

**Notice of Meeting for the
Library Advisory Board
of the City of Georgetown
May 4, 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/92021053519?
pwd=UmZyYW80OGRWd25aUmdnRHo1V1NNQT09](https://georgetowntx.zoom.us/j/92021053519?pwd=UmZyYW80OGRWd25aUmdnRHo1V1NNQT09)**

Meeting ID: 920 2105 3519

Passcode: 135510

One tap mobile

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Dial by your location

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+1 312 626 6799 US (Chicago)

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 920 2105 3519

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, Library Director
- B Introduction of library staff member. -Sally Miculek, Library Director and Ann Evans, Reference Librarian.
- C Consideration of the Library Director's report. -Sally Miculek, Library Director.
- D Discussion regarding the possibility of additional Library locations. -Richard Thielmann, Board member and Sally Miculek, Library Director
- E Discussion regarding the American Rescue Plan Act. -Nancy Hill, Board member and Sally Miculek, Library Director.
- F Discussion on how the direction and success of Georgetown Public Library may change following the decades long career of Eric Lashley. -Dave Garlock, Board member and Sally Miculek, Library Director.
- G Discussion regarding the Sustainable Libraries Initiative. -Susan Cooper, Board member and Sally Miculek, Library Director.

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found at the Board meeting. Clearly print your name, the letter of the item on which you wish to speak, and present it to the Staff Liaison, preferably prior to the start of the meeting. You will be called forward to speak when the Board considers that item.

On a subject not posted on the agenda: Persons may add an item to a future Board agenda by filing a written request with the Staff Liaison no later than one week prior to the Board meeting. The request must include the speaker's name and the specific topic to be addressed with sufficient information to inform the board and the public. For Board Liaison contact information, please logon to <http://government.georgetown.org/category/boards-commissions/>.

- H Citizens wishing to address the board. -Michael Kelley, Board Chair.

Legislative Regular Agenda

- I Consideration and possible action to approve minutes from the April 6, 2021 Library Advisory Board meeting. -Michael Kelley, Board Chair.
- J Consideration and possible action to recommend to City Council that library staff continue purchasing digital materials from OverDrive, Inc., in a total amount not to exceed \$70,000 for fiscal year 2020-2021. -Sally Miculek, Library Director.
- K 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

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	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	14279	22625								133483
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	1998	2512							15364
WOW! Circs	2155	1533	502	501	455	1028							6174
Children's Programs													
Attendance	11	25	49	21	19	105							230
Programs	0	0	1	0	0	2							3
Story Time Programs	1	3	4	3	3	4							18
Other (Tour, Movies, Cra	0	0	0	0	0	0							0
After School Programs	0	0	0	0	0	0							0
Teen Programs													
Programs	0	1	0	2	1	3							7
Attendance	0	8	0	13	7	17							45
Teen Space Users	0	0	0	0	0	0							0
Adult Programs													
Programs	5	1	1	1	1	3							12
Attendance	290	34	21	23	56	46							470
Other Services													
GPL ILL Req. filled	0	0	0	0	0	0							0
Outgoing ILL	0	0	0	0	0	0							0
Overdrive usage (E-book	4824	4822	4981	5511	5168	4943							30249
Overdrive usage (audiob	2422	2346	2383	2710	2290	2649							14800
SimplyE	1	1	23	8	16	7							56
Database Searches	3617	1574	1981	5096	5202	5133							22603
Volunteer Hours													
Adult	124	0	0	0	0	98							222
Teen	0	0	0	0	0	0							0
Community Service	0	0	0	0	0	0							0
Total	124	0	0	0	0	98	0	0	0	0	0	0	222
Registrations													
City Residents-new	155	64	48	80	37	105							489
Non-residents-new	89	46	5	8	5	32							185
GISD Student memb.	2	2	0	0	1	0							5
Total	246	112											679
Cash Receipts													
Non-resident fees	1,845.00	1,365.00	280.00	560.00	1,290.00	3,425.00							8,765.00
Copies	220.07	142.50	-	7.60	3.10	194.22							567.49
Donations	2,184.67	2,648.26	1,304.54	351.18	576.27	1,961.23							9,026.15
Gifts/Memorials	375.00	12,594.84	12,145.00	47,206.25	300.00	5,099.50							77,720.59
Meeting Room Use													
# of attendees	0	0	0	0	0	0							0
# of reservations	0	0	0	0	0	0							0
Study Room Use													
# of attendees	0	0	0	0	0	0							0
# of reservations	0	0	0	0	0	0							0
Library Collection Changes													
Copies Added	1127	1061	1205	894	787	1372							6446



