

# **MEETING OF THE LIBRARY ADVISORY BOARD CITY OF LA VISTA**

# **MINUTES OF MEETING**

## **March 14, 2013**

### Agenda Item #1: Call to Order

The meeting was called to order at 5:32 p.m.

## Agenda Item #2: Announcement of Location of Posted Open Meetings Act

An announcement was made of the location of the posted copy of the Open Meetings Act for public reference.

### Agenda Item #3: Introductions

There were no introductions made.

#### Agenda Item #4: Approval of Minutes of January 10, 2013 Meeting

It was moved by Westlund and seconded by Frederick that the minutes be accepted as presented. Ayes: all. Nays: none. Motion carried.

## Agenda Item #5: Library Director's Report

- a. Programs: an overview of various programs was given including Shopping Car Smarts on March 9<sup>th</sup>, Tai Chi: Moving For Better Balance on March 16<sup>th</sup>, J. Sterling Morton, Author of Arbor Day on March 23<sup>rd</sup>, Personality, Planning and Planting on April 18<sup>th</sup>, and an Author Fair on May 11<sup>th</sup>.
- b. Employee updates were given. Employee Noker left in February. Her replacement is Jennifer Goss who is an evening and weekend employee.
- c. Library Meetings were reviewed including the American Library Association's MidWinter Conference attended in January.
- d. General Library Information included a Senior Health webinar attended. At the end of next meeting, part of this will be shown for Board continuing education. The Public Library Data Services 2013 from the Public Library Association has been submitted. This is a statistical report for public libraries throughout the United States.

## Agenda Item #6: Circulation Report

Library Director Barcal distributed the circulation report. The report was discussed and accepted.

#### Agenda Item #7: Old Business

- a. Current and future grants were reviewed.
  - i. Teen Summer Internship Program from Young Adult Services Association and Dollar General Literacy Foundation was submitted. The grant requested \$1,000 for programming and a stipend for a teen to learn about the library profession. The grant request was denied.
  - ii. 2013 Student Internship Grant Program from the Nebraska Library Commission was submitted. The grant requested \$1,000 for programming and a stipend for a second teen to learn about the library profession. The grant request was award with \$500.

- iii. Youth Excellence Grant 2012. This grant was awarded by the Nebraska Library Commission for a Teen Media Club. Funds will be used for a DVR, laptop and bag, flash card, and a wireless mouse. Hoang is a member of the Media Club. Hoang reported that the equipment will be ordered soon.
- iv. Civil War 150: There will be a 3 week exhibit at the Library in October of 2014. The grant included \$1,000 for programming. There is no update.
- v. American Recovery and Reinvestment Act for the Nebraska Library Commission Broadband Technology Opportunities Program continue with monthly statistical and computer reports. The ADA computer has not arrived but the printer, scanner and cables have. The ADA computer has now been ordered.

b. State Report: FY2011-12. This report has been submitted. A condensed version was distributed.

**Agenda Item #8: New Business**

- a. Inventory 2013. Inventory began February 4<sup>th</sup> and finished last week. The preliminary report was distributed with total items missing or unaccounted for numbering at 191. An update will be given at the May Board Meeting.
- b. Boards and Commissions Manual. In an effort from City Hall to have consistent information and formats, the bylaws for the Library Board has been reformatting. An orientation packet has also been formalized. The Library Board will vote on the bylaws at a future meeting.
- c. Policy Review: Food and Drink in the Library. The practice of "No food or drink in the library" has been strictly verbal. Staff has requested a policy with the possibility of allowing bottled or sealed water containers. A sample policy was distributed and discussed. The Library Board will vote on the policy at the May Board Meeting.
- d. New Product: Zinio (electronic magazines). Since January, the library has paid for a subscription to Zinio, a platform that allows access to electronic magazines. This is a free service to the patrons of the library. The library currently has 102 electronic titles and more can be added after the 1 year license is renewed. Usage for the first month was 109. The second month was 207. Current price per usage is \$12.42.
- e. Amnesty Days. Amnesty Days were held in January for 10 days. 171 pounds of food were donated: 165 total food items. Hoang commented on the advertisement for the Amnesty Day. A discussion was held. The Board consent was that advertising should be done on a variety of levels and formats including Facebook, Tweet, webpage, fliers and possibly radio with a public announcement. The board had a suggestion of obtaining additional information when people sign up for a library card: capturing how they would like to be notified of library promotions/programs.

**Agenda Item #9: Comments from the Floor**

Teen Advisory Board (TAB) President, Christensen, reported that the teen programs have had more participation from a variety of different locations. TAB has approximately 20 members. Plans for summer reading are underway. Summer Library Intern, Kreber, reported that plans are underway for 2 teen summer programs per day. Frederick commented that a visit to the Junior High to promote summer reading would be beneficial.

**Agenda Item #10: Comments from the Board**

Quinn commented on the hard work Lindsey Tomsu, Teen Coordinator, accomplishes to run a successful teen program. TAB members nominated Tomsu for an award through the Nebraska Library Association last year and currently have her nominated for a "movers and shakers" award. Schmit-Pokorny asked about summer volunteers: how is it advertised? when will volunteers be able to sign up?

There was a motion by Westlund and seconded by Frederick to adjourn the meeting at 6:17 p.m.

The next meeting is scheduled for May 9, 2013 at 5:30 p.m. at the La Vista Public Library, Conference Room #142.

