



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: March 13, 2023

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding:

- National Library Week Proclamation
- Grogu “Baby Yoda” Cards
- Strategic Plan Update
- FY23/23 Budget Planning
- Library Material Processing and Cataloging

BACKGROUND

National Library Week is April 23-29, 2023. The annual celebration highlights the role libraries and library workers play to enrich and empower communities. In addition to social media campaigns, the library will submit a proclamation that would be read by the Mayor at the April 18, 2023 City Council meeting. A National Library Week Proclamation draft is attached as Exhibit 2. Library staff seeks recommendations regarding the proclamation.

New Grogu, aka Baby Yoda, library card designs are now available at all library branches. May Beth Everett, Library Assistant II at North Branch, created nine felted Grogu figures as prizes to promote the new card designs. Each branch has three felted figures that they will give away to lucky patrons who select the Grogu card designs when getting a new card or replacing their old card.

Library staff have begun work on several 2023 Library Strategic Plan Action Items. A draft of an online dashboard to track progress has been developed. Library staff are currently developing timelines and benchmarks for each action item. Once those are added to the dashboard, it will be made available on the library website for public review.

The Library is planning for the next fiscal year budget. The department anticipates asking for funding in the library budgets for the following:

- 3 new part-time positions (1.5 FTEs)-1 new part-time Library Assistant III to support library technology, 1 new part-time Library Assistant II for South Branch, 1 new part-time Library Assistant II for Emily Fowler Central Library
- 1 position reclassification (.5 FTE)-reclassifying one current part-time Library Assistant II position to a full-time Library Assistant II position.
- Municipal Archive move-costs for mover services, removal of built-in furniture, new furniture for archival storage and processing

In addition, due to growth of programs, inflation, and new staff needing professional development, the library is asking for small funding increases (under \$5,000) for supplies, printing, professional travel to attend conferences, and database/online resources. The department has also submitted two Capital Improvement Project requests.

- Annual funding to replace library furniture and equipment
- North Branch Library facility improvements

In 2021, the library switched vendor processing and cataloging profiles to a custom processing and cataloging solution for print materials. The custom processing and cataloging was needed to outsource steps in preparing materials for checkout as the library did not have adequate Technical Services staffing at the time. Unfortunately, the custom solution caused extensive delays in receiving materials. With the new Cataloging Librarian position added at the end of 2022, the library has switch back to basic catalog records that can be customized by the cataloging librarian and retaining material processing profiles to allow the vendor to add property stamp, barcode, spine label, and a programmed RFID tag in each item. This change should allow materials to be delivered in a more expedient timeframe.

EXHIBITS

1. Agenda Information Sheet
2. National Library Week Proclamation Draft

Respectfully submitted:
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Director of Libraries

Prepared by:
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Director of Libraries