



## Taylor Public Library Advisory Board Agenda

November 14, 2023, 6:30 pm in the Library Meeting Room

1. Call to order and declare a quorum:

2. Citizen Communication:

The Library Advisory Board welcomes public comments on items not listed on the Agenda. However, the Library Advisory Board cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.

3. Minutes of the September 26, 2023 Library Advisory Board Meeting.

4. Library Reports:

- Library Report: October library statistics and activities.
- New staff and continued hiring.
- Upcoming Programming:
  - Nov. 9 at 9:30 am in the Meeting Room: Chair Yoga
  - Nov. 13 at 9:30 am in the Meeting Room: Coffee & Donuts with Veterans
  - Nov. 17 Shoebox Turkey Parade
  - Nov. 18 Sewing Saturday: 1:30 pm: Sew Simple Christmas Stockings
  - Nov. 20 at 10:30 am in the Meeting Room: Preschool Movie
  - Wednesdays: Preschool Storytime, various themes.

5. New Business:

Review of aging TPL Policies

6. Old Business:

7. Set next meeting & adjourn. (January 9, 2024)

The Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including Section 551.071 (Consult with attorney);

The Library Board may vote/and or act upon each of the items listed in this agenda. I certify the notice of meeting was posted at the Taylor Public Library on the preceding Friday before 5:00 p.m. and remained posted for at least 72 continuous hours proceeding the scheduled time of said meeting.



## Taylor Public Library Advisory Board Minutes September 26th, 2023 6:30 pm in Library Meeting Room

In attendance: Karen Ellis, Sheon Corley, Sharon Naivar, Vickie Thornton, Maria Newman, B.J. Burrow. Excused absence: John Kaatz

- 6:00 pm -- Doors open to citizens to sign up for Citizen Communication slots
- 6:26 pm -- Sheon Corley announces that the meeting will be starting in four minutes, last call for signing up for Citizen Communication
- 6:30 pm -- Sheon Corley calls meeting to order and quorum declared
- 6:31 pm -- Citizen's Communication.
- 7:41 pm -- Citizen's Communication ends.
- 7:45 pm -- Maria Newman motions to accept previous Meeting Minutes. B.J. Burrow seconds. Motion passes.
- 7:45 pm -- New Business
- 8:01 pm -- Unanimous vote to accept Karen's Matrix showing where questioned Books are located and to maintain current location.
- 8:02 pm -- Karen Ellis presents Library Reports, Monthly Reports, New Staff and Hiring Updates, and Upcoming Programming Updates
- 8:11 pm -- Old Business
- 8:12 pm -- Meeting adjourned

# Taylor Public Library

## October 2023

October Circulation	6,485
New Cards in October	53
Renewals	77
Total Cards issued in October	130
TexShare Cards issued in October	2
Total number of Library card holders	13,630
New books & other new materials	560
Number of Items on Loan at end of month	3,304
Interlibrary Loan items borrowed for TPL patrons	12
Interlibrary Loan items lent to other libraries	9
Volunteer Hours	65
People in the Library	2,164
Archives Research	1
Total Computer Usage	601
Wireless Usage	1,066
Reference Questions	774
Web Page count	2,132
Revenue	\$438
Hours Open	218

**Library Holdings:** Titles: 57,875 Volumes: 59,585

**Throughout the Month:** Taylor Chamber of Commerce donated old pictures, materials, maps and reports. Sorting through these and prioritizing processing has been an off & on project.

**October Activities & Notes:**

New Library Assistant Amos Ballesteros began work October 5<sup>th</sup>; having worked at the Waco Public Library system as Circulation Supervisor.

Karen responded to several Open Records requests. Karen sent out letters to those who filled out Reconsideration Forms related to a list of materials submitted by individuals who wanted those items moved.

Karen attended the annual PLAN Membership Meeting in Frisco, Texas on 10/6. Karen also attended a webinar on applying for the grant programs available through the Texas State Library & Archives Commission on 10/19.

Library Assistant Leah Norris and Youth Services Librarian Julissa Lira attended the Performers Showcase in Georgetown to book performers for the 2024 Summer Reading Program.

Annular Solar Eclipse on Oct. 14<sup>th</sup>: 185 adults and 86 children attended the Library's Eclipse Watch Party. Those who wanted glasses but didn't want to stay were turned away. Pastor Qualley from St. Paul's Lutheran Church brought his filtered telescope for participants to see a larger view. Pastor Qualley will be back for the full solar eclipse in April 2024.

St. Davids' Foundation funded 2 sessions of chair yoga. More plans for future programs with this funding are being planned.

Halloween Spooktacular at Heritage Square: 4 family entries; 20 for ages 0-3; 19 for ages 4-6; 21 for ages 7-12; 1 for ages 13-18. 65 total participants.

**Meeting Room Statistic:** Library use: 5 storytimes (45 adults/137 children); 5 Hooks & Needles (37 adults); Puzzle Swap (10 adults/1 child); 2 job trainings (6 adults); Eclipse Watch Party (185 adults/86 children); 1 meeting of the Friends of the Library (8 adults); 2 City meetings (15 adults); Taylor HS Photography presentation (1 adult/14 youth). **Conference Room Statistics:** None.

# NOVEMBER 2023

Mon	Tue	Wed	Thu	Fri	Sat
		1 Storytime "Fall" 10:30 am	2	3	4 Puzzle Swap @ 2:15pm
6 Home School Social @12:00	7 Hooks & Needles @ 9am	8 Storytime "Turkeys" 10:30	9 Chair Yoga at 9:30	10 Library Closed	11 Library Closed
13 Coffee and Donuts for Veterans @ 9:30 am	14 Hooks & Needles @ 9am	15 Storytime "Thanksgiving" 10:30	16	17 Shoebox Turkey Parade @1:30	18 Sewing Saturday 1:30-4:00
20 Preschool Movie 10:30 am	21 Hooks & Needles @ 9am	22 No Storytime	23 	24 Library Closed	25 Library Closed
27	28 Hooks & Needles @ 9am	29 Storytime "Family" 10:30	30	1	2

Taylor Public Library (512) 352-3434



## Taylor Public Library Policy Updates/Reviews

Policy Name	Date Approved/Revised
Circulation Policy	March 24, 2022
Code of Conduct	April 14, 2016
Collection Development Policy Reconsideration Form	February 22, 2018
Computer & Internet Policy	March 14, 2023
Confidentiality Policy	November 14, 2019
Copyright Compliance Policy	January 9, 2020
Displays & Distribution of Materials	May 26, 2011
Interlibrary Loan Policy & Form	October 6, 2011
Local History and Archives Policy: a. Deed of Gift Form b. Request for Photographic Services Form c. Request to Access Collections Form.	November 12, 2015
TexShare Policy	April 6, 2023. Need to change regarding e-book accessibility.
Unattended Children Policy	March, 2023
Wi-Fi Policy	January 28, 2016