

# HEWITT TEXAS

## LIBRARY BOARD MEETING

October 9, 2023 at 6:00 PM

Hewitt Public Library, 200 Patriot Court, Hewitt, TX 76643

## AGENDA

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**Board Members:** Jerry Snider, Betty J. Smith, Julie Holcomb, Lydia Dashner, Jennifer Hunt, Delores K. Sincerney, Sally Goldman

**The Hewitt Public Library is a State Accredited Library that holds meetings on the 2nd Monday quarterly or otherwise posted.** The Library Board presents recommendations to the City Council on the development, expansion, and operation of the Library System. This board meets quarterly as needed.

### CALL TO ORDER

### PUBLIC COMMENTS

### REGULAR AGENDA ITEMS

1. Consideration and approval of minutes from the meeting held on July 10, 2023.
2. Discussion and consideration of Community Evaluation Survey.
3. Discussion of Operational Policies handbook development.
4. Director's Report

### ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall on **OCTOBER 2, 2023**, by 5:00 PM.

### CITY OF HEWITT

**Matthew Glaser**

Matthew Glaser  
Library Director

In compliance with the Americans with Disabilities Act, the City of Hewitt will provide reasonable accommodations for persons attending and/or participating in City Council meetings. The facility is wheelchair accessible, with accessible parking available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting by contacting the Hewitt Public Library Director at 254-666-2442.

**MEETING MINUTES FOR THE HEWITT LIBRARY BOARD**  
**HEWITT, TEXAS**  
July 10, 2023, 6:00 pm

Members present  
Sally Goldman, President  
Lydia Dashner, Vice President  
Jenny Hunt, Secretary  
Betty J. Smith  
Jerry Snider  
Delores K. Sincerney

**Call to Order**

President Sally Goldman called the meeting to order around 6:05 with 6 members present.

**Regular agenda items**

**1. Approval of minutes from the previous meeting**

Minutes from the previous meeting on May 8, 2023 were approved. A motion to approve was made by Jerry Snider, seconded by Lydia Dashner, and confirmed by all present.

**2. Discussion and consideration of policy update: Circulation Services Policy**

In advance of Director Waynette Ditto's retirement, the board reviewed the circulation services policy, along with several other key policies listed below. In October the board will look at select secondary policies.

Waynette began the discussion by highlighting recent updates to this policy: these included expansion of application for library cards to the 16-18 years old age group, along with expansion of acceptable ID formats to include school ID cards (for this age group). Other updates: a paragraph about museum passes was added to reflect recent offerings; the late fees schedule was added in detail; and information was added about process for damaged materials.

The board determined to add "religious" to the list of backgrounds represented in the Hewitt community. Section: **The Community**. Sentence: **The individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds.**

The board requested to add an explanatory note regarding patrons between the ages of 16 and 18 to paragraphs (1) and (2) under the heading “We offer three types of library cards for families.”

In paragraph 1a, second to last sentence, text was added as follows: . . . within the past 30 days and **(if under 18)**, having . . . .

In paragraph 2, last sentence, text was added as follows: . . . and is renewable and **(if user is under 18)** has a parent or guardian sign . . .

Under the heading “Acceptable forms of identification,” a typo was corrected: “state issued **Identify** Card” was updated to “state issued **Identity** Card.”

Under the heading “Renewal,” a typo was corrected: “customer **assessing** the account” was updated to “customer **accessing** the account.”

Under the heading “Hewitt Public Library State Navigator Interlibrary Loan,” the board recommended that a URL for the State Navigator organization be added to identify the policy as issuing from that organization.

Lastly, Jenny Hunt recommended that section numbers be added to this policy, and she offered to edit the policy for spelling and grammar.

Sally Goldman entertained a motion to approve the Circulation Services Policy with recommended changes. A motion to approve was made by Betty, seconded by Lydia Dashner, and confirmed by all present.

