



**CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, MAY 18, 2021 - 6:00 PM**

AGENDA

NOTICE IS HEREBY GIVEN OF A FRIENDSWOOD LIBRARY BOARD REGULAR MEETING TO BE HELD AT 416 S. FRIENDSWOOD DRIVE., FRIENDSWOOD, TEXAS 77546-4856 AND VIA ZOOM, REGARDING THE ITEMS OF BUSINESS ACCORDING TO THE AGENDA LISTED BELOW:

1. Online Meeting Information

A. Join Zoom Meeting by clicking on this link

<https://us02web.zoom.us/j/83144798890?pwd=dXZUU0dXcTdNSU5MZG94OXQ4d1pFQT09>

or go to www.zoom.com and click on "Join A Meeting" then enter the following information:

Meeting ID: 831 4479 8890

Passcode: read

or join via a mobile phone, connect by tapping on this

+13462487799, 83144798890#, *516210#

or join by calling in using the phone number 346-248-7799, and then entering the following information:

Meeting ID: 831 4479 8890

Passcode: 516210

2. Call to Order

3. Communications from the Public

4. Consider the approval of March 16, 2021, Library Board minutes.

5. Receive and discuss the Library Director's Report.

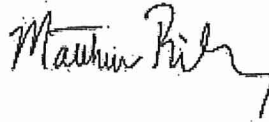
6. Receive and discuss a presentation regarding the 2017-22 Long Range Strategic Plan Objective Statistics.

7. Discuss the Library Gala Committee formation and meetings.

8. Discuss and take possible action regarding the Library Board Retreat.

9. Open Discussion

10. 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, LETICIA BRYSCH, 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 AND IN COMPLIANCE WITH THE TEXAS OPEN
MEETINGS ACT, ON**

05/13/2021

DATE

5:00 P.M.

AT TIME



LETICIA BRYSCH
CITY SECRETARY



**CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, MARCH 16, 2021 - 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
MARCH 16, 2021

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

MINUTES OF A REGULAR MEETING OF THE FRIENDSWOOD PUBLIC LIBRARY THAT WAS HELD ON TUESDAY, MARCH 16, 2021, AT 6:00PM 416 S. Friendswood Dr., Friendswood, TX and via Zoom

CHAIR DIANE FREEMAN
VICE-CHAIRMAN JOBETH BRIZENDINE
BOARD MEMBER MIKE CZAROWITZ
BOARD MEMBER MADELINE SHORT
BOARD MEMBER NEETA JAMBHEKAR
BOARD MEMBER MADELINE SHORT
COUNCIL LIAISON STEVE ROCKEY
DIRECTOR MATTHEW RILEY
ASSISTANT DIRECTOR KAREN HART
ADMINISTRATIVE LIBRARY ASSISTANT LISA WILKINS
BOARD MEMBER BENETTE ROWLEY, BOARD MEMBER ELIZABETH STACY, FISD LIAISON
ROBERT MCCABE WAS ABSENT FROM THE MEETING.

Diane called the meeting to order at 6pm.

3. Communications from the Public

There was no communication from the public.

4. Approval of November 17, 2020 Minutes

Neeta motioned to approve the November 17, 2020 minutes. Mike seconded and the minutes were approved.

5. Director's Report

Matt presented the director's report. Neeta asked how many people utilized the Warming Center, Karen said 18 stayed the night but the library saw many throughout the day charging devices and checking out books.

JoBeth asked for an update on the library's intention to do away with fines. Matt mentioned that we have almost done so by offering \$5 off of fines with a donation of two food cans per visit.

Diane updated the board on the Friends of the Library. She mentioned that the Friends decided not to do the pop-up book sales every month. The next pop-up book sale will be in April.

Matt went over some of the notable statistics showing that more people are using our online services than coming in person.

6. Discussion and Possible Action: Honorarium/Memoriam

Matt asked the Boards feedback on how to pay tribute to Ted Thomas and Bryan Corey. A plaque was suggested or a collection of books in honor of Ted for not only being on the Board but also being an educator.

