Notice of Meeting for the Library Advisory Board of the City of Georgetown June 2, 2020 at 6:00 PM

at Friends Room, 2nd Floor, Georgetown Public Library, 402 W. 8th St.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Please note that a quorum of the Library Advisory Board may not all be present at the same physical location. Some members may instead participate in this meeting from one or more remote locations in an effort to advance the public health goal of limiting face to face meetings and to contain the spread of COVID-19. In addition, there may be occasions when the audio transmission may not be clear or may be interrupted. In those instances, the meeting will continue so long as a quorum is still present.

With the Governor's Order, all City Buildings are following these procedures:

- · Masks are recommended
- Physical distancing; 6 feet between you and anyone not in your household
- Practice good hygiene and wash your hands
 If any of these apply, do not visit: known close contact with COVID-19
 Person, fever greater or equal to 100.0 degrees Fahrenheit, difficulty breathing or shortness of breath, cough, loss of taste or smell, sore throat, chills, headache, diarrhea or muscle pain.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Citizens wishing to address the board. As of the deadline, no persons were signed up to speak on items other than what was posted on the agenda. -Michael Kelley, Board Chair.
- B Consideration and possible action to approve the March 3, 2020 Library Advisory Board minutes Michael Kelley, Board Chair
- C Consideration of the Library Director's report Eric Lashley, Library Director
- D Review of Library's current budget and budget request for FY 2021 Eric Lashley, Library Director
- E Discussion with Larry Kobrin, President of the Friends of the Georgetown Public Library, concerning efforts by the Friends to support the Library during the next year. Eric Lashley, Library

Director and Larry Kobrin, President of FOL.

- F Consideration and possible action regarding future meeting dates and times.
 - Michael Kelley, Board Chair.

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify tha	t this Notice of
Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626,	a place readily
accessible to the general public as required by law, on the day of	, 2020, at
, and remained so posted for at least 72 continuous hours preceding the schedule	ed time of said
meeting.	
Robyn Densmore, City Secretary	

Minutes of the Meeting of the Library Advisory Board City of Georgetown March 3, 2020

The Library Advisory Board met on Tuesday, March 3, 2020 at 6:00 p.m. in the staff conference room of the Georgetown Public Library, 402 W. 8th Street.

MEMBERS IN ATTENDANCE: Michael Kelley, Richard Thielmann, Thom Sinwell, Susan Cooper, David Garlock, and Linda Schaffer.

MEMBERS ABSENT: None.

STAFF IN ATTENDANCE: Eric Lashley – Library Director and Dana Hendrix – Fine Arts Librarian.

The meeting was called to order at 6:00 p.m. by Board Chair Kelley.

Regular Agenda

- **A.** <u>Citizens wishing to address the Board</u>. As of the deadline, no persons were signed up to speak on items other than what was posted on the agenda. No action required. Michael Kelley, Board Chair.
- **B.** Introduction of new board member David Garlock. Michael Kelley, Board Chair. Garlock introduced himself to the Board. He is a retired professor of Journalism from the University of Texas at Austin. He said he enjoyed working with librarians at the Perry-Castaneda Library on the UT campus. He has lived in Georgetown for 16 years. Before coming to Texas he worked as a journalist in Long Island, NY. Each board member introduced themselves to Garlock as well.
- C. Consideration and possible action to approve the February 4, 2020 Library Advisory Board minutes. Michael Kelley, Board Chair. Motion by Sinwell, seconded by Thielmann to approve the February 4, 2020 Library Advisory Board minutes. Approved 6-0.
- D. Review of Library Advisory Board bylaws and attendance policy. Eric Lashley, Library Director. Lashley reviewed the purpose of the Library Advisory Board and explained that the bylaws require a 75% attendance. He noted some absences can be excused due to illness. If members know they will be unable to attend, it is best to contact Lashley or Administrative Assistant Lawren Weiss. Lashley reported the Mayor and Council appoint the Chair (Kelley), and the Board elects a Vice-Chair and Secretary. The role of the Vice-Chair is to lead meetings in the Chair's absence and the Secretary reviews the minutes taken by staff for accuracy.
- E. <u>Discussion and possible action to elect a Vice-Chair and Secretary to the Library Advisory Board.</u>
 Michael Kelley, Board Chair. Kelley asked for nominations for the positions of Vice-Chair and Secretary. Motion by Schaffer, seconded by Cooper to elect Sinwell Vice-Chair. Approved 6-0.
 Motion by Sinwell, seconded by Schaffer to elect Thielmann Secretary. Approved 6-0.
- **H.** Consideration and possible action regarding future meeting dates and times. Michael Kelley, Board Chair. [Chair Kelley moved Item H to be considered prior to Item E.] Kelley asked if anyone felt the need to change the traditional day and time of the board meeting. Schaffer stated she would be unable to attend the April meeting, but did not have any problems keeping the day and time the same. The April meeting will be Tuesday, April 7 at 6:00 p.m.
- **F.** <u>Presentation and discussion of the proposed second floor re-organization</u>. Dana Hendrix, Fine Arts Librarian. Hendrix informed the Board Lashley had asked her to lead a project to determine

