



## **City of Abilene Library Advisory Board Agenda**

**Notice is hereby given of a meeting of the Abilene Public Library Advisory Board of City of Abilene to be held on November 12, 2019, at 4:00 p.m., at 202 Cedar Street, Abilene, Texas, for the purpose of considering the following agenda items.**

### **CALL TO ORDER**

### **MINUTES**

1. Approval of Minutes of May 6, 2019

### **AGENDA ITEMS**

2. Bylaws of Abilene Public Library Advisory Board
  - a. Change in Term Limit Language - Action
3. Library Director's Report
  - a. Summer Reading 2019
  - b. AISD Library Express Year One
4. Abilene Heritage Square by AHS Board Member (TBD)
5. Friends of Abilene Public Library
  - a. Booksale Results
  - b. Liaison to/from the FOL Board- Discussion/Action
6. Circulation Policy - Discussion and Possible Action

### **ADJOURNMENT**

### ***Notice***

*In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received forty-eight (48) hours prior to scheduled meetings. Please contact the City Secretary's Office at 325-676-6208. Telecommunication device for the deaf is 325-676-6360.*

### **CERTIFICATION**

*I hereby certify the above meeting notice was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the 8th day of November, 2019, at 10:25 a.m.*

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*Shawna Atkinson*, City Secretary

## ABILENE PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES

May 6, 2019

The Abilene Public Library Advisory Board met in the conference room of the Main Branch Library at 4:00 PM, Monday May 6, 2019. A quorum was present.

Board Members present: Clint Buck (Chair), Fred Patao, Dorothy Davidson, Carrie Casada, Beth Reeves, James McGee, Joe Specht, Lesli Andrews, James McGee, Carrie Casada, Joe Chavira

Board Members absent: Sylvia Leal, Christine Curtis-Carr

Also attending: Lori Grumet, Library Director; Trent Deltz, City Attorney; Linda Camacho, Library Administrative Assistant ; Diana Russell, Dyess School Liaison Officer; Tim Delavega

Media present: None

Mr. Clint Buck called the meeting to order at 4:07 PM.

Minutes of the previous meeting were approved as submitted.

**Library Director's Report** - Patron belongings policy - Mrs. Grumet has gathered a packet together of rules governing the use of the library. The homeless visit our library with all their belongings - backpacks, bedrolls and all that constitute their life, then find a place next to a chair or on a chair to leave their belongings. They leave us to go elsewhere within the city for an hour or more. This is taking up room for another patron to use. Mrs. Grumet would like to have a policy in place to address the problem of leaving their personal belongings for more than half an hour. The staff would be able to remove or arrange for the removal of the patron possessions by law enforcement personnel. We have looked into policies of comparison cities. There are ten cities that Abilene compares itself to: Waco in McLennan County, Carrollton, Grand Prairie, Tom Green County, Killeen, Denton, Wichita Falls, Amarillo, and Lubbock. These places only allow you to have a package approximately 24x22 inches. The Abilene Public Library together along with our law enforcement would remove these items left behind. The patron would need to contact the Abilene Police Department to have their belongings returned. At this time there would be no fines in place as these would need to be assessed by the City of Abilene.

**Library Advisory Board Term Limit** - Mrs. Grumet handed out a spreadsheet of the City Board and the terms for board officers. It shows if they have any reappointment limits from other departments within the city, to limit how long a member can serve on the board. There are a lot of good people out in our community who love the library and would be happy to participate on the library board. Our board provides good advice to the director and the staff as to what direction we should pursue. The question for our library board is should we look at term limits.

The board is staggered and runs on a two year cycle. You cannot replace the full board at one time and those who are coming to an end of their limits can be reappointed or replaced. If a board member drops off the board, then we have the opportunity for replacement to finish out the term. New people will have new ideas for the board. A two-consecutive term modification recommendation with some appointed seats with a discretionary contingent of liaisons, will be discussed at the August board meeting.

**Lib-Con** - We conducted 54 programs. The counts were 1239 Adults, 1613 children with a total of 2852 people who attended Lib-Con at all three branches. Main libraries' count for Saturday alone was 2632. We had 9 vendors and also several food trucks. This was a three day event and our 6th annual. More people attend each year. We made the front

page of the Abilene Reporter News which is very rewarding. We had an escape room which was very popular, games and crafts, and everyone had a great time.

**TLA** - Mrs. Grumet attend TLA in Austin this year along with 8 staff members, which was funded by the Friends of the Library. The staff came back with a lot of great ideas such as revamping the way we manage and organize, lots of programming ideas, and technology ideas such as tech glamping with computers. Mrs. Grumet attended an event on blockchain which is related to cryptocurrency, bitcoin and investments. This was presented by an author from Google who has all the advanced searching capabilities of Google in his mind. He was sharing how you can at times identify something through an image search in Google. Google Scholar contains a lot of academic resources. Blockchain is a way to move encrypted information around, for libraries and healthcare, community policing, and managing events. The person who was teaching this is one of the international experts on blockchaining. As library databases change, cataloging electronic materials change, this blockchain has the potential to be used to benefit the library. We may want to look into this in the near future. Several members of staff are on State committees such as Topaz books, BlueBonnet books and a number of others. Staff brought back a number of ideas they will share with these committees. TLA gives you so much information and is very rewarding and beneficial.

The Texas Library Association conference is the second largest library conference in the United States. TLA has more than 15000-20000 people who attend each year. You have the opportunity to meet authors, vendors and so much more. From TLA, Mrs. Grumet will be seeking out a kiosk for the basement printer. This will free a librarian from a desk and make her available for patrons and their needs.

