CITY OF HUTCHINS
NOTICE OF ATWELL PUBLIC LIBRARY ADVISORY BOARD MEETING
Tuesday, October 17, 2023 - 6:30 PM
Hutchins City Hall - Council Chambers
321 N.Main St., Hutchins, Texas

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Atwell Public Library Board to be held on Tuesday, October 17, 2023 at 6:30 p.m. at the Hutchins City Hall - Council Chambers located at 321 N. Main St, Hutchins, Texas, at which time the following items will be discussed and considered:

As authorized by Section 551.071 of the Texas Government Code, the board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the city attorney on any agenda item listed herein.

REGULAR SESSION

CALL TO ORDER: President Martinez will call the meeting to order and declare a quorum.

1. Roll Call.

CITIZEN COMMENTS: This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.

PRESENTATIONS

CONSENT AGENDA - All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.

1. Consider approval of the September 19, 2023 Atwell Public Library Advisory Board Meeting.

REGULAR AGENDA

1. Discuss and consider patron survey on library services and hours.
   Presented by: Olivia Daniels, Librarian

F. ITEMS OF COMMUNITY INTEREST

1. Kid's "Selfie" Mixed Media Craft, Wednesday, October 25, 2023 at 4:30 p.m. - Atwell Public Library, 300 N. Denton St. Hutchins, TX 75141.
2. Halloween Treats and Crafts, Tuesday, October 31, 2023 from 9:00 a.m. to 5:45 p.m. - Atwell Public Library, 300 N. Denton St., Hutchins, TX 75141.

3. NASA Astro Camp, Saturday, November 18, 2023 from 1:00 pm. to 4:00 p.m. - Hutchins Community Center, 500 W. Hickman St., Hutchins, TX 75141.

G. ADJOURNMENT

CERTIFICATION

I certify that a copy of the October 17, 2023 agenda of items to be considered by the Atwell Public Library Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on October 13, 2023 before 6:00 p.m.

Olivia Daniels
Staff Liaison
AGENDA STAFF REPORT

MEETING DATE: October 17, 2023
SUBMITTED BY: Olivia Daniels, Librarian
AGENDA ITEM: D.1.
AGENDA CAPTION: Consider approval of the September 19, 2023 Atwell Public Library Advisory Board Meeting.

Background Information

Library board meeting minutes for the month of September 2023.
-September 19, 2023 Regular Atwell Public Library Board Advisory Meeting

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approval of the library board meeting minutes for the month of September 2023.

Supporting Documentation and Attachments

1. September 19, 2023 Atwell Public Library Board Meeting Minutes
The Atwell Public Library Advisory Board met at the Hutchins City Hall- Council Chamber located at 321 N. Main St., Hutchins, Texas, on Tuesday, September 19, 2023, with the Regular Library board meeting beginning at 6:30 p.m. at which time the following items were discussed and considered:

REGULAR SESSION:

A. CALL TO ORDER: President Jessica Sanchez called the meeting to order at 6:35 p.m.

1. Roll Call: Board Members in attendance: President Jessica Sanchez, Board Member Brenda Campbell, Board Member Cristian Martinez, and Board Member Angela Robertson. Vice President Yvette Lewis and Board Member Cristian Martinez were absent.

B. CITIZEN COMMENTS: None.

C. PRESENTATIONS

1. Introduction of new board members and orientation announcement.
   Presented by Olivia Daniels, Librarian

   Librarian, Olivia Daniels introduced the new library board members, Sherri Edwards and Cristian Martinez. The new member Orientation meeting presented by City Secretary, Cynthia Olguin would be on Thursday, September 28, 2023, at 6:30 p.m. at the Hutchins Community Center.

2. Distribution of library board article and amendments & future meetings.
   Presented by Olivia Daniels, Librarian

   Librarian, Olivia Daniels referred to Article 1.12 of the City of Hutchins ordinances referring to the librarian and library board duties. After reading the library board duties,
members asked questions about the library’s business hours and requested a patron survey about services and hours.

D. CONSENT AGENDA – *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

1. **Consider approval of the July 18, 2023, Atwell Public Library Advisory Board Meeting minutes.**

   Board Member Robertson made the motion seconded by Board Member Campbell to approve the Consent Agenda as presented. All in favor, the motion was carried unanimously 4-0.

E. **REGULAR AGENDA**

1. **Discuss and consider the election of a new President, for a one-year term ending July 2024.**

   Presented by Olivia Daniels, Librarian

   Board members discussed and considered the election of Cristian Martinez as the new President for a one-year term ending July 2024. All in favor, the motion was carried unanimously 4-0.

2. **Discuss and consider the election of a new Vice President, for a one-year term ending July 2024.**

   Presented by Olivia Daniels, Librarian

   Board members discussed and considered the election of Angela Robertson as the new Vice President for a one-year term ending July 2024. All in favor, the motion was carried unanimously 4-0.

