

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE LIBRARY BOARD

CITY OF TEXAS CITY  
LIBRARY BOARD MEETING

AGENDA

Monday, June 26, 2017  
4: 00 PM

LIBRARY  
Holland Room  
1701 9th Avenue North  
Texas City, Texas 77590

The Board of Directors of the Library Board will meet at 4:00 PM on Monday, June 26, 2017, in the Library Holland Meeting Room, Texas City, Texas.

The **AGENDA** for the meeting is as follows:

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

1. ROLL CALL
2. LIBRARIAN REPORT
3. OLD BUSINESS
4. NEW BUSINESS
5. BOARD COMMENTS
6. ADJOURN

POSTED this June 15, 2017 at 1:45 PM, in accordance with Vernon's Texas Codes Annotated, Government Code, Section 551.002 et seq, as amended.

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Beth Steiner, Board Secretary  
Library Board



**Library Board Agenda**

**2.**

**Meeting Date:** 06/26/2017

Board of Library Trustees Agenda June 26, 2017

**Submitted By:** Elizabeth Steiner, Library

**Department:** Library

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**Information**

**ACTION REQUESTED**

LIBRARIAN REPORT

**BACKGROUND**

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**Attachments**

[GALCO REPORT 05/2017](#)

[GALCO REPORT 04/2017](#)

[Lib Dir Report 04/2017](#)

[Lib Dir Report 04/2017scf](#)

[Lib Dir Report 05/2017](#)

[Lib Dire Report 05/2017scf](#)

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**GALVESTON CO. LIBRARY MONTHLY STATISTICS REPORT**

***Moore Memorial Public Library***

**SERVICES**

Books Loaned		7061
Audio Books Loaned		344
Music CDs Loaned		42
DVDs Loaned		7445
Other Materials Loaned		166
Total Circulation Transactions		15,058
Juvenile Transactions (a part of total circulation transactions)		5270
Materials Used in House		2776
New Patrons Registered		118
Reference Transactions/Information Questions	1473	2946
Adult Programs offered by the Library - # Programs & # Attendees	4	74
Young Adult Programs offered by the Library - # Programs & # Attendees	2	16
Children's Programs offered by the Library - # Programs & # Attendees	8	75
Number of Visits (Door Count)		11,299
Volunteer Hours		1

**INTERNET AND ELECTRONIC SERVICES**

Internet Users		3618
Internet Hours		1809
Number of Wi-Fi Sessions		2998
Number of Web Page Hits		8717

**RESOURCE SHARING**

<b><u>ILL</u></b> received from other libraries outside of Galveston Co.		15
<b><u>ISL</u></b> received from other public libraries in Galveston Co.		2
<b><u>Total ILL &amp; ISL received</u></b> from other libraries		17
<b><u>Total ILL &amp; ISL requests provided</u></b> to libraries		179

**GALVESTON CO. LIBRARY MONTHLY STATISTICS REPORT**

***Moore Memorial Public Library***

**SERVICES**

Books Loaned		6246
Audio Books Loaned		355
Music CDs Loaned		32
DVDs Loaned		5947
Other Materials Loaned		152
Total Circulation Transactions		12,732
Juvenile Transactions (a part of total circulation transactions)		4456
Materials Used in House		2465
New Patrons Registered		71
Reference Transactions/Information Questions	1418	2836
Adult Programs offered by the Library - # Programs & # Attendees	8	104
Young Adult Programs offered by the Library - # Programs & # Attendees	4	13
Children's Programs offered by the Library - # Programs & # Attendees	10	108
Number of Visits (Door Count)		9420
Volunteer Hours		8

**INTERNET AND ELECTRONIC SERVICES**

Internet Users		3094
Internet Hours		1548
Number of Wi-Fi Sessions		3985
Number of Web Page Hits		6932

**RESOURCE SHARING**

<b><u>ILL</u></b> received from other libraries outside of Galveston Co.		8
<b><u>ISL</u></b> received from other public libraries in Galveston Co.		5
<b><u>Total ILL &amp; ISL received</u></b> from other libraries		13
<b><u>Total ILL &amp; ISL requests provided</u></b> to libraries		178

