



Library Advisory Board  
June 15, 2021  
**Regular Meeting – 5:00 P.M.**  
Seagoville Public Library  
702 N. Hwy 175  
Seagoville, TX 75159

**AGENDA**

1. Call to Order
2. Approval of May 18, 2021 Meeting Minutes
3. Library Activity Report  
Statistical Data – Programs
4. Policy and Procedure Review and Revision
5. Review and/or Update By-Laws
6. Future Agenda Items
7. Citizen Comments
8. Adjourn

Posted Thursday June 10, 2021 at 5:00 P.M.

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Liz Gant, LAB Staff Liaison

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I certify the attached agenda of items to be considered by the Library Advisory Board was removed by me from the City Hall front glass window on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

**Seagoville Public Library**  
**Library Advisory Board**  
Minutes  
Regular Meeting  
May 18, 2021  
5:00 PM

**1. Call To Order**

Meeting was called to order at 5:02 PM. Members present were, Sandra Waggoner, Mary Graham, Judy Whitehead, Pat Bearden Lizbeth Petty and Staff Liaison Liz Gant. Reba Groblebe was absent from this meeting.

**2. Approval of March 16, 2021 Meeting Minutes**

Mary Graham made a motion to approve the minutes for the March 16, 2021 meeting of the Library Advisory Board. Judy Whitehead seconded and the motion passed with a unanimous vote.

**3. Library Activity Report**

**Circulation Statistics and Cards Issued**

Liz Gant did not provide statistical data. Reporting will resume in June.

**Programs**

In-person programs are suspended at this time. Summer Reading Club will be held virtually.

**4. Future Agenda Items**

Policy and Procedure Manual Review, Statistical Data and Updating of By-Laws

**5. Citizen Comments**

None

**6. Adjourn**

Lizbeth Petty made a motion to adjourn at 6:02 PM, Mary Graham seconded and the motion passed with a unanimous vote.

Approved \_\_\_\_\_  
Pat Bearden, Library Advisory Board Chairman

Attest \_\_\_\_\_  
Elizabeth Gant, Library Advisory Board Secretary

FY 2021

Library Visits

Month	FY 2020					5 Yr. Avg.	FY 2021				
	2015	2016	2017	2018	2019		2020	2021			
October	1084	1105	1027	807	1239	1052	1198	286			
November	842	1048	1098	869	1156	771.4	1262	113			
December	971	973	829	924	873	739.4	1115	0			
January	1032	916	1086	1300	1081	866.8	952	0			
February	873	952	1177	1199	1105	840.2	1034	0			
March	1012	1302	1250	1354	1215	983.6	530	289			
April	930	1046	1051	1343	1062	605.4	0	394			
May	968	1047	874	1192	1078	816.2	0	504			
June	1736	1589	1458	1588	1866	1274	426				
July	1549	1166	1256	1821	1374	1158	247				
August	1377	1431	1476	1693	1381	1195	317				
September	1067	1248	1055	1172	1217	908.4	503				
<b>Total</b>	<b>13441</b>	<b>13823</b>	<b>13637</b>	<b>15262</b>	<b>14647</b>	<b>1133</b>	<b>4527</b>				

FY 2021

New Cards Issued

Month	FY 2020					A/R	5 Yr. Avg.	FY 2021	
	2015	2016	2017	2018	2019			2020	2021
October	51	63	65	55	59/34	35.8	52-54	25/5	
November	56	52	64	38	43/40	34.4	40/43	12/4	
December	73	52	37	37	37/54	32.4	24/43	7/0	
January	68	87	61	82	42/53	43.2	40/60	3/0	
February	59	93	49	32	31/63	40.2	49/52	0/0	
March	78	89	60	76	46/75	45.4	28/21	17/53	
April	67	37	46	56	39/33	30.0		13/23	
May	51	38	46	47	60/41	27.0		35/32	
June	128	118	137	110	81/75	76.6	12/40		
July	86	78	75	95	56/53	47.8	8/40		
August	75	73	84	56	54/69	46.4	8/13		
September	65	53	70	52	73/50	37.6	5/17		
<b>Total</b>	<b>857</b>	<b>833</b>	<b>794</b>	<b>736</b>	<b>621</b>	<b>34.5</b>			

