



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
September 9, 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. Consider approval of the Library Board minutes for the August 12, 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. Process Improvements for Boards and Commissions

Review updated application and onboarding process for Library Board members.

b. Capital Improvement Plan/Bond Program Updates

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

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.

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.

e. Library Statistics

Review of monthly Library statistics.

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: 09/09/2024

Subject

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

Attachments

Board 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, August 12, 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
Gwendolyn Daniels, Board Member
Kristin Lucido, Board Member
Susan Vaden, Board Member
- Absent:** Michael Degen, Board Member
Trellas Gotcher, Board Member
- Staff Present:** Karen Archibald, Library Director
Will Massey, Assistant Library Director
Kathleen Cizek, Public Services Administrator
Heather Coleson, Library Branch Manager
Miriam Magana, Librarian
Jessica Ransom, Librarian
Deanna McCauley, Department Coordinator II

1. APPROVAL OF MINUTES

- a. Consider approval of the Library Board minutes for the June 10, 2024 meeting.**

Chairperson Chepregi motioned approval of the June 10, 2024 minutes. Board Member Montoya 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. Capital Improvement Plan/Bond Program Updates**

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

Director Archibald presented three topics of interest:

- The North Garland Library grand re-opening will be celebrated with a ribbon-cutting ceremony on Friday, September 6, 2024. .
- The Central Library's construction is progressing to include framework installation for children's story time reading stairs and the pedestrian stairwell.
- West Garland has been framed and Library staff excitedly experienced a tour of the new facility.

b. TSLAC Grant Update

Update on the status of the grant Central Library staff applied for from the Texas State Library and Archives Commission.

Texas State Library Archives Commission awarded Garland Libraries' Makerspace labs a \$75k grant, to cover supplies and materials, to assist with our goal of supporting the community's lifelong learning. Classes will be provided in English and Spanish.

c. Library Program and Services Update

Update on Library Programs and Services for the public: Library of Things and Central Library Art Community Event.

Library of Things program was designed to provide patrons with items they may need on occasion without incurring a permanent expense. Items such as decorative cake pans, text-to-speak pens, blood pressure monitors, scientific calculators, and more.

Director Archibald invited the Board to participate in decorating an art piece to add to Central Library's Community Art project.

d. Library Branding Campaign Update

Update on the launch of Phase II of the Library Branding Campaign: Faces of Garland.

Phase II encompasses Garland resident photos captured during 2023's Christmas on the Square. Look for many of the images on the Library's Facebook and Instagram pages, as well as on the Library's courier van.

e. Library Statistics

Review of monthly Library statistics.

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

f. Partnership Opportunity with Parkland

Presentation and discussion on a new partnership with Parkland Health.

Parkland utilized awarded grant funds to partner with the City to provide increased video healthcare access to the community. Parkland will provide training, a computer with the health chart icons, and a Telehealth Pod which will be piloted at South Garland Library.

4. ADJOURN

Submitted By:

Terri Chepregi, Chair

Karen Archibald, Director of Libraries

Library Board

3. a.

Meeting Date: 09/09/2024

Subject

Process Improvements for Boards and Commissions

Review updated application and onboarding process for Library Board members.

Library Board

3. b.

Meeting Date: 09/09/2024

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: 09/09/2024

Subject

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.

Attachments

Updated Policy Draft

Current Outreach Policy



Library Policy

Issue Date:
August 23, 2024

Revision Date:

Title: Library Outreach and Events
Policy

Approved By:
Library Advisory Board

Page 1 of 1

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.

DRAFT

 Library Policy	Issue Date: February 10, 2003 Revision Date:	
Title: Library Programs & Outreach Policy	Approved By: Library Advisory Board	Page 1 of 1

1. Purpose

The Nicholson Memorial Library System will offer programs to meet the defined and anticipated recreational, cultural, educational and informational needs of all members of the community. Programs will consist of special events in the Library or outreach programs outside of the Library. The purpose of library outreach is to make the public more aware of the services and programs offered by the Library, to educate the public, and to provide programming to those who cannot come to the Library.

2. Programs

The Library will provide in house programs and outreach programs, such as tours, book talks, storytelling, workshops, and other programs for city of Garland students, citizens and community groups, as staffing and scheduling allows. The Library will make available Library speakers to civic or school groups to speak about library related topics.

3. Population Served

The Nicholson Memorial Public Library System will offer programs and special events at the Library, usually open to the general public, but sometimes for specified audiences. The Library will offer outreach programs to Garland-based groups, including PTAs, Garland homeowner associations, schools and daycares within the City of Garland. The Library may provide speakers on Library related topics to Garland-based-civic groups and school groups.

4. Availability of Programs

The Library will accommodate Garland-based groups in order of request, based on the inclusiveness of the group or size of the event, and dependant on availability of qualified staff and other scheduling considerations.

Library Board

3. d.

Meeting Date: 09/09/2024

Subject

Library Program and Services Update

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

Library Board

3. e.

Meeting Date: 09/09/2024

Subject

Library Statistics

Review of monthly Library statistics.

Attachments

Library Statistics

July 2024

Circulation: The number of materials that are checked out or renewed in each month.

	July-23	July-24	Change	YTD 2023	YTD 2024	Change
Physical Checkouts	33,254	33,438	1%	344,558	274,104	-20%
Digital Checkouts	30,324	35,208	16%	272,168	331,967	22%
System Total	63,578	68,646		616,726	606,071	-1.7%

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

	July-23	July-24	Change	YTD 2023	YTD 2024	Change
CEN/CLE	11,395	7,715	-32%	110,489	59,539	-46%
NGB	5,675	6,073	13%	41,904	52,264	13%
SGB	9,478	10,306	9%	69,174	83,136	20%
WCB	2,442	2,760	7%	21,298	24,078	25%
System Total	28,990	26,854	-7%	242,865	219,017	-10%

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	86	50	-42%	371	485	31%
NGB	28	21	-25%	172	185	98%
SGB	37	27	-27%	265	279	5%
WCB	12	21	75%	80	158	8%
System Total	163	119	-27%	888	1107	25%

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

	# Participants July 2023	# Participants July 2024	Change	YTD 2023	YTD 2024	Change
CEN/CLE	1,173	1,047	-11%	10,238	6,555	-36%
NGB	696	607	-32%	3,724	4,193	13%
SGB	1,047	475	-42%	4,078	4,443	9%
WCB	149	216	45%	1,776	2,789	57%
System Total	3,065	2,345	-23%	19,816	17,980	-9%

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

	FY22	FY23	Change	FY24**	Change
# of Events	2	7	250%	5	-28%
# of Contacts	70	81	15%	821	913%
Library Cards Issued	7	0	-100%	17	+++

***Note: Central Library closed for renovations; Central Library Express operating as a temporary location.**

****Note: July 2024 included Garland Red, White, and You celebration.**

June 2024

Circulation: The number of materials that are checked out or renewed in each month.

***Note:** Central Library closed for renovations; Central Library Express operating as a temporary location.