

STATE OF TEXAS
 COUNTY OF BRAZORIA
 CITY OF LAKE JACKSON

BE IT KNOWN that the Library Board of the City of Lake Jackson met in regular session on Wednesday, May 31, 2023, at 5:15 p.m. at the Lake Jackson Library with the following present:

Ana Wessels, Chair
 Kay Birdsong
 Amber Winstanley, Secretary

Milford John-Williams, Asst. to the City Manager
 Vinay Singhanian, Council Liaison
 Grace Heffernan, Branch Librarian
 Lisa Loranc, Library Director
 Anamaria Acuña, Asst. City Secretary

ABSENT:
 Mary Meyers, Vice- Chair
 Stephanie Zamora

VISITORS

There were no visitors present.

APPROVAL OF MINUTES – November 2022

On motion by Ms. Birdsong, seconded by Ms. Winstanley with all present members voting “aye,” the November minutes were approved as presented.

DISCUSS AND CONSIDER APPROVING THE FISCAL YEAR 2023-2024 BUDGET:

Mr. John-Williams went over the library budget below.

LIBRARY - 4200

<i>Expenditures - Detail</i>	2021-22 Actual	2022-23 Budget	2022-23 YTD	2022-23 Estimated	2023-24 Proposed
Salaries & Wages					
Service/Maintenance	\$21,320	\$22,000	\$14,281	\$22,103	\$22,000
Overtime	242	0	0	0	0
Subtotal	21,562	22,000	14,281	22,103	22,000
Employee Benefits					
Health	3,543	4,200	2,462	3,851	4,500
Life	35	100	23	36	100
Dental	226	300	145	227	200
Long Term Disability	84	100	57	89	100
CareHere Clinic	204	0	131	205	0
Social Security	1,582	1,700	1,049	1,624	1,700
Retirement	2,460	2,700	1,642	2,548	2,600
Workers Compensation	283	400	201	312	400
Subtotal	8,417	9,500	5,710	8,892	9,600
Operating Expenses					
Contract Cleaning	9,222	13,200	15,792	15,800	15,600
Water & Sewer	1,700	1,700	0	1,700	1,700

Ms. Heffernan met with Mr. John Williams to make recommendations for updates the library will need. Mr.

John-Williams noted the Library Building line item would include smart thermostats, phone lines for the reference library offices and front desk, mounted projector and equipment for the conference room, seating and shelving for story time, adult lounge chairs, brochure cabinet for lobby, and desk for work room.

Ms. Heffernan stated the suggestions were all in order by priority.

Maintenance & Repair					
Library Building	14,710	44,000	41,499	44,000	44,000
Heating & Air Conditioning	720	3,000	1,735	3,000	3,000
Furniture & Fixtures	5,451	2,000	1,432	1,500	2,000
Subtotal	20,881	49,000	44,666	48,500	49,000
Insurance					
Property	38,804	39,970	50,450	50,500	53,000
Liability	100	105	101	105	110
Subtotal	38,904	40,075	50,551	50,605	53,110
Communications	2,158	1,800	1,008	1,800	1,800
General Supplies					
Operating	3,946	3,000	2,633	3,000	3,000
Electricity & Natural Gas	23,621	26,341	15,748	27,000	28,000
Books & Periodicals	35,296	0	0	0	0
Subtotal	58,917	26,341	15,748	27,000	28,000
Operating Expenses Subtotal	135,728	135,116	130,399	148,405	152,210
Total Library	\$165,707	\$166,616	\$150,389	\$179,400	\$183,810

Mr. John-Williams noted TML’s insurance update included a steep increase. The communication’s line item is for phone services with AT&T. The energy contract has also increased as well. The books and periodicals section was reallocated to the library building line item.

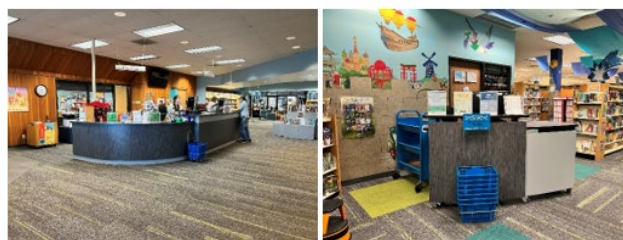
On motion by Ms. Winstanley, seconded by Ms. Birdsong with all present members voting “aye,” to approve the fiscal year 2023-2024 budget.

REPORTS AND UPDATES

GRACE HEFFERNAN, BRANCH LIBRARIAN - Lake Jackson Programs

Ms. Heffernan went over the report below:

BUILDING UPDATE: The Circulation Desk and new Children’s Desk were installed in January. These were purchased with the Library Building line from the City Budget.



STORYWALK: StoryWalk debuted in February at MacLean Park. We have partnered with multiple local organizations for this year including Keep Lake Jackson Beautiful, the Lake Jackson Historical Museum, and the SPCA of Brazoria County.

