

Marshall Public Library Board of Trustees
Quarterly Advisory Report
2014: 4th Quarter

1. Library Operating Statistics
 - a. The library operating hours were increased in January 2014 from 49 service hours to 52 hours weekly by opening 30 minutes earlier each day. Current service hours are:
 - 9:30am-7:30pm Monday, Tuesday, Thursday
 - 9:30am-5:30pm Wednesday, Friday
 - 9:30am-3:30pm Saturday
 - b. The Library staffing level was unchanged for the year. There are a total of 7 authorized positions: two professional librarians with Master's degrees from accredited universities and 5 library staff positions.
 - c. The Marshall Public Library as an organization element within the city government was moved from supervision by the City Manager to supervision by the Director of Support Services. This organizational change was accomplished by the City of Marshall with the implementation of the Efficiency Study.

2. The Marshall Public Library Annual Report for Local Fiscal Year 2013 was submitted to the Texas State Library and Archives Commission on March 31, 2014 and the library remains an accredited institution.

3. The annual review of the Marshall Public Library Strategic Plan for 2014-2019 was conducted by the Library Director and the Board of Trustees on December 16, 2014. The 2014 Implementation Priorities for the five focus areas--Collection, Facility, Marketing/Public Relations/Advocacy, Service, and Technology--were reviewed and discussed. The Implementation Priorities for 2015 were developed and approved for the next year.

4. Concerns:
 - a. The library roof leaks in multiple locations when there is a rain storm and the repair or replacement of the library roof is not yet scheduled. The roof replacement for the library building remains on the City of Marshall Facilities Report dated May 2, 2014 and was listed as a Priority 1 requirement. The library air conditioning system was listed as a grade D deficiency with significant repairs needed in the next year. The Board of Trustees recommends that repair or replacement of HVAC and roof be scheduled during 1st quarter of 2015.
 - b. The Interlocal Agreement for Library Services between the City of Marshall and Harrison County expired on September 30, 2014 and is currently undergoing negotiation between city and county. Harrison County has provided \$44,000 annually to the City of Marshall for library services in past years and the City has proposed an increase to \$141,248 annually based upon 30% usage rate by county residents of the total library usage. The Board of Trustees recommends that the Interlocal Agreement for Library Services be negotiated and approved for the increased amount.
 - c. A budget request in the amount of \$492,129 for 2015 operations was submitted to the Marshall City Commission, but \$463,868 was approved for the library budget. This is a reduction of 5.7% from the requested amount and a reduction of 4.5% from the approved budget in 2014.