

**Library Advisory Board  
Meeting Minutes  
December 7, 2004**

Present: Joe Holmes  
Betty Monday Mahan  
Kimberly Nelon  
Harmon Norton  
Mary McGowan  
Sue Yeh

Absent: Hilton Kong

City Staff: Anne Womack  
Glen Pourciau  
Cheri Gross  
Cathy Ziegler  
Sandy Gillman  
Karen R. Farrell  
Joyce Baumbach  
Mary Ann Dunnavant  
Casey Srader

Harmon Norton, Chair, called the regular meeting of the Library Advisory Board to order at 7:00 PM in the Public Conference Room located at Maribelle M. Davis Library, 7501-B Independence Parkway, Plano, Texas.

The minutes of the meeting held November 2, 2004 were approved as written.

**Haggard Library Expansion**

Joyce gave a progress report of the construction work. She informed Board members that the building is still not closed in. Efforts are being made to keep rain out of the facility, especially in the shelving area where the Haggard book collection is located. De-humidifiers are being run 24 hours a day and the contractor has been requested to monitor and drain them once they are filled with water. The contractor has informed Joyce that they are on schedule and exterior brick should be arriving the end of December. It is hoped the building will be "dried-in" by the end of January. The contractor has been busy with the construction as well as working to keep the contents of the building dry.

A theft occurred during Thanksgiving weekend. Someone broke the construction gate lock and welding equipment was stolen from the roof. It was asked if there were concerns about the pipes if freezing weather occurred? Joyce responded that

presently no water is plumbed to the second floor and the original pipes are well insulated, so no problems are anticipated.

**2005 Bond Referendum**

Plano City Council requested City Board and Commission members to prioritize bond items listed\* as high, medium, and/or low priority. Joyce requested Library Advisory Board members to prioritize and return their list to her so a compilation can be made rating the items and forwarded to the Budget Department. All Board Members present completed rankings of the Bond Referendum items. Joyce told Board members that City staff was also asked to prioritize the items and make recommendations to the City Manager for his review. The total amount of projects recommended for the 2005 Bond Referendum is \$205,897,100. It is estimated that \$100,000,000 to \$150,000,000 will receive approval for inclusion in the bond election. The tax increase impact based on average home value in Plano would be as follows, assuming an average home value of \$232,000 and using the 2004 rates, this assumes the General Homestead Exemptions were taken for the City of Plano (20%):

	<b>Tax Rate</b>	<b>Dollar Amount</b>
City of Plano	.4535	\$841
▪ \$100 Million	<u>.0419</u>	<u>\$ 78</u>
	<b>.4954</b>	<b>\$919</b>
▪ \$150 Million	<u>.0584</u>	<u>\$108</u>
	<b>.5119</b>	<b>\$950</b>

The projected capital reserve impact of the bond is \$5,668,634 for future years. This is mainly for upkeep of facilities.

Joyce mentioned that Plano Public Library System (PPLS) was requesting bond funds for three main projects:

1. To replace worn furniture with new furniture at each of the five libraries and purchase additional new furniture for Haggard Library as more space has been added due to the expansion.
2. Move the Genealogy Local History and Texana Collection from Harrington Library to the Haggard Library Basement area. Remodel the portion of Harrington Library where these collections were located.
3. \$750,000 was requested for RFID (Radio Frequency Identification Project). Budget pulled this item from the 2005 Bond Referendum and informed Joyce that funds to pay for this project will be provided through the City of Plano Technology Fund.

The total amount of 2005 bond referendum projects requested by PPLS is approximately \$2,000,000.

### **Library Advisory Board Goals and Objectives for Fiscal Year 2004-2005**

A draft of this document was distributed to Library Advisory Board members for their review\*. Mary McGowan moved that the Library Advisory Board Goals and Objectives for Fiscal Year 2004-2005 be approved as presented. Kimberly Nelon seconded the motion. The motion carried unanimously: For: 6; Opposed: 0

### **Plano Public Library System Annual Report FY 2003-2004\***

Joyce mentioned that this year's Annual Report listed highlights of PPLS services and projects, programs, celebrations, awards, staff information, partnerships, and statistics. PPLS statistics are up again this year, in spite of Haggard Library closing in mid-July 2004. Haggard patrons have disbursed to other PPLS facilities and it has been a fairly smooth transition. Joyce commented it will be interesting to see how statistics will be affected once Haggard Library re-opens. A comment was made about registered patrons being 176,335. Joyce commented that this number includes patrons from Plano as well as surrounding communities. Patrons who have not used PPLS for the preceding three years are deleted from the database. Children are registered individually. Harmon Norton complimented library staff and managers for all their work this past year.

### **Calendar of Events**

Joyce commented that December is normally a very slow month for PPLS due to the holidays and many families being out of town. Joyce mentioned December 2004 Calendar of Events\* highlights as follows:

- PPLS will be closed for four days during the Christmas holiday – December 23-26, opening again on December 27. When the libraries are closed for this amount of time, the work load is tremendous for returning staff as many books are returned in the book drops.
- The annual Festival of Trees event (held Friday evening December 3) in conjunction with Friends of the Plano Public Library and the City of Plano Dickens Downtown Christmas was a big success. The PPLS Bookettes performed during this event.
- PPLS participated in the annual Plano Holiday Parade on Saturday morning, December 4.
- Friends of the Plano Public Libraries is hosting a new member event by selling tickets at a discount to a "Lemony Snickets" movie entitled *A Series of Unfortunate Events* at the Studio Movie Grill (4721 Park Boulevard in Plano) on Saturday, December 18 at 11AM.
- The Circle of Success Homework Center is closed the month of December.
- PPLS will be open until 6PM on New Year's Eve and will be closed January 1-3, re-opening January 4.
- On January 30, Library Alive! will be presenting the program "Successful Home Landscaping" at 2PM at Davis Library.

The Board was informed that as planned, there would be no Library Advisory Board meeting in January 2005. The next Library Advisory Board meeting will be held at 7:00 PM on Tuesday, February 1, 2005 in the Public Conference Room at the Christopher A. Parr Library located at 6200 Windhaven Parkway.

As there was no further business, Harmon Norton adjourned the meeting at 7:40 PM.

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Kimberly Nelon, Secretary

- \* List of handouts to Board Members:
  1. Recommended Projects 2005 Bond Referendum (mailed to Board members on November 11, 2004)
  2. Draft document - Plano Public Library System Library Advisory Board Goals and Objectives FY 2004-2005
  3. Plano Public Library System Annual Report FY 2003-2004
  4. Plano Public Library System December 2004 Calendar of Events