



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		July 26, 2010		
Department:		Library Administration		
Department Head		Cathy Ziegler		
Agenda Coordinator (include phone #): Mary Ann Dunnivant (Ext. 4208)				
CAPTION				
A Resolution of the City Council of the City of Plano, Texas, authorizing the naming of the program room at the W. O. Haggard, Jr. Library the Richard D. Tobin, Jr. Program Room in memory of Mr. Richard D. Tobin, Jr. and to honor Mr. Tobin's years of service and dedication to Plano Public Library System, and providing an effective date.				
FINANCIAL SUMMARY				
<input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR: 2009-10	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
BALANCE	0	0	0	0
FUND(S):				
COMMENTS: This item has no fiscal impact.				
SUMMARY OF ITEM				
Friends of the Plano Public Library and the Library Advisory Board recommend naming the program room located at the W. O. Haggard, Jr. Library the Richard D. Tobin, Jr. Program Room in memory and in recognition of Dick Tobin's years of service and dedication to Plano Public Library System.				
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies	
1. Letter from Friends of the Plano Public Library 2. Draft of Library Advisory Board minutes dated May 4, 2010				



July 6, 2010

Mrs. Cathy Ziegler, Director
Plano Public Library System
2501 Coit Road
Plano, TX 75075

**RE: Naming the Program Room at W. O. Haggard, Jr. Library
for Richard D. Tobin, Jr.**

Dear Cathy,

As President of Friends of the Plano Public Library, we are requesting that an agenda item be prepared for the July 26, 2010 Plano City Council Meeting to request their approval to name the program room at W. O. Haggard, Jr. Library, the Richard D. Tobin, Jr. Program Room in memory of Dick Tobin and to honor his many years of service and dedication to Plano Public Library System.

We appreciate your assistance with our request.

Sincerely,

Frederic L. Frawley, President
Friends of the Plano Public Library

**Library Advisory Board
Meeting Minutes
May 4, 2010**

Present: Debra Benton
Carl Ford
Gary Graham
Pearl Garza Fracchia
Kim Malouf
Robert R. Marquardt
Erma Spencer
Denver Tracy

Absent: Russ Kissick

Guest(s) Fred Frawley, President – Friends of the Plano Public Library

City Staff: Cathy Ziegler – Director of Libraries
Sandy Gillman – Library Manager – Harrington Library
Glen Pourciau – Library Manager – Haggard Library
Brent Bloechle – Library Manager – Davis Library
April Hill – Library Manager – Parr Library
Mary Ann Dunnavant – Administrative Support Supervisor

Debra Benton, Chair, called the regular meeting of the Library Advisory Board to order at 7:00 PM in the Jeanette Bickley Bland Meeting Room located in the basement area of W. O. Haggard, Jr. Library, 2501 Coit Road, Plano, Texas.

The minutes of the meeting held February 2, 2010 were approved as written.

Debra Benton welcomed Kim Malouf and Denver Tracy, newly appointed members of the Library Advisory Board. Debra informed Board members that, at her request, City Council approved raising the number of Library Advisory Board members from seven to nine at their March 22, 2010 City Council meeting.*

A. Fred Frawley, President, Friends of the Plano Public Library

Fred thanked Library Advisory Board members for inviting him to the meeting. As of May 1, 2010, he is beginning his fifth year as President of Friends of the Plano Public Library (the Friends fiscal year runs from May 1 to April 30 each year). Following are some of the highlights Fred noted about Friends of the Plano Public Library:

- The organization began in 1965 to raise supplemental funding for Plano Public Library System (PPLS) to include expenditures that might not normally be included in the City of Plano budget. The Friends Board consists of a diverse group of members who are passionate about supporting PPLS. Robert Marquardt and Kim Malouf (both Library

Advisory Board members) are active Friends Board members. Scott Johnson, former Plano City Council member is also a Friends Board member.

- Fred referred to the “Thank You Friends For Your Contributions to PPLS During 2009”* handout noting that Friends donated \$100,000 to PPLS in 2009 for additional library materials. Friends also donated \$26,500 in 2009 to retain and recruit top librarians through continued educational funding which enables PPLS librarians to attend local, state, and national library conferences.
- Friends will be supporting an author event in September by funding the author and former weather forecaster Kristine Kahanek who has written a children’s book entitled *Katie and the Magic Umbrella* (about weather).
- Funds are raised by Friends through: their annual book sale which will be held this year on July 15 – 17 at Plano Centre, memberships, lobby sales of materials in the five libraries, the Kroger Plus card, and donations.

