

Kyle Public Library
Notice of Regular Board Meeting

Notice is hereby given that a meeting of the Kyle Public Library Advisory Board will be held on Thursday, October 12, 2023 at 7:00 PM at the Kyle Public Library, 550 Scott St., Kyle, TX 78640.

Posted this 9th day of October, 2023, prior to 7:00 PM.

Agenda

Call Meeting to Order

Citizen Comment Period with Library Board

The Library Board welcomes comments from Citizens. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning Library Board business, and they must observe the three-minute time limit.

Consent Items

1. Consideration and possible action to approve September 14, 2023 Library Board Meeting minutes.

New Business

1. Selection of Officers - Library Board for FY 2023-2024.
2. Consideration and possible action on the TexShare Policy.

Continued Business

1. Additional marketing ideas for Library events and activities.
2. Consideration and possible action on the Circulation Policy.
3. Library Director's Report
4. Friends of the Kyle Library Report.

Announcements, Informational Items and Next Meeting

1. The next meeting of the Library Board will be on Thursday, November 9, 2023 at 7 pm.

Adjourn

NOTE: There may be a quorum of the City Council of Kyle, Texas present at the meeting who may participate in the discussion. No official action will be taken by the City Council member in attendance.



CITY OF KYLE, TEXAS

Draft September 14, 2023 Minutes

Meeting Date: 10/12/2023

Date time: 7:00 PM

Subject/Recommendation: Consideration and possible action to approve September 14, 2023 Library Board Meeting minutes.

Other Information:

Legal Notes:

Budget Information:

ATTACHMENTS:

Description

- Draft Library Board Minutes 9/14/23



City of Kyle, Texas

Kyle Public Library Advisory Board

Board Members Present: S. Copeland, M. Harrell, M. Landrum, J. Robinson, G. Rocha, C. Thompson, & J. Torres

City Council Members Present: none

Library Staff Present: C. Tierney & J. McCart

Call to Order: The meeting was called to order by S. Copeland at 7:00 pm.

Citizen Comments: none

Consent Items

1. Approval of August 10, 2023 minutes
 - A motion to approve with one amendment (replace “lead librarian” with “outreach librarian” in Continued Business Item 4) was made by J. Torres and seconded by M. Landrum with unanimous approval.

New Business

1. Subcommittee assignment of additional policies for review
 - C. Tierney recommended review of the Tex-Share and Meeting Room policies.
 - The process for reviewing these policies will start with library staff, who will provide revised drafts to the Library Advisory Board for review in October.
2. Discussion and possible action on Kyle Public Library Style and Formatting
 - Board members discussed the importance of standardization of language and reading accessibility for library documents. C. Tierney will work with the city’s communications director and research the city’s style guide.

Continued Business

1. Consideration and possible action on Library Card Policy.
 - Board members discussed the policy and made minor edits in accordance with library staff recommendations. S. Copeland shared that changes to the fees connected to this policy will need to go through City Council.
 - i. A motion to table the Library Card Policy was made by S. Copeland and seconded by M. Landrum with unanimous approval.
2. Consideration and possible action on the Circulation Policy.
 - A motion to assign to this policy back to library staff was made by S. Copeland and seconded by G. Rocha with unanimous approval.
 - Library staff will share a revised draft of this policy with board members before the meeting in October to allow time for review.
3. Library Director's Report.
 - C. Tierney shared library updates, including the following: the library’s accreditation was approved, the library signed a contract for a book mobile, the library’s new wellness programming has been successful, and library staff will participate in upcoming Kyle Market Days.
4. Friends of the Kyle Library Report.
 - C. Tierney shared on behalf of the Friends that sales continue to go well.

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Announcements, Informational Items, and Next Meeting

1. The next meeting will be on Thursday, October 12, 2023 at 7:00 pm.

Meeting Adjourned

- A motion to adjourn was made by G. Rocha and seconded by C. Thompson with unanimous approval. The meeting was adjourned at 8:16 pm.

NOTE: There may be a quorum of the City Council of Kyle, Texas present at the meeting who may participate in the discussion. No official action will be taken by the City Council member in attendance.

