

**Notice of Meeting for the
Library Advisory Board
of the City of Georgetown
December 4, 2018 at 6:00 PM
at Staff conference room, Georgetown Public Library, 402 W. 8th Street**

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 113 East 8th Street for additional information; TTY users route through Relay Texas at 711.

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. -Pete Rose, Chair.
- B Consideration of minutes from the November 6, 2018 Library Advisory Board meeting. -Pete Rose, Chair.
- C Consideration of Library Director's report. -Eric Lashley, Library Director.
- D Discussion of Library Advisory Board members attending the Texas Library Association's Annual Conference in Austin, TX April 15-18, 2019. -Eric Lashley, Library Director.
- E Consideration and possible action to implement a SAT training program for the March and May tests. - Eric P. Lashely, Library Director.
- F Discussion of the 2030 Comprehensive Plan community engagement results. -Eric Lashley, Library Director.
- G Discussion of the library assisting in the management of Grace Heritage Center. -Eric Lashley, Library Director.
- H Consideration and possible action regarding future meeting dates. -Pete Rose, Chair.

CERTIFICATE OF POSTING

I, Shelley Nowling, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 113 E. 8th Street, a place readily accessible to the general public at all times, on the _____ day of _____, 2018, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Shelley Nowling, City Secretary

Minutes of the Meeting of the
Library Advisory Board
City of Georgetown
November 6, 2018

The Library Advisory Board met on Tuesday, November 6, 2018 at 6:00 p.m. in the second floor Classroom, Georgetown Public Library, 402 W. 8th Street

MEMBERS IN ATTENDANCE: Pat Baldwin, John Hudson, Michael Kelley, Thom Sinwell and Pete Rose.

MEMBERS ABSENT: Lindsay Cooper and Linda Schaffer.

STAFF IN ATTENDANCE: Eric Lashley – Library Director.

Chair Rose called the meeting to order at 6:00 p.m.

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. No action required.
- B. Consideration and possible action to approve minutes from the October 2, 2018 Library Advisory Board meeting. – Pete Rose, Chair. **Motion by Kelley; second by Baldwin to approve** the October 2, 2018 meeting minutes with changes to typographical errors noted by Rose. **Approved 5-0** (Cooper and Schaffer absent).
- C. Consideration of Library Director's report. - Eric Lashley, Library Director. Lashley reviewed the monthly statistics with the board. Lashley noted that Interlibrary Loan (ILL) figures were up the last two months and the library has stopped charging patrons for this service. The library is receiving reimbursement from the State Library for the ILL program and recently received \$2,842.32 for ILL postage.

StoryCorps visited the library October 24 through October 26, 2018 to record oral histories of people's involvement and impressions of the library. The StoryCorps process is recording two people having a conversation on a given topic for about 40 minutes. The following individuals participated the in the StoryCorps event: Eric Lashley and Noreen Rafique, Nick Ramos and Jane Estes, Thom and Vicky Sinwell, Colin and Judy Johnston, Sheri Miklaski and Sally Miculek, Rosie Rocke and Susan Biggs, Debbie Scott and Sally Bernier, Valerie and Robert Barber, Kalena Powell and Michele Harber, Leslie Bradley and Janet Thompson, Keith Hutchinson and Dana Hendrix, Jerry Sensabaugh and Kathleen Bowling, as well as Linda Nix and Ann Aiken. Sinwell told the board of his experience participating in the event.

The Friends of the Library's Hill Country Authors Series event with Susan Wittig Albert had approximately 180 attendees. The Genealogy Jamboree had approximately 70 participants, an increase in its second year. The Adulthood Holiday Spirits program was also well attended.

Lashley reported the library will host a photography exhibit of local attorney Dale Illig's titled *Pictures From India – 1969-72* during November and December. A film viewing and reception will be held on December 2. Illig was a Peace Corps volunteer in 69-72 in India. This will be the first public display of his photography.

Lashley distributed the customer satisfaction survey from the month of October (attached). Board members discussed adding a text box that will appear if patrons select an unhappy emoji, so patrons can expand on their

negative experience. This will help staff gather explanations as to why a patron selected the negative emoji and address the issues.

Lashley reported planning for the new parking lot is moving forward, shade structure construction is underway in the Red Poppy Plaza, and repairs to the security gate at the Red Poppy Coffee Co. are taking place during inventory.

Lashley discussed spending the \$5,000 grant received from the Institute of Museum and Library Services for winning the National Medal on Chromebooks and WIFI hotspots. These materials would be allowed to circulate outside the building. Board members agreed it would be a good program but asked staff to research best practices from libraries that offer similar programs and consider if it's feasible to checkout just the WIFI hotspots.

Director Lashley distributed a report by the Public Library Association's *Bringing Social Services into the Library* that Patrick Lloyd helped draft with social workers throughout the nation (attached). Lloyd serves on the PLA Social Work Task Force. The report gives a description of what the various social workers are doing in libraries. There are less than 20 social workers embedded in libraries in the US.

Lashley read the patron comments. No action required.