Cathy noted that Friends put the “icing” on Library Services, noting that the PPLS Summer Brochure* (included in Board member folders) was funded partially by Friends.

Board members asked how they could support Friends of the Plano Public Library. Fred responded by handing out Friends membership forms and asking Library Advisory Board members to talk to City Council members to let them know what PPLS means to them personally and how they enjoy services provided by the libraries. Fred suggested that Board members ask City Council Members for their support of PPLS. Fred mentioned that when people are considering moving to Plano, one of their first considerations is that a good library system is in place.

B. Naming of Haggard Library Program Room

Fred Frawley informed Board members about former Friends of the Plano Public Library member and long-time supporter, Richard D. Tobin, Jr. who died December 17, 2009. Dick spent many hundreds of hours as a volunteer in various capacities with the Plano Public Library System, including serving on the Plano Library Advisory Board, as Treasurer of the Board of Friends of the Plano Public Library, tutoring students learning English as a second language, and assisting for sixteen years with the Interlibrary Book Loan system. Fred asked Board members to consider supporting a request of Plano City Council to name the Program Room at Haggard Library the “Richard D. Tobin, Jr. Program Room.” It was noted that discussion would need to be held with Victoria Huynh, Assistant City Attorney III and legal liaison to the Library Advisory Board, to determine what would be the proper procedure regarding the request. **Pearl Garza Fracchia moved to recommend to City Council that the W. O. Haggard, Jr. Library Program Room be named for Richard D. Tobin, Jr. Gary Graham seconded the motion. The motion carried unanimously with the vote being: For: 7; Opposed: 0.**

C. Plano Public Library System Staff Involvement Related to Holds

Cathy Ziegler informed Board members that holds are down 6% from a year ago. This is a result of limiting holds (reserve requests) to 20 items total. Staff pulled

52,116 holds for patrons the month of March 2010. It had been asked if PPLS tracks those patrons who place holds but do not pick up the materials. Cathy responded that after researching, to track these patrons would take several steps and could be very labor intensive—it is possible, but would not be an easy task. Cathy mentioned that managing holds is a very physical job for staff, noting that PPLS patrons love the holds process as it saves them time and is very convenient for them. Cathy referred to the documents “How does Plano’s checkout and hold limits compare to other Cities”^{**} and Snapshot of Items Checked Out^{*} (dated April 27, 2010). Cathy noted that the City of Dallas is charging non-residents a \$250 non-resident fee. Richardson is reciprocating by charging residents of Dallas a \$250 non-resident fee. PPLS is not charging Dallas residents a fee.

A majority of holds are for best sellers, books on DVD, movies on DVD and children’s materials. It was asked could PPLS charge for holds. Cathy noted that to be accredited through the Texas State Library, PPLS cannot charge patrons for services nor materials. The only charge that can be made is for program rooms at the libraries. To charge for the program rooms is labor intensive for staff. Cathy noted that both holds and traffic count increase in the summer months (June-August) as students are out of school and the Summer Reading Program is underway.

D. Update on Staffing Levels and Recent Statistics

Cathy shared the following:

- Other than 5 full-time positions and 1 part-time position being held for budget reductions, PPLS is able to hire replacements for those who are resigning or retiring.
- 40% of current library staff is eligible for retirement. PPLS is highly cognizant of the need for succession planning.

E. Plano Public Library System FY 2010-2011 Budget Overview

Cathy noted that if City Council approves the recommendation to eliminate 5.5 positions from libraries, it equates to 22 full-time and 15 part-time library positions being eliminated since July 2008 for a total budget reduction of \$2,270,467 to offset the City of Plano’s budget deficits. If these positions are eliminated, PPLS will have to reduce hours of service to the public. PPLS will need to know what their budget is by July 2010 as it will affect the fall programming plans. PPLS has turned in its 8 budgets for FY 2010-11 (representing each library cost center) as of this date to the Budget Department. PPLS is giving up \$100,000 through reducing publications and databases.