**La Vista Public Library**  
**2012 Nebraska Public Library Survey**

**1.0 General Data**

Web Address for Library	<a href="http://cityoflavista.org/index.aspx?nid=234">http://cityoflavista.org/index.aspx?nid=234</a>
Regional Library System	Eastern Library System
Local Population	15,758
Type of Board	Advisory
How often does the library board meet?	Every other month
Length of term	2 years
Does the library have a friends group?	No
Does the library have a foundation?	No

**2.0 Library Facility**

Year current library facility was built	1999
Is this facility handicapped-accessible?	Yes
Library Buildings square footage	23,316
Actual hours open for public service per year	3,739
Number of actual weeks per year library is open	51

**3.0 Library Finance**

Date of Fiscal year	10/1/2011-9/30/2012
City Revenue	\$647,780

**State Government Revenue:**

Library State Aid	\$2,810
NLC Youth Grant	\$784

**Other Revenue:**

Lender Compensation (paid by NLC)	\$411
Fire Fighters Association	\$500
Runza Great Books for Great Kids	\$308
YALSA Dollar General Grants	\$2,000
Nebraska Humanities Council	\$136
Copies and lamination services	\$4,434
ILL Fees	\$305
Pappillion La Vista School Foundation	\$147
IDEAL Project	\$217
Total	\$8,458
Total Operating Revenue	\$659,832

**Non-resident Fees**

Number of non-resident cards issued this year	378
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**Expenditures****Operating Expenditures:**

Salaries and Wages	\$369,047
Employee Benefits	\$68,018
Total Staff Expenditures	\$437,065

**Collection Expenditures:**

Library Materials in Print Format	\$64,000
Library Materials in Electronic Format	\$26,332
Total Collection Expenditures	\$90,332

**Other Operating Expenditures**

Facility	\$6,770
Utilities	\$68,000
Office supplies	\$8,578
Postage	\$4,000
Telephone	\$211
Contracts-for-service	\$6,227
Computer hardware and software	\$7,800
Electronic access	\$8,170
Continuing Education	\$8,567
Miscellaneous	\$3,500
Total Other Operating Expenditures	\$121,823
<b>Total Operating Expenditures</b>	<b>\$649,220</b>

**4.0 Library Collections****Books (Print Format):**

Number books held at the end of previous FY	49,153
Number added during year	3,753
Number withdrawn during year	2,387
Books held at the end of current year	50,519

**Electronic Books (E-Books):**

Number E-books held at the end of previous FY	49,733
Number added during year	2,687
Number withdrawn during year	0
E-Books held at the end of current year	52,420

**Audio - Downloadable titles:**

Number held at the end of previous FY	3,266
Number added during year	743
Number withdrawn during year	0
Audio titles held at the end of current year	4,009

**Video - Physical Units (video, DVD, CD-ROM):**

Number held at the end of previous FY	3,468
Number added during year	303
Number withdrawn during year	23
Video titles held at the end of current year	3,748

**Electronic Databases:**

Number held at the end of previous FY	36
Number added during year	3
Number withdrawn during year	2
Databases held at the end of current year	37

**Print Magazine Subscriptions:****MCC:**

Number held at the end of previous FY	206	36
Number added during year	3	0
Number withdrawn during year	0	0
Magazine titles held at the end of current year	209	36

**Total Collection**

Number held at the end of previous FY	105,898
Number added during year	7,492
Number withdrawn during year	2,412
Total held at the end of current year	110,978

**5.0 Library Services**

Number of registered borrowers	2,337
Annual Library Visits	104,531
Annual Reference Transactions	1,235
Annual Uses of Public Internet Computers	8,704

Circulation of Adult Materials	68,688
Circulation of Children's Materials	85,118

Circulation of Adult Downloadable Materials	2,362
Circulation of Children's Downloadable Materials	354

Total annual circulation	156,522
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Total library materials loaned to other libraries	357
Total library materials borrowed from other libraries	177

Normal Hours Open Per Week	74
Weeks	51
Total Hours Opened	3,774

**Children's Programs:**

Number of Children's Programs	461
Average Attendance at Children's Programs	21
Total Children's Program Attendance	9681

**Young Adult (Teen) Programs:**

Number of Teen Programs	142
Average Attendance at Teen Programs	21
Total Teen Program Attendance	2982

**Adult Programs:**

Number of Adult Programs	142
Average Attendance at Adult Programs	11
Total Adult Program Attendance	1562
Total Number of Library Programs	745
Total Attendance at All Library Programs	14225

**6.0 Technology**

Number of OPAC computers	7
Number of Internet Computers used by the public	21
Wireless Internet access available for patrons?	Yes

**7.0 Staffing**

Total Librarians with master's degrees from an ALA sponsored program in Full-time equivalents	3
Total Librarians (all persons with the title "librarian") in Full-time equivalents	5
All other paid staff in Full-time equivalents	5.4
Total paid employees in Full-time equivalents	10.4

**8.0 Narrative Section**

The La Vista Public Library continues to partner with the city's Recreation Center in providing joint children programming. The library is now 100% on the city's computer network, including wireless access thanks to the Library Broadband Builds Nebraska Communities (LBBNC). This was a large undertaking and meant dividing the network for public and staff for protection and privacy. The LBBNC also provided 12 computer updates for our computer lab. Adult programming continues to prosper with increased programs and attendance. An AWE station was obtained in June and the children love it. Average use for the three month period was 335 and prompted a future request for an additional station. A partnership with a local at risk program, Ideal, was completed with a 40 foot mural in the teen section as well as a mural over the teen stacks.