Matt asked that the Board think about how to honor Ted and Bryan to be decided on at the next meeting. Matt asked if the Friends would help fund whatever the Board decides to do and Maddie agreed.

7. Open Discussion

Steve Rockey mentioned the digital services librarian position and wanting to make a case for it this year. Steve Rockey also suggested that we create a display for Octavia Butler, the writer that they named the spot that the Perseverance rover landed on the moon after.

Neeta asked about what the most popular databases are, Matt shared the statistics from some of the most popular databases like Kanopy, Overdrive, and others.

8. Adjournment

Mike motioned to adjourn and Neeta seconded. The meeting adjourned at 6:48pm. The next meeting will be Tuesday, May 18, 2021.

**DIRECTOR'S REPORT TO
FRIENDSWOOD PUBLIC LIBRARY BOARD
May 18, 2021**

PROGRAMS AND SERVICES

COVID:

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. The library has begun to provide some in-person programs including monthly movie nights. We are discussing other possible in-person programs following the same half capacity protocols. With the new CDC guidelines regarding mask wearing, the City is no longer requiring staff with full vaccinations to wear masks in City facilities. Wearing masks at Friendswood Library is now optional for patrons, and optional for employees depending on vaccination status.

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.
- Storytimes are currently being held at Centennial Park in the amphitheater on Tuesday and Wednesday at 9:30am.
- We continue to provide our Book Delivery Service to homebound residents.
- We continue to add documents to the Friendswood Historical Archive found on the library's website. We are partnering with DAR to provide assistance with document scanning.
- Summer Reading program kickoff will be held as a drive through event on June 5th. Prizes and crafts will be handed out to anyone registered for the summer reading programs.
- In-person Movie Nights began May 1st and will continue on the first Saturday of the month.
- We continue to partner with Gulf Coast Region Blood Center hosting blood drives every few months in the library parking lot.
- We will meet with Friendswood resident Tami Griffith to discuss new or enhanced special needs programming.
- We purchased two portable CD players for circulation with our audiobook or music collections. We will add additional players if demand warrants.
- Friendswood Library has partnered with Galveston County Library System to provide an author event with acclaimed Young Adult author Angie Thomas. This Zoom event will be held on May 28th at 4:30pm

FRIENDS OF THE LIBRARY

- Friends have 157 members and have raised \$4,686.49 so far this fiscal year.
- The 2021 Friends Poetry Anthology is almost finished. Texas Poet Laureate Larry Thomas has written the Foreword for this volume!

- Friends Book Nooks have raised over \$3,000 this year.
- JoBeth Brizendine is the new Friends Secretary.
- The Friends have begun discussions for a 2022 Friends Library Gala.
- The Friends are still looking for a new Membership coordinator to replace Mona Palmer.

STAFF NEWS AND TRAINING

Staff members Karen Hart, Christina Hicks, and Lisa Wilkins, recently attended the Texas Library Association annual conference which was held virtually again this year.

Library Director Matt Riley will attend a 3-day FEMA Emergency Operations Center training in League City, TX from June 9 – 11.

EQUIPMENT & BUILDING MAINTENANCE

The library vending machine has been replaced twice in the past month due to numerous technology difficulties.

The City has contracted with Ford AV to upgrade and replace most audio/visual equipment in the library's community room, meeting the requirements of PEG funding.

OTHER

The library will begin planning for our next Gala. Current plans have the event to be held on March 5, 2022. Our first Gala committee meeting will be held May 18 at 7pm.

Library Board Chair, Diane Freeman, will give the Annual Library Board Report to City Council on June 7th. Along with a survey of library services over the past year, Diane will mention the library board's recognition for additional Digital Service assistance at the library.

