

**Minutes**  
**Library Advisory Board**  
**October 24, 2017**

On this 24<sup>th</sup> day of October, 2017, at 7:00 p.m., the Library Advisory Board of the City of Devine convened in a meeting in the Council Room at City Hall, 303 S. Teel Drive, Devine, Texas, and the following members thereof, being present:

Kelli Maxwell  
Hap Squires  
Hal Lance  
Lee Davis  
Marly Davis

Absent being, Board Members Cindy Wadsworth, Jose Guardiola and Grace (Desi) McElwee; thus, constituting a quorum.

Personnel present: Debra DuBose, Head Librarian; Stacy Pyron Library Aide; Dora V. Rodriguez, Interim City Administrator/City Secretary; Denise Duffy, City Accountant; and Ofilia Pedroza, UB Clerk.

Others present: Sonia J. Lance of Devine, Texas.

Board Member Marly Davis called the meeting to order.

The first order of business was to discuss and consider approval of Minutes for January 25, 2017.

The Board reviewed the minutes and pointed out a typo at the beginning of the minutes which read the Airport Advisory Board rather than the Library Advisory Board.

Motion by Board Member Hap Squire, seconded by Board Member Kelly Maxwell to approve the minutes with the correction to read "Library Advisory Board."

Ayes	--	Five
Nays	--	None
Absent	--	Three – Board Member Cindy Wadsworth Board Member Jose Guardiola Board Member Grace (Desi) McElwee

Motion carried.

The second order of business was to discuss and consider Election of Officers.

Head Librarian Debra DuBose announced that the position open right now is that of the President and discussed the responsibilities, which is mainly the signing of reports and presiding over the meetings. She explained that as the Head Librarian, she will be doing the agendas.

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Motion by Board Member Hap Squire, seconded by Board Member Lee Davis to elect Board Member Kelly Maxwell as the President of the Library Advisory Board.

Ayes	--	Five
Nays	--	None
Absent	--	Three – Board Member Cindy Wadsworth Board Member Jose Guardiola Board Member Grace (Desi) McElwee

Motion carried.

The new President, Kelly Maxwell, took over presiding over the meeting.

The third order of business was to discuss and consider Report on Library Budget for FY 2017-2018.

The Board held discussion on the Library Budget.

Head Librarian Debra DuBose presented a Library Budget for the last 5 years (the first 3 years of final audit figures; 2016-17 is the Amended Budget; and 2017-18 is what is Approved for this year).

Budget attached as Exhibit A.

Some of the highlights pointed out were:

- Grants can only be used towards what is highlighted
- Fundraisers will not cover operating expenses

Discussion was held on all the budgets having to be cut this year citywide and according to Head Librarian Debra DuBose, this is something we can work with.

Head Librarian, Debra DuBose, informed the Board that our new Councilman from District #5, Cory Thompson, has challenged the Library Budget to the point that he went on record stating that he did not feel that the Library needs that much money and that it can be cut down by as much as 25%. She explained that when you put figures to that and you cut the Budget by 25%, it would leave the Library in a Deficit just for Payroll and Utility Costs. She added that we can't cut anymore; the Payroll is non-negotiable and there is no other place to cut except to cut on supplies.

According to Head Librarian Debra DuBose, Councilman Cory Thompson suggested for the Library to hold more fundraisers, which would be great, except for the fact that the money from fundraisers cannot be used toward the operating costs.

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President Kelly Maxwell suggested to make it a point to attend one of the council meetings just to speak and enlighten Council on what the Library is doing.

Head Library Debra DuBose held discussion on any money gifted to the library from the Friends of the Library would now go into a City line item called Library Contributions which is only for Library use, which is controllable by library staff (items highlighted in yellow).

President Kelli Maxwell pointed out that the Library is a service to the City; we are not out to produce income. According to Head Librarian Debra DuBose, right now that service is being looked at as unnecessary. For example, why can't we buy our own books? Why can't we get our own computers?

Head Librarian Debra DuBose explained that for years, the City has covered the Library completely and has allowed local residents from Devine, Yancey, Moore, Bigfoot, and Natalia to have a library card. She explained that starting October 1, 2017, they enacted a fee schedule of \$10.00/year for county residents to receive a library card to receive the service at the library. She explained that because the library is funded by City and City tax payers, that's the reason to charge for County. This is not a per person fee; it is a per family annual fee for any services that the Library offers.

According to Interim City Administrator/City Secretary Dora V. Rodriguez, she will be meeting with the library staff to go over their fee schedule because this hasn't been done in a long time.

Head Librarian Debra DuBose emphasized for everyone to take pride in their Library and to come support them; she said that numbers do count. She spoke of the library programs not getting as much support as they could and fundraisers not doing very well, and she explained that for this reason the City stepped in last year and gave the Library \$2,000.00 to use for their Summer Reading Program and for any other programs they have throughout the year.

