



**CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, MARCH 16, 2021 - 6:00 PM**

AGENDA

NOTICE IS HEREBY GIVEN OF A FRIENDSWOOD REGULAR MEETING TO BE HELD AT 416 S. Friendswood Dr., Friendswood, TX and via Zoom, , REGARDING THE ITEMS OF BUSINESS ACCORDING TO THE AGENDA LISTED BELOW:

1. Online Meeting Information

A. Join Library Board Meeting via Zoom by either

clicking on this link

<https://us02web.zoom.us/j/85008661870?pwd=Uk9DT2g1YTNYbmpJeVdMM28zb2k2QT09>
or go to www.zoom.com and click on "Join A Meeting" then enter the following meeting ID and passcode

Meeting ID: 850 0866 1870

Passcode: reading

or on a mobile phone, connect by tapping on this
+13462487799,,85008661870#,,, *2219026#

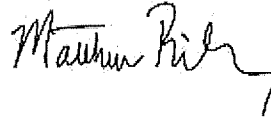
or call in using the phone number 1-346-248-7799 and then entering the following meeting ID and passcode:

Meeting ID: 850 0866 1870

Passcode: 2219026

- 2. Call to Order**
- 3. Communications from the Public**
- 4. Approval of November 17, 2020 Minutes**
- 5. Director's Report**
- 6. Discussion and Possible Action: Honorarium/Memoriam**
- 7. Open Discussion**

8. Adjournment



Matthew Riley
Library Director

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made **two (2)** business days or more prior to this meeting. Please contact the City Secretary's Office at (281) 996-3270 for further information.

**I, MELINDA WELSH, CITY SECRETARY OF THE CITY OF FRIENDSWOOD DO
HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE
FRIENDSWOOD LIBRARY BOARD WAS POSTED IN A PLACE CONVENIENT TO
THE GENERAL PUBLIC IN COMPLIANCE WITH CHAPTER 551, TEXAS
GOVERNMENT CODE, ON**

DATE

AT TIME

MELINDA WELSH, TRMC
CITY SECRETARY



CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, NOVEMBER 17, 2020 - 6:00 PM

Minutes

MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 416 S. Friendswood Dr.,
Friendswood, TX and via Zoom,

DRAFT

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
NOVEMBER 17, 2020

1. Online Meeting Information

- A. From a computer or mobile device that has a microphone and speaker, connect to the Library Board meeting via Zoom by either:

1. This link:

<https://us02web.zoom.us/j/82019950205?pwd=UzJ3dFd0TUdjUW5iNHBE0GtaRklvQT09>

2. or go to www.zoom.com and click on "Join A Meeting" then enter the following meeting ID and passcode

Meeting ID: **820 1995 0205**

Passcode: **674077**

3. or on a mobile phone, connect by tapping on this
+13462487799,,82019950205#,,,,,0#,,674077#

4. or call in using the phone number **+13462487799** (Houston) and then entering the following meeting ID and passcode:

Meeting ID: **820 1995 0205**

Passcode: **674077**

2. Call to Order

JoBeth called the meeting to order at 6pm.

3. Communications from the Public

4. Approval of September 15, 2020 Minutes

Neeta motioned to approve the September 15, 2020 minutes. Betty seconded and the minutes were approved.

5. Director's Report

Matthew presented the director's report. Matt mentioned that the Historical Society reimbursed the library for the scanner, which was appreciated.

Maddie mentioned that Diane and her team have created multiple new Book Nooks in the library which are going well.

Matt shared some of the recent statistics. As expected our eBook circulation is up and our video number is down as well but that could be due to the lack of movies coming to theaters and DVD. Maddie suggested the Friends helping to pay for Kanopy which has been doing very well but is becoming harder to budget for.

Maddie inquired about whether or not the library's budget will be affected this fiscal year due to COVID. Matt reported that the only places that took a hit was to our Travel budget.

