

**Notice of Meeting for the
Library Advisory Board
of the City of Georgetown
March 2, 2021 at 6:00 PM
at Virtual**

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:

<https://georgetowntx.zoom.us/j/99414236228?pwd=Ty9LVzRFeVRuN0x6VlJINStoYTFZZz09>

Meeting ID: 994 1423 6228

Passcode: 413073

One tap mobile

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Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

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+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 994 1423 6228

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 Discussion on how this virtual conference will be conducted, to include options for public comments and how the public may address the Board. -Sally Miculek, Interim Library Director
- B Citizens wishing to address the board. -Michael Kelley, Board Chair.
- C Consideration and possible action to approve minutes from the February 2, 2021 Library Advisory Board meeting. -Michael Kelley, Board Chair.
- D Recognition of Linda Schaffer for her years of service on the Library Advisory Board and introduction of new board members. -Sally Miculek, Interim Library Director
- E Introduction of library staff. -Sally Miculek-Interim Library Director, Becca Sexton-Cataloging Librarian, and Breanna Houle-Library Assistant.
- F Consideration of Library Director's report. -Sally Miculek, Interim Library Director.
- G Discussion and consideration of board requested topics, including E-materials purchases from Overdrive, Friends of the Library support and library volunteers. -Sally Miculek-Interim Library Director, Michael Kelley-Board Chair and Susan Cooper-board member.
- H 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 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 _____, 2021, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

Minutes of the Meeting of the
Library Advisory Board
City of Georgetown
February 2, 2021

The Library Advisory Board met on Tuesday, February 2, 2021 at 6:00 p.m. virtually using a Zoom meeting.

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.

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

MEMBERS ABSENT: Linda Schaffer

STAFF IN ATTENDANCE: Sally Miculek – Interim Library Director, Lawren Weiss-Administrative Assistant, Margaret Lange-Teen Services Librarian

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

Regular Agenda

- A. Discussion on how this virtual conference will be conducted, to include options for public comments and how the public may address the Board. – Sally Miculek, Interim Library Director. Miculek explained to the Board how the meeting would proceed if a member of the public wished to join the meeting. Chair Kelley will call roll when voting on an agenda item to allow for a clear recording of the vote. No action required.
- B. Citizens wishing to address the Board. – Michael Kelley, Board Chair. As of the deadline, no persons were signed up to speak on items other than what was posted on the agenda. No citizens were present to address the board. No action required.
- C. Consideration and possible action to approve the January 5, 2020 Library Advisory Board minutes. – Michael Kelley, Board Chair. **Motion by Thielmann; second by Sinwell to approve** the January 5, 2021 Library Advisory Board meeting minutes as provided. **Approved 5-0 (Schaffer absent).**
- D. Introduction of new library staff. -Sally Miculek, Interim Library Director and Margaret Lange, Teen Services Librarian. Miculek introduced Lange to the board. Lange discussed her background with the board, noting she previously worked for Temple Public Library for over five years and was excited to be joining the Georgetown staff. Lange brings an exciting energy to the staff and has already hosted successful Facebook storytimes for the kids group and virtual programs for teens. She is looking forward to hosting programs and connecting with Georgetown's teens in person once it is safe to do so following the pandemic. No action required.
- E. Consideration of the Library Director's report. - Sally Miculek, Interim Library Director. Miculek reviewed the monthly statistics as provided in the agenda packet. Discussion followed regarding access to the library's databases, including Ancestry. Chair Kelley asked Miculek to notify the board when City budget meetings are scheduled so they can participate and advocate for the library as plans for the next fiscal year are made. No action required.
- F. Discussion regarding library's integrated library system (ILS), Apollo. – Susan Cooper, board member. Cooper asked Miculek to provide information to the board about the library's catalog, regarding how, when, and why this system was selected over others. Cooper feels the catalog is not as user-friendly as it could be and explained that she has had difficulty helping GISD students navigate it when searching for library materials.

Apollo is the system staff members use to create and maintain patron records, catalog materials, run reports and checkout items to patrons. The system also contains the outward facing catalog for patron use and the Words on Wheels collection for the bookmobile. Miculek explained the reasons Apollo was selected many years ago and continued to be used by the library. The Apollo system is built for small to medium sized libraries like Georgetown, which means they can provide more customized features at an affordable price, with more responsive customer service. System outages and malfunctions are infrequent, but typically restored in less than 5 minutes when they occur. Apollo manages their own servers, so the City's IT department does not have to maintain it. Other features of Apollo include a "Gabbie" texting service where patrons can text a phone number for library service and a staff member replies on the computer with the information requested. This feature was also re-configured during COVID so staff members could utilize it for Curbside service.

