michelle Hur, Rick Peters, Jennifer White--Secretary **Alternate:** Jill Foley

Members Absent: Mona Ford—Chairman, David Russell, Laura Alexander- Alternate

Others Present: Ann Flournoy--Library Director

B. MINUTES CONSENT

1. Michelle Hur moved to approve the minutes of the Keller Library Board meeting May 6, 2024, as written and updated. Rick Peters seconded the motion. It was passed.

C. NEW BUSINESS

1. **June Events & Calendar Review-** Theme of the month is “Adventure”. Highlighted events include Summer Reading Program with 616 registered participants & Family Adventure Night, which currently has 160 registered to attend.
2. **Solar Bench Project Update-** Production is complete. Currently in quality control phase with an expected delivery in 1-2 weeks.
3. **May Monthly Statistics Review-** Ann Flournoy reviewed significant change in Local Use, Database Usage, Interlibrary Loans, and Program Attendance. These are in large part due to how the data is being tracked. Ann also pointed out the drastic increase in Reference Services. This is attributed to a second staff notary. Ann will present a more detailed breakdown of Library Card Holders data at the next meeting per the request of Michelle Hur. Jill Foley began the discussion of gauging program satisfaction. Ann stated that currently only Grant funded programming is utilizing feedback reporting. The library staff is discussing placing a Suggestion/Comment Box in the library for general feedback. Rick Peters supported this idea.

a. Library Statistics for May included:

Walk-In & Drive-up Users	14,424
Materials Circulated	16,884
Program Participants	1,463
Volunteer Hours	187
Outreach Engagements	263
Services (Questions Answered)	2,933

4. **New Collection Guidelines for Local & Self-Published Authors-** Board was presented with a draft of the suggested guidelines. Ann consulted with Amazon about their policies for Self-Published Authors when drafting this policy. Rick Peters questioned the author age limit of being 18+. Ann Flournoy explained that was due in part to the contract that is required. Michelle Hur suggested that the age limit be kept, as it can be amended if younger authors seek to place their book in the Library collection. Jennifer White asked how the local authors would be highlighted. Michelle Hurr suggested adding a searchable feature to the catalog. Ann Flournoy suggested

adding a special sticker on the spin to highlight local authors in the collection. Discussion closed. Karen Hibbs moved to adopt the guidelines as written. Michelle Hur seconded. The motion passed by unanimous vote.

D. DISCUSSION

1. Friends of the Library Report-

- a. Meeting was held on May 16th. Officers were installed. James Ingel Award was presented to Rich Gaca by Ann Flournoy. The Volunteer Award was presented to Frank Peterson.
- b. Greater Keller Women's Club has chosen FOL for an award which will be presented in June.
- c. Half Price sale on June 1st & June 5th.
- d. Ann Flournoy requested \$300 to fund Library Staff Summer Reading Competition.
- e. Expense Report for May:

Income

Book Shop Sales	\$ 1,701
Pop-Up Book Shop Sales	46
Contributions (shop & library)	113
Consignment Sales	106
Miscellaneous Income	246
Membership Dues	244
Interest Earned	<u>30</u>
Total Income	\$ 2,486

Expenses

Library Event	\$ 673
Depreciation	171
Miscellaneous Expenses	14
Volunteer Recognition	<u>6</u>
Total Expense	<u>1,622</u>
Net Income	\$ 1,622

Total Assets & Total Liability/Equity \$49,055

- 2. **Summer Reading Challenge Overview-** "Adventure Begins at Your Library" started June 1st. Challenge is to read every day! For every 7 days reading time is logged, a snack prize is given no matter the age bracket. Kick Off Event was weather challenged; however still had 250 people in attendance. Reading program currently has 616 participants registered, 427 actively reading, & 202 participants have already logged hours in the first 3 days. The Library has 2 interns dedicated to running the Summer Reading program. Michelle Hur suggested that Summer Reading Logs be placed in the FOL Bookstore as well. Additionally the Library Staff have their own Summer Reading Challenge by logging book completions instead of overall hours.

E. CITIZENS TO BE HEARD: None

F. ADJOURN

- 1. Rick Peters moved to adjourn, and Jennifer White seconded the motion at 7:38P.M.

Respectfully submitted by,
Jennifer White