

**Notice of Meeting for the
Library Advisory Board
of the City of Georgetown
August 4, 2020 at 6:00 PM
at Virtual Meeting**

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.

Consistent with Governor Greg Abbott's suspension of various provisions of the Open Meetings Act, effective August 1, 2020 and until further notice, to reduce the chance of COVID-19 transmission, all City of Georgetown Advisory Board meetings will be held virtually. Public comment will be allowed via teleconference; no one will be allowed to appear in person. To participate, please copy and paste the following weblink into your browser:

Join from a PC, Mac, iPad, iPhone or Android device, please click this URL to join:

**[https://georgetowntx.zoom.us/j/97594353055?](https://georgetowntx.zoom.us/j/97594353055?pwd=WUpjd2d4MXkzenh3ZGRqV3FSUXM3dz09)
[pwd=WUpjd2d4MXkzenh3ZGRqV3FSUXM3dz09](https://georgetowntx.zoom.us/j/97594353055?pwd=WUpjd2d4MXkzenh3ZGRqV3FSUXM3dz09)
Passcode: 379614**

This is a meeting of the City of Georgetown Library Advisory Board. The meeting will start at 6:00 p.m., but participants can join the meeting starting at 5:30 p.m.

Or join by phone:

**Dial toll free:
(833)548-0282 or (877)853-5257 or (888)475-4499 or (833)548-0276**

**Webinar ID: 975 9435 3055
Passcode: 379614**

Citizen comments are accepted in three different formats:

1. Submit written comments to eric.lashley@georgetown.org by 12:00 p.m. on the date of the meeting and the Recording Secretary will read your comments into the recording during the item that is being discussed.

2. Log onto the meeting at the link above and “raise your hand” during the item

3. Use your home/mobile phone to call the toll-free number

To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the “Raise your Hand” option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.

Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.”

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 July 7, 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 Consideration and possible action to draft letter to Mayor and Council concerning Library services and budget. – Michael Kelley, Board Chair.
- F Consideration and possible action regarding future meeting dates and times. – Michael Kelley, Board Chair.
- G Adjournment

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that 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 scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Library Advisory Board
August 4, 2020

SUBJECT:

Consideration and possible action to approve the July 7, 2020 Library Advisory Board minutes. – Michael Kelley, Board Chair.

ITEM SUMMARY:

FINANCIAL IMPACT:

None.

SUBMITTED BY:

ATTACHMENTS:

	Description	Type
□	Minutes July 2020	Backup Material

Minutes of the Meeting of the
Library Advisory Board
City of Georgetown
July 7, 2020

The Library Advisory Board met on Tuesday, July 7, 2020 at 10:00 a.m. in the Friends Room of the Georgetown Public Library, 402 W. 8th Street.

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

MEMBERS ABSENT: None.

STAFF IN ATTENDANCE: Eric Lashley – Library Director, Ann Evans – Reference Librarian, Dana Hendrix – Adult Services Librarian, Sally Bernier – Technical Services Librarian, and Rachael Pattillo – Marketing Coordinator.

The meeting was called to order at 10:00 a.m. by Board Chair – Kelley.

Regular Agenda

- 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. No action required.
- B. Consideration and possible action to approve the June 2, 2020 Library Advisory Board minutes. – Michael Kelley, Board Chair. **Motion by Thielmann, seconded by Sinwell to approve the June 2, 2020, Library Advisory Board minutes. Approved 6-0.**
- C. Consideration of the Library Director's report. - Eric Lashley, Library Director. Lashley combined Item C and Item D. As he made his report, he introduced staff members and they updated the board on projects and their current work duties. Rachael Pattillo, Marketing Coordinator and member of the adult programming team talked about promoting the Library during the pandemic and the Library's first Pride programs and upcoming anti-racism program. Kelley complimented Pattillo for her work on social media especially when negative comments were given during the Pride events. Lashley reported Melissa Mote, Teen Librarian, has resigned and will be moving to Tennessee after working the Library for 7 years and doing a fantastic job. Lashley noted that reinstatement of library services and bringing back volunteers would depend on 14 consecutive days of declining infection rates. Sinwell asked if the City was considering furloughs or layoffs. Lashley stated the City Manager was committed to having zero furloughs or layoffs. Schaffer asked how the City determined budget cuts. Lashley stated the City looked first at deferring projects and then look at each department individually versus asking all departments to take a percentage cut. Ann Evans, Reference Librarian, previously worked at the Williamson Museum. She is working with a team to assist patrons searching for employment and offering remote readers' advisory, and she helped get the new microfilm reader up and running. Kelley noted he hoped the Library and Museum could do some joint projects. Sinwell asked if the Library would continue with the annual genealogy event in partnership with the

Waco Public Library. Evans said the Library would continue that program on October 16. Kelley asked about access to Ancestry.com. Evans noted it was available to all patrons regardless of location through July. Dana Hendrix, Adult Services Librarian, spoke about the Overdrive service, noting the usage of Overdrive has gone up dramatically and that staff have been assisting patrons over the phone with e-books. Sally Bernier, Technical Services Librarian, explained how her job has changed working from home and that since most of her work is done on a computer, it can be done at home. Bernier described accommodating the \$30,000 cut to the materials budget and the difficulty of making cuts this late in the fiscal year. Lashley went over the monthly statistics, which are much lower than the previous year due to the pandemic, but not as low as Lashley had expected. There were no patron comments.

