



**MINUTES**

**LIBRARY ADVISORY BOARD MEETING**

**Thursday, January 28, 2016**

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6 1. Call to Order – Secretary Susan Pinkerton called the meeting to order at 3:00 P.M. Library  
7 Advisory Board (LAB) Members Present: President Ellen Young (arrived late), Secretary Susan  
8 Pinkerton, Members Susan Fletcher, Jose Aranda, and Sue Patterson. LAB Members Absent:  
9 Vice-President Debora Rindge, and Member Paula Sharon. Also in attendance were Renee  
10 Frankel, Library Administrator; and Dan Carrillo, Administrative Assistant.
- 11 2. Review of December 10, 2015, minutes. Corrections were made as to form and content. Motion  
12 was made and seconded to approve minutes as corrected; motion passed.
- 13 3. Friends of the Library – Susan Fletcher, Liaison to the Friends of Thomas Branigan Memorial  
14 Library (TBML), presented the following:
  - 15 a. There are 100 Friends members for 2016 as of now.
  - 16 b. The Friends are getting ready for the upcoming book sale. Several members are going  
17 to Coas Bookstore to select books for the sale. Coas donated \$1000.00 of credit for the  
18 book sale.
  - 19 c. Don Behnke has received shipping cartons from Better World Books. The Friends will  
20 sort through books that a patron donated and send any books that may be of value to  
21 them. The donation included several first edition books.
  - 22 d. The Friends newsletter has been sent out to members. There has not been a newsletter  
23 published in quite some time. Copies were also delivered to several places like Good  
24 Samaritan Village, and Coas Bookstore.
  - 25 e. The Friends annual meeting was Sunday, January 24, 2016.

- i. Don Behnke was presented with a lifetime membership for his 3 years of service as President of the Friends.
      - ii. Certificates of appreciation were presented to Citizen's Bank, Barnes & Noble Bookstore, and El Paso Electric for their generous support of donations.
4. Library Administrator's Report – Renee Payne Frankel, Library Administrator, presented the following:
  - a. The December stat report was handed out to the LAB. This is attachment 1.
  - b. Construction projects update:
    - i. As mentioned at the last LAB meeting, the back loading dock delivery area, retaining wall and French drain by amphitheater have been completed.
    - ii. The drain by the front entrance has been completed. This project was done to fix the problem of water flowing into the Computer Lab when it rains heavily. It hasn't rained since then so it is not known if it works.
  - c. The vacant Library Assistant Part-Time (PT) position has been filled. Thomas Mueller has been hired and his paperwork is in process. He should start early February 2016. Another Library Assistant PT position will be open as a staff person has put in their resignation. The Library will be using the previous pool of applicants to fill this position.
  - d. Sage Café Update:
    - i. Hours were changed in December 2015 to 9 A.M. – 2 P.M. to coincide with Senior Programs hours. The patrons that attend Senior Programs activities are happy the Library is open at the same time.
    - ii. Patron traffic has steadily increased since the new hours.
    - iii. There was a Genealogy workshop last week and 25 people attended which is very good. The Library will continue to do more programming in the future.
  - e. The Fiscal Year 2017 (FY17) budget is being worked on now by the management team. All numbers must be entered into the system by noon tomorrow. The FY17 budget forms

1 were released electronically a week ago, but the forms were not correct up until a couple  
2 days ago. This has been a frustrating experience. The budget this year will be the same  
3 as last year's budget.

4 f. Two new products the library will carry will be launched soon. They are Fast Pencil  
5 (Attachment 2), and Transparent Language (Attachment 3). Fast Pencil should be out  
6 for patrons' use in April 2016, and Transparent Language in March or April 2016.

7 g. The Library will have a table at the Dona Ana Community College Community Resources  
8 Expo in February.

9 5. Old Business – None noted.

10 6. New Business – The following item was discussed:

11 a. Approval of Library Closing/Early Closing Dates for 2016 (Attachment 4). A motion was  
12 made and seconded for the approval of the LAB Meeting Dates for 2016. All voted in  
13 favor. Motion carried.

14 7. Announcements – None Noted.

15 8. Public Participation – None present.

16 9. Adjournment – The meeting was adjourned at 3:26 P.M. The next meeting is scheduled for  
17 Thursday, February 25, 2016, at 3:00 P.M. in the Board Room.

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20 **PRESIDENT**

**DECEMBER/NOVEMBER 2015 LIBRARY USAGE REPORT**  
**Library Advisory Board Meeting – Jan 28, 2016**

<b>CIRCULATION</b>	<b>DECEMBER 2015</b>	<b>NOVEMBER 2015</b>	<b>FY 16</b>	<b>FY 15 (July 1, 2014 thru June 30, 2015)</b>
Adults, Juv. YA,	2,384	22,356	120,928	306,034
Books by Mail – City	171	119	1,203	6,892
Books by Mail – County	67	66	561	2,742
Homebound	529	494	2,556	5,451
Munson	205	161	996	2,328
Sage Café	141	54	318	930
Media (all formats)	10,434	10,275	55,063	138,277
In house Use	855	954	4,261	7,931
<b>ATTENDANCE</b>				
Main	19,765	20,864	64,982	289,592
Munson	1,389	1,132	3,641	11,322
Sage Café	75	69	242	895
Computer Lab	8,869	7,218	41,552	102,712
<b># of Computer Sessions</b>	5,870	3,249	13,596	77,733
<b># of Reference Questions</b>	5,018	4,591	15,388	76,251
<b># of Children's Programs</b>	17	23	65	313
<b># of Children's Program Attendance</b>	500	780	2,559	12,010
<b># of Adult Programs</b>	3	15	13	
<b># of Adult Program Attendance</b>	31	133	128	211
<b>Donations</b>	\$122.67	\$148.68	\$543.58	\$2,861.65
<b># of Repairs</b>	71	163	401	672