Discussion was held on the following items: Special Supplies, Audio/Visual, Books Purchased, Book Main. Materials, and Donations to the Library. Head Librarian Debra DuBose is willing to meet with Board Members to go over any of these items. The donation of books to the Library was also discussed and according to Head Librarian Debra DuBose, she would prefer a monetary donation be made to the Library so that this way she can select the books needed. She also suggested for Clubs who want to help, to sell books instead and then donate the money to the Library. She is open to letting anybody know exactly where their money is going to.

Board Member Hap Squire commented that we are safe right now with the Library budget, and City Council has already approved it.

The fourth order of business was to discuss and consider List of Possible Grants for FY 2017-2018

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- a. J. Frank Dobie Library Trust Award – Books/Audio books – This is an ongoing trust; the amount of this grant varies depending on the net income produced by that trust that year. The deadline for the application is December 15, 2017. It is usually for \$1,500 to \$2,000 which can be put in the Contribution Fund and used for any shortages that we have throughout the year. We cannot apply for this every year, but we are eligible for it again and Debra stated that she will be applying for this grant. It will be awarded at the Texas Library Association Annual Conference in Dallas, in April.
- b. Tucker Grant – There are a couple of these that we can apply for and there are several different divisions. The one that we will be applying for is the Materials Grant which can be up to \$5,000. If granted, Head Librarian Debra DuBose will be focusing on expanding and updating our Juvenile Non-Fiction and Spanish Books. The deadline is also in December and is awarded in April. This grant will designate what can be purchased.
- c. Paltrow Foundation – Children’s Book Project Grant. This is a 2 for 1 grant. It is usually for \$200 - \$400, and either the City or the Friends of the Library will match it.

Head Librarian Debra DuBose will continue to look at more grants but they do require a lot of time, and there are only two of them. However, Debra will be working on these and will keep everyone informed. Interim City Administrator/City Secretary Dora V. Rodriguez commented that there are consultants out there that can help and we need to look into that.

Motion by Board Member Kelli Maxwell, seconded by Board Member Lee Davis to move forward with applying for these Grants for FY 2017-2018, and to take it to Council for approval.

Ayes	--	Five
Nays	--	None
Absent	--	Three – Board Member Cindy Wadsworth Board Member Jose Guardiola Board Member Grace (Desi) McElwee

Motion carried.

The fifth order of business was to discuss and consider List of Planned Programs for Rest of Year.

Library Aide Stacy Pyron gave the Board an update on the following items:

- a. Die De Los Metros (Day of the Dead) – Celebration all next week. Stacy Pyron explained that this is a colorful bright festival of Hispanic culture of remembrance of life, and is becoming very popular in the United States. She is very excited about setting up a community altar at the library in honor of loved ones who have passed on, and encouraged everyone to bring pictures, mementos, etc. to place on the altar. They will be having special activities throughout the week in honor of Die De Los Muertos.
- b. ISOS Day (International Survivors of Suicide Loss Day) – Will be hosted at the Library from 11:00 a.m. to 2:00 p.m. on November 18, 2017. This event is an awareness of suicide where people come together for support, information and empowerment. Head Librarian Debra

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- DuBose, who is a strong advocate of suicide awareness, highly recommended for the community to come and share and be given the opportunity to communicate and reach out and learn how to deal with suicide loss, and to know that they are not alone.
- c. Family Programming – Stacy Pyron talked about doing some fun stuff in the coming months for kids and parents. One of the things she is planning is a Thankful Tree in which anyone coming in to the Library can write a message on a leaf of what they are thankful for. She is also looking at other ideas such as implementing a book club, stitch club (specifically for knitting and crocheting), sewing club, etc.; anything to bring in more people into the library. Her ultimate goal is to eventually hold separate stitching and sewing classes, which she loves to do, once we have more space in the library. Discussion was held on moving computers to the sitting area; thereby, freeing up more room.
  - d. December Ideas – They are looking at having a movie matinee for the kids and family during the Christmas break between Christmas and New Year's.

The sixth order of business was to discuss and consider that all procedures and policies need to be reviewed and revised, then submitted to City Council for approval.

Head Librarian Debra DuBose informed the Board that this item will be tabled. She explained that she was aware of these policies and procedures but had not really seen them until just recently. She found out that these policies and procedures were put into place by City Council in 2002 and there are some things that are not relevant any longer such as VHS tapes. She will bring this back to the next Board meeting to allow her time to go over these policies; there are approximately seven of them.

The seventh order of business was Information Items.

- a. Friends of the Library

Board Member Marly Davis addressed the Board on this item. The Friends of the Library had their Fall Fun Day this past Saturday, but Marly explained that the Friends are at a low tide right now; not very many people are getting involved so it's hard to be able to do a lot. Too many things were going on, and they were a little more disorganized than normal in getting this Fall Fun Day in order. She explained that they need ideas for a Spring Fundraiser to try to bring in some money, especially with the Library having a tight budget now. The Friends have a little over \$7,000 in the bank but they don't want to spend it all at once in case they need to buy something for the Library, like giving them another \$1,000. Board Member Marly Davis informed the Board that the Friends have quarterly meetings according to their Bylaws, but they also have called meetings more frequently than that just to try to keep on top of things. Marly encouraged more members to join; they need more fresh ideas for fundraising, more energy and enthusiasm, and they need more help.

