GARLAND

NOTICE OF MEETING
CITY OF GARLAND, TEXAS

LIBRARY BOARD

Work Session Room of City Hall
William E. Dollar Municipal Building
200 N. Fifth Street
Garland, Texas
October 28, 2024 at 6:00 p.m.

A meeting of the Library Board of the City of Garland, Texas will be held at the aforementioned location, date, and time to discuss and consider the following agenda items.

AGENDA:

1. APPROVAL OF MINUTES

   a. Approval of Minutes

      Consider approval of the Library Board minutes for the September 9, 2024, meeting.

2. PUBLIC COMMENTS
   Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

   a. Election of Officers

      Members of the Board will elect a chairperson and vice-chairperson for the 2025 year.

   b. Capital Improvement Plan/Bond Program Updates

      Update on Library construction projects funded by the 2019 Bond Program and Capital Improvement Projects.

   c. Continue Discussion for Outreach Services Policy Draft

      Board will continue discussion on the updated policy draft and consider approval of draft policy.

   d. Library Program and Services Update

      Update on Library Programs and Services for the public After School for Teens and One Book, One Garland programs.

   e. Library Statistics

Review library usage statistics for August 2024.

4. ADJOURN

NOTE: A quorum of the City Council may be in attendance and may or may not participate in the discussions of the Committee or board.

Library Board **1. a.**
Meeting Date: 10/28/2024

Subject
Approval of Minutes

Consider approval of the Library Board minutes for the September 9, 2024, meeting.

Attachments

September 9th DRAFT Minutes

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GARLAND

MINUTES

The Library Board of the City of Garland convened in regular session at 6:00 p.m. on Monday, September 9, 2024, in the Work Session Chambers, 200 North Fifth Street, Garland, Texas, with the following members:

Present:	Terri Chepregi, Chair Adam Greenup, Vice Chair Dorothy White, Board Member Sarah Montoya, Board Member Michael Degen, Board Member Susan Vaden, Board Member
Absent:	Gwendolyn Daniels, Board Member Kristin Lucido, Board Member Trellas Gotcher, Board Member
Staff Present:	Karen Archibald, Library Director Will Massey, Assistant Library Director Kathleen Cizek, Public Services Administrator Morgan Blackburn, Librarian Julie Bird, Library Assistant Deanna McCauley, Department Representative II

1. APPROVAL OF MINUTES

a. Consider approval of the Library Board minutes for the August 12, 2024 meeting.

Chairperson Chepregi motioned approval of the August 12th minutes. Member Greenup seconded the approval.

2. PUBLIC COMMENTS

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

a. Process Improvements for Boards and Commissions

Review updated application and onboarding process for Library Board members.

Director Archibald introduced the newly implemented meeting binders, advised of the electronic member application, reminded new/reappointed members to complete the two required videos by the deadline, and extended an invitation to schedule individual meetings to ask questions.

b. Capital Improvement Plan/Bond Program Updates

Update on Library construction projects funded by the 2019 Bond Program and Capital Improvement Projects.

Assistant Director Massey provided the following updates:

- North Library's September 6th grand re-opening was a success. Reception attendees enjoyed themselves while listening to tunes by the pianist.
- Roofing and external siding installation is complete at West Library.
- Construction on Central Library is progressing and remains on schedule.

c. Library Outreach Program Updates and Policy Draft

Update on Library Outreach program activities and events. Staff will also provide a policy draft update for discussion and consideration.

Morgan excitedly reported Outreach tables were visited by 15,410 people during 95 events and issued over 300 Library cards since January 2024. For a program of this magnitude, Director Archibald requested implementation of a revised Outreach policy to encompass today's Library.

d. Library Program and Services Update

Update on Library Programs and Services for the public: Summer Adventure at Your Library and One Book, One Garland.

Public Administrator Cizek reported the elimination of participant registration provided increased participation, as the flexibility allowed parents to schedule Library visits around vacations.

e. Library Statistics

Review of monthly Library statistics.

Director Archibald presented July statistics to the Board and opened the floor for questions and/or comments. The Board had none at this time.

4. ADJOURN

Submitted By:

_____
Terri Chepregi, Chair

_____
Karen Archibald, Director of Libraries

Library Board **3. a.**
Meeting Date: 10/28/2024

Subject
Election of Officers

Members of the Board will elect a chairperson and vice-chairperson for the 2025 year.

Library Board **3. b.**
Meeting Date: 10/28/2024

Subject
Capital Improvement Plan/Bond Program Updates

Update on Library construction projects funded by the 2019 Bond Program and Capital Improvement Projects.