### **3. Discussion and consideration of policy update: Technology Plan**

Director Waynette Ditto asked to hold the discussion of the technology plan, as the incoming library director may wish to make updates to the plan. Waynette will leave notes for her successor on what has been accomplished and what remains to be addressed in terms of technology.

### **4. Discussion and consideration of policy update: Reconsideration of Library Materials**

Director Waynette Ditto noted that City Manager Bo Thomas has reviewed the policy and has no concerns.

On the first page of the statement, the board requested that the title of the board be standardized to “Library Advisory Board.”

In paragraph three, the sentence “Requests from Hewitt Citizens only will be considered” will be updated to reflect the language used on the Request for Reconsideration of Library Materials form (“Only Hewitt residents’ requests with active library cards will be considered”).

On the Request for Reconsideration of Library Materials form, the board requested that the tracking table be labeled as “For Library use only” to prevent patron confusion. An extraneous underline was removed from question 2, and the word “of” was added to change the signature line “Signature Library Director” to “Signature **of** Library Director.”

Sally entertained a motion to approve the changes. A motion to approve was made by Lydia Dashner, seconded by Delores Sincerney, and confirmed by all present.

## **5. Discussion and consideration of policy update: Collection Development Policy**

Director Waynette Ditto began discussion by identifying newly added sections under the heading “The Collection”: Paperbacks, Toys, and Young Adult Collection.

The board determined to add “religious” to the list of backgrounds represented in the Hewitt community. Section: **The Community**. Sentence: **The individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds.**

In the paragraph under the heading “Philosophy of Selection,” the Freedom to View Statement was added to the principles endorsed by the Hewitt Public Library. These principles are also endorsed by the board.

Director Waynette Ditto requested to delete the last two sentences of the Request for Reconsideration section.

Sally entertained a motion to approve the changes. A motion to approve was made by Jenny Hunt, seconded by Jerry Snider, and confirmed by all present.

## **6. Director’s Report**

Director Waynette Ditto offered a report on the summer programs, which are going very well with good turnout. HPL on the Go has been successful and has freed up Hewitt Parks & Rec staff from having to transport furniture to the library off-site events. A Cameron Park Zoo reading is coming up, along with other end-of-summer activities.

Interviews for the director position are in process, pending Waynette's retirement.

### **Adjournment**

Sally entertained a motion to adjourn around 7:53 pm. A motion to approve was made by Delores Sincerney, seconded by Betty Smith, and approved by all present.

Respectfully submitted:

Jenny Hunt, *Secretary, Hewitt Library Board*

# Community Evaluation Survey

Responses to this survey will help the Hewitt Public Library improve services and plan for the future.

## Community Evaluation Survey

The Hewitt Public Library is seeking feedback from community members to guide its services and operations. Feedback is welcomed from library cardholders and non-cardholders alike. **This survey will take an estimated 10 minutes.**

Responses to this survey are optional and remain completely anonymous.

1. On average, how often do you visit the library?

- Daily
- Weekly
- Every two weeks
- Monthly
- Every three months
- Not very often
- I have not visited the library

2. How do you primarily use the library?

- Research, Studying, or Tutoring
- Books, Newspapers, Magazines
- Public Computers and/or Printing
- Internet / Wi-Fi
- Classes and Programs
- Technology
- Other

3. What topic(s) interest you in the library? (Select up to three)

Please select at most 3 options.

- Arts & Crafts
- Early Childhood Education
- Foreign Languages
- Health & Wellness
- Hobbies & DIY
- Home Economics
- Homeschool Education
- Money & Finances
- Music
- Public Services / Social Services
- Reading / Book Clubs
- STEM (Science, Technology, Engineering, Math)
- Travel
- Writing & Publishing
- Other

4. How satisfied are you with the library's operating hours?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

5. How could the library's operating hours be better?

6. Do you have a Hewitt Public Library card?

- Yes
- No

7. If you do not have a library card, why?

- I don't know how to get one
- I have a library card elsewhere
- I am not a Hewitt or McLennan County resident
- The services don't meet my needs
- I am not old enough
- I do not want a library card

8. If you have a library card elsewhere, which library/libraries?

- Waco-McLennan County Library - Waco
- McGinley Memorial Library - McGregor
- Moody Community Library - Moody
- Nancy Nail Memorial Library - Mart
- West Public Library - West
- Other

## FACILITY

Please rate the exterior and interior of the library building.