# Statistics for Moore Memorial Public Library

April 2017

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## Library Usage

<u>Service Provided</u>	<u>April 2017</u>
Hours	231
FY 2017 to date	1694.5
Days	23
FY 2017 to date	170

<u>Library Visits</u>	<u>April 2017</u>
Visits	9420
FY 2017 to date	75,721

<u>Patrons Registered</u>	<u>April 2017</u>
Patrons	71
FY 2017 to date	836

<u>Items Checked Out</u>	<u>April 2017</u>
Print	5918
Ebook	328
Audio	355
DVDs	5947
Music	32
Other	152
Total	12,732

	<u>FY 2017 to date</u>
Print	47,020
Ebook	2381
Audio	2640
DVDS	55,529
Other	1714
Total	109,369

<u>Questions Received</u>	<u>April 2017</u>
Reference	1418
FY 2017 to date	11,576
Information	2836
FY 2017 to date	21,952

<u>Items Used-In-House</u>	<u>April 2017</u>
Items	2465
FY 2017 to date	19,647

## Library Production

<u>Items Catalogued</u>	<u>April 2017</u>
Items	1036
FY 2017 to date	9015

<u>Finding Aids Created</u>	<u>April 2017</u>
Aids Created	7
FY 2017 to date	83
Displays Created	10
FY 2017 to date	86
Total	17
FY 2017 to date	169

## Outreach

<u>Programs Held</u>	<u>April 2017</u>
Adult	8
Young Adult	4
Children	10
Total	22

<u>FY 2017 to date</u>	
Adult	81
Young Adult	24
Children	74
Total	179

<u>Attendees</u>	<u>April 2017</u>
Adult	104
Young Adult	13
Children	108
Total	225

<u>FY 2017 to date</u>	
Adult	984
Young Adult	129
Children	846
Total	1959

## Technology

<u>Internet Users</u>	<u>April 2017</u>
Users	3095
FY 2017 to date	24,713
<u>Internet Hours</u>	<u>April 2017</u>
Hours	1548
FY 2017 to date	12,359
<u>Unique Web Visits</u>	<u>April 2017</u>
Visits	4606
FY 2017 to date	32,604
<u>First Time Web Visits</u>	<u>April 2017</u>
Visits	2230
FY 2017 to date	15,397
<u>Visits to Web Exhibits</u>	<u>April 2017</u>
Month	5287
FY 2017 to date	24,655
<u>Wireless Sessions</u>	<u>April 2017</u>
Visits	3985
FY 2017 to date	30,977
<u>Distinct Wireless Clients</u>	<u>April 2017</u>
Clients	825
FY 2017 to date	6495

## Resource Sharing (Interlibrary Loans – ILLs)

<u>ISLs</u>	<u>April 2017</u>
Acquired	5
Lent	38
FY 2017 to date	<u>April 2017</u>
Acquired	20
Lent	304
<u>ILLs</u>	<u>April 2017</u>
Acquired	8
Lent	140
FY 2017 to date	<u>April 2017</u>
Acquired	106
Lent	1012
<u>Total ISLs / ILLs</u>	<u>April 2017</u>
Acquired	13
Lent	178
FY 2017 to date	<u>April 2017</u>
Acquired	126
Lent	1356

## Staff Time Usage

Staff sick hours used <u>April 2017</u>	33.0 hrs.
Staff sick hours used FY <u>2017</u> to date	310.5 hrs.
Staff vacation days used <u>April 2017</u>	18
Staff vacation days used FY <u>2017</u> to date	80
Staff training hours accomplished <u>April 2017</u>	29
Staff training hours accomplished FY <u>2017</u> to date	44
Volunteer hours donated <u>April 2017</u>	8
Volunteer hours donated FY <u>2017</u> to date	73

## Footnotes

1. The library was closed three days for the Easter holidays.
2. Summer programs 2017 were finalized, printed and released.
3. Work continued on the following ongoing projects: weeding and inventory of adult nonfiction, Young Adult and Fiction collections, and the repair/replacement of nonfiction DVDs.  
Inventory/weeding continued the Juvenile fiction section.
4. Work was completed on the Western collection.
5. Work continued on the Oral History – Vietnam era project.
6. The ducts were cleaned for the first recorded time.
7. Carpet was deep cleaned in the main parts of the library.
8. Development work continued on the project to move the Library webpage to Word Press.