**Coffee and Conversations Program** - We have 5 social service representatives on hand. There will be service providers on hand who can help get people signed up. We will talk about homelessness, hunger, food insecurity, and mental health. This will help the homeless get access to the resources they need. It is unbelievable how many children in this community are homeless right now. The AISD has an incredible program for homeless children at the schools to help. At our Coffee and Conversation program we can educate people about the available resources.

**Abilene Heritage Square** - We have been working on adjacencies with architect Rick Waldrell, who is the leading architect in Abilene. Our senior staff here at the Abilene Public Library Main branch have been working on where we need to place things so it would be optimal to the community. Marion has taken this information to draw up the more specific details of the spaces we have presented for each floor.

There was a board meeting on the branding of Abilene Heritage Square. The brand has been designed by Zarkory and Associates and is based off of the owl which is perched on top of the book over the main doors of Lincoln Middle School. It should tie the campus together and make it more noticeable. Soon there will be a memorandum of agreement with the city, which is the next step and by August we should have more status to report.

**Dyess Air Force Library Update** - The official opening of the Dyess library was Tuesday April 2, 2019. There was a ribbon cutting and we had both wing commanders sign the proclamation to kick off the month. 200 children and adults were present. We also celebrated Conner Collins, who was picked for the youth of the year. We took Marie Noe who is a veteran and incredible storyteller and a wonderful handler of children. Miss Noe read three stories before the proclamation signing. The children are excited for the summer reading programs.

Jennifer Rodman, the Dyess librarian is still moving forward with the modern bookstore library. This is 60% virtual digital and 40% paper and books. This will be great for our Dyess community and the children over the duration of the summer reading program.

**Friends of the Library Report** – The Friends are taking a look at their money to support the Abilene Heritage Square project, so when it's time to furnish a new facility they can help with that. This fall we are having a West Texas Book Festival. The AC Green Award winner has been selected and he has accepted and will attend.

The Friends of the Library book sale is coming June 13-16. This will be held at the Exhibit Hall of the Abilene Convention Center. We need volunteers to help with the book sale and any board members can volunteer June 10-11 to help setup. Sunday is fill a bag for \$6.00. This year Mrs. Grumet will be taking laptops, scanners and library staff to scan books that have not sold. We can pull books out for Better World Books, pack and send them off to sell. We receive a commission from the sale. This is a very good book sale for the library and the Friends of the Library. Last years sale grossed more than \$60 thousand dollars for the Friends of the Library.

Meeting was adjourned at 5:37 P.M.

The next scheduled Advisory Board Meeting is August 5, 2019 at 4 P.M at the Main Branch location.

Respectfully submitted,

*Linda Camacho*

Linda Camacho, Library Administrative Assistant



**Library Advisory Board  
Agenda Memo**

**Meeting Date:11/12/2019**

**TO:**

**FROM:**

**SUBJECT:                   Bylaws of Abilene Public Library Advisory Board  
                                  a. Change in Term Limit Language - Action**

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**GENERAL INFORMATION**

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

1. Bylaws

**Library Advisory Board Bylaws**  
**June, 2013**

**Article I**  
**Name**

The Library Advisory Board was established by the City Council on November 3, 1966. The Advisory Board is subject to the City Charter, the Texas Open Meeting Act and the Texas public Information Act.

**Article II**  
**Members**

**Section 2.1**

The Library Advisory Board is composed of eleven (11) qualified voters of the City and who are appointed by the Mayor with the approval of the City council.

**Section 2.2**

Members serve a term of two (2) years and may be re-appointed. **Members may serve two consecutive terms, a total of four years. Following a rest period of one term they may again be appointed to serve on the board.**

**Section 2.3**

The chairperson will appoint one member to serve as a liaison with the Friends of the Library.

**Section 2.4**

The City Librarian serves as a non-voting ex-officio member of the board.

**Article II**  
**Meetings**

**Section 3.1**

The Library Advisory Board shall meet at least quarterly. The regular meeting of the library board shall be held at a time designated by the board in the Main Library or such other place the board may determine.

**Section 3.2**

Special meetings may be called by the chair or at the call of any two members of the board, provided that notice thereof is given to all board members and the City Librarian. Notice of the meeting will be in compliance with the Open Meetings Act.

**Section 3.3**

A simple majority of the appointed members shall constitute a quorum at all meetings of the board. No action may be taken without a quorum.

#### **Section 3.4**

All questions presented for a vote of the Library Advisory Board shall be decided by a simple majority of the quorum.

#### **Section 3.5**

The mayor and city council will be apprised of any member of the board who misses three consecutive meetings without good cause. The board will recommend to the mayor and city council that a replacement be appointed for the balance of the unexpired term.

#### **Section 3.6**

Board business should be conducted according to Robert's Rules of Order.

### **Article IV Officers**

#### **Section 4.1**

The officers of the board shall be a chairperson and a vice-chairperson. The City Librarian will serve as the permanent secretary.

#### **Section 4.2**

Officers shall be elected and take office at the first regular meeting of the calendar year after new board members have been appointed and sworn in.

#### **Section 4.3**

Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the chair, the vice-chair shall become the chair for the unexpired portion of the term.
- (b) Vacancies of officers other than the chair shall be filled for the unexpired term by special election. The term of office is one year.

#### **Section 4.4**

Duties of the officers shall be as follows:

- (a) Chair:
  - (i) Preside at all meetings.
  - (ii) Represent the library board at public functions of the City and at events such as special library events, local, state, or national advocacy activities for the library or for local, state, or national association activities.
  - (iii) Appoint standing, special, or ad hoc committees.
  - (iv) Assist City Librarian in establishing the agenda for each meeting.
  - (v) Liaison with the governing authority regarding library issues.
- (b) Vice-chair:
  - (i) Assist the chair in directing the affairs of the board and act in the chair's absence.