May’s StoryWalk is Give Bees a Chance by Bethany Barton. This month’s book is provided by the Friends of Lake Jackson Library. This is a partnership between the Library, the Friends of Lake Jackson Library, and the City of Lake Jackson Parks & Recreation Department.

APRIL 2023 STATISTICS: Early Childhood is <6; school age is 6-11; young adult is 12-18; adult is 18+; and general is programs that cross age ranges.

Note: We were closed last year for renovations.

	2022	2023
Door Count	856	6,051
Number of Early Childhood Programs Number of attendees	9 686	13 506
Number of Student Programs Number of attendees	0 0	2 145
Number of Young Adult Programs Number of attendees	0 0	1 6
Number of Adult programs Number of attendees	2 10	3 67
Number of General programs Number of attendees	0 0	1 62
Internet Usage	0	688
Circulation Transactions	6,974	15,625
Room Bookings Number of People	0	58 233
Number of Volunteers Number of Hours Worked	0	12 122.75

APRIL HIGHLIGHTS: We had a successful Teen & Tween Wind chime craft with 20 people attending. Family Fun Night was sponsored by Keep Lake Jackson Beautiful, and we had a visit from mascot Charlie Chipper; 62 people attended. Mad Cattery brought Abra, Cadabra, and Alacazam to our Warriors Book Party, which was very successful with 131 people attending. Finally, our Adult Murder Mystery celebrated National Poetry Month with an Edgar Allan Poe theme with 55 people participating.

We also did four outreach events, reaching a total of 487 people.

UPCOMING EVENTS: Thursday, June 1 @ 2:00 PM – Summer Reading Kickoff Party

Storytimes:

- Preschool: Tuesdays & Wednesdays @ 10:30 AM
- Baby Bounce: Wednesdays @ 9:30 AM
- Toddler: Thursdays @ 10:30 AM

Book Clubs:

- Page Turners – Monday, June 8 @ 6:30 PM
- Tea & Talk – Thursday, May 25 @ 1:30 PM

LISA LORANC, LIBRARY DIRECTOR – County Program

Ms. Loranc noted several branches are planning improvements:

- Lake Jackson – front porch refurbishment (will start in August)
- Sweeny – exterior improvements and a mural (will stay open during project)
- Alvin – a mural in the YA area

The county hiring freeze has ended. The children’s specialist in West Pearland will be resigning at the end of the month to take a job with Ft. Bend. Various clerk positions are open throughout the system. Ms. Yell, the Assistant Director of Library Support Services is also resigning, but there are many qualified candidates within the system to help with the transition by the end of June.

The system is facing a series of materials challenges from a very limited number of committed patrons in one branch to move any material that has LGBTQ content. The challenges have not been successful and are in the appeals process. Ms. Loranc explained the process of material challenge to the library board.

The Brazoria County Library Systems submitted their FY 2024 budget request. It represents a 1% increase over the FY 2023 budget due to inflationary pressures.

In March, the commissioners’ court approved the library’s 20-year strategic plan and will be made available to the public on their website. The 20-year plan has broad goals which include:

- Branch Expansions: The county is currently behind the curve regarding current service levels and will worsen if nothing is done. Manvel needs to increase their capacity. Iowa Colony does not have a library branch at all. Other branches that are suggested to expand include Alvin, Clute, and Freeport.
- Scheduled Capital Maintenance: Major projects should be considered approximately every 5 years. Projects to be considered are replacing the roof, installing new flooring / repainting, updating the HVAC system, and replacing furnishings. Studies are to be initiated every 40 – 60 years to investigate if a new building would better accommodate the community.

Council liaison Singhania asked if the technological advances affected the library. Ms. Loranc stated that it has affected adult materials as their digital circulation heavily outweighs the physical circulation. She noted they mentioned the digital divide in their strategic plan pamphlets. There are certain locations that have poor 5G / Wi-Fi that affect the circulated libraries’ hotspots.

Council liaison Singhania asked Ms. Heffernan if there is anything not on the line items that the library may want in the future. Ms. Heffernan mentioned using the capital improvement funds to replace the furniture and the kitchenette, but she was advised that would be considered in the fiscal year 24-25 budget.

MILFORD JOHN-WILLIAMS, ASST. TO THE CITY MANAGER – City Staff Updates

Mr. John-Williams mentioned now that the library board has approved their budget, it will follow the budget process. The proposed budget will be presented to the council at their first July meeting and once approved, the fiscal year budget will be on display at both the library and city hall for the public.

SET NEXT MEETING DATE

Tentative for Tuesday, August 15, 2023, at 5:15 p.m.

ADJOURN

The meeting was adjourned at 5:58 p.m.

These minutes read and approved this _____ day of _____, 2023.

Amber Winstanley, Secretary

Ana Wessels, Chair