2017 -2022 Long Range Plan Statistics

	fy 2016-17	fy 2017-18	fy 2018 -19	*COVID yr fy 2019-20	GOAL
Total Circulation	341,048	348,554 2.20%	348,875 2.30%	271,078 *	5%
New Applications	2,889	2,747 -4.90%	2,382 -17.50%	1,889 *	5%
Juvenile Programs Offered	512	550 7.40%	666 30%	444 *	15%
Juvenile Program Attendance	29,868	30,303 1.50%	34,428 15.30%	23,009 *	15%
Adult Programs Offered	262	322 23%	507 93.50%	394 *	15%
Adult Program Attendance	3,396	3,503 3.20%	6,157 81%	3,042 *	20%
Computer Users	22,212	21,077 -5%	23,153 4.20%	9,830 *	20% *exceeds if count wifi users
InterLibrary Loan Usage	1,271	1,618 27.30%	1,659 30.50%	1,243 *	15%
E-book usage (Overdrive)	50,887	55,561 9.20%	60,660 19.20%	65,150 28%	30%
Mobile App usage (unique users)	3,607	3,825 6%	5,393 49.50%	7,643 112%	20%
Ebsco Research Databases	705	668 -5%	740 5%	4,977 606%	

CITY OF FRIENDSWOOD

Library Board Annual Report

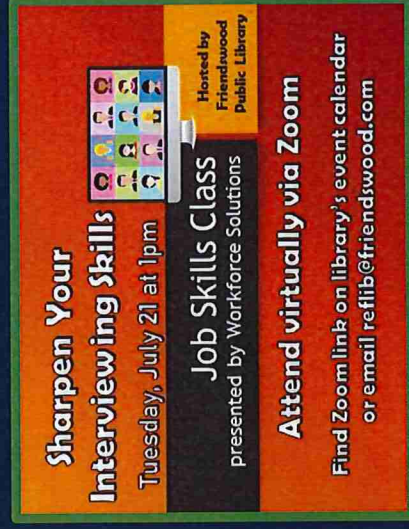


Council Meeting | May 17, 2021

Providing Service to the Community

Job Seeking Support:

- Provide job skills classes for those unemployed or for those seeking a new career path
- Provide small business workshops for entrepreneurs
- Provide computer classes for job seekers, including resume and computer skills classes to complete online applications
- Provide bi-monthly Workforce Solutions Job Search seminars

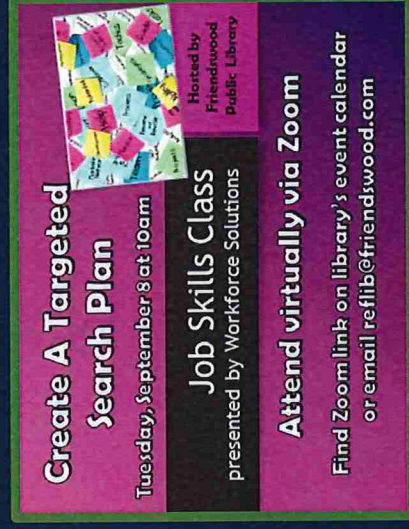


Sharpen Your Interviewing Skills
Tuesday, July 21 at 1pm

Job Skills Class
presented by Workforce Solutions

Attend virtually via Zoom
Find Zoom link on library's event calendar
or email reflib@friendswood.com

Hosted by Friendswood Public Library



Create A Targeted Search Plan
Tuesday, September 8 at 10am

Job Skills Class
presented by Workforce Solutions

Attend virtually via Zoom
Find Zoom link on library's event calendar
or email reflib@friendswood.com

Hosted by Friendswood Public Library



Build A Job Readiness Toolkit
Thursday, December 10
1pm to 3pm

FREE Job Skills Class
presented by Workforce Solutions

Attend virtually via Zoom
Find Zoom link on library's event calendar,
scan QR code, or email reflib@friendswood.com

Hosted by Friendswood Public Library

Education and Special Service Programs:

- Early Literacy programs for families
- English as a Second Language (ESL) classes
- Programs for special needs groups, partnering with local schools and organizations to provide a safe, educational environment for learning and growth
- Home Delivery services for homebound residents