- (ii) Serve as chair of ad hoc or special committees or projects such as chair of an advocacy initiative.
- (c) Secretary
  - (i) Be responsible for the accuracy and posting of the agendas and minutes of the board meeting in compliance with the Open Meetings act and bring any corrections to the attention of the board at its next meeting.
  - (ii) The secretary shall sign the approved minutes and complete recordkeeping activities required by the State of Texas.

## **Article V Committees**

Committees may be appointed for completing regular business of the board and/or special purposes by the chair and by special request from the City Librarian or the governing authority. Committees, following requests, are formed with the consent of the majority of the board. All committees will have at least one library board member serving on them. Standing committees are typically formed at the first meeting of the calendar year and reviewed for continuation annually. Ad hoc or special committees are automatically dissolved upon completion of the activity or project.

## **Article VI Powers and Duties of Board Members**

Appointed library board members provide opinion, support, and expertise as needed, but do not have final authority. Board members shall:

- (a) Abide by applicable ordinances of the City of Abilene
- (b) Act in an advisory capacity to the City Librarian and the City Council.
- (c) Review existing policies, recommend new ones and adopt policies to govern the operation and program of the library.
- (d) Assist in strategic planning.
- (e) Provide opinion and guidance, as appropriate, for special issues to include, but not be limited to, new facilities and the expansion of existing library facilities.
- (f) Provide opinion and guidance, as appropriate, for new library services.
- (g) Assist in interpreting the policies and functions of the library to the public.
- (h) Encourage in every possible way the development and advancement of the public library at local, regional, state, and national levels.
- (i) Participate in advocacy initiatives including, but not limited to, local issues, including funding issues and requests, state advocacy activities, and federal advocacy initiatives.
- (j) Participate in a library orientation session prior to attending first board meeting.

## **Article VII Amendments**

These bylaws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least ten days prior to such meeting. Such amendment would not be in effect until approved by City Council at a regularly scheduled Council Meeting.

#### **Article VII**

#### **Open Meetings Training**

Prior to attending their first board meeting, each newly appointed board member shall complete the open meetings training required by the Texas Open Meetings Act and file the certificate of completion with the City Secretary.

#### ***Certificate***

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Library Advisory Board and that such Bylaws were duly adopted by the Library Advisory Board on May 6, 2013 and approved by the City Council on June 24, 2013.

Ricki V. Brown  
Board Secretary



**Library Advisory Board  
Agenda Memo**

**Meeting Date:11/12/2019**

**TO:**

**FROM:**

**SUBJECT:**                   **Library Director's Report**  
                                  **a. Summer Reading 2019**  
                                  **b. AISD Library Express Year One**

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**GENERAL INFORMATION**

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

1. Summer Reading
2. AISD

## **Summer Reading Report**

As in years past, the library was hopping all summer with programs and activities for all ages. The programs included reading clubs, storytimes, family games, movies, book clubs, STEM programs, and more.

The following is a small sampling of the programs offered this summer:

**Engineering Camp** – Using Legos, K'Nex, Snap Circuits, and Makedos the kids built everything from roller coasters to light circuits. This program was part of the library's STEM programming.

**Cricut Teens: Name Decals** – The participants used the library's mobile lab (made possible by a grant from the Texas State Library & Archives Commission and the Institute of Museum & Library Services) to learn how to use the Creation Station's Cricut machine.

**Young Audiences Series** – The library played host to 4 shows coordinated by Young Audiences of Abilene. The performers included Soul Street Dance Company, Key City Brass, Storyteller Rochelle Rabouin, and the Magik Theatre performers.

**Dino Bo** - Beau McDaniel, teacher and co-chairman of education at the Dallas Paleontological Society presented 2 programs for the kids. His programs included hands-on activities and real dinosaur fossils.

**Rhythm and Rhyme** – This toe-tapping program gave kids the opportunity to express their creative energy. There were lots of songs, movement, and musical instruments and each session featured a new letter of the alphabet and some basic phonics.

**Finch Robots** - Using Scratch, a drag and drop programming language, participants programmed small robots (called Finches) to go on a tour of the solar system.