the best use of the second-floor reference study area and determine a proposed budget. Hendrix showed members the preliminary results of a patron survey being conducted on the second floor. She said she was looking at: creating a glass partition to allow for more quiet study; new furniture to allow individual workspace for more users; and maximizing the use of the small study rooms on the opposite side of the second floor. She shared types of furniture being considered (see attachment). Schaffer asked how the change would impact the Texas History room. Hendrix and Lashley replied eventually the usage of the Texas History Room would need to be evaluated. Board members were supportive of the change. The Board moved the meeting to the second floor to tour the reference study area and the Texas History Room. There was much discussion on whether a self-service scanner would be best on the second or first floors.

G. Consideration of the Library Director's report. – Eric Lashley, Library Director. – Lashley reviewed the January library statistics (see attached), including circulation, which equaled 44,704 for the month, an increase of 809. Visitations equaled 35,422 and bookmobile circulation equaled 2,276. The Library checked out 4,212 e-books and added 1,452 items and withdrew 1,065. Study room use accommodated 793 individuals in 317 reservations. Lashley reported the parking lot had not been completed. He showed an image of the two murals dedicated behind City Hall during Black History Month. He reviewed library programming and discussed the possibility of having the Farmers' Market located in the Monument Café parking lot move to the new parking lot across from the Library on 8th Street. Lashley asked Sinwell to give an update on AARP Tax Aide. Sinwell reported the tax assistance had been going smoothly. Lashley read the patron comments for January. He reported Council will reappoint Kelley and Sinwell to the Board on February 11 and the Mayor is nominating Kelley to be the upcoming Chair.

Chair Kelley adjourned the meeting at 7:52 p.m.	
Respectfully submitted,	
Michael Kelley	Richard Thielmann
Chair	Secretary

2020 Reference Area Renovation Proposal

With the population growth in Georgetown, demands on the library building are increasing. We see a need to accommodate more individuals who require quiet individual study space and also to maximize the options for collaborative work space for small groups.

Renovating the study area behind the Reference Desk would allow us to relocate collaborative workers to the existing study rooms, and accommodate more individuals to a new quiet study area.

Gathering Information

In order to be sure we approach any renovation in the best way, we are gathering opinions and ideas:

Reference Area Use Survey February 2-March 21

Friends of the Library Board Meeting February 12

Reference Staff Meeting February 18

Hourly Building Usage Counts March 2-21

Library Advisory Board Meeting March 3

Reference Area Use Survey Feb. 26-March 21

A few response examples as of March 3

"The library needs a dedicated quiet area since no attempt is made to restrict noise anywhere. There is really no quiet place for people to read or study. The study rooms are often noisy and the walls between them are not effective sound barriers."

Reference Area Use Survey

How do you use this space? How could we improve it?

Optional: Include your contact information
and any other comments you'd like to share on the back

The Library needs a dedicated quiet

area since No attempt is made to restrict noise anywhere.