Copies Discarded	1350	1098	1194	1280	532	746	6200
Donations Added	130	135	19	131	12	188	615

**Director's Monthly Report
Georgetown Public Library
April 2021**

April Highlights

- On April 12, the Library expanded Grab and Go service hours to 9 a.m.-6 p.m., Monday-Friday and 9 a.m.-5 p.m. on Saturdays. Curbside hours are Monday- Friday, 10-11 a.m. and 3-4 p.m. The building remains closed on Sundays.
- Library staff continued planning for the next phases in re-opening the library.
- Technical Services Librarian and supervisor Sally Bernier announced her retirement, after serving the City of Georgetown for over 20 years. Bernier's last day will be May 14. She has accepted an Assistant Director position in New Hampshire to move closer to family.
- The Library recognized National Library Week April 4-10 via social media.
- National Poetry Month was celebrated via social media posts, special storytimes, and a poetry contest.
- The Friends of the Library hosted a fundraiser in honor of Library Giving Day, April 7.
- Some library staff members attended the virtual Texas Library Association's Conference, April 22-24.
- Virtual programs and activities for children in April included:
 - Storytime
 - Family Nature Fest-partnership program with the Parks and Recreation Department
 - Bird feeder kit
- Virtual programs and activities for teens in April included:
 - Teen Fandom Jeopardy
 - Teen Advisory Board meeting
 - Blackout poetry kit
- Virtual programs and activities for adults in April included:
 - Virtual GISD Art Show, March 29-April 9
 - City Staff art exhibit, April 7-May 9
 - Rachel Hancock: Art with Heart exhibit, April 7-June 13
 - Seed + planter marker kit
 - Tuesday Talks with Britin and Ann
- The library announced a call for art exhibit proposals for 2022. The call will be open through May 15 and applicants will be notified by June 1.

Patron Comments

1. **Comment:** Great, super help! Elizabeth's help was so helpful today--Made my day extra so special! Thank you!
2. **Comment:** We sure love you guys & all you do for our family. We can't wait to see you over the summer 
 We love you! Keep up being awesome!

GEORGETOWN PUBLIC LIBRARY
DONATIONS -- March 2021

DONOR	DONATION
Alfred E. Blaschke	\$500 unspecified
Jane Huffstutler/Never Before Book Club	\$100 for 10 copies of Nomadland
Joanne Ferretti	\$25 unspecified
Col. Lester Frazier	\$250 for staff Christmas party

City of Georgetown, Texas
Library Advisory Board
May 4, 2021

SUBJECT:

Discussion regarding the Sustainable Libraries Initiative. -Susan Cooper, Board member and Sally Miculek, Library Director.

ITEM SUMMARY:

<https://sustainablelibrariesinitiative.org/>

FINANCIAL IMPACT:

None

SUBMITTED BY:

Minutes of the Meeting of the
Library Advisory Board
City of Georgetown
April 6, 2021

The Library Advisory Board met on Tuesday, April 6, 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: Nosa Asowata, Susan Cooper, David Garlock, Nancy Hill, Michael Kelley, Thom Sinwell, and Richard Thielmann.

MEMBERS ABSENT: None

STAFF IN ATTENDANCE: Sally Miculek –Library Director, and Lawren Weiss-Administrative Assistant.

