



## **Annual Internal Review**

**This report covers the time period of 7/1/2015 to 6/30/2016**

### **Library Commission**

**The Library Commission mission statement is: The Library Commission shall make recommendations to the city council on matters relating to the establishment, maintenance, and operation of the public libraries. Section 2-1-150 of the City Code**

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

#### **This Year's Goals**

1. Using the city council districts, commissioners will be assigned specific branches and will serve as liaisons to those branches.
2. Inform our respective city council member about major issues facing the Library.
3. Be well informed about the Library operations and the New Central Library to answer questions from the public and our city council member representative.
4. Strengthen relationships with the Austin History Center Association (AHCA) and the Austin Public Library Friends Foundation (APLFF).
5. Create a strategic plan of major areas of interest by having a retreat to give each commissioner an opportunity to share what areas of the Austin Public Library are of interest to them and will provide them the opportunity to better represent their council district and keep their council representative more informed.

#### **Operations**

Commissioners created a schedule of monthly meetings for the year to be held at the Austin History Center and various branches.

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Commissioners visited assigned libraries and attended library events.

Commission Chair is serving as a liaison the Austin Public Library Friends Foundation.

Selected winners for the Austin Public Library Employee Awards and attended the awards event in April 2016.

Commissioners communicated with their city council members regarding major issues.

Commissioners drafted a Recommendation to the Cap Metro Board to request the relocation of the bus stop in front of the Austin History Center.

Commissioners received presentations on library operations and programs from library staff at Commission meetings.

FY16 presentation have included:

Austin Public Library Friends Foundation – Tim Staley

Austin History Center Association – Jeff Cohen

Significant Projects and Plans for FY2016 – Toni Lambert and Brenda Branch

Facilities Master Plan – John Gillum

Austin History Center Expansion & Feasibility Study – Mike Miller

Library Statistics, Customer Surveys & Analyzing Data – Emi Johnson

2016 Summer Reading Program for Youth – Patti Cook

FY17 Forecast Budget – Victoria Rieger

Commissioners hosted a reception for the Austin History Center Association and the Austin Public Library Friends Foundation to strengthen the relationship between the three organizations to better support the Austin Public Library.

Commissioners toured various branches to learn more about the branches and visit with staff.

Commission chair and vice chair responded to questions from the community.

**2. Determine if the board's actions throughout the year comply with the mission statement.**

As outlined in the previous question, all actions comply with the mission statement.

**3. List the board's goals and objectives for the new calendar year.**

1. Using the city council districts, commissioners will continue to be assigned specific branches and serve as liaisons to those branches.

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2. Inform our respective city council member about major issues facing the Library.
3. Be well informed about system wide Library operations. Be prepared to answer questions about the New Central Library, the Austin History Center, and the Austin Public Library Branches.
4. Once the New Central Library is open, conduct a comprehensive tour of the new facility in order to market its resources to the general public.
5. Continue strategic planning to ensure that all the commissioners have a voice in the meeting agendas and to allow staff adequate time to prepare for meetings.
6. Strengthen community awareness of the New Central Library.
7. Become informed and engaged with budget process including Capital Improvement Project as well as future bond election items.
8. Recognize and enhance partnership and collaboration between other community organizations that bring volunteers or significant in-kind donations to Austin Public Library.
9. Encourage innovative programming throughout the Library system on a broad range of topics.