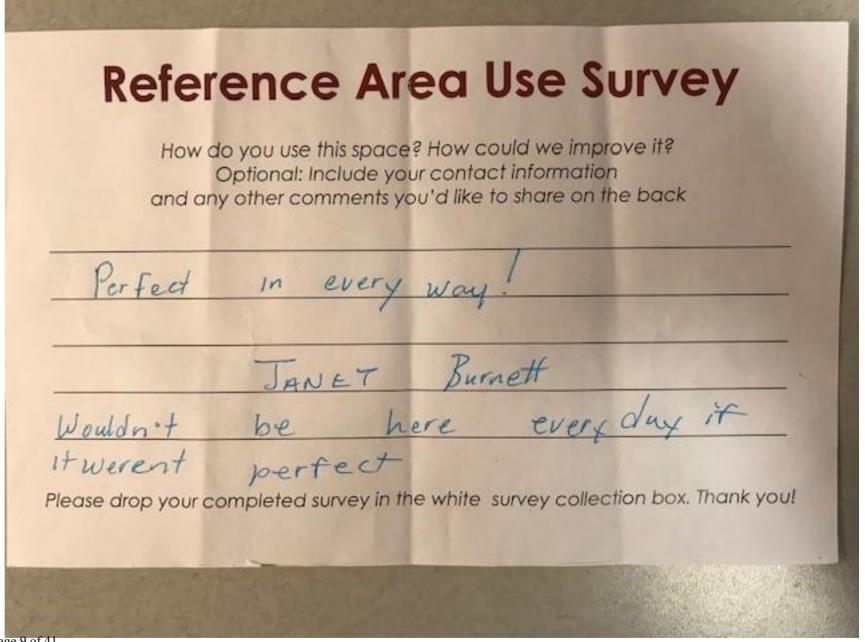
There is really no place for people to read or study.

The study rooms are often noisy and the walls have then

not effective sound barriers.

Please drop your completed survey in the white survey collection box. Thank you!

"Perfect in every way! Wouldn't be here every day if it weren't perfect."



"Need more quiet study areas that don't seat 4— Smaller tables for 2— Add plants—Visual barriers to create more coziness & cut down noise."

Reference Area Use Survey

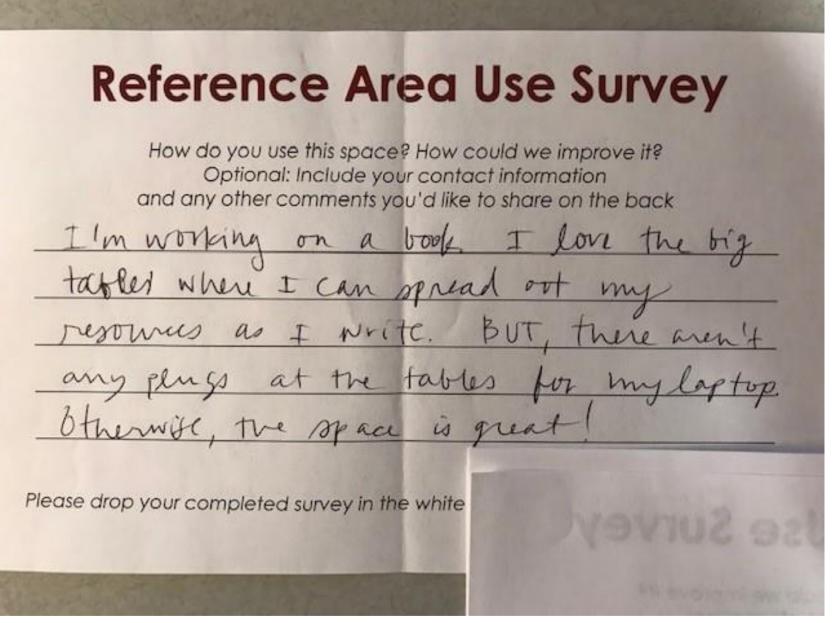
How do you use this space? How could we improve it?

Optional: Include your contact information
and any other comments you'd like to share on the back

Need more quiet study areas that don't Seat 4 - smaller tables for 2 - Add plants - Usial Darriers to create hore cozingze + ct down Noise.