F. Plano Public Library System’s Schedule of Hours Open to the Public

The City of Plano’s budget must be balanced. Discussion was held about closing libraries on Sunday as a cost savings. Per hour, traffic count in the libraries is the highest on Sundays (open 4 hours). The next busiest day, per hour, is Tuesday (open 11 hours) with the slowest day, per hour, being Thursday (open 11 hours). PPLS must provide a total of 64 hours service per week to retain accreditation from the Texas State Library who supplies Loan Star Library funding to PPLS. Board

Members requested, if needed, could they be notified to attend City Council meetings as a group to speak on behalf of PPLS.

G. Update on RFID (Radio Frequency Identification) Project

The RFID bid was won by Integrated Technology Group and the contract has been finalized and accepted by City Council. All bids from outside companies to tag the PPLS collection were over budget, so PPLS has elected to contract labor for this project with individuals in our community. Library staff will supervise the contract laborers hired to tag the materials (over 700,000 items). The work will be very labor intensive and physical. Those hired must be fast-moving, energetic, and able to read English. The tagging project is expected to last from the end of May through mid-October 2010. Parr Library will be the first library to have materials tagged. It was noted that contract taggers will be paid \$8 per hour and crew leaders \$10 per hour and that these people will need to deduct required taxes and social security payments from the pay they receive.

Facilities requested a contractor visit the libraries to determine needed modifications and scope of work to be performed to accommodate the RFID equipment.

Once RFID is available to the public (hopefully one year from now), PPLS will begin implementing a self-service business model.

As there was no further business, Debra Benton adjourned the meeting at 8:15 PM.

Robert Marquardt, Secretary

- * List of handouts to Board Members
- 1. "Thank You Friends for Your Contributions to PPLS During 2009!"
- 2. How does Plano's checkout and hold limits compare to other cities'?
- 3. Snapshot of Items Checked Out – April 27, 2010
- 4. February 2, 2010 article posted on City Web Page entitled *Radio Frequency Identification (RFID) System to Aid Library and Patron Efficiency*
- 5. April 16, 2010 article in the *Plano Star Courier* entitled "Library Class Focuses on City's Past"
- 6. Plano Public Library System Mission Statement
- 7. Plano Public Library System Organizational Charts
- 8. Ordinance No. 2010-3-19 - Regarding Library Advisory Board members consisting of nine members, replacing seven members)
- 9. Article II. Advisory Board – Regarding Library Advisory Board scheduled for quarterly meetings
- 10. Plano Public Library System May 2010 Calendar of Events
- 11. Plano Public Library System Summer 2010 Brochure
- 12. Revised – Library Advisory Board Meeting Dates for 2010
- 13. Library Advisory Board Roster dated April 29, 2010 (Prepared by City Secretary's Office)

A Resolution of the City Council of the City of Plano, Texas, authorizing the naming of the program room at the W. O. Haggard, Jr. Library the Richard D. Tobin, Jr. Program Room in memory of Mr. Richard D. Tobin, Jr. and to honor Mr. Tobin's years of service and dedication to Plano Public Library System, and providing an effective date.

WHEREAS, the City has received a recommendation from the Friends of the Plano Public Library and the Library Advisory Board to name the program room at the W. O. Haggard, Jr. Library located at 2501 Coit Road – Plano, Texas in memory and honor of Mr. Richard D. Tobin, Jr. for his service and dedication to the Plano Public Library System; and

WHEREAS, the City of Plano, Texas desires to name the program room at the W. O. Haggard, Jr. Library in Mr. Richard D. Tobin, Jr.'s honor and memory; and

WHEREAS, The City Council of the City of Plano authorizes the naming of the program room at the W. O. Haggard, Jr. Library the Richard D. Tobin, Jr. Program Room.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS, THAT:

Section I. The City Council of the City of Plano hereby authorizes the naming of the program room located at the W. O. Haggard, Jr. Library the Richard D. Tobin, Jr. Program Room in memory and recognition of Mr. Tobin's many years of service and dedication to the Plano Public Library System.

Section II. This Resolution shall become effective upon its passage.

DULY PASSED AND APPROVED this the 26th day of July, 2010.

Phil Dyer, Mayor

ATTEST:

Diane Zucco, CITY SECRETARY

APPROVED AS TO FORM:

Diane Wetherbee, CITY ATTORNEY