

**Library Advisory Board  
Meeting Minutes  
May 1, 2012**

**Board Members Present:**

Debra Benton  
Shelly Bracken  
Gary Graham  
Russ Kissick  
Kimberley Malouf

**Board Members Absent:**

Carl Ford  
Pearl Garza Fracchia  
John Pillow  
Denver Tracy

**Staff Present:**

Cathy Ziegler, Director of Libraries  
Susan Johnson, Assistant City Attorney II  
Danita Barber, Harrington Library Manager  
April Hill, Parr Library Manager  
Libby Holtmann, Haggard Library Manager  
Melissa Perez, Schimelpfenig Library Manager  
Julie Torstad, Library Technical Services Manager  
Jeanne Argomaniz, Sr. Administrative Assistant

Gary Graham, Chair, called the regular scheduled meeting of the Library Advisory Board to order at 7:04 PM in the Jeanette Bickley Bland Meeting Room located in the basement area of W. O. Haggard, Jr. Library, 2501 Coit Road, Plano, Texas.

The minutes of the meeting held February 7, 2012 were approved as written.

**Agenda – Item A. Introduce Melissa Perez, New Schimelpfenig Library Manager**

Cathy introduced Melissa Perez. Melissa came to us from Grand Prairie where her experience included Children's Librarian Supervisor. She also participated in the City of Grand Prairie Leadership Training.

**Agenda – Item B. Introduce Susan Johnson, New Legal Advisor to Board**

Cathy introduced Susan Johnson, Assistant City Attorney II. Susan has extensive experience as an attorney for the City of Oklahoma City, Oklahoma and as an attorney in the Oklahoma State Attorney General's office.

**Agenda – Item C. Plano Public Library System Budget Update**

Cathy said that we are encouraged because we have not been directed to make further budget cuts. The proposed library budget for 2012-2013 remained flat. Cathy explained that the City did give the library permission to spend 2005 Bond money that had been held. The Bond funds are designated for library updates and renovations. It was asked if the 2012-2013 Budget would include merit increases for library staff. Cathy responded that the current proposal does not include raises. However, the City was doing research for all positions within the City to compare employee compensation with the market.

**Agenda – Item D. Texas State Library 2012 Public Library Advisory Board Handbook**

Cathy showed the revised edition for this handbook. Cathy said that there is a copy of a letter in each Board member folder from Peggy Rudd, Director and Librarian of the Texas State Library and Archives Commission, expressing her appreciation for the contributions made by Library Board Members. Cathy informed the Board they could view the entire handbook at the website noted on the letter. She suggested the Board might be interested in Chapter 7, titled "Library Advisory Board's Essential Business" found on page 62.

**Agenda – Item E. Library Operational Updates: Wireless, E-Books, Upgrade to Polaris 4.0, Non Resident Fees and Program Room Fees**

Wireless usage continues to grow for the Plano Public Library System (PPLS) since it was launched in October 2011. Cathy read the statistics that showed 1,670 patrons accessed wireless service in March 2012 and 1,471 patrons accessed wireless service in February 2012. Cathy expects an increase in usage each month.

OverDrive eBooks and eAudios went live on the PPLS website on April 10. Julie Torstad, Library Technical Services Manager, said that through April 30, there have been 998 checkouts. Of that number, 676 are different titles and additional statistics show there are 396 holds. The majority of the eReaders are Kindles. The two most popular eBooks are Explosive Eighteen by Janet Evanovich and The Litigators, by John Grisham.

Julie said that on the OverDrive website there are extra help links for patrons. For example, one link will ask what device you have and directs you to what is compatible to download. Davis Library also offers a one on one session on Saturdays when a patron requests an appointment. The library staff has received training on eReaders and most staff members are able to help with patron questions.

As the eBook demand increases, it will take time and funding to build the collection to meet the expectations of our patrons. A challenge for PPLS is that the publishers dictate what is downloadable. Some materials will never go to the library eBook market, some are available for a limited time or some will have a specific number of checkouts. Another challenge is to be able to buy enough content. PPLS has bought approximately 1,000 items and spent \$32,000 to date. The librarian

selectors choose as many best sellers and new releases as possible. We have a website informational link which tells what is available for immediate check out. Historically, eBook readers do not want to place holds and wait for an item, so displaying what is currently available will be useful to them.

The library's catalog now lists all formats available for every title. For example, Anne of Green Gables is available in 7 formats; print, book with CD, Audio book, Playaway, eBook, Audio eBook, DVD and large print.

We will upgrade the online catalog from Polaris 3.6 to 4.0 this summer. The upgrade will enable us to customize applications and access eBooks directly from the library catalog. 3M is working with Polaris to be able to see all formats for every title and be able to directly download eBooks from the catalog. Currently, when you select an eBook, you are taken to the OverDrive site. Another new use for our patrons will be mobile access to their account through their iPad, iPhone or Android.

Board members received the Non-resident Library Card Fee Frequently Asked Questions (FAQ) updated 3.26.2012. Cathy reported that non-resident fees for Library Card revenues to date are \$27,500. The FAQs update explains that non-resident card holders cannot check out eBooks. The library's eBook licensing contract with OverDrive allows borrowing only by residents which are defined as patrons living in Plano and our reciprocating cities. Since they are defined as non-residents they are considered outside the Plano service area and not eligible to check-out eBooks.

**Agenda – Item F. Library Advisory Board PPLS Reference Manual Updates**

Board Members were given updated information for their Reference Manuals; revised dates for the remaining 2012 Library Advisory Board Meetings, an updated color coded 2012 Calendar and six Plano Library Organizational Charts. Cathy explained that with approaching staff retirements and library reassignments, the organizational charts will change periodically.

Cathy distributed to the Board members an article from the Dallas Morning News' Neighborsgo.com Community section titled, "Love of Libraries Runs in the Family for Plano Staffer". Cecily Ponce deLeon, Youth Services Supervisor at Davis Library, was interviewed for the article.

There was no further business. No topics were suggested for future agendas. Gary Graham, Chair, adjourned the meeting at 7:40 p.m.

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Shelly Bracken, Secretary