Please drop your completed survey in the white survey collection box. Thank you!

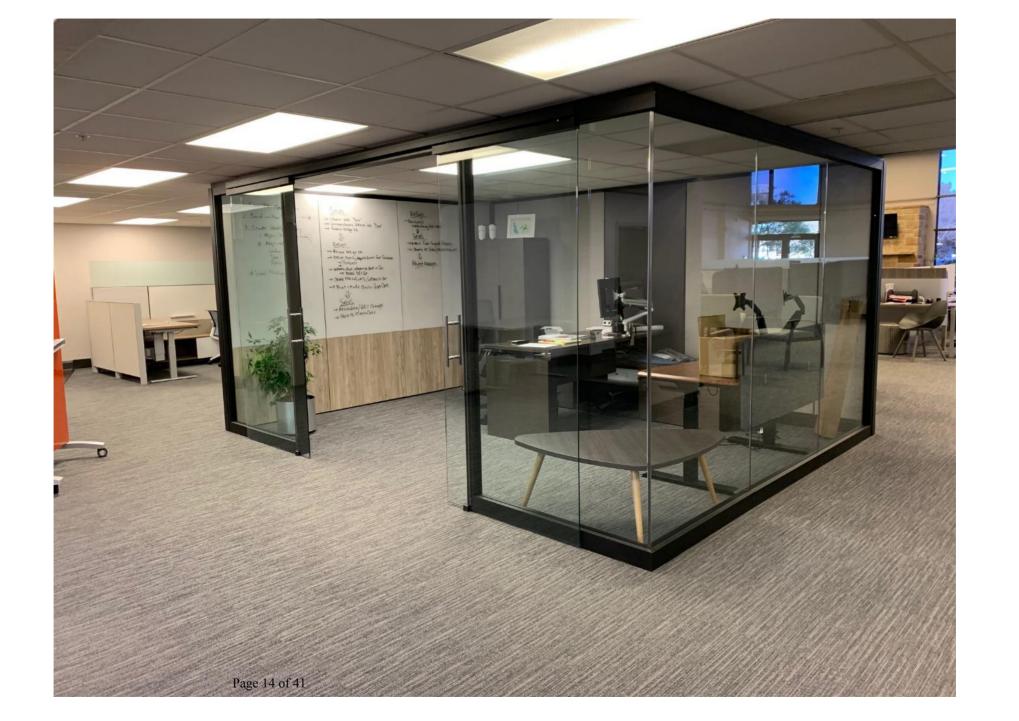
"I'm working on a book. I love the big tables where I can spread out my resources as I write. But, there aren't any plugs at the tables for my laptop. Otherwise, the space is great!"



Creating a Quiet Study Area

- Clear glass wall for sound dampening.
- If affordable, retractable panels for future flexibility in using the space
 - Soundproofing with acoustic ceiling tiles would be a plus as well





