

## **McKINNEY PUBLIC LIBRARY SYSTEM ADVISORY BOARD**

**DECEMBER 18, 2014**

The McKinney Public Library System Advisory Board met in regular session in the Dulaney Room of the Roy and Helen Hall Library, 101 East Hunt Street, McKinney, Texas on December 18, 2014 at 5 p.m.

Board members Present: Coretta Lule, Jonathan Perera, Lisa Huang, Janet Farr, Nancy Montgomery-Warren

Absent: Terri Spencer, Amanda Frady

Staff Present: Were Janet Cox, Tech Services Coordinator, and Brenda Romero, Library Administrative Assistant as transcriber.

### **14-1313** Minutes of the Library Advisory Board of November 20, 2014

Board members unanimously approved the motion by Board member Lisa Huang, seconded by Board member Coretta Lule, to approve the minutes as presented.

### **14-1314** Discuss Tech Services Report

In August, the library said good-bye to senior library technician, Kimberly Bowen, who accepted the position of library director at the Bonham Public Library. At that time we made the decision to upgrade the position to a supervising librarian position. After a series of interviews, the position was offered to circulation supervisor Marci Chen. Prior to coming to McKinney, Marci had worked as a librarian in Hurst, Farmers Branch, and for the Northwest Texas Library System.

We continue to see success with our partnership with Texas Book Consignments. In January Janet Cox, Tech Services Coordinator, reported we had made a profit of \$1,094.41 for the 2013 year. For the first nine months of 2014, the library has netted a profit of \$3634.52.

In May, the library received a donation for its yearly OverDrive subscription fee. With this donation, not only did we renew our subscription but we were also able to purchase \$3000 worth of children and young adult content which allowed us to get a Teens & Kids

eReading room - <http://tinyurl.com/pvfpxrn>. This web page takes all the youth material the library has purchased and puts it all in one place.

Patrons can search for books by topic, age range, and genre. There is also a Collections list which includes the library's Mother-Daughter Book Club and many of the Texas reading lists such as Bluebonnet, Lone Star, and Tayshas. Janet Cox has received positive response from parents about the eReading room.

During the month of May, the library began a project to remove the DVD unlockers connected to the Express Checkout Stations. The DVD unlockers were in need of replacement and the cost to replace the 5 unlocking stations was over \$20,000. The library talked with our 3M vendor, the supplier of the Express Checkout Stations, and librarians at other libraries about security options and chose to do away with the unlocking stations and invest in new DVD security based on their experiences and recommendations. The new security, called Sting Ray tags, takes away most of the need for the locking DVD cases and patrons are pleased with one less step in checking out DVDs. The tags are programmed with a library barcode number and placed over the body of the DVD. The library is still locking DVD sets which contain 5 or more DVDs and our foreign language sets. We opted to do this since these sets tend to be costly and are not as easily replaced as popular or family DVDs. We have received positive response from both patrons and staff about the ease of checking out DVDs using the library's new DVD security.

The library gives patrons access to send faxes using a company called FAX24. FAX24 supplies and maintains fax machines that are reliable and easy to use at both libraries. Patrons are charged \$1.75 for the first page and \$1.00 for each page after. If patrons wish to fax internationally, they are charged \$3.95 for the first page and \$3.45 for each additional page. Patrons wishing to use the library's fax service must have a debit or

credit card. Prepaid fax cards can be purchased from library staff with cash. We have been offering fax services to the public since 2011 and it has been successful. The library also makes a commission based on the gross monthly revenue of machine use.

To date the library has had over \$5600 in fax sales and has generated over \$375 in commission from patron use of the library systems fax machines.

By the time the Board meets, we will have completed an upgrade of Polaris, the library's integrated library system. Janet Cox is hoping it will be a successful upgrade with little or no issues. In the upcoming months IT will begin a rollout of new computers throughout the city and the library will receive a new paging system. The new paging system will allow us to prerecord our closing messages in English and Spanish. We are excited about this new option.

**14-1315** Discuss State of the Library Report

The McKinney Public Library System experienced a record breaking number of visits (up 18,522) and a slight drop (down 7,389) in circulation transactions in fiscal year 2013/2014:

<b>Patron visits</b>	2013 – 409,884	<b>2014 – 428,406</b>
<b>Checkouts</b>	2013 – 1,205,789	<b>2014 – 1,198,400</b>

Overall, circulation at the John and Judy Gay Library (JJGL) was 56% of the total for the Library System, up from 52% in FY13. Youth materials made up 45% of all circulations for the library system and 62% of all circulations at the John and Judy Gay Library (JJGL). For the first time, patron visits at JJGL surpassed those at Hall, with 52% of all visitors. Total volumes in the Library System number 237,964 up from 232,814 in FY13. Of this number, approximately 4,400 are downloadable books and audio. Both libraries are near capacity for library volumes, requiring heavy weeding of materials in order to add new items. Library staff purchased 22,169 items and weeded 16,005 over the year.

Downloadable audio and eBooks usage increased marginally with 41,248 circulation transactions (up from 36,503 transactions in FY13). This figure represents 3% of total circulation transactions, the same as in FY13.

The Library System cannot own all items, so patrons are given the option to Interlibrary Loan items from other libraries throughout the country. Patrons requested 2,417 interlibrary loan items in FY13 and the MPLS loaned 1,451 items to other libraries.

Many items weeded from MPLS still have value to others so staff works to offer them out to other libraries, the Senior Center, and, those items with potential monetary value are consigned to the company Texas Book Consignments. TBC lists our withdrawn items on Amazon for resale and last year our items earned \$3,634 for the library. With TBC doing all the work, this is more cost effective than a library book sale.

The McKinney Public Library System budget for FY15 totals \$3,363,685. Recognizing the importance of youth services in the library system, a new full-time Library Technician was added in the Youth Services department, allowing for expanded programming options. Youth programs continue to focus on STEAM (Science, Technology, Engineering, Arts and Math) and a Little Explorers STEAM program for pre-school children was added this year.

The next board Library advisory board meeting will be held on Thursday January 15, 2014.

Board members unanimously approved the motion by Board member Janet Farr, seconded by Board member Lisa Huang, to adjourn at 5:33 p.m.

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JONATHAN PERERA  
Chair

