

**Marshall Public Library Board of Trustees**  
**Quarterly Report**  
**2019: 1<sup>st</sup> Quarter**

**Board of Trustees' News:**

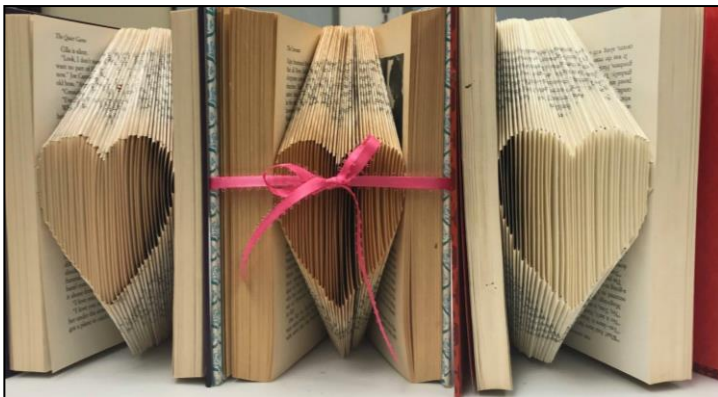
- ⌘ New officers for 2019 were unanimously elected during the February meeting and are as follows:
  - Ken Poindexter, Chair
  - Eva Oliver, Vice Chair
  - Christina Deel, Secretary
- ⌘ The Board of Trustees meets on the 4<sup>th</sup> Monday of every month at 4:30 p.m.

A list of Board members and their terms of service, a roster of Board members dating back to 1970, 2019 Board agendas and minutes as well as quarterly reports are available on the Board of Trustees page of the library's website.

[www.marshallpubliclibrary.org/boardoftrustees](http://www.marshallpubliclibrary.org/boardoftrustees)

**Library Programs & Activities:**

- ⌘ Offered children's and tween/teen programming during winter and spring break. Activities included special storytimes, LEGO builds, crafts, movie marathons, and games **(S)**
- ⌘ Continued project of adding labels to books and catalog records to help patrons wishing to read books in series order **(C)**
- ⌘ Participated and promoted library resources during Marshall Junior High School's ESL night **(C)(S)**
- ⌘ Held "Blind Date with a Book" event in which patrons chose books based on clues written on specially-wrapped covers **(C)(S)**
- ⌘ Promoted services, programs, and shared city/community information on social media **(M)**
- ⌘ Upcycled books (see picture below) for Folded Book Art program for teens and adults **(S)**



- ⌘ Held computer class for beginners **(T)**
- ⌘ Provided IRS tax forms for the public **(S)**
- ⌘ Conducted inaugural Tournament of Books in conjunction with March Madness. The tournament started with 16 picture books and a champion (*Green Eggs and Ham*) was decided based on results from weekly Facebook surveys and in-house ballots. **(C)(M)**

- ⌘ \$263,952=YTD amount of money patrons saved borrowing books, CDs, & DVDs versus buying them **(C)**

[www.marshallpubliclibrary.org](http://www.marshallpubliclibrary.org)

2014-2019 Strategic Plan areas addressed:

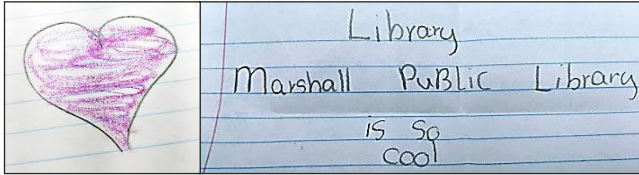
Collection; Facility; **M**arketing/Public Relations/Advocacy; **S**ervice; **T**echnology

*Enriching, empowering, and educating our community  
through exemplary services, exceptional resources, and engaging programs.*

**Marshall Public Library**  
**Quarterly Advisory Report**  
**2019: 2<sup>nd</sup> Quarter**

**LIBRARY PROGRAMS & ACTIVITIES:**

- ⌘ **\$548,926**=the amount of money library patrons saved by borrowing books, CDs, and DVDs versus buying them. This amount does not include other available resources and services that patrons accessed such as newspapers, magazines, computer/wi-fi, reference help, digital resources, and programming for all ages.



This note was given to library staff by a young patron who had a good day at the library.

- ⌘ **Community outreach** included attending the downtown Touch a Truck event to promote library services and programs, collaborating with staff at Starr Home to have a special storytime for area first graders, conducting library tours for kindergarten classes, and providing storytime on Mondays at the WIC office during their summer lunch program.
- ⌘ **2019 Summer Reading Program** “A Universe of Stories” kicked off June 10 with activities and programs for children and--new this year!--twens/teens. Space-themed movies, craft days, book clubs, Lego builds, STEM activities, game days, and Zumba are popular events. FAB Friday special guests featured Lady Chops (a former STOMP percussionist), the Texas A&M Chemistry Road Show, a wildlife educator and his critters, and a professional yo-yo champion. The summer reading program concludes on Friday, August 2 with a Foam Party at the Starr Home.

Special highlights this year included a Discovery Dome presentation from the Houston Museum of Natural Science and a traveling exhibit from the Johnson Space Center which showcased an actual tire from a space shuttle as well as an astronaut’s uniform, helmet, and glove. These special exhibits and the FAB Friday events were made possible with support from the Friends of a Public Library.

