

GONZALES PUBLIC LIBRARY

BOARD MEETING

Wednesday, October 2, 2019

Library at 5:00 P.M.

MINUTES

Call to Order and Certification of a Quorum

Vicki Frenzel called the meeting to order at 5:01 p.m. A quorum was present.

Members Present: Vicki Frenzel, Swann Reid, Noell Ince, Dot Eberle, Ida McGarity, Erwin Ckudre, John Tinsley.

Members Absent: Martha Jo Whitt.

Staff Present: Caroline Helms, Library Director. Anne Dollery, Parks & Recreation Director.

Public Comments: None

Approval of Minutes

1. Approval of August 7, 2019 minutes was motioned by Dot Eberle, seconded by John Tinsley and passed unanimously.

Items for consideration and possible action

2. Discuss, consider, and possible action regarding the president's report:

* The Bushong Collection: Vicki Frenzel reported that Rex Bushong has donated a new pencil drawing of the Alamo to be added to the Bushong Collection. She stated that the Gonzales Inquirer has been contacted to do a story about the library. The benefits of having a brochure made to promote the library were discussed.

3. Discuss, consider, and possible action regarding the report of librarian:

* Roof repairs: Caroline Helms reported that the roof repairs have been completed.

* Library alarm system installation: Caroline Helms reported that the library has had a security alarm system installed.

* Spectrum lease termination update: Caroline Helms stated that Spectrum's last day leasing office space on the south side of the library building would be October 31, 2019. The City of Gonzales Finance Director is looking at market rates for commercial rental spaces in Gonzales and will be advertising that space's availability soon.

* Library outreach with Nixon/Smiley ISD: None. Caroline Helms distributed the library's official accreditation letter from the Texas State Library and Archives Commission along with monthly reports for August and September, all are attached.

4. Discuss, consider, and possible action regarding the financial report.

Noell Ince distributed the Library Restricted Fund report, it is attached.

5. Next regular meeting will be November 6, 2019 at 5:00 p.m.

6. The meeting was adjourned by Vicki Frenzel.



Vicki Frenzel, President



Swann Reid, Secretary

CITY OF GONZALES LIBRARY BOARD MEETING

Robert Lee Brothers, Jr. Memorial Library 301 Saint Joseph St.

***Entry at Saint Joseph St. front entrance**

AGENDA- Wednesday, October 2, 2019 5:00 P.M.

CALL TO ORDER AND CERTIFICATION OF QUORUM

PUBLIC COMMENTS

The public comments section of the meeting is for citizens to address the Board (as a whole).

APPROVAL OF MINUTES

1. Discuss, consider and possible action approving minutes of the August 7, 2019 meeting minutes.

ITEMS FOR CONSIDERATION AND POSSIBLE ACTION

2. Discuss, consider and possible action regarding the president's report including:

- * The Bushong Collection.

3. Discuss, consider and possible action regarding the librarian's report including:

- * Roof repairs.

- * Library alarm system installation.

- * Spectrum lease termination update.

- * Library outreach with Nixon/Smiley ISD.

4. Discuss, consider and possible action regarding the financial report.

STAFF/ BOARD REPORTS

5. Next regular meeting will be November 6, 2019 at 5:00 p.m.

ADJOURN

I certify that a copy of this agenda of the Gonzales Library Board was posted on the City Municipal Building bulletin board and City of Gonzales website at www.gonzales.texas.gov the 26th day of September 2019 at 5:00 p.m.; and remained posted continuously for at least 72 hours before the scheduled time of the meeting and was removed _____.

I further certify that the following News Media was properly notified of the above stated meeting: The Gonzales Inquirer. This meeting may be attended by a quorum of the Library Board members.



August 8, 2019

Dear Caroline Helms:

This letter serves as the official notification that Gonzales Public Library has been accredited and will be a fully qualified member of the Texas Library System for State Fiscal Year 2020: September 1, 2019 through August 31, 2020.

The library is eligible for participation in the statewide interlibrary loan program (ILL), TexShare programs, and the federal E-Rate program. The library is also eligible to apply for our competitive grants. More information may be found on the following webpages:

Lorenzo de Zavala
State Archives and
Library Building

Accreditation Rules <http://tinyurl.com/TxAccreditationCriteria>

ILL <https://www.tsl.texas.gov/landing/ill.html>

TexShare <http://www.tsl.texas.gov/texshare/>

E-Rate <https://www.tsl.texas.gov/ld/funding/usf.html>

Competitive Grant Programs <https://www.tsl.texas.gov/ld/funding/index.html>

1201 Brazos Street
Austin, Texas
78701

All information from the 2018 Annual Reports will be published on our website this month: <https://www.tsl.texas.gov/ld/pubs/pls/index.html>.