Demco

Sound absorbing ceiling tiles

https://www.demco.com/versare-soundsorb-ceiling-tiles



Increasing Quiet Study Space

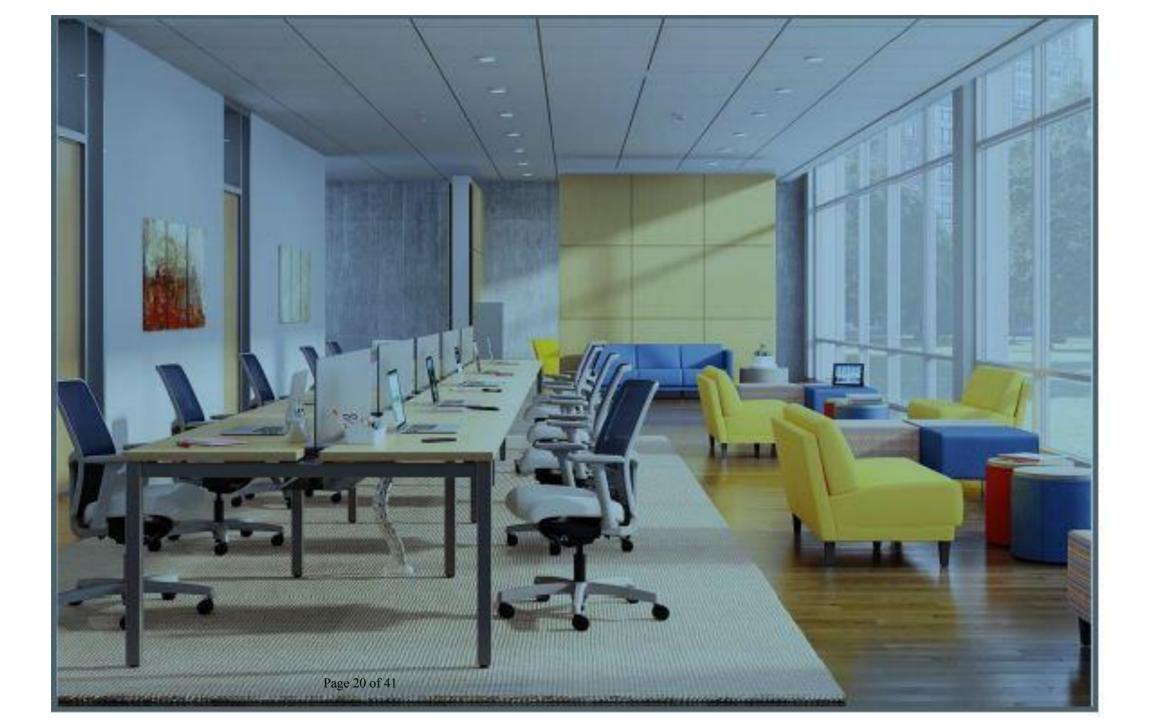
- Individual workspaces should be about 48" wide, some at counter height and some at desk-height
 - Tables or carrels that are reconfigurable as needs change
 - Each should have power, with possibly a USB port and/or an individual lamp
- Some with translucent partitions delimiting each person's space, and some without any partitions
- Regarding the existing counter, we can either keep it as is or replace it with something more aesthetically pleasing/coordinated with the new furniture

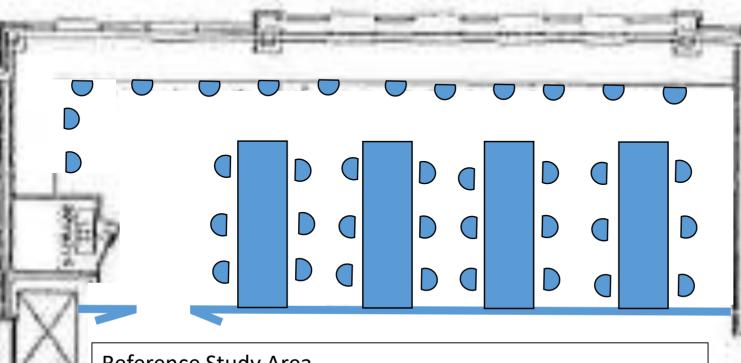


Page 17 of 41









Texas History Room

- Microfilm cabinets
- Film/fiche reader/copier
- Self serve scanner
- Local history resources

Reference Study Area

- Glass wall for definition/sound dampening
- Seating for 37
- Sound dampening ceiling tiles
- Each work area has:
 - 48x24" table space
 - rolling chair
 - electrical outlet
 - desk light
 - **USB** port
 - Privacy dividers



