

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

**JUNE 21, 2018**

The McKinney Public Library System Advisory Board met in regular session in the Meeting Room of the John and Judy Gay Library, 6861 W. Eldorado Parkway, McKinney, Texas on June 21, 2018 at 5:00 p.m.

Board members Present: Chairman Peter Samsury, Vice Chairman Joann Pond.  
Board members: Coretta Lule, Amanda Hamilton, Joseph Closs, Cheryl Darveaux.  
Absent: Board member Lauren Smith-Carter.

Staff Present: Director of Libraries, Spencer Smith, Library Branch Manager, Lisa Bailey, Mike Smith, Laura Compton, Holly Malone.

There was one guest present.

Chairman Peter Samsury called the meeting to order at 5:00 p.m. after determining a quorum was present.

**18-534** Minutes of the Library Advisory Board Meeting of May 17, 2018. Board members unanimously approved the motion by Board member Darveaux, seconded by Board member Lule, to approve the minutes of the Library Advisory Board meeting of May 17, 2018.

**18-535** Chairman Samsury called for the John and Judy Gay Public Services Report. Library Branch Manager, Lisa Bailey delivered the John and Judy Gay Library Public Services Report: JJGL is in an unusual situation today. Having recently hired two new part-time Library Assistants, Denisse Diaz and Ellen Klimpel, to replace one staff member who was promoted (Revathi Vaidyanathan), and another who took a full-time position in her field, we are nearly fully staffed. That said, we are interviewing several McKinney ISD students this week who applied for the City's summer paid internship positions, one at JJGL and one at the Hall Library. For many of the applicants, this will be their first work experience. They will learn about and assist in many areas of the library, learning about our various teams, and will also have a special project. At JJGL, the special project will be educating and assisting the public with the self-checkout machines,

documenting their use, and ultimately increasing the public's use and comfort level with the self-checkout machines. Steve Sexton, our Circulation Supervisor, will be the JJGL intern's supervisor. We have wrapped up our spring programming, all of which were fairly successful. Our most successful spring programs included our first Trivia Night at Tupps Brewery and our What's the Buzz program on beekeeping. The book reviews sponsored by the Friends of the Library continue to bring in at least 40 people. We will continue the knitting group throughout the summer as they are working on a possible project for the State Fair. We celebrated the 90<sup>th</sup> anniversary of the McKinney Public Library at JJGL with posters, scrapbooks, cupcakes, balloons, and a photo-booth arrangement with props from the 1920's. Karen Mattingly, part-time librarian assistant at the Hall Library, did a wonderful job creating the exhibit materials, and several JJGL staff members staffed the exhibit, conversing with both grownups and youngsters about the Library's history. The AARP tax volunteers completed 301 tax returns this spring at JJGL, compared to over 800 returns at Hall. Each year that these volunteers are with us, their numbers are higher. JJGL hosted early voting, voting on Election Day, and also the runoff election's early voting and Election day. We will not be able to host the November 2018 election due to construction. As the Board learned last month, the keyword to describe the design and construction of our renovation and expansion is "fluid". We hope to work toward a more concrete solution in the next few months. One of our goals has been to increase the use of the self-check machines. We recently moved our two self-check machines to the Circulation Desk, and brought over from Hall the self-check machine formerly housed in the first floor Fiction area. With these computers at our Circulation Desk, it is much easier for staff to assist the public in their use, and to see to any issues that may arise with fees or an expired card. We are already making progress with this. In May of 2016, self-checkout accounted for

46% of our first- time checkouts, and in May of 2018, that percentage was 77%. We hope to push this number further up with our intern's assistance this summer. We moved our newspapers and the few paper copies of our magazines to a location at the center of our comfy reading chairs. Newspaper readers are having very positive reactions to the new arrangement. The iPad with our digital magazines is located in this same area. We also enabled one of the computers at the Information Desk to check out or check in materials, so that, if needed, we can assist from that desk. Finally, there is now a study table at the self-check machines' former location.

**18-536** Chairman Samsury called for the Library Outreach Vehicle Team Report. The Outreach Team, Mike Smith, Holly Malone and Laura Compton presented their report: This team's purpose is to develop policies and procedures governing the use of the newly acquired Outreach Library Vehicle with the goal of expanding outreach to underserved communities and engage in proactive and formal community outreach to the citizens of McKinney. The McKinney Public Library System's Outreach Library Vehicle (OLIVE) extends library service to unserved or underserved people who cannot easily access traditional library facilities because of physical, social, geographic or other barriers; and engages with the broader population by having a visible library presence at city and community events. The Outreach Library Vehicle is a low-speed, electric-powered vehicle (Polaris GEM eL XD) modified to house a mobile, pop-up library. The vehicle includes built-in shelving and storage bins for books, side panels which open to provide awnings on both sides of the vehicle, onboard WiFi to power outreach devices and technology, and additional storage area for larger items used in outreach such as tents, tables, and chairs. Route considerations are based on staying consistent to the vehicle's service priorities, while maintaining realistic, legal, and navigable driving routes from the vehicle's home base, Roy and Helen Hall Library.

Venues with an established library relationship were recommended for priority consideration due to existing lines of communication and ease of planning while trial runs were evaluated and modified when needed. Materials taken on the outreach vehicle need to have the RFID security deactivated. This will prevent the door gates from going off if patrons bring the items back into the library to return them. The Current Location in Koha will also need to be changed to reflect Outreach Vehicle. This will facilitate keeping statistics as well as providing an audit trail if materials end up on Trace or Missing. Upon check-in, the current location will revert to the check-in location automatically. Both of these tasks are accomplished using the Batch Item Modification tool in Koha. Items can be transported to the outreach destination in gray transit bins or loaded directly onto the display shelves on the outreach vehicle. The shelves also lift up to provide storage for books underneath. Very small or thin books may fall to the bottom shelves during the drive, but the shelving is contained and this should not hurt the books. Director of libraries, Spencer Smith answered questions and expressed the positive feedback we have received from the community regarding the library outreach vehicle.

**18-537** Chairman Samsury called for the Director's Report. Director of Libraries, Spencer Smith delivered the Director's Report: This shows last month's drops and increases. One thing you will notice consistently is our DVD usage is down. This is not just our location, but with other libraries as well and it seems to be a universal trend. Streaming has an impact on this. DVDs are still being checked out, but not as they were last year. Adult non-fiction at Hall saw an increase over last year and all that is directly attributable just to staff who does the selection process. Blu-ray is just growing. It's still popular. The hold lists that we receive for Blu-ray is growing. I was contacted by someone regarding next year's Texas Library Association conference and they are wanting to do a program on

turnovers and we are the 4 highest turnover rate library in the State of Texas. On average our items checkout between 7-8 times a year. We have some goals where we would like to get this number a little higher but to be fourth in the state is great.

Board members unanimously approved the motion by Board member Pond, seconded by Board member Closs, to adjourn. Chairman Samsury adjourned the meeting at 5:39 p.m.

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PETER SAMSURY  
Chair