## **Stats**

Children's programs offered – 198

Children participating – 10,941

Adults participating – 3641

Teen/Tween programs offered – 81

Teens/Tweens participating – 1318

Adults participating – 315

Adult programs offered – 77

Adults participating – 2050

Kids participating – 45

Family programs offered – 87

Adults participating – 1024

Kids participating - 2058

## **Total participants:**

**Children: 13,044**

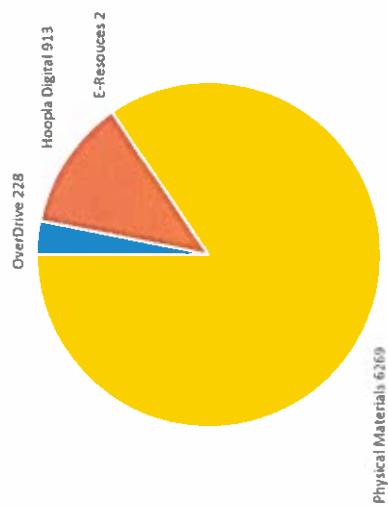
**Adults: 7,030**

**Teens: 1,318**

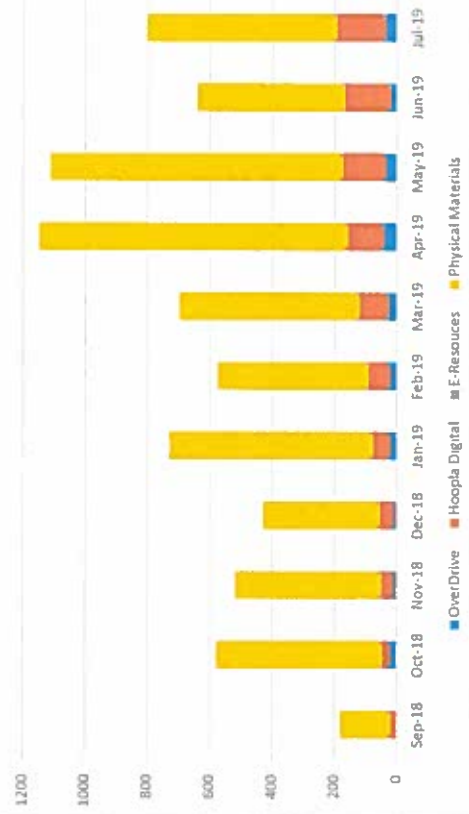
# AISD Student Utilization of APL Services

| TOTALS             | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 |
|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| OverDrive          | 228    | 2      | 20     | 9      | 8      | 19     | 21     | 24     | 40     | 34     | 34     |
| Hoopla Digital     | 913    | 18     | 26     | 40     | 45     | 57     | 70     | 95     | 116    | 139    | 159    |
| E-Resources        | 2      | 1      | 0      | 0      | 0      | 0      | 0      | 1      | 0      | 0      | 0      |
| Physical Materials | 6269   | 160    | 534    | 471    | 377    | 652    | 484    | 577    | 992    | 938    | 609    |

AISD Student Utilization of APL Services



AISD Student Utilization of APL Services





**Library Advisory Board  
Agenda Memo**

**Meeting Date:11/12/2019**

**TO:**

**FROM:**

**SUBJECT:                    Abilene Heritage Square by AHS Board Member (TBD)**

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**GENERAL INFORMATION**

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**STAFF RECOMMENDATION**

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

1.     Abilene Heritage Page 1.png

2. Abilene Heritage Page 2.png

## QUESTIONS ABOUT THE PUBLIC LIBRARY:

### 17. DO WE REALLY NEED A NEW LIBRARY?

The answer is a resounding "yes." A library bond passed in December of 1956, authorized the building of the current library which opened in June 1960. At the time, it was hoped that the building would meet the community's need for 20 years. It's now over 60 years old and the building would meet the community's need for 20 years. By moving the library and utilizing new construction as well as the historic building, the library will have a centrally located facility that's easy to access with plenty of off-street parking. In 2018, the Abilene Public Library hosted 531,885 patron visits. That is the equivalent of every man, woman, and child in Abilene visiting the library 4 times that year. The library is on track to exceed the 2018 visit totals, with 381,726 visits to the library in the first six months of 2019. In that same time 608,709 items have circulated. That usage is in keeping with the national numbers that have shown remarkable growth. There are more public libraries in the United States than McDonald's. (68,568 vs. 14,157)

### 18. DO PEOPLE STILL USE BOOKS?

A massive international study by the University of Newswals found the greatest single predictor of how far a child goes in school is how many books are in their home. Whether rich or poor, residents of the United States or another country, illiterate or college graduates, this study found that parents who have a large selection of books in the home increase the level of education their children will attain. Abilene can meet the same goal by providing a public library where books - and additional learning experiences for all children - are free.

### 19. WHAT WILL BE THE ADVANTAGES OF A NEW LIBRARY AT ABILENE HERITAGE SQUARE?

The new facility will be able to integrate the newest technology and will have room for library programming, including new options for a recording studio and the ability to check out computers, tools and equipment. Meeting rooms and private study areas will be available along with an adjacent coffee shop.



## QUESTIONS ON OPERATIONS:

### 22. HOW WILL THESE COSTS BE PAID?

The City of Abilene will lease the spaces occupied by the public library with a long-term lease to Abilene Heritage Square. In addition, Abilene Heritage Square will earn income from rental of the coffee shop, the auditorium and the Eagles Nest. Additional funding will come from special events and exhibits.

### 23. WHO WILL OWN THE RENOVATION PROJECT IS COMPLETE?

The City of Abilene will transfer ownership of the old Abilene High School/Lincoln Middle School campus and buildings to Abilene Heritage Square, Inc., which will then own the property.



## HOW CAN I GET MORE INFORMATION ABOUT THE ABILENE HERITAGE SQUARE PROJECT?

Please visit the Abilene Heritage Square website at [www.abileneheritagesquare.org](http://www.abileneheritagesquare.org) and view the three-minute video that was presented to the Abilene City Council in September 2018.



### EXECUTIVE COMMITTEE

Jane Beard  
Leroy Bolt  
Rhonda Bolt  
Melody Hunt  
Bill Hunter  
Laura Moore  
Sam Vinton

### BOARD MEMBERS

Linda Barfield  
Kitch Barnett  
Katie Browning  
Susan Cannon  
Chet Caldwell  
Becky Colman  
Lynn Dickey  
Cary Etter  
Jordan Hibbs  
Betty Hullall

### EX OFFICIO

Lori Gurnet  
Rudy Perez  
Judith Phaneuf  
Rick Weatherall  
James Wagstaff

## COMING SOON



## ABILENE HERITAGE SQUARE

# FAQ

# ABILENE HERITAGE SQUARE WILL BE AN INNOVATIVE LEARNING CENTER FOR PEOPLE OF ALL AGES.

## GENERAL QUESTIONS:

### 1. WHAT IS THE ABILENE HERITAGE SQUARE PROJECT?

Abilene Heritage Square is a redevelopment of the former Abilene High School/Lincoln Middle School buildings and campus. The historic 1923 academic building and 1929 gymnasium will be renovated, while preserving their historic facades. New construction sensitive to the historic structures will be added to the west side of the academic building, creating a contemporary learning center for Abilene.