- D. Discussion of home delivery and books by mail program. - Eric Lashley, Library Director. Lashley distributed Sheila Gauntt's monthly report of home deliveries (attached). Lashley informed the board Gauntt is making deliveries to an average of 65 patron's homes each month. Gauntt coordinates with the Fleet Services department to rent a City vehicle to make the deliveries. Toni Nietfeld uses the bookmobile to deliver to nursing homes which is inefficient. Staff would like to ask the Friends of the Library to purchase a small cargo van that would allow the library to deliver library materials in a more efficient manner. The board agreed an additional van could be a great way to increase services. Hudson noted the home delivery services could be a great volunteer opportunity. Lashley explained the library would also like to start a books by mail service for patrons who want to continue library service, but do not want staff members to enter their home. Staff have researched a number of options for starting this service. No action required.
- E. Discussion of the library's Strategic Plan Update. – Eric Lashley, Library Director. Lashley discussed tying the Strategic Plan to national standards. Lashley wants to incorporate strategies that are measurable. Hudson wants the plan to have more collaborative literacy programming; such as a Writer's Voice program. Hudson would also like the library to schedule program development meetings with community groups and the schools to help encourage teens to use the library. The board discussed having students opt in for a library card at the beginning of school to allow easier access to the library's databases. Hudson suggested library staff meet with the high school librarians to start collaborative efforts. No action required.
- F. Consideration and possible action regarding future meeting dates. – Pete Rose, Chair. The next meeting will be as regularly scheduled on Tuesday, December 4, 2018 at 6:00 p.m.

Chair Rose adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Pat Baldwin
Secretary

Pete Rose
Chair

Minutes of the Meeting of the
Library Advisory Board
City of Georgetown
October 2, 2018

The Library Advisory Board met on Tuesday, October 2, 2018 at 6:00 p.m. in the first floor Conference Room, Georgetown Public Library, 402 W. 8th Street

MEMBERS IN ATTENDANCE: Michael Kelley, Lindsay Cooper, Pat Baldwin, Linda Schaffer, and Pete Rose.

MEMBERS ABSENT: John Hudson and Thom Sinwell

STAFF IN ATTENDANCE: Eric Lashley – Library Director.

Vice Chair Cooper called the meeting to order at 6:03 p.m.

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. No action required.
- B. Consideration and possible action to approve minutes from the September 4, 2018 Library Advisory Board meeting. – Cooper, Vice Chair. **Motion by Baldwin; seconded by Schaffer to approve** the minutes of the September 4, 2018 meeting. **Approved 4-0.** (Hudson, Sinwell, and Rose absent)
- C. Consideration of Library Director’s report. - Eric Lashley, Library Director. Lashley reviewed the patron comments. Cooper noted Austin Public Library has stopped charging library fines for children’s materials. Lashley reported the removal of fines at GPL has gone well. Lashley reported Sally Miculek has met with most regional libraries and they are also going fine free. Circulation was up over the previous year and visitations was slightly down. Volunteer hours were over 1,000 for the month of August. OverDrive and bookmobile circulation was strong. Lashley noted the library is now providing free famine hygiene products and diapers in our restrooms. This has received a very positive response from our patrons. Cooper asked if there were changing stations in the men’s restrooms and Lashley assured her there were.

Lashley handed out a report of the Customer Satisfaction Survey from our iPad program. The board discussed the results. Lashley noted the library is still in the testing period. He noted the location may be a determining factor. Often the times that have the highest rate of unhappiness also have the highest rate of happiness. Lashley doesn’t want to jump to conclusions since the report was the first month of data. Director Lashley noted he may change the survey to have a text box pop up if a customer hits the unhappy button to find out what caused the unhappy response.

Lashley noted the monthly art show was the annual Art Hop which has works of art at the library and Art Center. Lashley noted he will be attending the annual CTLS membership meeting in the new Seguin Public Library and will be a presenter at the TLA District III meeting in Round Rock.

Lashley noted work on the shade structures in the Red Poppy Plaza should begin shortly.

Lashley read the patron comments.

- D. Consideration and possible action to approve Ingram, Inc. as the preferred vendor for purchasing library materials for fiscal year 2018-19. Eric Lashley, Library Director. Lashley reported the library staff were recommending selecting Ingram, Inc. as the major vendor for library materials. Lashley explained Ingram gives a greater discount than the competitors as well as free shipping. **Motion by Kelley; seconded by Cooper** to recommend Ingram, Inc. as the preferred vendor for purchasing library materials for fiscal year 2018-19. **Approved 5-0.** (Hudson and Sinwell absent)

- E. Discussion of the City's On the Table process and the library's Strategic Plan Update. – Eric Lashley, Library Director. Lashley reported the Planning Department had asked the board to participate in the On the Table event for the 2030 Comprehensive Plan update. Lashley asked the board to discuss what they liked about living in Georgetown and what needs to be improved in Georgetown by 2030. Lashley asked the board if they met a friend that had never been to Georgetown, what would they brag about? The board said they would brag about the library, the Square, parks, big city amenities with a small town feel, shopping, and lots of the development taking place. Growth is a concern. Suburban sprawl was a concern. Renewable energy is very positive and innovative. Southwestern University is a major asset. San Gabriel Park and Garey Park are major assets. Lake Georgetown is not a major draw, but could. Good medical care.