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

- 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, 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. None were present. No action required.
- C. Consideration and possible action to approve minutes from the March 2, 2021 Library Advisory Board meeting. -Michael Kelley, Board Chair. The board noted that the date was listed incorrectly in item H of the March minutes. Chair Kelley requested that the word "Library" be capitalized in the March minutes and all minutes moving forward. Weiss will make changes as requested. **Motion by Thielmann; second by Garlock** to approve the March 2, 2021 minutes as amended. **Approved 7-0.**
- D. Review of the Library Advisory Board bylaws and City of Georgetown Boards and Commissions attendance policy. -Sally Miculek, Library Director. Miculek reviewed the bylaws and attendance with the Board, noting board members must attend at least 75% of meetings to satisfy the City's policy. No action required.
- E. Consideration and possible action to elect a Vice Chair and Secretary to the Library Advisory Board. - Michael Kelley, Board Chair. Chair Kelley explained the roles of the board officers. After brief discussion, **Kelley moved** to nominate Sinwell as Vice Chair of the Library Advisory Board. **Thielmann seconds, approved 7-0. Motion by Sinwell, second by Thielmann** to elect Susan Cooper as Secretary of the Library Advisory Board. **Approved 7-0.**
- F. Discussion: The closed library and discussion of the bylaws, function, and responsibilities of the Georgetown Library Advisory Board; including philosophical, practical, and realistic concerns. -Richard Thielmann, Board member and Sally Miculek, Library Director. Thielmann expressed concern

that the library was closed even after the Governor lifted the COVID closure mandates. Miculek explained the library's phased re-opening plan to accommodate both, patrons who are ready to return to the building in person and those who may wish to utilize library services but are not quite ready to return in person. Miculek and Board members also discussed the Board's roles as it pertains to the Library's long-range plan and advising staff and council as needed about the Library's needs, budgetary or otherwise. No action required.

- G. Consideration of Library Director's report. -Sally Miculek, Library Director. Miculek reviewed the Library's monthly statistics, discussed how donors are thanked when providing a monetary gift, and the status of the vacant Assistant Director position. Miculek presented this item with a PowerPoint presentation to add imagery to the statistics and information provided in the agenda packet (attached). No action required.
- H. Discussion regarding the library's use of e-materials from Overdrive, Central Texas Digital Consortium, and Libby. -Susan Cooper, Board member and Sally Miculek, Library Director. Cooper asked Miculek to discuss how the Library selected OverDrive over other e-book providers and how CTDC plays a role in that patron resource. Miculek explained that the Library pays OverDrive to be part of the CTDC to offer a wider variety of materials to patrons. Aside from the consortium, the Library pays a separate amount to OverDrive each year, using City budget and gift money from the Friends of the Library and the public, to purchase e-materials for Georgetown Public Library patrons only. Libby is the app patrons use to access e-materials through the consortium. No action required.
- I. Discussion regarding the library's databases. -Thom Sinwell, Board member and Sally Miculek, Library Director. Sinwell noted that the Library's Ancestry database was available in-house only before COVID but was available for remote use during the pandemic. He inquired about the cost difference between pre-COVID and during COVID use. Miculek explained that Ancestry and other databases control whether or not to offer their services in-library only or allow outside use by cardholders. The Library pays for the database services at the beginning of the year, so no extra charges were incurred due to the increased availability. Users can only access the databases if they have an active Library card. No action required.
- J. Consideration and possible action regarding future meeting dates and times. -Michael Kelley, Board Chair. Board members did not wish to change the date or time of the Library Advisory Board meetings at the start of the new term, so the next meeting will continue as regularly scheduled on Tuesday, May 4 at 6 p.m. via Zoom. No action taken.

Chair Kelley adjourned the meeting at 7:36 p.m.

Respectfully submitted,

Michael Kelley
Board Chair

Susan Cooper
Board Secretary

These minutes were approved at the 5/4/21 virtual Library Advisory Board meeting.