**ACCREDITATION INFORMATION:**

Based on the Annual Report submitted to the Texas State Library and Archives Commission (TSLAC) in April, the Marshall Public Library successfully met all accreditation criteria in the areas of expenditures, collections, service hours, and other indicators as established by the TSLAC. **In order to maintain accreditation in FY2019-2021, the Marshall Public Library must have local expenditures amounting to \$8.32 per capita in order to remain accredited.** Currently, the library receives \$8.24 per capita.

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**Marshall Public Library**  
**Quarterly Advisory Report**  
**2019: 3<sup>rd</sup> Quarter**

**LIBRARY NEWS:**

- ⌘ \$822,786=the amount of money library patrons saved by borrowing books, CDs, and DVDs versus buying them. This amount does not include other available resources and services that patrons accessed such as newspapers, magazines, computer/wi-fi, reference help, digital resources, and programming for all ages. (C)
- ⌘ The Talking Book Program is for Texas residents who have difficulty reading due to visual impairments, reading disabilities, or who have difficulty holding books. Library patrons with these reading challenges may register to receive equipment and devices for free to help them read books. As a certified demonstration site, Marshall Public Library has equipment on hand to show interested users and caregivers how to use the devices. (C)(S)(T)
- ⌘ Homeschool Back-to-School pictures were taken again this year. Over 40 participants had pictures made. Based on surveys completed by parents, the library will begin creating monthly and quarterly programming for this service population tailored to their needs. (S)
- ⌘ Received notification from the Texas State Library and Archives Commission that Marshall Public Library remains an accredited institution based on its 2018 Annual Report by meeting accreditation criteria in the areas of expenditures, collections, and other indicators. As a result, the library will continue to have access to the interlibrary loan program, grant initiatives, continuing education opportunities, and more. (C)(F)(M)(S)(T)

**BOARD OF TRUSTEES' NEWS:**

The Board unanimously approved two expenditures from the Emma Walker account in the amount of \$30,742.06 as follows:

- ⌘ \$26,742.06 for an RFID (Radio Frequency Identification) system to include 2 security gates, 4 staff stations, and security tags for all materials as well as on-site visits for training and installation. The gates will include a people counter as well as audible and visual alerts when materials exit the library without being checked out. The system will also increase accuracy of check-in/out, provide more privacy for patrons' choices of materials, and enhance and increase inventory opportunities. The staff will be responsible for encoding and placing RFID tags in all library materials (about 52,000 items). (C)(S)(T)
- ⌘ \$4,000.00 for additional shelving in the children's area. The amount includes 4 units of shelving, installation and freight. Additional bookends needed due to the expansion were also requested and approved. (F)

2014-2019 Strategic Plan areas addressed:  
**Collection; Facility; Marketing/Public Relations/Advocacy; Service; Technology**

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**Marshall Public Library  
Quarterly Advisory Report  
2019: 4<sup>th</sup> Quarter**

**LIBRARY NEWS:**

- ⌘ \$1,044,084=the amount of money library patrons saved in 2019 by borrowing books, CDs, and DVDs versus buying them. This amount does not include other available resources and services that patrons accessed such as newspapers, magazines, computer/wi-fi, reference help, digital resources, and programming for all ages. (C)

Most checked out items in 2019....

- **Fiction:** *Where the Crawdads Sing* by Delia Owens
- **Non-Fiction:** *Keto in 28* by Michelle Hogan
- **Easy:** *Pete the Cat* books by James Dean
- **Juvenile Fiction:** *Diary of a Wimpy Kid* books by Jeff Kinney
- **Young Adult:** *My Hero Academia* (graphic novel) by Kohei Horikoshi
- **DVD:** 5<sup>th</sup> Wave (based on the novel by Rick Yancey)
- **CD:** *Rogue Lawyer* by John Grisham

**LIBRARY ACTIVITIES:**

- ⌘ Held monthly adult crafternoons and monthly programming for t(w)eens which included Tabletop Tuesday (games), Makerspace (STEM activities), and Crafternoons (seasonal-related projects) (S)
- ⌘ Marshall Fire Department visited for a special storytime and fire truck exhibit to promote fire prevention and safety during Fire Prevention Week. (S)
- ⌘ Conducted tour for kindergarteners which included storytime, tour of library, and craft project (S)
- ⌘ Hosted MISD special needs transitional class for morning programming and crafts (S)
- ⌘ Spoke to Retired Teachers Association about library programs, resources, and services (M)
- ⌘ Held inaugural Fall Family Fun Fest. The morning session included storytime, Legos, free play, crafts, and games; the afternoon session included popcorn and a movie. (S)
- ⌘ Hosted Santa and Mrs. Claus for a special evening storytime followed by crafts, cookie decorating, and photo opportunities. (S)

**LIBRARY PROJECT:**

- ⌘ The Board unanimously approved expenditures from the Emma Walker account to purchase an Radio Frequency Identification (RFID) system which included 2 sets of security gates, 4 staff stations, and security tags for all items. Following training, library staff systematically removed all materials--about 52,000 items--from the shelves, added RFID tags to each item, scanned and encoded each tag, and queried all items to ensure readability between the tagged item and system. This project was successfully completed in three months while maintaining normal library hours and services. The RFID system alerts staff when items leave the library without being checked out, increases the accuracy of check-in/out, provides more privacy for patrons' choice of materials, and enhances inventory opportunities. (C)(F)(S)(T)

2014-2019 Strategic Plan areas addressed:  
Collection; Facility; Marketing/Public Relations/Advocacy; Service; Technology