6. Update and Discuss Patron Code of Conduct

Matt mentioned that a gentleman, who has routinely caused problems for the library staff, stole a globe from the library. Matt contacted the police and decided to issue a 90 day ban with the stipulation that he return the globe or he will be banned permanently.

7. Open Discussion

8. Adjournment

Mike moved to adjourn and Neeta seconded, The meeting adjourned at 6:52pm. The next meeting will be Tuesday, January 19, 2021.

**DIRECTOR'S REPORT TO
FRIENDSWOOD PUBLIC LIBRARY BOARD
March 16, 2021**

PROGRAMS AND SERVICES

The library remains open with full facility access and regular library hours. There are still some limitations in place as precautionary measures against COVID-19. Use of group meeting spaces are limited to half capacity and the library continues to prohibit large meetings or programs at this time. Due to the pandemic and the related restrictions, library attendance was down 46% when comparing February 2020 to February 2021. The excellent news is that circulation of library materials was up 19% in December and is even when comparing the same February to February timeframe, with e-book use up 20- 30%. The library drive-through option has also contributed to maintaining healthy circulation numbers. Over 25,000 drive through customers have been served since the pandemic began in March of 2020. The library continues to encourage the use of masks and hand sanitizing while in the building.

Warming Center

The library was utilized as a warming center during the recent freeze. We opened on Monday, February 15th and remained open 24/7 through Thursday, February 18th at 5pm. Library staff ran the center with cots, food and water provided by the City. Parks department also provided staff overnight on Wednesday.

Recent program and service news:

In an effort to provide service under the limiting constraints of COVID-19, the Friendswood Library continues to organize new services and technologies for the community.

- Friendswood Library continues to host and provide online programs such as storytimes, adult trivia, crafts, online chess, and job search training.
- Outdoor Storytimes have resumed at Stevenson Park with as many as 70+ residents attending these events.
- We continue to provide our Book Delivery Service to homebound residents. Recent promotion for this service went out through our Library News email newsgroup reaching around 15,000 residents.
- Internet hotspots purchased with funds from our Friends of the Library are now available for circulation. Promotion for this service also ran in the recent Library News email.
- The new Friendswood Historical Archive can be found through the library's website. The current collection contains the Baker Bulletins, Friendswood's first newspaper, and available Friends Academy Catalogs from 1912 to 1927. We've also recently added documents from the Acorn Club which was a literary society associated with Friends Academy. We are working with the Historical Society to continue digitizing historical documentation and images.
- The 2021 Great Decisions Discussion group is in full swing. Great Decisions is provided by the Foreign Policy Association.

- The library now provides a reading incentive service called Beanstack. Beanstack is primarily used for Summer Reading programs but can be used year round to log reading and utilize various reading incentive programs.
- The library recently held our annual ZakiCon event. Due to Covid restrictions, this year's event was a 12 hour livestream event with interviews, workshops, crafts, online gaming and Dungeons and Dragons contests, among other scheduled programs. Over 100 unique users logged in during the 12 hour event.
- The library has created a new adult services video log called Primary Sources to focus on local/regional writers and professionals. This will provide a new avenue of local information and help to offset program restrictions due to COVID.
- The library now provides automatic renewal of materials. Automatic renewal follows the same policy of 2 total renewals before the library begins to assess fines.

FRIENDS OF THE LIBRARY

- Friends have 150 members and have raised \$4,456.49 so far this fiscal year. The December mailout was a success!
- Friends provided \$2,000 to the library's Kanopy streaming video service.
- Friends have sold over 60 copies of the 2020 Poetry Anthology raising over 700 dollars and providing a profit to the Friends.
- Friends Book Nooks raised over \$700 during the month of December and over \$300 in February.
- Pop-Up Book Sales will be held monthly in the library's Café area.
- Mona Palmer recently moved, retiring from her position as Membership Coordinator. We will miss her. This position remains open.

STAFF NEWS AND TRAINING

The library recently hired Nicole Pagan-Silva as a new Children's Library Associate. Nicole was hired to replace Rose Higgins who recently retired.