9. Please rate the library facility based on...

	Poor	Fair	Average	Good	Excellent
Look & Feel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Layout	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Available Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Study Space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Noise Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building Size	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service Desks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Please provide any additional feedback about HPL's facility.

## CUSTOMER SERVICE

Please provide information about the Hewitt Public Library's customer service.

11. Please rate the quality of customer service at the library based on...

	Poor	Fair	Average	Good	Excellent
Staff Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Friendliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff Availability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Service Points	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search Stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timeliness of Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Please provide any additional feedback on HPL's customer service.

## SERVICES

Please rate the quality of services provided by the Hewitt Public Library.

13. Please rate the Hewitt Public Library's services based on...

	Poor	Fair	Average	Good	Excellent
Duration of Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Printing / Copying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wi-Fi / Internet Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children's Books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Young Adult Books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult Books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nonfiction Books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Newspapers / Magazines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Storytimes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interlibrary Loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. On average, how frequently do you attend library classes, programs, and/or activities?

More than once a week

Once a week

Once a month

Sometimes

Rarely

Never

15. How do you learn about services and programs at the library? (Select all that apply)

- Print Flyers
- Print Newsletter
- Library Website
- E-Newsletter
- Social Media
- Newspaper
- Broadcast TV / Radio
- Internet Search
- Chamber of Commerce
- Midway ISD
- Word-of-Mouth
- Library Staff
- Other

16. Are there any online services the library does not, but should, provide? Please explain.

17. Please provide any additional feedback about HPL's services.

## WEBSITE

Please provide us with information regarding the Hewitt Public Library website.

**\*Please note: "Library website" refers to the information at [www.cityofhewitt.com/32/Library](http://www.cityofhewitt.com/32/Library) and not the online browsing tool.**

18. Please rate the library's website based on...

	Poor	Fair	Average	Good	Excellent
Ease of use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Readability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Navigation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Timeliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online Calendar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. On average, how frequently do you visit the library website?

- Daily
- Weekly
- Monthly
- Yearly
- Never

20. What information do you most often look for on the library website?

- Library Card Information
- Library Catalog / Browsing Tool
- Programs & Activities
- Hours of Operation
- Services
- Volunteer Information
- Other

21. What information is the most difficult to find on the library website? (Briefly describe)

22. Please provide additional feedback on the library's website.

## About You

Please tell us a bit about yourself. All responses are anonymous and kept confidential. Responses to the following questions are optional and help HPL better understand the community it serves.

23. What is your ZIP code?

24. Which age range best describes you?

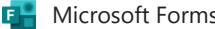
- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 and older

25. What best describes your current employment status?

- Employed, Full-Time
- Employed, Part-Time
- Stay-at-Home / Homemaker
- Business Owner / Self-Employed
- Unemployed
- Retired

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# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** October 9, 2023

**AGENDA ITEM #:** 3.

**SUBMITTED BY:**

**ITEM DESCRIPTION:**

**STAFF RECOMMENDATION/ITEM SUMMARY:**

**FISCAL IMPACT:**

**SUGGESTED MOTION:**

**ATTACHMENTS:**

None

# HEWITT TEXAS

## COUNCIL AGENDA ITEM FORM

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**MEETING DATE:** October 9, 2023

**AGENDA ITEM #:** 4.

**SUBMITTED BY:**

**ITEM DESCRIPTION:**

**STAFF RECOMMENDATION/ITEM SUMMARY:**

**FISCAL IMPACT:**

**SUGGESTED MOTION:**

**ATTACHMENTS:**

None