### 2. WHAT WILL MAKE UP THIS CONTEMPORARY LEARNING CENTER?

Abilene Heritage Square will house the following facilities and organizations for the benefit of everyone in Abilene and the surrounding area:

- a state-of-the-art public library in newly constructed facilities
- the renovated 700-seat auditorium suitable for meetings, speakers, recitals, concerts and weddings
- an exhibit hall for both local and touring exhibits from major museums and galleries



- programming space for The Grace Museum, including a new Children's Museum (in addition to the existing Children's Museum)
- the renovated and highly versatile Eagle's Nest gymnasium. It will be able to host events as varied as a school prom, square dance, civic club luncheon, craft show, family reunions, yoga classes, industrial exhibits, or wedding dinners. The facility will include a catering kitchen that allows catering service for up to 400 people seated at tables

- a coffee shop adjacent to the library that can be accessed outside library operating hours
- classrooms for the Stone Owl Academy, a program in which high school juniors and seniors can learn of constitutional principles and free-market economics while earning the Stone Owl Scholar designation and scholarship

- the "Lawn at the Square" suitable for outdoor concerts, festivals, and special events
- ### 3. DO ORGANIZATIONS MOVING INTO ABILENE HERITAGE SQUARE ALREADY HAVE OFFICES ELSEWHERE?

Yes. The Grace will continue in its current location and establish a satellite location at Abilene Heritage Square. The current downtown library will close when the new library at Abilene Heritage Square is opened.

### 4. IS THERE A FORMAL ORGANIZATION BEHIND ABILENE HERITAGE SQUARE?

Yes. Abilene Heritage Square, Inc. has been designated a 501(c)(3) charitable organization by the IRS, made official on September 8, 2017. Donations to the Abilene Heritage Square project are tax-deductible.

### 5. HOW AND WHEN DID THIS ORGANIZATION FORM?

A group of Abilene residents concerned over the fate of the old Abilene High School began

exploring possible uses for the school and began meeting soon after Lincoln Middle School closed. Eventually, after looking at 17 different options, the volunteers believed they had a workable plan and organized a Board of Directors (the members of which are listed on the back of this brochure) and applied for nonprofit status with the State of Texas and the IRS.

### 6. IS THE ABILENE HERITAGE SQUARE PROJECT PRIMARILY FOR FORMER STUDENTS OF ABILENE HIGH?

No. The project will be a contemporary learning center open to everyone in Abilene and the surrounding area.

### 7. HOW WILL THIS PROJECT BENEFIT SCHOOL-AGE CHILDREN?

As a contemporary learning center, Abilene Heritage Square will include a state-of-the-art children's library that includes traditional library books as well as age-appropriate access to technology and computers. It will also offer specialized activities for various ages. Examples include LEGO® building, robotics, mystery writing, STEM projects, gaming and computer coding.

The facility will include a satellite children's museum under the management of The Grace Museum. This new children's museum will have a science focus, while the children's museum at The Grace will focus on art and history. Children will also benefit from traveling exhibits, movies and special events in the auditorium. The lawn at Abilene Heritage Square will also be available to host activities for children for a wide variety of events such as outdoor concerts, holiday celebrations, games, and walk-through scale models of the solar system.

### 8. WILL THERE BE FEES FOR USE OF THE SPACES, SUCH AS FOR WEDDINGS OR REUNIONS?

Yes. And some exhibits and classes conducted by The Grace and the library may require the payment of fees.

## QUESTIONS ON PRESERVATION AND CONSTRUCTION:

### 9. HOW WAS THE ARCHITECTURAL FIRM FOR THE PROJECT SELECTED?

Abilene is blessed to have an architectural firm that has long specialized in restoration architecture. The Executive Committee of Abilene Heritage Square chose Weather and Associates to act as project architects based on their experience in restoration architecture and restoring The Grace, the Elks Building and the 1&P Depot, Freight Building and Baggage Building as well as Old Main at McMurtry. The preliminary concept drawings for Abilene Heritage Square have already won an award from the Texas Society of Architects.

### 10. WHY NOT JUST TEAR DOWN THE OLD SCHOOL AND START OVER WITH SOMETHING BRAND NEW?

On a very practical level, it would cost several million dollars to tear down the AHS buildings because they are so well built. However, from a broader standpoint, it's important to restore old buildings because they give our community a sense of shared history. For over 90 years, the Abilene High buildings held and nurtured the future of Abilene. Generations of Abileneans share memories of the buildings and the events and life experiences they had while attending school there. Designed by renowned architect Brand Castle, the historic buildings of Abilene High are among the few local buildings of architectural significance.

### 11. IF THE CITY OF ABILENE OWNS THE PROPERTY, WHY DOESN'T THE CITY RENOVATE THE BUILDINGS?

For the city to renovate the property, the community would be required to vote for a bond

ARCHITECT'S CONCEPT



issue and the city would then have to borrow money. As a privately financed project, the city will benefit from the project but won't borrow money for the renovation or commit taxpayers to pay for the project. As an added plus, privately financed construction is actually less expensive than construction projects undertaken by a governmental unit, so the project will be more cost-effective with Abilene Heritage Square assuming ownership of the property.