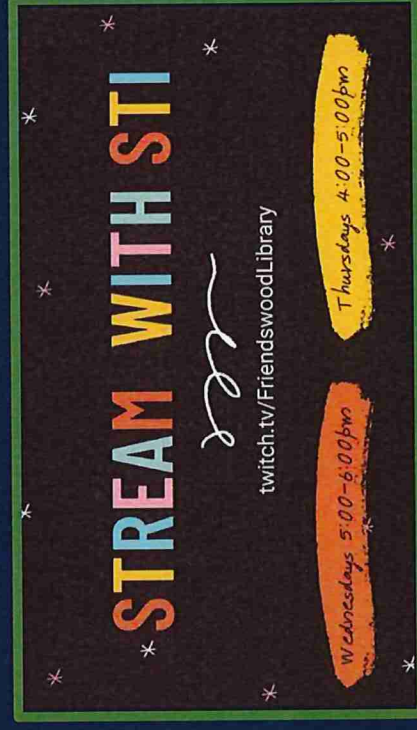
New Digital Services:

- Provides checkout of WiFi hotspots for reliable internet service
- E-readers and Digital Talking Book players for vision impaired persons
- Provision of computers and new technologies to help bridge the 'digital divide'
- Over 130,000 e-books and digital resources were used during fy 2019-20
- Answered ~47,000 reference and technology questions
- New Beanstack software for reading incentive programs
- A need for additional digital services support was recognized by the library board



Teen Advisory Group (TAG):

- Offers teens a positive place to express themselves
- Offers assistance to other teens in the community
- Provides young adult programs, such as ZakiCon anime convention
- To engage teens during the pandemic, started 'Stream with Sti' for video games and online interaction



COVID Pandemic and Weather challenges and actions:

While the library was closed due to COVID, staff continued supporting the community:

- Prepared over 1000 personalized book bags for patrons based on age and interests
- Patrons able to request books, DVDs, etc. and pick them up at the drive-thru (over 25,000 vehicles went through the drive-thru during the months of the pandemic).
- Created a new local historical archive that can be accessed on the library's website
- Many regular library programs went virtual including meetings, storytimes, book clubs, professional performances, classes, and others attended by almost 3,000 people



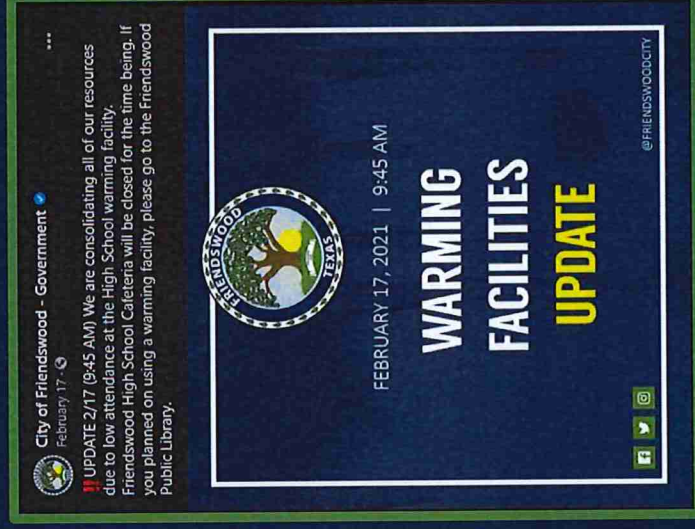
When the library opened in August new programs and services were created and regular ones continued:

- Continued virtual meetings and programs
- Offered online storytimes, adult trivia, chess, and poetry readings
- Prepared adult and children craft kits for pick up
- Adult and Youth reading challenge programs offered online
- Hosted three Gulf Coast Regional Blood Center blood drives
- Staff provided Neighborhood Storytimes
- Initiated weekly Trivia Night events virtually
- Provided Movie Nights in the parking lot and inside
- Opened the Community Room for socially distanced computer use