Library Page Brandi Stevenson has accepted a job with UHCL. The library hired Abby Newpher to take her position as a library page. Abby is a Library Science student so this will provide good work experience for her future.

EQUIPMENT & BUILDING MAINTENANCE

The library portico was recently cleaned.

The library has received three credit card readers to be installed soon.

OTHER

The library is in the process of interviewing volunteers for two open library board positions. The State of the City will be held on March 23rd at 11am at New Hope Church in Friendswood.

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Dec-20

	Dec-20		Dec-19	
CIRCULATION	27918	19%	23478	
E-BOOKS	3336	29%	2579	
VIDEOS	3720	0%	3706	
CDS	238	-11%	267	
COMPUTER USE	Internet	574	-53%	1224
	Wi-Fi	3456	-14%	4024
AUDIO BOOKS	2945	9%	2713	
MAGAZINES	380	204%	125	
REF/INFO QUES	5568	-17%	6736	
RESERVES	3862	73%	2230	
INTERLIBRARY LOAN	116	30%	89	
FINES	\$ 552.38	-70%	\$ 1,865.52	
APPLICATIONS	140	44%	97	
ADULT	128		85	
YA	6		7	
CHILD	6		5	
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	16	372	3	47
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	0	0	7	592
ARTS AND CRAFTS	8	130	0	0
MOVIES	0	0	0	0
SPECIALS	0	0	6	632
YA PROGRAMS	12	127	8	112
ADULT PROGRAMMING	12	68	33	190
TOTAL	48	697	57	1573
BOOKS ADDED	730	65%	443	
ATTENDANCE	8130	-35%	12476	
WEBPAC	4224	-3%	4342	
MOBILE APP	3616	21%	2981	
WEBSITE HITS	13031	8%	12089	
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1081	4482	1709	6245

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON
Nov-19

		Nov-20		Nov-19
CIRCULATION		26668	15%	23128
E-BOOKS		3658	47%	2490
VIDEOS		3203	-14%	3719
CDS		120	-32%	176
COMPUTER USE	Internet	455	-59%	1104
	Wi-Fi	3894	-5%	4078
AUDIO BOOKS		2772	1%	2747
MAGAZINES		435	15%	377
REF/INFO QUES		5568	-17%	6736
RESERVES		4459	113%	2093
INTERLIBRARY LOAN		111	0%	111
FINES		\$ 541.01	-67%	\$ 1,624.27
APPLICATIONS		118	-9%	130
ADULT		110		99
YA		5		18
CHILD		3		13
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	17	442	25	1025
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	0	0	9	906
ARTS AND CRAFTS	10	158	0	0
MOVIES	0	0	0	0
SPECIALS	0	0	2	16
YA PROGRAMS	17	167	9	105
ADULT PROGRAMMING	12	90	39	254
TOTAL	56	857	84	2306
BOOKS ADDED	463	-36%		719
ATTENDANCE	7295	-41%		12318
WEBPAC	4462	5%		4236
MOBILE APP	3642	29%		2823
WEBSITE HITS	14112	19%		11841
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	987	4246	1689	6374