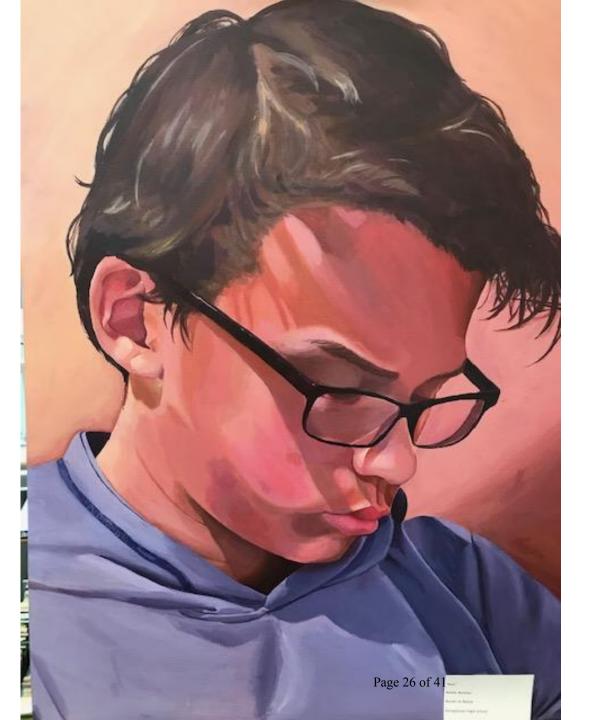
Director's Report

- Circulation = 44,704 additional 809 over the previous January
- Visitations equaled 35,422
- Bookmobile circulation = 2,276
- E-books = 4,212
- Downloadable audiobooks = 2,387
- Added 1,452 Withdrawals = 1,065
- Study Room Use 793 individuals and 317 reservations
- Donations





Page 25 of 41







Spring Break at the Georgetown Public Library TOUCH A TRUCK

MARCH 17 | 10 A.M. TO NOON

GET UP CLOSE TO CONSTRUCTION,

EMERGENCY VEHICLES, AND MORE!

STORYTELLER ELIZABETH KAHURA

MARCH 18 | 10:30 A.M.

AFRICAN STORIES AND FOLKTALES

LEGO FUN 101

MARCH 19 | 10 A.M. TO NOON
BUILD AND PLAY WITH LEGOS

TWEEN ZOO MYSTERY

MARCH 20 | 1 P.M.

TWEENS AGES 9-12 SOLVE THE GATOR
CAPER AT THE GPL ZOO! TICKETS AT THE
KID'S DESK AT NOON

Georgetown Public Library

LIVE MUSIC AT THE LIBRARY

AUSTIN MAYSE 2 PM 3/15/20

Soulful country/folk singer songwriter

NO LIVE MUSIC AT THE LIBRARY IN APRIL

ANGELO FERRARI, TENOR, WITH TOBY BLUMENTHAL, PIANO 2 PM 5/17/20

Gluck, Mozart, Verdi, & Puccini

BRAND NEW KEY 2 PM 6/21/20

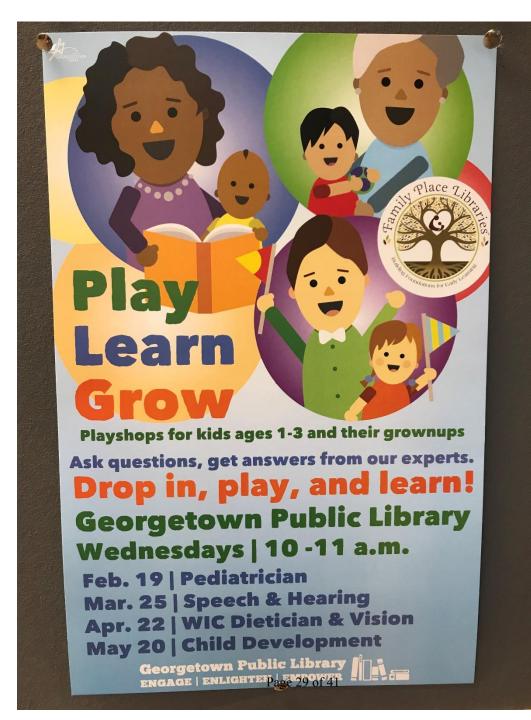
Americana with roots in bluegrass, country, & folk

