



Annual Internal Review

This report covers the time period of 7/1/2017 to 6/30/2018

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 so as to be able to answer questions from the City Council members and their constituents.
 4. Commissioners received input from the community during public comment portions of its monthly meetings.
 5. The Library Commission strengthened relationships with the Austin History Center Association (AHCA) and the Austin Public Library Foundation (APLF).
 6. The Library Commission developed a strategic plan of major areas of interest by having a retreat to give each commissioner an opportunity to share their areas of interest. The retreat also provided commissioners the opportunity to better represent their council district and keep their council representative more informed.

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7. Commissioners created a schedule of monthly meetings for the year to be held at the Central Library and various branches.

8. Commissioners visited assigned libraries and attended library events.

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

10. Commissioners met monthly at various library branches, as well as the Central Library, 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:

- 7/17 Twin Oaks Branch; No presentation
- 8/17 St. John Branch; Update on FY18 Proposed Budget, V. Rieger; Library Security and Custodial Challenges, J. Gillum
- 9/17 University Hills Branch; APL Youth Summer Reading Program, P. Cook; CoA 2018 Bond Program Update, J. Gillum
- 10/17 Cepeda Branch; New Central Library Grand Opening presentation, S. Herfurth
- 10/17 Grand Opening of New Central Library
- 11/17 Spicewood Springs Branch, APL Programming Partnerships, S. Herfurth
- 12/17 Central Library; Central Library Special Events Services and Public Programming, D. McBee & K. Baker
- 1/18 Carver Branch; Library Support Groups Update (APLF & AHCA), T. Staley & J. Cohen; Reception with Austin History Center and APL Foundation
- 2/18 Pleasant Hill Branch; No presentation
Retreat at Pleasant Hill Branch
- 3/18 Ruiz Branch; Status of Bandwidth at APL locations and the EDGE Initiative, J. Faulk
- 4/18 Manchaca Road Branch; Youth Summer Reading and Adult Summer Reading Programs, S. Herfurth
- 5/18 Little Walnut Creek Branch; APL FY19 Forecast Budget, V. Rieger
- 6/18 Spicewood Springs Road Branch; Update on APL FY19 Proposed Budget, D. McBee; Update on Library Projects for 2018 Bond Program, J. Gillum

13. Commissioners hosted a reception for the Austin History Center Association and the Austin Public Library 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 reviewed and passed budget recommendations in support of the proposed APL budget; and, increasing the per capita materials expenditure to an amount closer to peer library systems; and, adding funding for a new Library Facilities Master Plan; and, dedicating the future use of the Faulk Library Building to APL use, specifically for expansion of the Austin History Center.
 17. Passed recommendations for adding the Faulk Building renovation funds to the 2018 Bond Package and adding APL branch improvements (15 branches identified) to the 2018 Bond Package.
 18. A workgroup, created to determine the appropriate role for library branches in providing support and services to people experiencing homelessness, proposed a recommendation to add a social worker to APL staff. A recommendation was passed and sent to Council.
 19. A workgroup, created to present recommendations for support of APL projects in the 2018 bond package, presented recommendations to the Library Commission. Recommendations were passed and sent to Council.
 20. A workgroup was created to review Library Use Rules and confer with Library Staff on proposed petitioning areas identified for each library branch. This workgroup is still active.
 21. The Commission made necessary changes to the bylaws to add a Parliamentarian position.
 22. The Chair and Parliamentarian attended Open Meetings Act and Robert's Rules of Order training at City Hall.
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 Central Library, the Austin History Center, and the Austin Public Library Branches.

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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.
5. Commissioners will become informed and engaged with budget process and work with staff to determine future bond election items.
6. Commissioners will pass resolutions designed to communicate to Council Members about the important budget items for fiscal year 2018-19.
7. Commissioners will recognize and enhance partnership and collaboration between other community organizations that bring volunteers or significant in-kind donations to Austin Public Library.
8. Commissioners will encourage innovative programming throughout the Library system on a broad range of topics.
9. 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.
10. Commissioners will continue to strengthen the partnership between AISD and Austin Public Library to enhance library services to AISD students.