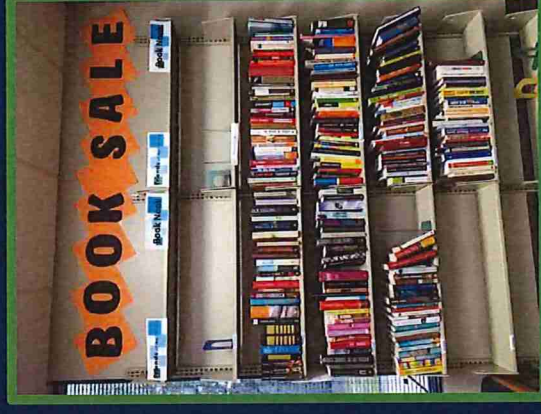
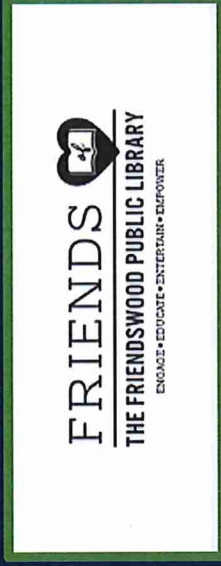
In February, as a result of freeze conditions and power outages, the library was designated as a Warming Center:

- Library staff and Parks department personnel assisted and provided 24/7 service with city-provided cots, water, and ready-made meals



Friends of the Library supports the library and the community:

- Purchased 11 Wifi hotspots
- Purchased Kanopy streaming videos
- Provided on-going book sale of donated books
- Created an online store for sale of T-shirts, masks, and poetry books



FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Apr-21

Apr-21

Apr-20

CIRCULATION		26695	82%	14660
E-BOOKS		3066	-11%	3454
VIDEOS		2574	51%	1703
CDS		192	292%	49
COMPUTER USE	Internet	837	100%	0
	Wi-Fi	3738	246%	1080
AUDIO BOOKS		2974	28%	2326
MAGAZINES		236	-34%	359
REF/INFO QUES		3833	-48%	7388
RESERVES		3644	-45%	6681
INTERLIBRARY LOAN		137	1422%	9

FINES	\$	904.50	14975%	\$	6.00
-------	----	--------	--------	----	------

APPLICATIONS	131	7%	122
ADULT	112		122
YA	8		0
CHILD	11		0

CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	12	394	0	0
CLASS VISITS/TOURS	0	0	0	0
ONLINE PROGRAMMING	1	29	31	617
OUTREACH	0	0	0	0
ARTS AND CRAFTS	11	174	0	0
MOVIES	0	0	0	0
SPECIALS	0	0	0	0
YA PROGRAMS	12	131	1	7
ADULT PROGRAMMING	24	175	19	80

TOTAL	60	903	51	704
-------	----	-----	----	-----

BOOKS ADDED	670	26%	533
ATTENDANCE	8953	157%	3488
WEBPAC	4407	-8%	4809
MOBILE APP	3686	-9%	4045
WEBSITE HITS	11010	-14%	12804

SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1420	6113	0	0

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Mar-21

	Mar-21		Mar-20	
CIRCULATION	30595	23%	24930	
E-BOOKS	3192	3%	3097	
VIDEOS	3383	-6%	3597	
CDS	195	4%	187	
COMPUTER USE	Internet	877	-2%	896
	Wi-Fi	3972	44%	2749
AUDIO BOOKS	3257	30%	2514	
MAGAZINES	430	21%	355	
REF/INFO QUES	3833	-48%	7388	
RESERVES	3553	-28%	4942	
INTERLIBRARY LOAN	178	66%	107	
FINES	\$ 822.54	-36%	\$ 1,283.75	
APPLICATIONS	178	-32%	262	
ADULT	152		88	
YA	13		10	
CHILD	13		19	
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	18	443	13	473
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	1	30	1	75
ARTS AND CRAFTS	6	165	0	0
MOVIES	0	0	0	0
SPECIALS	0	0	6	174
YA PROGRAMS	18	207	6	68
ADULT PROGRAMMING	29	225	22	256
TOTAL	72	1070	48	1046
BOOKS ADDED	620	-18%	753	
ATTENDANCE	9471	-3%	9723	
WEBPAC	5184	-5%	5476	
MOBILE APP	4251	-3%	4384	
WEBSITE HITS	17245	5%	16350	
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1377	5788	1086	4819