

**Marshall Public Library Board of Trustees**  
**Quarterly Advisory Report**  
**2016: 1<sup>st</sup> Quarter**

Board of Trustees' News:

- ⌘ New officers for 2016 were elected during the January meeting and are as follows:
  - Ruby Pye, Chair
  - Darlene Dotson, Vice Chair
  - Megan Maxwell, Secretary
- ⌘ The Board of Trustees meets on the 3<sup>rd</sup> Tuesday of every month at 4:00 p.m.

A list of Board members and their terms, a roster of Board members dating back to 1970, links to Board agendas and minutes as well as to quarterly reports are available on the Board of Trustees page of the library's website.

*[www.marshallpubliclibrary.org/boardoftrustees](http://www.marshallpubliclibrary.org/boardoftrustees)*

Library Services:

- ⌘ One-on-one instruction on basic computer usage (creating an email account, formatting a document, accessing the internet, etc.) **(T)**
- ⌘ Continued new initiative "Tech Tuesdays"—group instruction on all things tech-related **(T)**
- ⌘ Added STEAMtime programs and activities for older children on Wednesday afternoons (STEAM: Science, Technology, Engineering, Arts, Math) **(S)**
- ⌘ Furnished IRS tax forms for the public **(S)**
- ⌘ Provided proctor testing for college and graduate students **(S)**
- ⌘ Supplied meeting space for tutoring sessions, crafting classes, and community organizations **(F)**
- ⌘ Promoted services, programs, and information actively on Facebook, Instagram, Pinterest, and Twitter **(M)**
- ⌘ Site for Precinct 22 voting on Election Day **(F)**

*[www.marshallpubliclibrary.org/services](http://www.marshallpubliclibrary.org/services)*

Library Programs:

- ⌘ Hosted Will Guzman, Assistant Professor of History and African American studies at Florida A&M professor and author of *Civil Rights in the Texas Borderland* **(S)**
- ⌘ Discussed *The Rosie Project* (Graeme Simsion), *Narrative of the Life of Frederick Douglass* (Frederick Douglass), *Incidents in the Life of a Slave Girl* (Harriet Jacobs) and *The Bottoms* (Joe R. Lansdale) at the library's monthly Book Club **(S)**
- ⌘ Provided several activities and programs for kids on Spring Break **(S)**

*[www.marshallpubliclibrary.org/programs](http://www.marshallpubliclibrary.org/programs)*  
*[www.marshallpubliclibrary.org/news-events](http://www.marshallpubliclibrary.org/news-events)*

Strategic Plan areas addressed: <b>F</b> acility; <b>M</b> arketing/Public Relations/Advocacy; <b>S</b> ervice; <b>T</b> echnology
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*Enriching, empowering, and educating our community  
through exemplary services, exceptional resources, and engaging programs.*

**Marshall Public Library Board of Trustees**  
**Quarterly Advisory Report**  
**2016: 2<sup>nd</sup>-4<sup>th</sup> Quarter Summary**

**2<sup>nd</sup> Quarter:**

Based on the Annual Report submitted to the Texas State Library and Archives Commission (TSLAC) each April, the Marshall Public Library successfully maintained its accreditation for another year. To maintain accreditation each year, the library must achieve the following based on its service population of 60,112 (determined annually by TSLAC):

- ✓ have local expenditures of \$8.16 per capita (increases to \$8.32 in 2019)
- ✓ have at least 1% of the collection published in the last 5 years
- ✓ employ a library director for at least 40 hours per week
- ✓ be open for at least 48 hours
- ✓ have 1 item per capita
- ✓ employ 2 librarians with master's degrees

Additionally, the library must also have:

a website | telephone with published number | copier and computer for staff and public  
interlibrary loan service | 10 hours continuing education for library director | electronic card catalog  
long-range plan updated and revised every 5 years

**3<sup>rd</sup> Quarter:**

250 children registered for the Summer Reading Program. 61% of registrants were City residents, 32% County residents, and 7% out-of-county children visiting relatives. Participants were treated to a magic show, an indoor campout, children's author Jared Chapman, hula hoop classes, healthy snack classes from Harrison County Extension Agent Louraiseal McDonald, Zumba sessions, and an end-of-program swimming party celebration. Pop-Up Storytimes were held throughout the summer at the Michelson Art Museum, Marshall Train Depot, Starr Home, Harrison County Historical Museum, Enoch's Stomp, and the Caddo Lake National Wildlife Refuge.

472 new library cards were issued during the 2016 Summer Reading Program—57% to City residents; 43% to County residents.

**4<sup>th</sup> Quarter:**

The library closed for renovation on Friday, October 21. Library staff, volunteers, and the Marshall High School National Honor Society packed and moved books, computers, and furniture. Items that were no longer needed were donated to other city departments, daycares, and churches. On Monday, October 31, a temporary library re-opened at a smaller location next door to the 'old' library for books-only service and averages 250 visitors per week.

Prior to the library closing, patrons received an informational brochure indicating area public libraries (Carthage, Jefferson, Longview, and Waskom) with computer services as well as area colleges that provided limited computer access. This brochure is also available online at [www.marshallpubliclibrary.org](http://www.marshallpubliclibrary.org)

Progress reports and pictures of the renovation are posted on the library's Facebook page.

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Attached is the 2016 year-to-date statistics for Marshall Public Library. If the library was not closed for renovation, it is likely that 2016 totals would have surpassed 2015 numbers in a number of areas---computer usage, new library cards issued, children's programs, and visitors to the library---if not more.