



CITY OF FRIENDSWOOD
LIBRARY BOARD
TUESDAY, JULY 21, 2020 - 6:00 PM

AGENDA

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

1. Call to Order
2. Communications from the Public
3. Approval of May 5, 2020 Minutes
4. Director's Report
5. COVID-19 Updates
6. Open Discussion
7. 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, MAY 5, 2020 - 5:00 PM

Minutes

MINUTES OF A FRIENDSWOOD REGULAR MEETING HELD AT 910 S. FRIENDSWOOD
DRIVE, FRIENDSWOOD, TEXAS

DRAFT

STATE OF TEXAS
CITY OF FRIENDSWOOD
COUNTIES OF GALVESTON/HARRIS
MAY 5, 2020

1. Call to Order

Diane Freeman called to order at 5pm.

2. Discussion and Possible Action: Use Library Board reserve funds to digitize and archive the Friendswood Journal and Friendswood Reporter News as a means to help preserve the history of the City of Friendswood.

Matthew presented the idea of using the Library Board reserve funds to digitize and archive the Friendswood Journal and Friendswood Reporter News. With these funds the library could digitize 12 years worth of the library's currently physically bound newspapers. Bryan Corey mentioned that only the first page of the Friendswood Journal has information about Friendswood. Neeta suggested only preserving the Friendswood Reporter. Matthew countered that up until the Houston Chronicle bought The Friendswood Journal, it was more focused on Friendswood which would be the time frame the library is looking to preserve with these funds. There was discussion about whether or not the library will need these funds later due to the Corona Virus. Matthew is confident that the library will be okay in next years budget without the funds. Mike made a motion to approve and Diane seconded, motion passed to use the Library Board reserves to digitize and archive the newspapers

3. Adjournment

Diane motioned to adjourn and JoBeth seconded. Meeting adjourned at 5:24pm.

**DIRECTOR'S REPORT TO
FRIENDSWOOD PUBLIC LIBRARY BOARD
July 21, 2020**

PROGRAMS AND SERVICES

With the closure of the library (March 17) due to the COVID-19 pandemic, library staff quickly shifted focus to our drive through window services, along with a special focus on online services and programs. As a means to promote reading during the spring and summer months, we added a children's book bag service. Parents can contact the library and request age appropriate, surprise book bags to be picked up at the window. Each bag can be personalized to the child's reading interests. Our Friends of the Library donated the nice bags. Both the drive through window and book bag services have been a big success during these closures. We continue to see an average of over 125 vehicles per day with some days reaching as high as 219 vehicles. Overall, we have only seen an average loss of 30 to 35% in circulation even with four months of facility closures.

Here are some online comments about our Drive through services:

Amie Steinhauser Thank you for keeping the drive through open and all the activities for kids. It's made this summer easier!

Angie Wells We have LOVED the book bags!

Erin Kerns Smith Thank you for keeping the drive thru open! The library has been a source of sanity and escapism for our family during this crazy time. ♥

Carla Lerma Reed Thank you for all the work that you do! You all are such a treasure to our community ♥♥

Promotion of online services has led to a significant increase in electronic resource usage. Usage of our Overdrive ebook service increased 35% from February (one month before library COVID closure) to June (four months after initial closure). The library circulated 6,212 e-books during the month of June. Usage of our streaming video services, Kanopy and Acorn, have also increased significantly, from 365 downloads in February to 684 downloads in May.

Staff has also shifted focus to provide regular and special programs online via software platforms such as Zoom and Facebook. These programs have included Great Decisions Discussion group, Classic Book Discussions, Haiku Poetry class, Storytimes and Children's Crafts, Special Summer Programs, Learning Spanish, Job Search Training, and Summer Reading programs for Children and Adults.

Other recent program and service news include:

Library staff has begun digitizing the **Baker Bulletins** from the fifties and sixties (the first Friendswood newspaper). These were loaned by their author Joycina Baker. The library will make these accessible to the public via an online gallery through our website.