### 12. WHAT IS THE ESTIMATED COST OF THE ABILENE HERITAGE SQUARE PROJECT?

The estimated costs of renovation are \$415 million, which includes \$15 million in endowment to help fund the long-term maintenance costs of Abilene Heritage Square.

### 13. WHO WILL PAY THESE COSTS?

Abilene Heritage Square will be financed by private philanthropic foundation grants, gifts from individuals, families and companies, and governmental grants.

### 14. HOW WERE PREVIOUS HISTORICAL RESTORATION PROJECTS IN ABILENE FINANCED?

Several projects utilized private philanthropy coupled with tax credits and governmental grants. Other projects were done strictly through private philanthropy.

### 15. WHO WILL BE IN CHARGE OF THE RESTORATION/CONSTRUCTION?

The Board of Directors of Abilene Heritage Square will oversee all activities of this special project.

### 16. HOW LONG WILL CONSTRUCTION/RENOVATION TAKE?

Approximately 3 years. The work will begin in the Fall of 2019 and is expected to be completed in time for the building's centennial celebration in 2023-2024.



**Library Advisory Board  
Agenda Memo**

**Meeting Date:11/12/2019**

**TO:**

**FROM:**

**SUBJECT:**                   **Friends of Abilene Public Library**  
                                  **a. Booksale Results**  
                                  **b. Liaison to/from the FOL Board- Discussion/Action**

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**GENERAL INFORMATION**

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**ATTACHMENTS:**





**Library Advisory Board  
Agenda Memo**

**Meeting Date:11/12/2019**

**TO:**

**FROM:**

**SUBJECT:                   Circulation Policy - Discussion and Possible Action**

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**GENERAL INFORMATION**

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

1.     Registration\_Circulation Policy



## **REGISTRATION POLICY**

In order to provide good customer service and to ensure that our information is accurate and up-to-date, it is important that the Abilene Public Library follows a consistent policy for adding new borrowers to the database, establishing patron accounts, and issuing cards. This policy establishes a procedure for registering library borrowers.

### **STATEMENT OF POLICY**

The City of Abilene offers free library accounts to all City of Abilene residents without regard to race, national origin, religion, sex, economic status, disability, or age.

All registration and circulation records are kept confidential in accordance with Texas Statutes - Government Code, Chapter 552, Section 552.124.

Non-residents residing in Texas may establish an account for a nominal yearly fee. A non-resident is defined as one whose physical residence lies outside the city limits of the City of Abilene.

Temporary accounts may be established if patron is a resident but does not yet have proof of residency.

Temporary accounts expire 3 weeks after issue date and cannot be renewed without proof of residency.

Computer use accounts may be established free of charge if patron is non-resident or unable to provide valid picture identification. Computer use accounts limit access to in-house computer use and will not allow checking out of materials.

Those wishing to set up a library account must complete an application and agree to follow borrowing and computer use rules.

Library patrons are limited to 1 active public library account.

New patrons will be assigned a limited account that will be good for 3 months. At the end of this introductory period, accounts in good standing may be updated to full accounts.

Full accounts expire every year and are renewable after records are reviewed for accuracy and any outstanding balances are paid in full.

The library holds borrowers responsible for items checked out on their accounts, even if the use is unauthorized. If a borrower's physical card is lost or stolen or the patron suspects their account has been compromised, they are to notify the library immediately. Patrons will not be held responsible for items borrowed on their account after the notification date.

Parents/guardians are held responsible for items checked out on their children's accounts as well as any fees incurred.

### **RESIDENTS**

Free library accounts are available to all residents of the City of Abilene. Individuals must present valid photo identification and verification of their current physical address.

Children under the age of 18 may apply for a library account with parental or legal guardian approval. Parent or legal guardian must present valid photo identification and verification of their current physical address.

### **NON-RESIDENTS**

Non-resident accounts are available to Texas residents living outside the city limits of Abilene for a nominal yearly fee. Non-resident children under the age of 18 may apply for a library account with parental approval. Non-resident fees will be waived for current city employees, military personnel, and those holding valid Department of Defence (DOD) ids.

Identification requirements are the same as those for residents.

Through a Memorandum of Agreement (MOA) with the United States Air Force, Dyess Air Force Base, dated July 2, 2015, active duty members of the Air Force assigned to Dyess Air Force Base and their families may receive resident cards without proof of residency and will not be assessed a non-resident fee. This includes civil service personnel, retirees, and any other persons holding a valid DOD card.

### **CONFIDENTIALITY OF LIBRARY RECORDS**

The library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information or services, or as otherwise having used the library, except as provided under the following exceptions:

- The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
- Upon written consent of the user.
- Pursuant to subpoena, court order, or where otherwise required by law.

The library record of a minor has the same confidentiality protection under library policy as that of any other patron. The library allows parents or legal guardians listed on the account as the responsible sponsor to obtain information about the minor child's library records. Information on child's account will not be given to anyone not listed on the records.

### **CIRCULATION OF MATERIALS**

Circulating materials for the Abilene Public Library shall be selected books, periodicals, sound recordings, DVDs, educational backpacks, and video games. Loan periods are set at 3 weeks although they may vary for materials in high demand. Limits may be set on the number of items borrowed.

The borrowing privileges of the Abilene Public Library shall be:

- The borrowing privileges of the library patrons in good standing are limited only by the restriction upon the specific kinds of circulating materials and the user's profile.
- A maximum of 50 items at a time may be borrowed.