Concerts are free and open to the public, a gift of the Friends of the Georgetown Public Library

library.georgetown.org/music

Austin Mayse Singer-songwriter with country, folk, and **Austin Soul influences** LIVE MUSIC March 15 at 2 pm **Hewlett Room** AT THE LIBRARY library.georgetown.org/music This concert is free and open Georgetown Public Library to the public, a gift of the 402 W. 8th Street Friends of the Georgetown Georgetown, Texas **Public Library**

ge 28 of 41















Director's Monthly Report Georgetown Public Library March - May 2020

March - May Highlights

- The library building closed to the public at 6 p.m. March 16 due to the COVID-19 pandemic and did not reopen until May 1.
- Bookmobile services also were curtailed in mid-May and did not resume until May 19. The bookmobile held reserved books for curbside pickup.
- In the intervening weeks, some library staff worked partially from home and meetings were held remotely using Microsoft Teams as well as physical distancing and masks for those in the building.
- Staff quickly improved access to e-library resources from the website and through social media and added new
 content to the library's Overdrive/Libby collection. Usage of e-books and e-audiobooks through Libby has
 increased during the pandemic. Rollout of a new e-book platform, SimplyE, provided by TSLAC and the Texas
 Reads! Program also occurred in mid-March in anticipation of higher demand.
- Staff completely reworked routines and processes to offer curbside pickup, then home delivery, then curbside pickup again in quick succession, responding to state and local directives. The new home delivery van was made available in March and it and other City vehicles were used for delivery and pickup of materials.
- Recurring in-person events for children/tweens/teens such as Storytimes, READ Dogs, Read to a Mini-Pony!, Music with Mar, Teen Advisory Board and Dungeons & Dragons were curtailed in mid-March. Virtual programs were offered instead including:
 - o Ms. Bethni Reads
 - Science with Elisabeth
 - Storytimes
 - Wash Your Hands!
 - Teen Social Distancing Challenge
 - Virtual TAB meetings and Teen Hang
 - Tignon Workshop
- Recurring in-person events for adults such as artist receptions, Games for Grown Ups/Adult Coloring Circle, Knitting Club and Wired Wednesday were also curtailed as of mid-March. Several art exhibits, including the annual Texas Society of Sculptors exhibit, were canceled or rescheduled. Virtual programs offered included:
 - o Q&A Checkin
 - Public Dogbrary
 - Fandom Frenzy Trivia
 - o March art exhibits were extended into June:
 - Linda Murray: "Infrastructure" (Bridge & Hall galleries)
 - Wladimir Barantschikov: "Colors" (Café Gallery)

Patron Comments

Comments from the library's suggestion box:

- The Library makes our day...Saturday is our time to play! All bookworms unite and do not stray—here's to fight boredom and conquer the corona V way!
- Last week was my first time ever to checkout a magazine. I so enjoyed having time to browse thru the
 articles. I've told 3 friends (also library card holders) & they now will check out your magazines. I suggest
 a small sign near magazines to let others know (of course current magazines aren't allowed). Thanks.
- o Does the last computer (LP) print to printer? If no, please put a sign to let patrons know.
- During tax preparing season I suggest getting a nursery going where the parents can drop the children for a nominal fee.
- Do not like the new arrangement of new books. Take one and they all fall.