Cooper explained the "label" column of the catalog is confusing to students and patrons who may not be familiar with the library language and suggest adding the full names of the labels such as "fiction" for what is currently labeled a "F" and spelling out "junior nonfiction" for what is currently labeled as just "JNF". Labels are currently in abbreviated form to match the spine label of the materials on the shelves. Cooper recommended staff create a 5-10 minute video tutorial on how to search the catalog and put items on hold. She also suggested the video should be embedded in the catalog itself and not just the library's website. Miculek will follow up with library staff about making those changes to enhance the patron experience. No action required.

- G. Discussion regarding the retirement of Library Services Director Eric Lashley and the process for filling the director position.** – Sally Miculek, Interim Library Director. Miculek reminded the board that they may be contacted by the City Manager's office to participate on the interview panel to assist in hiring a new library director. Kelley requested that the item remain on future agendas, under the Director's report to keep the board updated on the hiring process. No action required.
- H. Consideration and possible action regarding future meeting dates and times.** - Michael Kelley, Board Chair. The March meeting will be held as regularly scheduled on Tuesday, March 2, 2021 at 6:00 pm, via Zoom. No action taken.

Chair Kelley adjourned the meeting at 7:02 p.m.

Respectfully submitted,

Michael Kelley
Chair

Richard Thielmann
Secretary

These minutes were approved at the virtual meeting on 3/2/21.

City of Georgetown, Texas
Library Advisory Board
March 2, 2021

SUBJECT:

Consideration of Library Director's report. -Sally Miculek, Interim Library Director.

ITEM SUMMARY:

The Director's report will include monthly statistics, review of programs, library closures, budget planning, and re-opening the library.

FINANCIAL IMPACT:

None.

SUBMITTED BY:

ATTACHMENTS:

Description		Type
☐	Memorials Log Jan. 2021	Backup Material
☐	Statistics January 2021	Backup Material

GEORGETOWN PUBLIC LIBRARY
DONATIONS -- January 2021

DONOR	DONATION
FOL	\$47,206.25 for Overdrive



GEORGETOWN PUBLIC LIBRARY													
Patron Visits	Oct	Nov	Dec	Jan	Feb	Mar*	Apr*	May	Jun	Jul	Aug	Sep	Annual Total
Current Year	22205	12192	0	0	0								34397
2019-2020	32586	26643	23995	35422	33250	17193	NA	9883	5802	18184	10272	11174	224404
Circulation	2020			2021									Annual Total
Current Year	38241	26368	15961	16009									96579
2019-2020	46708	38121	39868	44513	41707	31253	5296	24497	40771	40002	39822	38347	430905
FY 2020-2021 Statistics													
													Annual Total
# patron checkouts	3588	3094	2130	2042									10854
WOW! Circs	2155	1533	502	501									4691
Children's Programs													
Attendance	11	25	49	21									106
Programs	0	0	1	0									1
Story Time Programs	1	3	4	3									11
Other (Tour, Movies, Cra	0	0	0	0									0
After School Programs	0	0	0	0									0
Teen Programs													
Programs	0	1	0	2									3
Attendance	0	8	0	13									21
Teen Space Users	0	0	0	0									0
Adult Programs													
Programs	5	1	1	1									8
Attendance	290	34	21	23									368
Other Services													
GPL ILL Req. filled	0	0	0	0									0
Outgoing ILL	0	0	0	0									0
ILL Requests	0	0	0	0									0
Overdrive usage (E-book	4824	4822	4981	5511									20138
Overdrive usage (audiob	2422	2346	2383	2710									9861
SimplyE	1	1	23	8									33
Database Searches	3617	1574	1981	4773									11945
Volunteer Hours													
Adult	124	0	0	0									124
Teen	0	0	0	0									0
Community Service	0	0	0	0									0
Total	124												124
Registrations													
City Residents-new	155	64	48	80									347

Non-residents-new	89	46	5	8	148
GISD Student memb.	2	2	0	0	4
Total	246	112			499
Cash Receipts					
Non-resident fees	1,845.00	1,365.00	280.00	560.00	4,050.00
Copies	220.07	142.50	-	7.60	370.17
Donations	2,184.67	2,648.26	1,304.54	351.18	6,488.65
Gifts/Memorials	375.00	12,594.84	12,145.00	47,206.25	72,321.09
Meeting Room Use					
# of attendees	0	0	0	0	0
# of reservations	0	0	0	0	0
Study Room Use					
# of attendees	0	0	0	0	0
# of reservations	0	0	0	0	0
Library Collection Changes					
Copies Added	1127	1061	1205	894	4287
Copies Discarded	1350	1098	1194	1280	4922
Donations Added	130	135	19	131	415