With library board funds, we have shipped eleven years of **local newspapers to be digitized** and made available online through the library website. This brings the total digitized collection from 1970 up to 2010. Once digitized, these papers become searchable by keyword throughout all the years in the collection.

Our new **online computer coding** training now has 88 students working through the coding class levels.

The library has partnered with Galveston County to provide a **voting location** in our community room. While the library is closed due to COVID, voting continues in the community room through July 14th.

The library is working to provide an outdoor **Parking Lot Movie Series** in the Fall and Winter months.

The 3rd Annual **Ekphrastic Poetry Reading and Contest** will take place in September. This program may take place online depending on the development of the pandemic. Entries have been local, regional, and international, with several submissions coming from England.

A new **Request Equipment** feature can be found on the library's website. Through this interface, users can request to borrow or use one of thirty pieces of library equipment including kindle ebook readers, digital talking book reader, laptop, poster printer, digital scanner, anatomy equipment, among numerous others.

The reference department has used the **online platform Zoom** to provide one on one service to patrons with information needs.

FRIENDS OF THE LIBRARY

- The Friends have 132 members and have raised \$4,336.56 so far this fiscal year
- Friends are discussing a partnership with KFB to provide a water feature and other beautification solutions to the library grounds.
- Friends are in discussion to assist the library with outdoor movie events and the World Film Festival in February.
- Friends online store is up and running; selling t-shirts and 2018 poetry anthology.

STAFF NEWS AND TRAINING

Library staff has participated in numerous online training sessions provided by Texas State Library and Texas Municipal League among other professional organizations.

Taylor Greny was recently hired as a Library Page to replace Caroline Mims who left to attend college.

EQUIPMENT & BUILDING MAINTENANCE

Working with other City departments, the **library has doubled the internet speed** that we offer to the public. Maintaining adequate technology access for the community is a top priority of Friendswood Library.

The library partnered with Faxscan24 to provide **fax service to the public**. This has been a frequent request of library patrons over the years.

Other news:

The Friendswood Library would like to conduct a new online survey to determine how we can best serve the community during the COVID pandemic and beyond. The goal would be to determine new and overlooked ways in which the library can serve the community during times of limited service access. Please feel free to reach out and share your ideas at any time. One example is to provide wireless hot spot circulation for those that rely on the library for internet access.

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Jan-20

	Jan-20		Jan-19	
CIRCULATION	26587	-6%	28294	
E-BOOKS	2824	-1%	2850	
VIDEOS	4131	-4%	4296	
CDS	320	-1%	323	
COMPUTER USE	Internet	1813	-7%	1948
	Wi-Fi	4586	-9%	5049
AUDIO BOOKS	2899	-7%	3123	
MAGAZINES	145	-63%	395	
REF/INFO QUES	6736	-13%	7722	
RESERVES	2934	-5%	3098	
INTERLIBRARY LOAN	150	1%	148	
FINES	\$ 2,328.83	-15%	\$ 2,737.30	
APPLICATIONS	197	-1%	198	
ADULT	165		165	
YA	14		9	
CHILD	18		24	
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	25	1127	21	1057
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	11	805	7	696
ARTS AND CRAFTS	0	0	0	0
MOVIES	0	0	0	0
SPECIALS	14	145	20	152
YA PROGRAMS	12	1000	10	310
ADULT PROGRAMMING	43	460	37	453
TOTAL	105	3537	95	2668
BOOKS ADDED	688	15%	598	
ATTENDANCE	15293	1%	15105	
WEBPAC	5304	-6%	5635	
MOBILE APP	3938	822%	427	
WEBSITE HITS	13812	17%	11810	
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	2000	7526	1963	7513