- Patrons who do not have their physical library card with them may borrow materials if they can provide valid photo identification. Minors who do not have their physical card may use the photo id of the parent/guardian listed on their account as the responsible sponsor.
- The borrowing privileges of patrons with lost items are suspended until all material is returned or paid for.
- The borrowing privileges of patrons with damage fees are suspended until all said fees are paid for.
- Non-resident fees must be paid in full at the time of registration.
- The borrowing privileges of patrons with balances exceeding \$3 are suspended until fees are paid or a payment plan is arranged.
- Library accounts (including juvenile) are good for all library materials regardless of format (digital or physical), content or rating.
- The library will waive the replacement cost of stolen or destroyed library materials upon presentation of an official report by the appropriate regulatory body documenting the incident.

#### **AUTHORIZED USE OF ACCOUNT**

- Patrons are asked to use only their account.
- Presentation of physical card implies permission for use. Patrons allowing others to use their account number will be responsible for any actions taken.
- Account holders are expected to notify the library if their mailing address, telephone number, or email address changes.
- Account holder is responsible for any fines, collection fees, or damage assessments for materials borrowed using the account, including items borrowed by another person, unless the card has been reported lost or stolen and material was checked out after the date the library was notified of the loss.
- Account holders (or parent/legal guardian) are responsible for reporting lost or stolen cards to the library immediately.
- If physical card is not available, picture ID is acceptable. Juveniles without card must have a parent with proper ID to check out or obtain card #.
- Replacement cards are available for \$1.
- Information on the account will not be disclosed without picture ID. Patrons requesting information by phone will be required to provide adequate information needed to verify their identity including PIN, driver's license #, and any other information on the account.
- Accounts suspected of being compromised will be blocked until proper identification is presented. Patron will be issued a new account number and PIN on reactivation. The old account number will be purged.

- The parent or guardian of a child under age 18 is responsible for any fines, collection fees, or damage assessments for materials borrowed on the child's account.
- Upon request, an "Authorized Access" may be added to the patron's account. Filing this request implies that the patron is authorizing another person to obtain information on the account.

## **PROCEDURES/DEFINITIONS**

### **COMPUTER USER PROFILES**

- Computer use accounts are available for those unable to provide picture ID or proof of residency.
- Computer use accounts allow access to the library's public computers only. They do not allow checkouts (digital or physical).
- Computer use accounts are activated for a 1 year period. The accounts are renewable. All information on the account will be reviewed and updated at time of renewal.
- Other registration requirements are minimal. Staff will gather as much information as possible to identify user and avoid duplication or identity theft.

### **TEMPORARY PROFILES**

- Temporary accounts are available to Abilene resident patrons who cannot provide proof of residency at the time of application.
- Temporary accounts are activated for a 3 week period.
- Temporary accounts allow checkout of 2 items.
- Temporary accounts can be renewed under special circumstances.
- If patron cannot provide proof of address, a postcard will be mailed to them. Returning that card will provide proof of address.
- When residency proof is provided, the patron's accounts will be upgraded to LIMITED profile.

### **LIMITED PROFILES**

- Limited accounts are available for new patrons.
- Limited accounts are activated for a 3 month period.
- Limited accounts allow checkout of 10 items.
- After 3 months, accounts that are free of fees or overdue material will be renewed and upgraded to FULL profiles. Any outstanding balances must be paid in full at the time of upgrade.
- EXCEPTION - Non-resident patrons will not be assigned limited accounts. Upon receipt of the NR fee, a full 1 year account will be established.

### **FULL PROFILES (Adult & Child)**

- Full accounts will be established for patrons after 3 months with a LIMITED profile.
- Full accounts allow checkout of 50 items.
- Full accounts are activated for a 1 year period. Accounts are renewable and all information on the account will be reviewed and updated at time of renewal.
- Any outstanding balances must be paid in full at time of renewal.

#### **TEXSHARE PROFILE**

- TexShare accounts are established for non-residents by their home library allowing limited free access to participating TexShare libraries.
- TexShare accounts are set up upon presentation of documentation from patron's home library.
- The Abilene Public Library will establish an account allowing TexShare patrons privileges in accordance with the profile set through the Texas State Library.
- Texshare account holders are limited to 2 items.
- Texshare accounts do not allow access to electronic formats.
- Texshare accounts do not allow audio-visual material.
- Texshare accounts are good for a 1 year period. Accounts can be renewed only with updated documentation from patron's home library.

#### **APLONLY PROFILE**

- APLONLY accounts are established for patrons participating in the Books On Wheels program.
- Patrons must be registered in the Meals On Wheels program through the City of Abilene.
- Patrons are limited to 3 items.
- Items are given extended loan period.
- APLONLY accounts are activated for a 1 year period. Accounts are renewable and all information on the account will be reviewed and updated at time of renewal.
- Any outstanding balances must be paid in full at time of renewal.

#### **CHILD PROFILE**

- Child accounts are established for patrons ages 0 - 17.
- Child accounts are activated for a 1 year period OR through 18th birthday (if less than 1 year away).
- Children must have parent/legal guardian's permission to establish an account.
- Parent and child must be present to establish an account for minor.

- Information on the child's account may be provided only to the child or the adult responsible for the account (Drivers License (DL) # on record)
- At time of registration, patron can specify authorized access to account information by filling out consent form (for other parents, relatives, babysitters, etc.).
- Adult may be requested to present proof of legal guardianship if not child's parent.
- Responsible adult will be responsible for all activities on the child's account including any fines/fees.
- Responsible adult(s) will use their verification for accounts for minors.
- All fines and fees must be paid in full at time of renewal.