# Statistics for Moore Memorial Public Library

May 2017

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## Library Usage

<u>Service Provided</u>	<u>May 2017</u>
Hours	264
FY 2017 to date	1958.5
Days	26
FY 2017 to date	196

<u>Library Visits</u>	<u>May 2017</u>
Visits	11,299
FY 2017 to date	87,020

<u>Patrons Registered</u>	<u>May 2017</u>
Patrons	118
FY 2017 to date	954

<u>Items Checked Out</u>	<u>May 2017</u>
Print	6727
Ebook	334
Audio	344
DVDs	7445
Music	42
Other	166
Total	15,058

	<u>FY 2017 to date</u>
Print	53,747
Ebook	2715
Audio	2984
DVDS	62,974
Other	2007
Total	124,427

<u>Questions Received</u>	<u>May 2017</u>
Reference	1473
FY 2017 to date	13,049
Information	2946
FY 2017 to date	24,898

<u>Items Used-In-House</u>	<u>May 2017</u>
Items	2776
FY 2017 to date	22,423

## Library Production

<u>Items Catalogued</u>	<u>May 2017</u>
Items	791
FY 2017 to date	9806

<u>Finding Aids Created</u>	<u>May 2017</u>
Aids Created	7
FY 2017 to date	90
Displays Created	14
FY 2017 to date	90
Total	21
FY 2017 to date	190

## Outreach

<u>Programs Held</u>	<u>May 2017</u>
Adult	4
Young Adult	2
Children	8
Total	14

	<u>FY 2017 to date</u>
Adult	85
Young Adult	26
Children	82
Total	193

<u>Attendees</u>	<u>May 2017</u>
Adult	74
Young Adult	16
Children	75
Total	165

	<u>FY 2017 to date</u>
Adult	1058
Young Adult	145
Children	921
Total	2124

## Technology

<u>Internet Users</u>	<u>May 2017</u>
Users	3618
FY 2017 to date	27,331
<u>Internet Hours</u>	<u>May 2017</u>
Hours	1809
FY 2017 to date	14,168
<u>Unique Web Visits</u>	<u>May 2017</u>
Visits	5922
FY 2017 to date	38,526
<u>First Time Web Visits</u>	<u>May 2017</u>
Visits	2815
FY 2017 to date	18,212
<u>Visits to Web Exhibits</u>	<u>May 2017</u>
Month	3934
FY 2017 to date	28,589
<u>Wireless Sessions</u>	<u>May 2017</u>
Visits	2998
FY 2017 to date	33,975
<u>Distinct Wireless Clients</u>	<u>May 2017</u>
Clients	711
FY 2017 to date	7206

## Resource Sharing (Interlibrary Loans – ILLs)

<u>ISLs</u>	<u>May 2017</u>
Acquired	2
Lent	32
FY 2017 to date	
Acquired	22
Lent	336
<u>ILLs</u>	<u>May 2017</u>
Acquired	15
Lent	147
FY 2017 to date	
Acquired	121
Lent	1159
<u>Total ISLs / ILLs</u>	<u>May 2017</u>
Acquired	17
Lent	178
FY 2017 to date	
Acquired	143
Lent	1534

## Staff Time Usage

Staff sick hours used <u>May 2017</u>	47.5 hrs.
Staff sick hours used FY <u>2017</u> to date	358 hrs.
Staff vacation days used <u>May 2017</u>	15
Staff vacation days used FY <u>2017</u> to date	95
Staff training hours accomplished <u>May 2017</u>	19
Staff training hours accomplished FY <u>2017</u> to date	70
Volunteer hours donated <u>May 2017</u>	1
Volunteer hours donated FY <u>2017</u> to date	74

## Footnotes

1. The library was closed one for the Memorial Day holidays.
2. Work continued on the following ongoing projects: weeding and inventory of adult nonfiction, Fiction collections.
3. Work was completed on the Young Adult collection.
4. Weeding and inventory was completed on Juvenile Fiction collections.
5. Repair and cleaning of the nonfiction DVD was completed.
6. Work continued on the Oral History – Vietnam era project.
7. A panic button security system was installed in the library.
8. The building security system in the library was enhanced.
9. Development work continued on the project to move the Library webpage to Word Press.