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TEXSHARE POLICY

LIMITATIONS: No more than 4 books to an individual at one time. Only one renewal. No check-outs allowed if overdue fines exist. May not be renewed if another patron is waiting for the item.

ELIGIBILITY:

Non-Residents

Non-resident TexShare borrowers are eligible for privileges upon presentation of a TexShare card issued by their home library and a photo ID. A Kyle Public Library account will be established for non-resident borrower's using their TexShare account number.

Residents:

The Kyle Public Library is funded by the City of Kyle and Hays County. Kyle Public Library will issue Texshare cards to all residents of Hays County who have a Kyle Public Library card and are in good standing with no outstanding fines. Residents of Texas may obtain a Kyle Public Library card without charge to use at the Kyle Public library with two forms of ID, however, non-residents must obtain a TexShare card at their home library.

Patrons must be in good standing with no outstanding fines and have completed at least one successful transaction. All minors, eighteen (18) and under, must be accompanied by a parent or legal guardian and be in good standing with all library accounts.

CARD AVAILABILITY: Privileges are granted and cards issued during all open library hours.

RETURNS: Only materials belonging to Kyle Public Library may be returned to the library location. There are outside and inside book drops. Items may be returned by U.S. Mail/Express Mail to Kyle Public Library, PO Box 2349, Kyle, TX 78640. Returned items will be checked in as soon as possible upon receipt. The borrower will be responsible for any fines associated with mail/delivery/distribution delays.

OVERDUE ITEMS: Overdue notices are sent out at one week, two week and 20 day intervals. However, it is the responsibility of the borrower to return materials on time and lack of a reminder notice is not an excuse for returning item(s).

RECALLS: Materials will not be renewed on reserved items.

NON-CIRCULATING ITEMS: Only books from the circulating collections will be loaned.

LOAN POLICIES: Books and audiobooks circulate for two weeks. DVDs circulate for one week.

FINES: \$.15 per day up to \$5.00 per item for books and \$.30 per day up to \$5.00 per items for DVDs.

LOST ITEMS: If materials are lost or damaged, the borrower will be charged the price of the item plus a \$5.00 non-refundable processing fee.

BILLING: Failure to pay for overdue items or lost items will result in loss of checkout privileges.

ADDITIONAL: See <http://www.cityofkyle.com/library> for additional information about the Kyle Public Library.

TEXSHARE CARD POLICY

The Kyle Public Library participates in the TexShare Library Card program sponsored by the Texas State Library and Archives Commission.

Description of the Texshare Card Program can be found at:
www.tsl.texas.gov/texshare/card.

ELIGIBILITY:

Non-Residents:

Non-resident TexShare borrowers are eligible for privileges upon presentation of a TexShare card issued by their home library and a photo ID. A Kyle Public Library account will be established for Non-resident borrower's and issued a Kyle Public Library Card.

Residents:

Resident Library Card holders may apply for a free TexShare Card. To receive a TexShare card, the resident library card holders must have held a library account for at least two months, and that account must be in good standing with no outstanding fines. Youth, under the age of 18, must be accompanied by their parent, or legal guardian, to obtain a Texshare card.

LIMITATIONS: No more than 4 items (limited to physical books, audiobooks, and DVD's) are to be checked-out to Non-resident TexShare borrowers at one time. These items have Only one renewal. No check-outs allowed if overdue fines exist.

REFER TO CIRCULATION POLICY FOR INFORMATION ON BORROWING MATERIALS.

Circulation Policy

Purpose

The purpose of this Circulation Policy is to establish clear guidelines for the borrowing and returning of Kyle Public Library (KPL) materials and apply them to all Kyle Public Library Card Holders who utilize the Library's services and resources. By outlining these guidelines, this policy is designed to provide equitable access to resources, promote responsible use of Kyle Public Library materials and streamline the circulation process to benefit all patrons.