#### **CHILD PROFILE - AISD (through agreement with Abilene Independent School District)**

- Parent/legal guardian opts in to the program during AISD registration process.
- Issued to patrons 0 - 17 currently attending school in AISD.
- Child's student ID serves as library account #.
- Child's information will be verified by AISD personnel.
- Information on the child's account may be provided only to the child unless the parent/guardian has established authorization with library staff. Responsible adult may obtain authorization by presenting valid picture ID along with child's school ID. Child must be present and verify their information.
- Interlibrary Loans are not available under this profile.

#### **ADULT PROFILE**

- Adult accounts are established for patrons 18 years and older.
- Valid picture ID and proof of residency must be presented at the time of registration.
- Limited account will be activated for a 3 month period. Accounts in good standing after 3 months will be updated to 1 year.
- Adult accounts are valid for 1 year. Accounts are renewable and all information on the account will be reviewed and updated at time of renewal.
- Any outstanding balances must be paid in full at time of renewal.

#### **CORPORATE PROFILE**

- Corporate accounts are intended to support the information needs of institutions and businesses and are not for the personal use of members or employees.
- Qualifying institutions include, but are not limited to: schools, nursing homes, day care centers, group homes, businesses, city departments and other governmental bodies.

- Institutions must lie within the city limits of Abilene.
- Application must be accompanied by a letter from the responsible party on the institution letterhead.
- Names and DL# of all persons authorized to use the account must be listed on the application and will be placed in the records.
- Corporate accounts are renewed on a yearly basis to ensure that all information and user names are correct.
- The physical card must be presented each time material is checked out. Presentation of the physical card will indicate to staff that the patron is authorized to use the account.
- Authorized users will be listed on the record and may be asked to provide a picture ID before information or material will be released to them.
- The institution is responsible for all fees and fines incurred.
- Interlibrary loan is not available for Corporate account holders.
- Any outstanding balances must be paid in full at time of renewal.

#### **SPECIAL CIRCUMSTANCES**

The library recognizes the fact that some patrons may have difficulty in providing proof of residency. In order to provide services under these circumstances, those in these situations may establish accounts by alternate means.

#### **HALFWAY HOUSES, TREATMENT CENTERS, NOAH PROJECT**

- Valid picture ID is required.
- Residency proof in form of letterhead from the facility stating that the patron is a current resident.
- Account set up for 1 year. Renewal is possible with updated letter OR proof of current residency.
- Any outstanding balances must be paid in full at time of renewal.

#### **LONG-TERM HOTELS AND RV PARKS**

- Those residing in non-traditional housing may establish an account by providing a receipt from the establishment.
- Accounts will be set up in the same manner as for traditional accounts, starting with Limited profile and updating to Full account after 3 months. Any outstanding balance must be paid in full at time of renewal.
- If patron is unable to receive mail at the provided address, patron must supply an alternate mailing address.

#### **SHORT-TERM RESIDENTS (oilfield, wind farm, medical league houses, etc.)**

- Persons who are short-term residents may establish a LIMITED account.
- Valid picture ID is required.
- For those in town for employment reasons, residency may be confirmed with a letterhead from employer stating that patron is currently employed by them. Other situations will be taken on a case-by-case basis.
- Account may be renewed and updated at the end of 3 month period. Renewed account will be set for 1 year. Any outstanding balance must be paid in full at time of renewal.
- If patron is unable to receive mail at the provided address, patron must provide alternate mailing address.

#### **PO BOXES AND PRIVATE MAIL BOXES**

- PO Boxes and Private Mail Boxes cannot be used as proof of residency. Proof of physical address is required.
- Participants in the Address Confidentiality Program may use a PO Box instead of their physical address. Information is at - <https://www.texasattorneygeneral.gov/cvs/the-address-confidentiality-program-acp> (NOTE: Patron will need to provide documentation confirming participation in this program.)

#### **NO PERMANENT ADDRESS (CITY LIGHTS, SALVATION ARMY, TRANSIENT)**

- Valid picture ID required.
- Limited Account will be established.
- Accounts in good standing can be renewed at the end of 3 months. Renewed account will be issued for 1 year.
- All fines and fees must be paid in full at time of renewal.
- Computer Use accounts are also available.

#### **NO ID AVAILABLE**

- Can obtain computer use accounts.

#### **EMANCIPATED MINORS**

- Emancipated minors will be given an adult account upon presentation of proper documentation.

#### **ADULT PATRONS UNDER CARE OF LEGAL GUARDIAN**

If an adult patron is under the care of a legal guardian, this guardian must sign the library account application as well. This guardian is responsible for helping the adult patron follow the rules and regulations of the Abilene Public Library and will be responsible for all fees and charges made against this account.

#### **ASSISTED LIVING OR CONGREGATE FACILITIES**

Patrons living in congregate or assisted living facilities may have their identity and birth date verified by the appropriate authorities of that facility. Guardianship of minors must lie with responsible adult applying for account.

## **IDENTITY AND RESIDENCY VERIFICATION**

Valid photo ID and proof of residency must be presented at the time of application.

### **PHOTO ID'S ACCEPTED**

- Driver's license
- DMV ID card
- Temporary (paper) Driver's License (a temporary card will be issued until permanent card is presented)
- Department of Defense ID
- Government issued document (passport, green card, offender card etc.)

### **RESIDENCY PROOF ACCEPTED**

- Driver's license
- DMV ID card
- Temporary (paper) Driver's License (a temporary card will be issued until permanent card is presented)
- Department of Defense ID
- Government issued document (passport, green card, offender card)
- Electronic proof of insurance
- Current rent or lease documents
- Current utility bill
- Letterhead from facility such as a halfway house, stating applicant is current resident