Items Circulated

Month	FY 2020					5 Yr. Avg.	FY 2021	
	2015	2016	2017	2018	2019		2020	2021
October	2689	2942	2316	2141	2686	2018	3521	1030
November	2245	2478	1935	2232	2449	1778	3286	751
December	2419	2549	2099	2144	2229	1842	3209	507
January	1520	2397	2588	2658	2545	1833	2628	369
February	2218	2116	2019	2445	2569	1760	3054	375
March	2341	2245	2312	2895	3370	1959	1053	1160
April	2182	2168	1795	2820	2809	1793	0	1410
May	2382	2166	1821	2532	2991	1780	0	1357
June	2915	3131	3081	3547	3376	2535	1576	
July	2025	2570	2789	3658	3659	2208	1402	
August	2752	2816	2650	3027	3111	2249	1301	
September	2475	2615	2071	2496	3596	1432	1569	
<b>Total</b>	<b>28163</b>	<b>30193</b>	<b>27476</b>	<b>32595</b>	<b>35390</b>	<b>2484</b>	<b>22599</b>	

Volunteer Hours

Month	FY 2020					5 Yr. Avg.	FY 2021	
	2015	2016	2017	2018	2019		2020	2021
October	30.83	25	20.21	44.05	39.1	15.21	65.8	0
November	31	22.08	32.35	56.53	28.3	17.09	50.3	0
December	19	40.58	37.08	72.66	28.5	19.33	34.8	0
January	10.75	84.58	51.74	37.41	26.8	29.41	37.5	0
February	6.5	23.11	42.75	45.49	28.3	14.47	0	0
March	4.16	15.08	38	37	24.3	21.01	0	0
April	13.25	13.5	49.18	36.6	23	15.19	0	0
May	16	28.53	47.59	29.3	9.25	18.42	0	0
June	94.24	81.44	84.56	32.8	42.8	52.05	0	0
July	47.24	75.69	71	11.3	17	38.79	0	0
August	24.07	84.09	111.3	12.5	32.5	43.90	0	0
September	16.75	50.64	53.35	36.1	39	24.15	0	0
<b>Total</b>	<b>313.8</b>	<b>544.3</b>	<b>639.1</b>	<b>451.7</b>	<b>338.9</b>	<b>31.78</b>		<b>0</b>

BY-LAWS  
OF  
LIBRARY ADVISORY BOARD  
OF THE  
SEAGOVILLE PUBLIC LIBRARY

ARTICLE 1. MEETINGS

1.01 The regular meeting of the Library Advisory Board (hereinafter: Board) shall be held monthly on the third Tuesday of each month at 5:00 p.m., in the Library. The annual meeting shall be held at the same time and place of the regular meeting in July.

1.02 Special meetings may be called by any of the officers with personal notice at least 3 days before the meeting, to consider only that business stated on the posted agenda.

1.03 The Library Director shall be present at all meetings.

1.04 A quorum for the transaction of business shall consist of a majority of the members of the Board.

ARTICLE 2. OFFICERS

2.01 Officers of the Board, to be elected at the annual meeting, shall consist of the Chairman, Vice Chairman and Secretary.

2.02 The Library Director as an ex-officio member of the Board may serve as Secretary.

2.03 The Secretary shall keep a true and accurate account of the proceedings of the board, and shall ensure fulfillment of the notice requirements in these By-Laws and in the Ordinance establishing the Board.

2.04 The Board shall make recommendations to the City Council for the appointment or reappointment of members to the Board.

2.05 The Board shall have the option to ask for replacement of any Board members that fails to attend three consecutive meetings without just cause.

ARTICLE 3. COMMITTEES

3.01 The Board may establish such standing committees as it deems necessary.

ARTICLE 4. POWERS

4.01 These By-Laws may be amended by a majority vote of the Board at any regular or special meeting where the amendment is stated in the posted agenda.

APPROVED: June 15, 2021

By \_\_\_\_\_  
Pat Bearden, Chairperson

By \_\_\_\_\_  
Reba Groblebe, Vice Chairperson