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Feb-20

		Feb-20		Feb-19
CIRCULATION		25835	2%	25337
E-BOOKS		2552	4%	2443
VIDEOS		3922	-3%	4041
CDS		232	-28%	324
COMPUTER USE	Internet	1813	42%	1276
	Wi-Fi	4586	-10%	5071
AUDIO BOOKS		2664	-4%	2782
MAGAZINES		293	-20%	366
REF/INFO QUES		7388	12%	6578
RESERVES		2726	15%	2377
INTERLIBRARY LOAN		126	4%	121
FINES		\$ 1,866.84	2%	\$ 1,826.25
APPLICATIONS		120	-5%	126
ADULT		100		108
YA		14		11
CHILD		6		7
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	23	1199	23	1178
CLASS VISITS/TOURS	0	0	0	0
OUTREACH	8	672	6	430
ARTS AND CRAFTS	0	0	0	0
MOVIES	0	0	0	0
SPECIALS	14	137	22	155
YA PROGRAMS	9	114	12	121
ADULT PROGRAMMING	52	628	44	532
TOTAL	106	2750	107	2416
BOOKS ADDED	559	-10%		622
ATTENDANCE	15315	5%		14538
WEBPAC	4690	-9%		5142
MOBILE APP	3732	812%		409
WEBSITE HITS	13497	21%		11114
SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1923	7267	1794	6994

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Mar-20

		Mar-19		Mar-19
CIRCULATION		24930	-13%	28535
E-BOOKS		3097	13%	2747
VIDEOS		3597	-26%	4871
CDS		187	-39%	308
COMPUTER USE	Internet	896	-55%	2002
	Wi-Fi	2749	-48%	5290
AUDIO BOOKS		2514	-16%	2982
MAGAZINES		355	-24%	466
REF/INFO QUES		7388	12%	6578
RESERVES		4942	104%	2420
INTERLIBRARY LOAN		107	-30%	153
FINES		\$ 1,283.75	-42%	\$ 2,205.54
APPLICATIONS		262	55%	169
ADULT		88		129
YA		10		19
CHILD		19		21
ONLINE		145		
CHILDREN'S PROGRAMS	# PRO	ATTEND	# PRO	ATTEND
STORYTIMES	13	473	26	1241
CLASS VISITS/TOURS	0	0	1	14
OUTREACH	1	75	9	1198
ARTS AND CRAFTS	0	0	0	0
MOVIES	0	0	0	0
ONLINE	43	7751		
SPECIALS	6	174	21	151
YA PROGRAMS	6	68	14	179
ADULT PROGRAMMING	22	256	45	483
TOTAL	91	8797	116	3266
BOOKS ADDED	753	24%		607
ATTENDANCE	9723	-35%		14984
WEBPAC	5476	-5%		5758
MOBILE APP	4384	868%		453
WEBSITE HITS	16350	8%		15184

SELF CHECK OUT	# USERS	CK. OUTS	# USERS	CK. OUTS
	1086	4819	1941	7311

CLOSED TO PUBLIC- COVID19 3/16/20

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Apr-20

		Apr-20		Apr-19
CIRCULATION		14660	-44%	26048
E-BOOKS		3454	24%	2779
VIDEOS		1703	-57%	3924
CDS		49	-85%	319
COMPUTER USE	Internet	0	-100%	1772
	Wi-Fi	1080	-80%	5420
AUDIO BOOKS		2326	-21%	2952
MAGAZINES		359	-8%	392
REF/INFO QUES		7388	12%	6578
RESERVES		6681	195%	2266
INTERLIBRARY LOAN		9	-92%	106
FINES	\$	6.00	-100%	\$ 2,108.78
APPLICATIONS		122	-19%	150
ADULT		122		128
YA		0		11
CHILD		0		11
CHILDREN'S PROGRAMS		# PRO	ATTEND	# PRO ATTEND
STORYTIMES		0	0	21 1081
CLASS VISITS/TOURS		0	0	0 0
ONLINE PROGRAMMING		31	617	0 0
OUTREACH		0	0	6 593
ARTS AND CRAFTS		0	0	0 0
MOVIES		0	0	1 21
SPECIALS		0	0	10 73
YA PROGRAMS		1	7	12 104
ADULT PROGRAMMING		19	80	48 484
TOTAL		51	704	98 2356
BOOKS ADDED		533	-34%	803
ATTENDANCE		3488	-76%	14340
WEBPAC		4809	-12%	5474
MOBILE APP		4045	945%	387
WEBSITE HITS		12804	7%	11966
SELF CHECK OUT		# USERS	CK. OUTS	# USERS CK. OUTS
		0	0	1851 6862