Borrowing Materials

- Patrons must have a Kyle Public Library Card in good standing to check out materials.
- Library Card holders are ultimately responsible for their physical library card, the number attached to the account, and any fines accrued on the account.
- If a library card holder loses their card, it is their responsibility to notify library staff immediately.
- When checking out materials from the circulation desk, a Kyle Public Library card, or valid form of Identification, must be presented to staff.
- If a library card is presented, staff will assume that person is the owner of the library card or has permission to use it.
- If youth, under the age of 18, do not have their library card upon check-out, library staff will ask verifying information such as: address and phone number.
- Responsibility for youth's selection of materials rests solely with their parent(s) or legal guardian(s).

Loan Periods, Limits, Renewals, and Holds

Borrowing loan period, renewal, and hold guidelines shall be limited in quantity and duration as outlined in the *KPL Circulation Guidelines Chart*

KPL Circulation Guidelines Chart			
Resident, Non-Resident, and Youth Library Cards			
Materials	Number of Items per Account	Loan Period	*Renewal Period and Frequency

Books, Audiobooks on CD, Books on CD, CDs, DVDs and Blu-ray's	25 items Limited to 10 DVDs	21 Days	21 Days (2 Consecutive Renewals Allowed)
Art and Technology Center (ARTC) materials	1	21 Days	No Renewals
Digital e-content	Check individual platforms for limits and loan periods.		

TexShare Library Cards

Materials	Number of Items per Account	Loan Period	*Renewal Period and Frequency
Books, Audiobooks on CD, Books on CD, CDs, DVDs and Blu-ray's	4 items	21 Days	No renewals
Art and Technology Center (ARTC) materials	Not Applicable. TexShare Library Cards do not have access to these materials.		
Digital e-content			

Digital Library Cards

Materials	Number of Items per Account	Loan Period	*Renewal Period and Frequency
Books, Audiobooks on CD, Books on CD, CDs, DVDs and Blu-ray's	Not Applicable. Digital Library Cards do not have access to these materials.		
Art and Technology Center (ARTC) materials			
Digital e-content	Check individual platforms for limits and loan periods.		

*Materials reserved for others will not renew. Renewals extend the due date 21 days from time of renewal. As a courtesy, the circulation system automatically renews eligible items on the due date. Borrowers are responsible for checking their account for renewal status and due dates.

Refer to the *Interlibrary Loan* policy for the loan period, renewal, and hold guidelines on interlibrary loan materials.

Returning Items

Kyle Public Library materials may be returned to the circulation desk or outside book drop. ARTC materials must be returned to the Circulation Desk only. Materials should be returned in the same condition as borrowed.

Overdue Materials and Fines

Materials will be considered overdue unless they are received by the due date. Refer to the *KPL fee schedule for overdue materials*.

Lost and Damaged Items

The Kyle Public Library cardholder is responsible for paying for any damaged or lost materials. They will be charged the MSRP (Manufacturer's Suggested Retail Price) of the damaged or lost materials at the time of purchase plus a processing fee (see KPL Fee Schedule.) Items will be considered lost 30 days past the due date. Failure to pay for the damaged or lost materials will result in the suspension of Kyle Public Library privileges until payment is received.

The Kyle Public Library Director may consider exceptions to the replacement cost or payment procedure based on extenuating circumstances or evidence provided by the patron. Exceptions will be granted at the Director's discretion and evaluated case-by-case.

Holds and Transfers

Borrowers may have up to 5 hold requests on physical materials at once. This includes Active/Pending requests, holds in transit, and items on the hold shelf. The operating system will automatically notify borrowers when hold requests are ready for pick-up. If borrowers want to cancel holds that are ready for pick-up, they must notify the Kyle Public Library to cancel those holds.

Borrowers must refer to each digital platform for specific hold limits on e-content.

Blocked Accounts

Checkout and access to digital collections will be suspended if there are blocks on a card holder's account.

Accounts are blocked for the following reasons:

- Expired card.
- Card reported lost or stolen.
- Outstanding Fees over limit (see KPL fee schedule.)
- Materials returned damaged or missing parts.
- Duplicate account.
- Other problems assessed by library staff that must be addressed before library materials can be borrowed.