

**Minutes of the Library Board**  
**Keller Texas**  
**Monday, March 4, 2024**

**A. CALL THE MEETING TO ORDER- Mona Ford, Chair, Keller Public Library Board at 7:02 P.M.**

**Members Present:** Mona Ford--Chairman, Karen Hibbs, Rick Peters, David Russell, Jennifer White--Secretary **Alternate:** Laura Alexander, Jill Foley

**Absent:** Michelle Hur, Mary Vermette--Vice Chairman

**Others Present:** Ann Flournoy--Library Director, Rachel Feltenberger --Library Services Manager

**MINUTES CONSENT**

1. Rick Peters moved to approve the minutes of the Keller Library Board meeting February 5, 2024, as written. David Russell seconded the motion. It was passed.

**B. NEW BUSINESS**

1. March Events & Calendar Review- Local Author Amanda Churchill is debuting her novel with a book signing event. Adult Spelling Bee was a great success!
2. Policy & Procedure Discussion regarding Driver's License number collection/retention- Ann Flournoy sought feedback from the Board with regards to stopping retention of patron driver's license information once residency has been established. This would align with Keller Pointe & Senior Center current policies, as well as increase patron's privacy protection. Currently KPL only utilized the DL information to locate a patron's account if they did not have access to their library card. However, the current system allows for name, phone number, and other avenues for account location. The Board agreed with stopping collection/retention of DL information beyond residency verification purposes. No vote was needed due to this policy not being in the policy manual.
3. National Library Lovers Month- 85 Letters were received last month representing all age groups. It was an encouragement to the staff & the letters are being displayed in the staff break room.
4. TMLDA Achievement of Excellence Award- 14<sup>th</sup> year in a row that KPL was awarded. Only 84 libraries in Texas received this honor, making KPL in top 15% of public libraries.

**C. DISCUSSION**

1. **Monthly Statistics Report-** Rachel Feltenberger presented

a. Library Statistics for February included:

Walk-In & Drive-up Users	16,679
Materials Circulated	15,315
Program Participants	1,252
Volunteer Hours	227
Outreach Engagements	343
Services (Questions Answered)	2,697

b. Ann Flournoy pointed out a continued increase in program participants even with less programming offered. Largest event for February was Galentine with 275 attendees.

**2. Friends of the Library Report-**

a. May begins Membership Campaign. FOL gave KPL \$2000 for Cloud collection & \$1545 for bookstore storage room repairs. YTD contribution to KPL is \$75,567.

b. Expense Report for February:

<b><u>Income</u></b>	
Book Shop Sales	\$ 2,005
Pop-Up Book Shop Sales	64
Contributions (shop & library)	42
Miscellaneous Income	16
Interest Earned	<u>29</u>
Total Income	\$ 2,156
<b><u>Expenses</u></b>	
Depreciation	\$ 171
Miscellaneous Expenses	68
Supplies & Materials	<u>40</u>
Total Expense	<u>279</u>
Net Income	\$ 1,877
Total Assets & Total Liability/Equity	\$50,453

**3. Inventory Report-** Rachel Feltenberger presented 2023-2024 KPL Materials Inventory Report. Previous one completed in 2020 with previous ILS software system. Goals were to 1) have up to date catalog 2) access lost materials. Took 5 months to complete from initial planning to completion report. All staff participated committing 1 hour per week minimum per employee.

a. Report Findings:

Items Scanned	61,295
Hours Spent Scanning	124
Items Set to Missing	1,192
Loss Rate	1.9% (Industry average is 1-5%)
Catalog Corrections	701

b. Rick Peters & David Russell asked for clarification about missing items & loss rate.

Rachel said that it was felt the majority was accidental theft. They will be monitoring the missing & lost list for trends, potential censorship issues, & future purchasing selections.

**D. ADMINISTRATIVE COMMENTS:** None

**E. CITIZENS TO BE HEARD:** None

**F. ADJOURN**

1. David Russell moved to adjourn, and Rick Peters seconded the motion at 7:31P.M.

Respectfully submitted by,  
Jennifer White