- D. Discussion with members of the Library staff concerning future library services. – Eric Lashley, Library Director. Item D was combined with Item C (see notes above).
- E. Consideration and possible action to draft letter to Mayor and Council concerning Library’s budget. Michael Kelley, Board Chair. The Board discussed drafting a letter to the Mayor and Council during the budget process. The board was concerned the Mayor and Council had not received their previous letter. Lashley assured the board any future letter would be delivered to the Mayor and Council. Lashley informed the Board that there may be additional cuts. The Board wanted to be sure the Library did not take a disproportionate cut compared to other City departments and they were concerned the Friends of the Library would be unfairly relied upon to help cover a budget cut. The Board would like to see future budgets consider population growth. Lashley recommended the Board and Friends issue a joint letter. Kelley thought it would be better to keep any communication separate, but it may be a good idea to coordinate with Larry Kobrin, chair of the Friends board. Cooper noted she wanted any communication to Council to include support for the staff (no furloughs or layoffs), maintain the library materials budget, and increase the level of expenditure from special revenue funds. The Board wanted to be sure the Council recognized the role volunteers have played and the dollar amount they save the City. **Motion by Sinwell, seconded by Schaffer to permit** Kelley to draft a letter on the Board’s behalf to the Mayor and Council supporting the Library’s budget. **Approved 6-0.**
- F. Consideration and possible action regarding future meeting dates and times. – Michael Kelley, Board Chair. There was no need to move the August meeting date and therefore, the meeting will be held on August 4, 2020 at 6:00 p.m.

Chair Kelley adjourned the meeting at 12:13 p.m.

Respectfully submitted,

Michael Kelley
Chair

Richard Thielmann
Secretary

City of Georgetown, Texas
Library Advisory Board
August 4, 2020

SUBJECT:

Consideration of the Library Director's report. – Eric Lashley, Library Director.

ITEM SUMMARY:

FINANCIAL IMPACT:

None.

SUBMITTED BY:

ATTACHMENTS:

	Description	Type
☐	Director's Report	Backup Material
☐	Statistics	Backup Material
☐	Memorials log	Backup Material

**Director's Monthly Report
Georgetown Public Library
July 2020**

July Highlights

- The library building and bookmobile remained open and in operation. On July 3, a mandatory mask order went into effect. Jul 3-5 the library was closed, but when the building opened July 5 patrons were monitored to ensure they had a mask when they entered.
- The only other change in operation was to close the library on Wednesday mornings so that all staff can work on check-in and shelving of materials to keep up with work that library volunteers used to do. New library hours as of July 22 are Monday, Tuesday, Thursday, and Friday 9 a.m.-6 p.m.; Wednesday noon-6 p.m.; and Saturday 9 a.m.-5 p.m.
- Cataloging librarian Kristina Zepeda gave notice that she will be starting a new position as a part-time librarian at the Round Rock Public Library in August. We will miss her!
- Both the cataloging librarian and teen librarian positions will be frozen when those staff leave in August.
- The Friends of the Library's "Our Library, Our Lifeline" campaign continues.
- Planning for Confronting Racism: A Community Conversation program is going well. The virtual panel discussion of all three books will be conducted via Crowdcast on Aug. 31 at 7 p.m.
- Virtual programs for children included:
 - Sandbank Shadow Factory shadow puppets workshop
 - Tiny Tails
 - Science Spots with Elisabeth
 - Storytimes with Ms. Jaime
- July programs for adults included:
 - Zine Making Tutorial as part of Imagine Your Story: Adult Summer Reading (virtual)
 - New art exhibits installed:
 - Rachel Hurst: "The Color of Animals" (Bridge & Hall galleries)
 - Jennifer Gillen "Petal & Ink" (Café Gallery)

Patron Comment

"I love that we can put a large amount of items on hold. If there's a limit, I haven't reached it, yet.

I also love that whomever requests the item be purchased, gets it first when it is ready.

Here's some suggestions for improving holds and purchase requests.

Enable patrons to view the status of all their purchase requests under their account info. The Round Rock Public Library does this and it's very helpful.

Enable patrons to defer holds on an individual basis, rather than all of them. This is helpful if you want to keep moving up in line for longer-term holds. See the RRPL system for doing this.

Note on the purchase request form, if there's a maximum number of purchase requests allowed each month."