Library Board **3. c.**
Meeting Date: 10/28/2024

Subject
Continue Discussion for Outreach Services Policy Draft

Board will continue discussion on the updated policy draft and consider approval of draft policy.

Attachments

Outreach Policy Draft

LIBRARIES BUILD COMMUNITY Library Policy	Issue Date: August 23, 2024	Revision Date:
Title: Library Outreach and Events Policy	Approved By: Library Advisory Board	Page 1 of 1

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1. Purpose

The Garland Public Library will offer programs to meet the cultural, educational, recreational and informational needs of all Garland community members, with a special emphasis on underserved and unserved populations. The Library's outreach initiatives aim to remove barriers to access, particularly for non-English speakers, seniors, teens, and others who may be underserved. The purpose of these efforts is to increase public awareness of the Library's services and programs, foster community engagement, and destigmatize the library as a government institution.

2. Programs

The Library will provide a wide range of programs, both in-house and outside of the physical library facilities. Programs and services may include traditional and non-traditional services. The Library will also provide speakers for civic and school groups to discuss library-related topics.

3. Population Served

The Garland Public Library will offer programs and special events that serve the general public and specific target audiences within the City of Garland. Outreach efforts will particularly focus on reaching underserved and unserved groups, including non-English speakers, seniors, teens, and individuals facing mobility or socio-economic challenges. The Library will collaborate with community partners, schools, and local organizations to ensure these programs are accessible and impactful.

4. Availability of Programs

The Library will prioritize outreach requests from organizations that benefit Garland residents, with an emphasis on equitable service delivery. Programs will be scheduled based on the needs of the community and the availability of qualified library staff. The Library will adopt a strategic approach to ensure that resources are allocated effectively to serve the widest possible audience, with particular attention to those who might otherwise face barriers to access.

5. Evaluation and Feedback

- Establish a regular evaluation process to assess the effectiveness of outreach programs.
- Use data and feedback to identify gaps and opportunities for future outreach initiatives.
- Gather feedback from participants and community members to continuously improve and adapt the programs.

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Library Board **3. d.**
Meeting Date: 10/28/2024

Subject
Library Program and Services Update

Update on Library Programs and Services for the public After School for Teens and One Book, One Garland programs.

Library Board **3. e.**
Meeting Date: 10/28/2024

Subject
Library Statistics

Review library usage statistics for August 2024.

Attachments

August statistics

	Aug-23	Aug-24	Change	YTD 2023	YTD 2024	Change
Physical Checkouts	28,895	28,387	-2%	373,453	302,491	-19%
Digital Checkouts	30,211	33,980	12%	302,379	365,947	21%
System Total	59,106	62,367	5.5%	675,832	668,438	-1%

Library Visits: Counts the number of individuals coming to Central Library Express, North Garland Library, South Garland Library, and Walnut Creek Branch Library

	Aug-23	Aug-24	Change	YTD 2023	YTD 2024	Change
CEN/CLE	**6,745**	**7,046**	4%	**117,234**	**66,585**	-43%
NGB	**4,627**	**5,668**	22%	**46,531**	**57,932**	24%
SGB	**8,413**	**9,242**	10%	**77,587**	**92,378**	19%
WCB	**2,249**	**2,019**	-10%	**23,547**	**26,097**	11%
System Total	22,034	23,975	9%	264,899	242,992	-8%

Programs: Provides the number of library sponsored programs offered each month.

	# of Programs 2023	# of Programs 2024	Change	YTD 2023	YTD 2024	Change
CEN/CLE	32	26	-19%	403	511	27%
NGB	0	4	400%	81	189	96%
SGB	6	2	-67%	271	281	4%
WCB	1	1	0%	172	159	10%
System Total	39	33	-15%	927	1,140	23%

Particiapants: Provides the number of participants or attendees at library programs each month.

	# Participants Aug 2023	# Participants Aug 2024	Change	YTD 2023	YTD 2024	Change
CEN/CLE	212	154	-27%	10,450	6,709	-36%
NGB	0	211	/	3,724	4,404	57%
SGB	18	59	228%	4,096	4,502	10%
WCB	8	8	0%	1,784	2,797	18%
System Total	238	432	82%	20,054	18,412	-8%

Library Outreach: Library sponsored outreach/programming outside of the library.

	August 2022	August 2023	Change	Aug 2024**	Change
# of Events	0	0	0%	4	---
# of Contacts	0	0	0%	1,329	---
Library Cards Issued	0	0	0%	45	---