Discussion was held on fundraisers from years' past such as the Cowboy Christmas but it got to where it was costing more than it was raising. Photos with Santa, The Little Book Store, and the Gingerbread House Contest all went well the first two years, but for the last few years, all that has started to cost money also. Plus, whatever money is available in this town, we are competing with too many people and too many organizations doing fundraisers.

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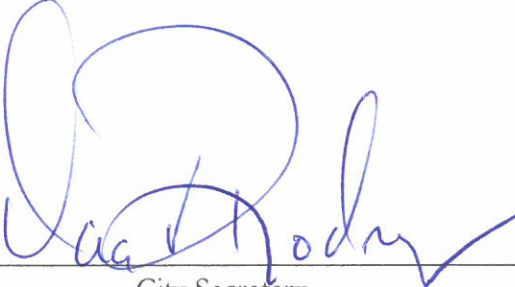
The Board held discussion on new ideas for fundraisers such as holding a Theatre/Play and charging admission. Board Member Kelly Maxwell suggested a Pie Fundraiser for Thanksgiving and taking orders which would also be providing a good service.

Board Member Marly Davis also mentioned that the Friends' fiscal year runs from January to December but she would like to work on changing it to coincide with the City's fiscal year from October to September. She concluded by informing the Board that the next Friends' meeting is scheduled for Thursday, November 9<sup>th</sup> probably at the old Dr. English building, at 6:30 p.m.. Interim City Administrator/City Secretary Dora V. Rodriguez advised the Board that they can always use the Council Chambers, if available, for meetings.

There being no further business to come before the Board, motion was made by Board Member Kelli Maxwell, seconded by Board Member Marly Davis to adjourn the meeting.

Ayes	--	Five
Nays	--	None
Absent	--	Three – Board Member Cindy Wadsworth Board Member Jose Guardiola Board Member Grace (Desi) McElwee

Motion carried.

  
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City Secretary

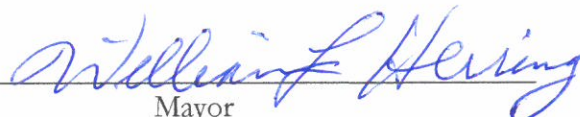
  
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Mayor

EXHIBIT A

Driscoll Public Library  
Budget Figures

2017-10-24

Library Budget last 5 years (3 years final audit, 2016-17 amended, 2017-18 approved)

	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Payroll Expenses	\$ 52,237	\$ 54,208	\$ 62,364	\$ 85,335	\$ 81,689
Building Main	\$ 409	\$ 1,746	\$ 1,748	\$ 2,917	\$ 4,000
Equip/Software Main	\$ -	\$ -	\$ -	\$ 3,036	\$ 3,036
Equipment Rental	\$ -	\$ 1,951	\$ 2,231	\$ 2,174	\$ 2,174
Office Equip Main	\$ 6,274	\$ 3,323	\$ 4,165	\$ -	\$ -
Office Supplies	\$ 1,701	\$ 2,705	\$ 5,941	\$ 6,400	\$ 6,400
Postage	\$ 585	\$ 321	\$ 60	\$ 3	\$ 400
Telephone Expense	\$ 2,962	\$ 3,095	\$ 3,516	\$ 6,369	\$ 6,369
Travel Expense	\$ -	\$ 166	\$ -	\$ 26	\$ 100
Legal Fees	\$ 40	\$ 620	\$ 385	\$ 540	\$ 540
Accounting Fees	\$ 1,852	\$ 1,365	\$ 2,288	\$ 1,218	\$ -
Consulting Fees	\$ -	\$ 2,676	\$ 2,408	\$ 2,883	\$ 2,883
Record Consult/Codifying	\$ -	\$ -	\$ -	\$ 863	\$ 154
Public Notices	\$ 372	\$ 79	\$ 60	\$ 230	\$ 230
Electricity	\$ 6,678	\$ 7,947	\$ 6,679	\$ 7,246	\$ 7,246
Special Supplies	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,500
Audio/Visual	\$ 1,489	\$ 1,148	\$ 584	\$ 3,500	\$ 1,500
Books Purchased	\$ 4,861	\$ 5,185	\$ 5,987	\$ 6,000	\$ 5,000
Book Main Materials	\$ 401	\$ 352	\$ 413	\$ 613	\$ 1,000
Publication/Subscrip	\$ 369	\$ -	\$ 286	\$ 667	\$ 750
Property/Liability	\$ 676	\$ 1,240	\$ 838	\$ 845	\$ 817
Misc Expense	\$ 65	\$ 250	\$ 465	\$ 1,284	\$ 1,000
	\$ 80,971	\$ 88,377	\$ 100,418	\$ 134,149	\$ 126,788

The highlighted items are what is controllable by library staff. All other items are general operating cost.

Of these cost we can apply for grants or do fundraisers to aid in or supplement the cost of special supplies(programming), audio/visual, books purchased, book maintenance materials, publication/subscriptions.

\$	126,788
-\$	16,250
\$	110,538