



## **Annual Internal Review**

**This report covers the time period of 7/1/2016 to 6/30/2017**

### **Library Commission**

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

- 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.**
  1. Commissioners served as liaisons to branches within their respective council districts.
  2. Commissioners informed their respective City Council members about major issues facing the Library.
  3. Commissioners were briefed about the Library operations and the New Central Library to answer questions from the City Council members and their constituents.
  4. The Library Commission strengthened relationships with the Austin History Center Association (AHCA) and the Austin Public Library Friends Foundation (APLFF).
  5. The Library Commission developed 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.

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

7. Commissioners visited assigned libraries and attended library events.

8. Commission Chair serves as a liaison to the Austin Public Library Friends Foundation.

9. Commissioners helped select winners for the Austin Public Library Employee Awards and attended the awards event in May 2017.

10. Commissioners toured the New Central Library in October 2016 and again in April 2017.

11. Commissioners communicated with their City Council members regarding major issues.

12. Commissioners met monthly and received presentations on library operations and programs from library staff. Commissioners also attended Austin Public Library tours and programs. A chronological listing of presentations and programs follows:

- 7/16 Austin History Center, FY17 Budget Update, V. Reiger
- 8/16 Austin History Center, Digital Inclusion, J. Faulk, P. Fowler, S. Soy  
Budget Recommendations
- 9/16 Pleasant Hill, My Library Keeps Me Healthy, S. Herfurth, M. Bell  
Information about health screenings and counseling services
- 10/16 Meeting cancelled
- 11/16 Austin History Center, Recycled Reads, M. Reed
- 12/16 Austin History Center, Director Search, B. Lumbreras  
Holiday Party with Austin History Center and APL Friends Foundation
- 1/17 Milwood Branch, Library Kiosks for ABIA, S. Cannon
- 2/17 Willie Mae Kirk Branch, Connected Youth Teen Program, H. Rezabek
- 3/17 Austin History Center, Volunteer Services, D. Scharven
- 4/17 Manchaca Road Branch, no presentation  
Retreat, Hosted by Commissioner Finney at Austin High School
- 5/17 Southeast Branch, no presentation
- 6/17 Hampton Branch, FY18 Budget Forecast, V. Reiger, APL

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

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

15. Commission Chair and Vice Chair responded to questions from the community.

16. Commissioners passed budget recommendations in support of the proposed APL budget; and, in support of FTE requests; and, in support of facilities maintenance repairs.

17. Commissioners reviewed CodeNext documentation and discussed implications for Austin's libraries; Commissioner Self participated in CodeNext Forum as a Library Commission representative.

18. A workgroup was created to investigate possibilities for an APL presence at Austin-Bergstrom International Airport (ABIA).

19. A workgroup was created to determine the appropriate role for library branches in providing support and services to people experiencing homelessness.

20. Commissioners provided feedback on the skills and experience necessary for the new Austin Public Library director to city recruitment agency.

**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.

2. Commissioners will continue to inform their respective City Council member about major issues facing the Library.

3. Commissioners will be well informed about system wide Library operations; they will be prepared to answer questions about the New Central Library, the Austin History Center, and the Austin Public Library Branches.

4. Commissioners will continue to follow Robert's Rules of Order to ensure that all the commissioners have a voice in the meeting agendas and to allow staff adequate time to prepare for meetings. To help ensure meetings are efficient and orderly, the Commission will make necessary changes in the bylaws to add a Parliamentary position.

5. Commissioners will continue to strengthen community awareness of the New Central Library through partnerships, such as Capital Metro (CapMetro) and Austin Independent School District (AISD).

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6. Commissioners will become informed and engaged with budget process and work with staff to determine future bond election items.
7. Commissioners will pass resolutions designed to communicate to Council Members about the important budget items for fiscal year 2017-18.
8. Commissioners will recognize and enhance partnership and collaboration between other community organizations that bring volunteers or significant in-kind donations to Austin Public Library.
9. Commissioners will encourage innovative programming throughout the Library system on a broad range of topics.
10. Commissioners will offer advice to the City Council on how Austin Public Library can assist with library patrons who are experiencing homelessness and/or mental challenges.
11. Commissioners will continue to strengthen the partnership between AISD and Austin Public Library to enhance library services to AISD students.