The board was concerned about traffic, water, and managing growth. Board members were concerned about the Historic and Architectural Review Commission. Board wanted to maintain the greenspace, control flooding, and protect the water sources. Other concerns were affordable housing and providing jobs for young professionals. Quality of schools was also a major concern. Taxes revenues and structure cannot keep pace with the growth in the school district. There are challenges with having a senior population. However, there are a lot of positives that come from having a large senior population.

Lashley then reported that at the previous board meeting there was discussion about whether or not Georgetown should use comparisons for the Strategic Plan by State or National norms. Lashley handed out statistics comparing Georgetown to national statistics and our library was extremely competitive. The Georgetown Public Library is ranked at the top in terms of Texas standards, but falls short nationally in some categories. The board agreed to use the national standards as the benchmark.

- F. Consideration and possible action regarding future meeting dates. – Pete Rose, Chair. There was no need to change the November meeting. Therefore, the November meeting will be held on Tuesday, November 6, 2018 at 6:00 p.m.

Chair Rose adjourned the meeting at 7:24 p.m.

Respectfully submitted,

Pat Baldwin
Secretary

Pete Rose
Chair

GEORGETOWN PUBLIC LIBRARY

Comparative Fiscal Year Statistics

	Oct	Nov	Dec	Annual Total
Patron Visits				
Current Year	32687			32687
2017-2018	29114	28197	27459	381859
Circulation				
Current Year	43804			43804
2017-2018	41038	34474	34140	498281

FY 2018-2019 Statistics

				Annual Total
# of patron				
checkouts	4457			0
Bookmobile				
Circulation	2254			2254
Children's Programs				
Attendance	1622			1622
Programs	14			14
Story Time Programs	30			30
Other (Tour, Movies, C	10			10
After School Programs	4			4
Adult Programs				
Programs	14			14
Attendance	230			230
Other Services				
GPL ILL Req. filled	65			65
Outgoing ILL	26			26
Internet usage (persons)	5628			5628
Overdrive usage (E-books)	3036			3036
Overdrive usage (audiobook	1473			1473
Volunteer Hours				
Adult	796.03			796.03
Teen	132.28			132.28
Community Service	50.07			50.07
Total	978.38	0.00	0.00	978.38
Registrations				
City Residents-new	270.00			270.00
Non-residents-new	117.00			117.00
GISD Student memb.	2			2.00
Total	389.00	0.00	0.00	387.00
Cash Receipts				
Fines/Misc. Revenue	1900.26			1900.26
Non-resident fees	2685.00			2685.00
Donations	2948.26			2948.26
Gifts/Memorials	450.00			450.00
Meeting Room Use				
persons attdg meetings	4095			4095
# of reservations	219			219
Library Collection Changes				
Copies Added	1878			1878
Copies Discarded	1061			1061
Donations Added	102			102

**Director's Monthly Report
Georgetown Public Library
November 2018**

November Highlights

- Live Music Sunday: Austin Jazz Band, 11/18
- Art exhibits:
 - *Worth a Thousand Words* by Sun City professional artists-Bridge and Hall galleries
 - *Dale Illig: Pictures from India: Peace Corps, 1969-1972*- First Floor lobby, Second Floor Bridge and Reading Areas. Reception and film screening on December 2 from 3-6 p.m. Film begins at 4:30 p.m.
- Programs for **children/tweens/teens** included:
 - Recurring events such as Storytimes, Teen Advisory Board, Teen Hang and Homeschool Happenings
 - Tween and Teen Super Smash Bros. Tournament, 11/17
 - Teen Dungeons & Dragons program 11/24
- Programs for **adults** in November included:
 - Recurring events such as Live Music Sunday, artist reception, Knitting Club, Games for Grown Ups/Adult Coloring Circle and Wired Wednesday
 - Adultish hosted a holiday spirits event on 11/2

Patron Comments

1. Whomever is ordering the Juvenile Nonfiction books is doing a good job.
2. Could you offer 100 piece puzzles for us who are not at the 500-1,000 piece level yet?
3. A huge thank you to volunteer Randy. He was a wonderful help to me getting an application printed on my windows computer.
4. Super Fantastic Adultish program!! Holiday Spirits. Let's have more!

GEORGETOWN PUBLIC LIBRARY

DONATIONS -- October 2018

DONOR	DONATION
Dr. Jeanette Cates	4 of her books: Breast Cancer 101, Teach Online, Sell You Book With an E-Course, Sell More Books as a Teleseminar Guest
Georget P. Keagle	\$100 to use where needed
Sun City N. 59 Book Club	donation of The Faith Club by Idliby, Oliver & Warner
John Campbell	donation of his book Riding on the Coattails fo Genius
Beverly Larsen	\$100 to use where needed
Rene Piotrowski (DAR)	donation of books Grandma Liza's Rainbow Cake and Courage, Charm and Character
Col. Lester G. Frazier	\$250 for staff christmas party
Geri Tease	donation of The Corrosion of Conservatism