

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

**AUGUST 17, 2017**

The McKinney Public Library System Advisory Board met in regular session in the Conference Room of the John and Judy Gay Library, 6861 W. Eldorado Parkway, McKinney, Texas on August 17, 2017 at 5:00 p.m.

Board members Present: Coretta Lule, Joann Pond, Amanda Hamilton, Peter Samsury, Joseph Closs, Cheryl Darveaux, Lauren Smith-Carter. Absent: None.

The meeting was called to order at 5:00 p.m. after determining a quorum was present.

There were two guests present.

**17-810** Minutes of the Library Advisory Board Meeting of July 20, 2017

Board members unanimously approved the motion by Board member Closs, seconded by Board member Darveaux, to approve the Minutes of the Library Advisory Board meeting of July 20, 2017 with the following corrections: on agenda item 17-734 correct the proper usage of the word versus.

**17-811** Chairman Samsury called for the John and Judy Gay Library Public Services Report. Library Manager, Lisa Bailey, presented the John and Judy Gay Library Public Services Report: Numbers and Staffing - The JJGL staff rose to the challenge once more this summer, with circulation stats in July beating previous records, with a big 115,679. The percentage of checkouts done on the self-checkout machines is up to 58%. Ideally, this percentage will continue to grow so that staff can devote more time to assist patrons who have questions and to get the books back on the shelves faster. We have been short-handed this summer as several staff members left to help out elsewhere in the library system, to work in full-time positions, or to attend college. Every staff member steps up in times like these, checking in, sorting carts, shelving, and assisting patrons regardless of job descriptions. As we replace our experienced staff

members, our new hires are buddied with more knowledgeable staff in order to learn the Koha procedures and our policies. We have recently hired two part-time library assistants, and are in the process of replacing a shelver, a part-time library assistant, and a librarian supervisor. Youth Services will be replacing a librarian and a part-time library technician soon, both of whom will spend some time at JJGL. New Happenings - We started our new adult programming at JJGL this past spring. The knitting and crocheting class has been the most popular and will continue this fall. We will add a program on McKinney museums, a bimonthly Cinema Club focusing on cult films of the '80's, an interactive Labyrinth movie viewing, and a one-time Novel Write-In. Other learning opportunities for the public will be an open computer lab help time when a staff member will be available to assist with computer questions, and a Digital Library Expo where our ebooks, audio ebooks, magazines, comics, games, and other digital resources will be highlighted. The Youth Services department has additional special programs planned. Steve Sexton, Circulation Supervisor, and I are on the staff committee that has met with Spencer and the architectural and construction candidates. As different ideas are tossed around, we are learning about physical ways to separate the children from the adults, how far staff members might want to walk from their parking places, and what some new requirements from the Fire Marshall might be. Every JJGL staff member participated in creating the new Long-Range Plan for the library system. Committees for each of the segments reviewed the previous plan, edited, and added new, up to date information. Several JJGL staff members performed the final editing, creating a cohesive document out of the individual sections.

**17-812** Chairman Samsury called for the McKinney Public Library System Long Range Plan 2018. Library Director, Spencer Smith, presented the McKinney Public Library System Long Range Plan 2018: For accreditation, the Long Range Plan is required by the State. The staff

have been working hard on creating the new plan for a while. The last Long Range Plan of 2004 was created by a hired consultant, but with all of the expertise that our staff have we felt that we could do a terrific job at creating a new Long Range Plan. We wanted to create a plan that was readable and attainable. Almost everything in the new Long Range Plan will have a metric attached. At the end of five years we want to be able to look back at the Long Range Plan and have achieved 100% of these goals if possible. Some might seem ambitious, but we think it is very achievable. We have created a tracking spreadsheet to monitor the progress of our goals in the Long Range Plan. This plan was 100% created by our library staff using discussions that they have had with the public and research from other City departments. I am very proud of the quality of work the staff have put into creating this new plan.

**17-813** Chairman Samsury called for the Director's Report. Library Director, Spencer Smith presented the Director's Report: Here is our Performance Management Progress report for July 2017. Attendance per Adult Program – we were below our target with a percentage of 8% with 16% being our goal. Attendance per Children's Program – we were well above our target with a percentage of 48.54% with 37.00% being our goal. Attendance per Teen Program – our target was 10.00% with 15.27% actual. Historical Turnover – Our target was 0.80% with an actual target of 0.81%. Checkouts Per Borrower – We were above our target rate of 1.60 with a 1.97.

Board members unanimously approved the motion by Board member Darveaux, seconded by Board member Lule, to adjourn. Chairman Samsury adjourned the meeting at 6:00 p.m.

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PETER SAMSURY  
Chair