3. **Discuss and consider the election of a new Secretary, for a one-year term ending July 2024.**

   Presented by Olivia Daniels, Librarian

   Board members discussed and considered the election of Brenda Campbell as the new Secretary for a one-year term ending July 2024. All in favor, the motion was carried unanimously 4-0.

F. **ITEMS OF COMMUNITY INTEREST**

   Board Member Sanchez announced the items of community interest.

G. **ADJOURNMENT**

   Vice President Robertson made the motion seconded by Secretary Campbell to adjourn the meeting at 7:21 p.m. All in favor, the motion was carried unanimously 4-0.
PASSED AND APPROVED BY THE ATWELL PUBLIC LIBRARY ADVISORY BOARD
AT A REGULAR MEETING HELD ON OCTOBER 17, 2023.

APPROVED:

_____________________________
Cristian Martinez, President

ATTEST:

__________________________
Brenda Campbell, Secretary
Background Information

After discussing the library board duties from City of Hutchins ordinance 1.12.036, the library board has requested that the library conduct a new survey on library services and hours. Staff will provide the 2021 Library Service Survey results as well as the current library hours, staffing chart from the closest library locations to Atwell Public Library, and a draft of new library survey for board to review.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends consider reviewing the 2021 survey results and staffing chart.

Supporting Documentation and Attachments

1. Local Library Hours updated 10.23
2. Draft Patron survey services 10.2023
3. 2021 Survey Results Library
## Local Library Hours (Oct. 2023)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Total Hours</th>
<th>FT Staff</th>
<th>PT Staff</th>
<th>Who works after 6PM/weekends?</th>
<th>Does an employee ever work alone?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atwell Public Library</td>
<td>Hutchins, TX</td>
<td>Closed</td>
<td>9AM-6PM</td>
<td>9AM-6PM</td>
<td>9AM-6PM</td>
<td>9AM-6PM</td>
<td>9AM-6PM</td>
<td>Closed</td>
<td>45</td>
<td>2</td>
<td>0</td>
<td>Yes daily, lunch hour and if the other employee is out sick, vacation, etc.</td>
<td></td>
</tr>
<tr>
<td>Dallas Public Library</td>
<td>Highland Hills Branch-Dallas, TX</td>
<td>Closed</td>
<td>Closed</td>
<td>9AM-8PM</td>
<td>9AM-8PM</td>
<td>9AM-8PM</td>
<td>9AM-8PM</td>
<td>9AM-5PM</td>
<td>9AM-4PM</td>
<td>45</td>
<td>Did not disclose</td>
<td>Did not disclose</td>
<td>3-4 employees work together at night and around 5 on weekends.</td>
</tr>
<tr>
<td>Lancaster Veterans Memorial Library</td>
<td>Lancaster, TX</td>
<td>Closed</td>
<td>Closed</td>
<td>11AM-7PM</td>
<td>11AM-7PM</td>
<td>11AM-7PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>40</td>
<td>3</td>
<td>3</td>
<td>3-4 employees work together at night and around 5 on weekends.</td>
</tr>
<tr>
<td>Wilmer Public Library</td>
<td>Wilmer, TX</td>
<td>Closed</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>40</td>
<td>3</td>
<td>3</td>
<td>Phone number not in service.</td>
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<tr>
<td>Desoto Public Library</td>
<td>Desoto, TX</td>
<td>Closed</td>
<td>10AM-8PM</td>
<td>10AM-8PM</td>
<td>10AM-8PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>48</td>
<td>9</td>
<td>13</td>
<td>3-4 employees work together at night and on weekends.</td>
</tr>
<tr>
<td>Duncanville Library</td>
<td>Duncanville, TX</td>
<td>Closed</td>
<td>10AM-8PM</td>
<td>10AM-8PM</td>
<td>10AM-8PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>48</td>
<td>10</td>
<td>6</td>
<td>4 employees close on weekdays. Most staff leave at 6PM. Saturday - 5 people working.</td>
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<tr>
<td>Segoville Library</td>
<td>Segoville, TX</td>
<td>Closed</td>
<td>9AM-8PM</td>
<td>9AM-7PM</td>
<td>9AM-6PM</td>
<td>9AM-6PM</td>
<td>Closed</td>
<td>Closed</td>
<td>41</td>
<td>2</td>
<td>2</td>
<td>2 staff close on weekday nights/ after 6PM.</td>
<td>*New hours started in the last few weeks.</td>
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<tr>
<td>Red Oak Library</td>
<td>Red Oak, TX</td>
<td>Closed</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>10AM-6PM</td>
<td>1PM-5PM</td>
<td>1PM-5PM</td>
<td>32</td>
<td>1</td>
<td>1</td>
<td>Not open after 6 pm, had previously but discont. because of low/no attendance. 2 employees close and work on weekends</td>
<td>Not disclosed.</td>
</tr>
<tr>
<td>Dallas Public Library</td>
<td>Kleberg-Kylie Branch-Dallas, TX</td>
<td>Closed</td>
<td>Closed</td>
<td>9AM-5PM</td>
<td>10AM-7PM</td>
<td>10AM-7PM</td>
<td>9AM-5PM</td>
<td>9AM-4PM</td>
<td>41</td>
<td>6</td>
<td>0</td>
<td>3 people usually close at nights and around 6 people work during the weekend.</td>
<td>No</td>
</tr>
</tbody>
</table>
LIBRARY SERVICES SURVEY - DRAFT