Fiscal Yr. 2019/20 Database Statistics

	October	November	December	January	February	March	April	May	June	July	August	September	Totals	fy 2018-19
AWE -Early Literacy Center	615	229	164	464	545	307	COVID		no inhouse			COVID		
EBSCO Research Databases (Interface) totals														
Sessions	158	646	266	273	750	447	481	209	1212	74	242	219	4,977	573% 740
NovelistPlus Interface														
Sessions	17	27	24	18	25	48	55	39	58	26	26	26	389	-33% 575
Gale Databases including Literature RC, Virtual Reference & Biography in Context, etc.														
total sessions	3	5	2	17	20	15	40	10	15	9	7	10	153	12.50% 136
Mango Languages														
total sessions	164	162	148	135	126	84	125	136	143	167	175	159	1724	-15% 2029
mobile sessions														
Overdrive ebookTotals	5,023	4,548	4,695	5,031	4,599	5,111	5,534	5,700	6,212	6,350	6,384	5,963	65,150	7.40% 60,660
TexShare (HeritageQuest)														
Total Unique Searches	177	0	6	52	26	0	30	0	152	46	0	0	489	*no inhouse training 2711
Tumblebooks	49	71	3	358	293	400	408	269	293	265	114	249	2772	253% 786
Zinio (magazines)	272	297	22	10	201	282	334	366	294	313	327	319	3037	-15% 3579
														*2 mos
														no access
Hoonuit (software training)	2	2	1	1	2	4	12	32	6	0	0	2	64	-73% 241
total tutorials														
BC Mobile App	3078	2823	2981	3938	3732	4384	4045	3905	4365	5019	4350	4136	46756	new service
devices	603	583	568	691	684	738	643	630	611		620	610		
Rbdigital ebooks	11	18	27	16	11	15	23	42	29	27	18	0	237	36% 174
total patrons														
Kanopy (plays)	343	273	263	377	365	447	475	684	388	518	456	553	5142	99% 2572
RomanceBookCloud	37	51	47	29	15	76	134	151	154	164	162	158	1178	98% 595

RBDigital Streaming Video

Qello music

Chilton Auto Repair

[illegible]

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Feb-21

		Feb-21		Feb-20
CIRCULATION		25534	-1%	25835
E-BOOKS		3052	20%	2552
VIDEOS		2853	-27%	3922
CDS		171	-26%	232
COMPUTER USE	Internet	560	-69%	1813
	Wi-Fi	3250	-29%	4586
AUDIO BOOKS		2823	6%	2664
MAGAZINES		593	102%	293
REF/INFO QUES		3833	-48%	7388
RESERVES		3427	26%	2726
INTERLIBRARY LOAN		121	-4%	126
FINES		\$ 327.55	-82%	\$ 1,866.84
APPLICATIONS		142	18%	120
ADULT		120		100
YA		10		14
CHILD		12		6
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	25	341	23	1199
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	0	0	8	672
ARTS AND CRAFTS	6	105	0	0
MOVIES	0	0	0	0
SPECIALS	3	33	14	137
YA PROGRAMS	13	119	9	114
ADULT PROGRAMMING	45	228	52	628
TOTAL	92	826	106	2750
BOOKS ADDED	389	-30%		559
ATTENDANCE	8293	-46%		15315
WEBPAC	3853	-18%		4690
MOBILE APP	3688	-1%		3732
WEBSITE HITS	18306	36%		13497
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1090	4575	1923	7267

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Jan-21

	Jan-21		Jan-20	
CIRCULATION	27294	3%	26587	
E-BOOKS	3453	22%	2824	
VIDEOS	2997	-27%	4131	
CDS	170	-47%	320	
COMPUTER USE	Internet	603	-67%	1813
	Wi-Fi	3888	-15%	4586
AUDIO BOOKS	3128	8%	2899	
MAGAZINES	395	172%	145	
REF/INFO QUES	5568	-17%	6736	
RESERVES	4411	50%	2934	
INTERLIBRARY LOAN	123	-18%	150	
FINES	\$ 427.54	-82%	\$ 2,328.83	
APPLICATIONS	230	17%	197	
ADULT	203		165	
YA	15		14	
CHILD	12		18	
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	19	253	25	1127
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	0	0	11	805
ARTS AND CRAFTS	12	130	0	0
MOVIES	0	0	0	0
SPECIALS	3	5	14	145
YA PROGRAMS	29	468	12	1000
ADULT PROGRAMMING	34	208	43	460
TOTAL	97	1064	105	3537
BOOKS ADDED	463	-33%	688	
ATTENDANCE	8224	-46%	15293	
WEBPAC	4946	-7%	5304	
MOBILE APP	4071	3%	3938	
WEBSITE HITS	13800	0%	13812	
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1230	4954	2000	7526