# FastPencil

FOR LIBRARIES

## Have Questions?

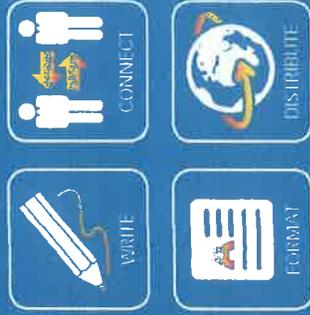
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## Customer Support



# FastPencil

FOR LIBRARIES

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## Do-it-yourself

writing and publishing service



## OVERVIEW GUIDE



# FastPencil

FOR LIBRARIES

**FastPencil for Libraries** is a self-publishing platform enabling you to create, collaborate, format and distribute your books using one simple-to-use online service.

## 1. Create your own writing project.

- Write, organize, and edit your book using the online interface.
- Choose from a variety of templates and designs.
- Write a novel, play, poetry, short story, fan fiction.
- Compose your memoirs.
- Write a book to record your family history.



**Start A  
NEW PROJECT.**



**Upload EXISTING  
PROJECT.**

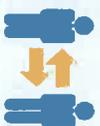


**Choose A THEME  
AND FORMAT.**



**Edit YOUR WORK.**

## 2. Collaborate with friends.



- Share progress and get feedback from the FastPencil for Libraries community, friends and family.
- Partner with friends or colleagues on a writing project.



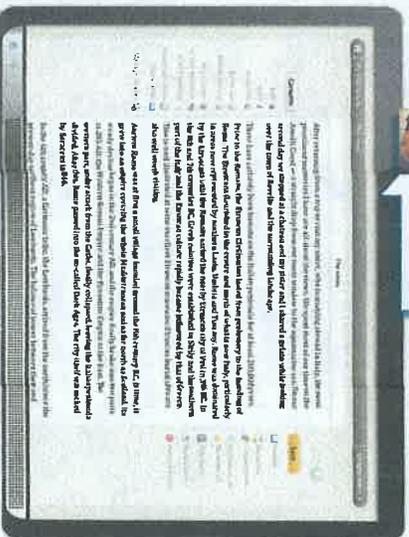
Try shortening the first paragraph.



I love your climactic conclusion.



Nice job. Keep up the great work!



## 3. Publish and distribute.



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- Post your project as a free eBook on the OneClickdigital platform.



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Patron support is available from 7:30 a.m. to 6:30 p.m. ET, Monday through Friday.



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*Language-Learning*  
**SOLUTION**

# WELCOME!

**Transparent Language Online** offers unlimited access to more than **90** online language courses, packed with pronunciation, speech, grammar, writing and vocabulary-building lessons.

## FEATURES

- 90+ languages
- Proficiency tests
- Supplementary vocabulary lists
- Beginner English for speakers of 24 languages
- 33 lessons for each language
- Choice to write or speak answers
- Interactive games and learning materials
- Option to slow down on-screen examples for pronunciation practice
- Ability to record, play back and compare your speech to that of a native speaker
- Learned Items Refresh System for retaining what you've learned



## SHORT ON TIME?

- Quick Start offers 10 vocabulary lists for each language
- Word of the Day makes language-learning part of your daily routine
- Transparent Language's online social communities foster seamless interactions
- Language and culture blogs add variety and depth to your learning experience
- Additional resources help you explore higher-level language and cultural elements
- The Transparent Language app for iOS® and Android™ devices enables language learning on the go!

**Learn to listen,  
speak, read  
AND write!**

**ALL YOU NEED IS YOUR  
LIBRARY CARD.**

Where will language learning  
take you?



**APPROVED LIBRARY CLOSINGS IN 2016  
In Addition to City Holidays**

**CLOSED ON:**

- Sunday, March 27 (Easter)

*Note: CITY HOLIDAY CLOSINGS ON Thursday, Dec 22 and Friday, Dec 23*

- Saturday, Dec 24
- Sunday, Dec 25
- Saturday, Dec 31
- Sunday, Jan 1, 2017

**EARLY CLOSINGS:**

- Country Music Festival – Friday, April 29 and Saturday, April 30 – both days @ 5 pm
- Holiday Light Parade (No date yet – possibly on Sat. July 2) @ 5 pm
- Thanksgiving Eve – Wednesday, Nov 23 @ 6 pm
- Christmas Tree Lighting (No date yet – possibly Friday, Dec 2 or Friday, Dec 9 @ 5 pm

**SPECIAL OPENING/CLOSING:**

- Primary Election Day – Tuesday, June 7 (Open to public at 8 am; close at 7 pm)
- General Election Day – Tuesday, Nov 8 (Open to public at 8 am; close at 7 pm)

**NOT APPROVED YET! A MEMO SEEKING APPROVAL WILL BE SENT TO CITY  
MGR ON/ABOUT FEB 1-5**

- A week in August (possibly August 8-12) for all-staff in service/projects/cleaning - needs City Manager approval.