How often do you visit Atwell Public Library?

1. Weekly
2. Monthly
3. Every few months
4. Yearly
5. I have never been to the Atwell Public Library.

Do you live in the City of Hutchins?

1. Yes
2. No

What is the main reason you visit Atwell Public library?

1. Copies or prints
2. Faxing/ Scanning documents
3. Internet/ Wi-Fi/ Using the computer.
4. Checking out books or other materials
5. Library activities or events
6. Studying or reading
7. I do not go to the library.
8. Other: ____________________________________________.

If you do not go to the library, what is the main reason?

1. Didn’t know the library existed.
2. Transportation problems.
3. I have my own computer, internet, and able to process documents on my own.
4. I have my own books/DVDs and do not need to check out anything.
5. I am not interested in any activities or events the library provides.
6. I am not able to go to the library during the hours available.
7. I don’t know what the library offers, but I do not feel it would be beneficial for me to go.
8. Other: ____________________________________________
9. I don’t know.
10. None of the above. / I do use the library at times.
How satisfied are you with the open hours of the library?

1. Very satisfied
2. Satisfied
3. Indifferent
4. Dissatisfied
5. Very dissatisfied
6. I don’t know.

What would you change about the open hours of the library?

1. I wouldn’t change the days or hours the library is open.
2. The library should be open on Saturdays.
3. The library should be open one or more weekdays after 6PM.
4. The library should be open earlier than 9AM on weekdays.
5. I don’t know.
6. Other: ____________________________ .

What library services are you interested in that the library does not currently have?

1. ESL classes
2. GED classes
3. College prep classes
4. Adult Computer Classes
5. Smart Phone Instruction
7. Professional Development
8. Wi-Fi Hotspots
9. More Adult Programming
10. More Kid’s Programming
11. Different books and DVD selections.
12. I am satisfied with the current services provided.
13. Other: ____________________________________________
14. I don’t know.
What is the best way to communicate with you from the library?

1. Email
2. Text messages
3. Instagram or Facebook
4. TikTok or other social media platform
5. City of Hutchins website or library’s webpage.
6. The City of Hutchins monthly newsletter
7. Paper flyers
8. Word of mouth
9. Other: ________________________________.
10. I do not want the library to communicate with me in any way.
11. I don’t know.

Did you know that the library has the following? (Check as many as applicable)

1. TexShare cards – (you can checkout books from over 500 other libraries.)
2. SimplyE App – (free app for eBooks and Audiobooks for all ages.)
3. Mobile printing
4. Online Catalog- Biblionix Apollo- see library catalog and renew books online.
5. Monthly activities for children and adults
6. Free access to Wi-Fi and computers
7. The library now accepts credit cards for prints, fax, and scans.
8. I didn’t know about any of these services.

Do you have a comment or a suggestion that you think would help improve the way we offer services and cater to our patrons?

__________________________________________________________________________________
2021 Survey Results Library/ Action Plan

August 16, 2021

Atwell Public Library
Hutchins, Texas

Presented by:
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Top Rated Areas:

1. Helpfulness and pleasantness staff
2. Considerate and thoughtful staff
3. Ease of use of library computers and book/DVD loan process
4. Book/DVD selection

Areas Rated Adequate to Poor Areas:

1. Outside condition of building
2. Layout and arrangement
3. Ability to obtain materials from other libraries
4. Ease of access to enter the building
5. Provision for seating and tables
6. Ease of access inside building
“Suggested Enhancements”
**in no specific order**

1. Study Room/Area
2. Storytime/Craft Area
3. Study Carrells
4. Computer Training Room
5. Larger Children Room
6. Young Adult Area
7. More Computers
8. Space to read magazines only
9. More Computer Software/Programs
10. Kid programs
11. Teen Programs
12. Meeting room
13. Parking options
14. Document upload capabilities
15. Book Clubs
16. More access from home options
# Action Plan

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsible Party</th>
<th>Expected Results/Benefit</th>
<th>Resources Required</th>
<th>Deadline</th>
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