P.O. Box 12927
Austin, Texas
78711-2927

Later this month, we will send you an email with the library's maintenance of effort (MOE) 3-year average estimate to assist you in planning for next year's report. The full Annual Report Planning Calculator will be available on our website this Fall.

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

If our office may be of assistance to you in any way, please contact me (smalek@tsl.texas.gov, 512-463-5532), or Valicia Greenwood (vgreenwood@tsl.texas.gov, 512-463-5466), or through our Texas-only toll free number, 800-252-9386.

Members
David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

The Texas State Library and Archives Commission staff congratulates you on your library's accreditation.

Director and Librarian
Mark Smith

Sincerely,

Assistant State Librarian
Gloria Meraz

Stacey L Malek
Program Coordinator
Library Development & Networking Division



ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

MONTHLY REPORT

Librarian's Report to the Board of Library Trustees for the month of

August, 2019

ADDITIONS:

- 1. Books and videos purchased..... 231
- 2. Items donated..... 5
- 3. Library cards issued..... 46
- 4. Number of internet users..... 807
- 5. Memorial donations..... ~~0~~

CIRCULATIONS:

- 1. Number of books circulated..... 1761
- 2. Number of videos circulated..... 1764
- 3. Number of eBooks circulated..... 260
- 4. Total..... 3785

COMMENTS: main library gate count: 6,074
Tinsley TX center gate count: 2,158

<u>BOOKS PURCHASED:</u>	
city - 122	
FOL - 29	
<u>151</u>	

<u>VIDEOS PURCHASED:</u>	
city - 76	
FOL - 4	
<u>80</u>	

<u>DONATIONS:</u>	
Books - 2	
DVDs - 3	
<u>5</u>	

ROBERT LEE BROTHERS, JR. MEMORIAL LIBRARY

MONTHLY REPORT

Librarian's Report to the Board of Library Trustees for the month of

September, 2019

ADDITIONS:

- 1. Books and videos purchased..... 267
- 2. Items donated..... 30
- 3. Library cards issued..... 52
- 4. Number of internet users..... 677
- 5. Memorial donations..... 0

CIRCULATIONS:

- 1. Number of books circulated..... 1790
- 2. Number of videos circulated..... 1578
- 3. Number of eBooks circulated..... 183
- 4. Total..... 3551

GATE COUNT:

- 1. Main Library..... 5,253
- 2. Tinsley Texas Center..... 1,474

COMMENTS: _____

BOOKS PURCHASED: FOL - 198

VIDEOS PURCHASED: FOL - 69

DONATIONS: Books - 21
DVDs - 9
<hr/>
30

BALANCE SHEET

AS OF: SEPTEMBER 30TH, 2019

500-RESTRICTED USE FUNDS

ACCOUNT# TITLE

ASSETS

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1-001.000	CASH - CONTROL ACCT	0.00	
1-001.501	CASH - TEXAS CAPITAL	0.00	
1-001.502	CASH - HOTEL MOTEL TAX	795,999.84	
1-001.503	CASH - MUSEUM FUNDS	17,937.61	
1-001.504	CASH - FORFEITURES	26,801.40	
1-001.505	CASH - MUN CRT CHILD SAFETY	15,814.40	
1-001.506	CASH - MUN CRT SECURITY	26,333.23	
1-001.507	CASH - MUN CRT TECH	4,544.20	
1-001.508	CASH - SPECIAL EXPENSE	7,546.00	
1-001.509	CASH - AIRPORT IMPT	0.00	
1-001.510	PEG FRANCHISE (RESTRICTED USE)	0.00	
1-001.511	ROBERT LEE BROTHERS JR LIBRARY	117,975.89	
1-116.700	ACCTS REC - HOTEL TAX	38,013.74	
1-120.000	DUE FROM OTHER FUNDS	3,790.00	
1-120.001	DUE TO OTHER FUNDS	0.00	
1-120.700	DUE FROM GEDC FUNDS	0.00	
1-400.999	COURT TECHNOLOGY REVENUE	(3,790.00)	
			<u>1,050,966.31</u>

TOTAL ASSETS

1,050,966.31

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