- Overlapping the books on New Book shelves makes seeing what's there very difficult, as you can't tell
 what the book is or read the title. Plus patrons have to stand longer, trying to figure out what's there.
 Please reverse this recent development. Thank you!
- Patron wants to see donated bks at county jail. Only bks available were authored by Danielle Steel. He hopes to choose from Robt Ludlum, Baldacci, Clancy, etc.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Annual Total
Patron Visits													
Current Year	32586	26643	23995	35422	33250	17193	NA						169089
2018-2019	32687	17375	27062	28098	38313	34359	34863	35202	36305	37413	33739	31231	386647
<u>Circulation</u>		2019					2020						Annual Total
Current Year	46708	38121	39868	44513	41707	31253	5296						247466
2018-2019	43804	36467	35565	43704	43782	47233	43448	46603	53945	57301	50579	44848	547279
				FY 2	019-2020 S	tatistics							
													Annual Total
# patron checkouts	4722	4274	4258	4624	4639	3886	1173						27576
WOW! Circs	2447	2063	2454	2276	2320	1903	36						13499
Children's Programs													
Attendance	1380	595	1057	909	1067	650	287						5945
Programs	7	2	4	4	6	2	4						29
Story Time Programs	28	14	13	28	24	10	6						123
Other (Tour, Movies, Crafts)	8	2	4	8	8	4	0						34
After School Programs	4	5	3	5	5	1	0						23
Teen Programs													
Programs	7	5	3	6	5	7	3						36
Attendance	112	81	58	96	96	99	29						571
Teen Space Users	572	491	461	606	599	433	NA						3162
Adult Programs													
Programs	17	7	9	17	14	9	3						76
Attendance	402	227	154	442	641	121	56						2043
Other Services													
GPL ILL Req. filled	99	77	98	73	92	63	0						502
Outgoing ILL	24	21	32	17	116	36	0						246
ILL Requests	91	142	35	119	96	35	0						518
Overdrive usage (E-books)	3944	3793	3628	4212	3851	4843	5986						30257
Overdrive usage (audiobook	2044	2069	2007	2387	2280	2289	2410						15486
Volunteer Hours													
Adult	911	688	710	757	909	764	0						4739
Teen	88	69	27	40	47	42	0						313
Community Service	6	1	2	0	0								9
Total	1005	758	739	797	956	806	0	0	0	0	0	0	5061
Registrations													
City Residents-new	240	172	200	285	286	119	32						1334
Non-residents-new	129	42	76	117	103	56	8						531
GISD Student memb.	4	5	2	11	10	2	0						34
Total	373	219	278	413	399	177	40	0	0	0	0	0	1865
Cash Receipts													
Non-resident fees	2,465.00	1,735.00	1,985.25	3,275.00	3,095.00	1,350.00	0.00						13,905.25

Copies	1,820.83	1,466.13	1,452.92	2,326.43	1,782.48	698.10	0.00	9,546.89
Donations	3,291.33	3,279.70	2,962.68	2,859.40	2,696.13	1,046.35	0.00	16,135.59
Gifts/Memorials	7,000.00	2,100.00	4,430.00	39,415.00	55,197.85	250.00	0.00	108,392.85
Meeting Room Use								
# of attendees	3038	2348	1450	2572	3790	1462	NA	14660
# of reservations	128	310	76	95	117	61	NA	787
Study Room Use								
# of attendees		520	584	793	829	443	NA	3169
# of reservations		201	244	317	321	171	NA	1254
Library Collection Chan	ges							
Copies Added	2057	1222	1588	1452	748	1381	974	9422
Copies Discarded	1232	937	938	1065	1460	863	1126	7621
Donations Added	59	97	72	149	118	67	87	649

GEORGETOWN PUBLIC LIBRARY DONATIONS -- February 2020

DONOR	DONATION
Dorothy Spencer	Smoke & Whispers, Why We Die All
	Down Cemetery Road, This is What Happened
	The Last Voice You Here
The Woods Book Club	\$225 Carolyn Calhoun-fiction
Lee Wolber	Porcupine Polly Needs a Hug by Wolber
James B. Hendricks	The Demon of the Well by Hendricks
Charly Comer	6-Equestria Girls titles
Steve & Karen Sherman	\$100 in memory of Mary Moe-kids books
James B. Hendricks	The Demon of the Well (cdbk) by Hendricks
Libby O. Wood	Texas a Photographic Journey in memory
	Doak Fling
Colonel Lester Frazier	\$250 for staff Christmas party
Sun City Kiwanis	\$1200 for Teen battle of the books
William Heestand	The Ownership Ladder by Heestand

GEORGETOWN PUBLIC LIBRARY DONATIONS -- March 2020

DONOR	DONATION
Victor Ladd	\$25 in memory of Martha Lawlor
Myrna Maldonado	\$150 for Kobe Bryant children's books & 1 biography
Charles & Judy Walker	\$50 in memory of Martha Lawlor
Roger & Mary Hansen	\$25 in memory of Martha Lawlor
Jim & Sue Berry	\$100 in memory of Martha Lawlor
Friends of the Library	\$190.74 for postage reimbursment

GEORGETOWN PUBLIC LIBRARY DONATIONS -- April 2020

DONOR	DONATION
Thom & Vicky Sinwell	\$500 for staff needs only
Sun City Cyclists	\$300 for bike lending program