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

May-20

		May-20		May-19
CIRCULATION		14534	-53%	30746
E-BOOKS		3489	18%	2961
VIDEOS		1797	-65%	5146
CDS		48	-87%	362
COMPUTER USE	Internet	0	-100%	1968
	Wi-Fi	1080	-81%	5593
AUDIO BOOKS		2450	-25%	3266
MAGAZINES		413	-11%	464
REF/INFO QUES		7388	12%	6578
RESERVES		6388	147%	2582
INTERLIBRARY LOAN		0	-100%	142
FINES		\$ 28.59	-99%	\$ 2,362.45
APPLICATIONS		96	-61%	247
ADULT		96		173
YA		0		25
CHILD		0		49
CHILDREN'S PROGRAMS		# PRO	ATTEND	# PRO ATTEND
STORYTIMES		0	0	0 0
CLASS VISITS/TOURS		0	0	0 0
ONLINE PROGRAMMING		14	215	0 0
OUTREACH		0	0	22 6763
ARTS AND CRAFTS		0	0	0 0
MOVIES		0	0	0 0
SPECIALS		0	0	10 759
YA PROGRAMS		4	24	4 36
ADULT PROGRAMMING		30	103	36 436
TOTAL		48	342	72 7994
BOOKS ADDED		430	-44%	766
ATTENDANCE		3904	-76%	16309
WEBPAC		4812	-17%	5816
MOBILE APP		3905	834%	418
WEBSITE HITS		13517	-28%	18727

SELF CHECK OUT

# USERS	CK. OUTS	# USERS	CK. OUTS
0	0	2112	8479

FRIENDSWOOD PUBLIC LIBRARY STATISTICAL COMPARISON

Jun-20

		Jun-20		Jun-19
CIRCULATION		23800	-34%	36061
E-BOOKS		3902	29%	3016
VIDEOS		2750	-53%	5898
CDS		132	-74%	513
COMPUTER USE	Internet	412	-83%	2460
	Wi-Fi	1990	-66%	5803
AUDIO BOOKS		2784	-8%	3038
MAGAZINES		396	-18%	481
REF/INFO QUES		7388	12%	6578
RESERVES		5872	94%	3034
INTERLIBRARY LOAN		50	-65%	144
FINES		\$ 100.85	-96%	\$ 2,563.18
APPLICATIONS		201	-50%	401
ADULT		176		266
YA		16		41
CHILD		9		94
CHILDREN'S PROGRAMS		# PRO	ATTEND	# PRO ATTEND
STORYTIMES		12	553	28 1747
CLASS VISITS/TOURS		0	0	2 39
OUTREACH		0	0	0 0
ARTS AND CRAFTS		8	435	12 531
MOVIES		0	0	0 0
SPECIALS		1	15	18 1556
YA PROGRAMS		3	18	21 552
ADULT PROGRAMMING		26	199	54 594
TOTAL		50	1220	135 5019
BOOKS ADDED		279	-69%	901
ATTENDANCE		8518	-58%	20389
WEBPAC		6068	-7%	6500
MOBILE APP		4365	975%	406
WEBSITE HITS		15121	-26%	20338
SELF CHECK OUT		# USERS	CK. OUTS	# USERS CK. OUTS
		930	3609	2876 11536