GEORGETOWN PUBLIC LIBRARY

	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	9883	5802				184774	
2018-2019	32687	17375	27062	28098	38313	34359	34863	35202	36305	37413	33739	31231	386647	
Circulation														
	2019			2020										Annual Total
Current Year	46708	38121	39868	44513	41707	31253	5296	24497	40771				312734	
2018-2019	43804	36467	35565	43704	43782	47233	43448	46603	53945	57301	50579	44848	547279	
FY 2019-2020 Statistics														
													Annual Total	
# patron checkouts	4722	4274	4258	4624	4639	3886	1173	2624	3869				34069	
WOW! Circs	2447	2063	2454	2276	2320	1903	36	669	1764				15932	
Children's Programs														
Attendance	1380	595	1057	909	1067	650	287	48	24				6017	
Programs	7	2	4	4	6	2	4	1	2				32	
Story Time Programs	28	14	13	28	24	10	6	5	1				129	
Other (Tour, Movies, Crafts)	8	2	4	8	8	4	0	0	1				35	
After School Programs	4	5	3	5	5	1	0	0	0				23	
Teen Programs														
Programs	7	5	3	6	5	7	3	0	2				36	
Attendance	112	81	58	96	96	99	29	0	11				571	
Teen Space Users	572	491	461	606	599	433	NA	NA	NA				3162	
Adult Programs														
Programs	17	7	9	17	14	9	3	1	1				78	
Attendance	402	227	154	442	641	121	56	58	9				2110	
Other Services														
GPL ILL Req. filled	99	77	98	73	92	63	0	0	0				502	
Outgoing ILL	24	21	32	17	116	36	0	5	15				266	
ILL Requests	91	142	35	119	96	35	0	0	0				518	
Overdrive usage (E-books)	3944	3793	3628	4212	3851	4843	5986	5714	5504				41475	
Overdrive usage (audiobook)	2044	2069	2007	2387	2280	2289	2410	2415	2434				20335	
Volunteer Hours														
Adult	911	688	710	757	909	764	0	0	0				4739	
Teen	88	69	27	40	47	42	0	0	0				313	
Community Service	6	1	2	0	0	0	0	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	130	176				1640	
Non-residents-new	129	42	76	117	103	56	8	43	62				636	
GISD Student memb.	4	5	2	11	10	2	0	1	1				36	
Total	373	219	278	413	399	177	40	174	239	0	0	0	2276	
Cash Receipts														
Non-resident fees	2,465.00	1,735.00	1,985.25	3,275.00	3,095.00	1,350.00	-	1,410.00	18,020.53				33,335.78	
Copies	1,820.83	1,466.13	1,452.92	2,326.43	1,782.48	698.10	-	5.50	137.80				9,690.19	
Donations	3,291.33	3,279.70	2,962.68	2,859.40	2,696.13	1,046.35	-	978.65	2,755.17				19,869.41	
Gifts/Memorials	7,000.00	2,100.00	4,430.00	39,415.00	55,197.85	250.00	-	540.74	11,345.59				120,279.18	
Meeting Room Use														
# of attendees	3038	2348	1450	2572	3790	1462	NA	NA	NA				14660	
# of reservations	128	310	76	95	117	61	NA	NA	NA				787	
Study Room Use														
# of attendees		520	584	793	829	443	NA	NA	NA				3169	
# of reservations		201	244	317	321	171	NA	NA	NA				1254	
Library Collection Changes														
Copies Added	2057	1222	1588	1452	748	1381	974	864	1124				11410	
Copies Discarded	1232	937	938	1065	1460	863	1126	901	1048				9570	
Donations Added	59	97	72	149	118	67	87	45	60				754	

GEORGETOWN PUBLIC LIBRARY DONATIONS -- June 2020

DONOR	DONATION
Judy Parks	Taste and See by Margaret Feinberd
Nicole Parker	For the Children's Sake by Susan Macaulay
Joan Silverman	Her book Somday This Will Fit
FOL	\$10,000 for library materials
Eugene & Carolyn Gregory	\$100 unspecified
Constance Carden	\$36 for anti-racism community read
Melba & Walt Doering	\$50 for anti-racism community read
Joe & Chris Kenney	\$90 for anti-racism community read
Lou Snead & Michelle Augustine	\$200 for anti-racism community read
Joe & Jan Nesheim	\$18 for anti-racism community read
Bob & Darlene Douglass	\$18 for anti-racism community read
Bill & Molly Hornbuckle	\$36 for anti-racism community read
Judi Frinstein	\$18 for anti-racism community read
Tom & Betty Wilkens	\$36 for anti-racism community read
Peggy Kennedy	\$100 for anti-racism community read
Stephanie Blanck	\$40 for anti-racism community read
Arthur & Marjorie Sabino	\$90 for anti-racism community read
Fances Reiser	\$20 for anti-racism community read
Colleen Sigley	\$36 for anti-racism community read
John & Marty Biesmann	\$200 for anti-racism community read
Edna & Dan McNeil	\$200 for audio books