

Bastrop Public Library Board Agenda
Bastrop Public Library Pressley Meeting Room
1100 Church Street
Bastrop, TX 78602
(512) 332-8880



December 04, 2023

Agenda - Public Library Board at 6:00 PM

Bastrop Public Library Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.

3. ANNOUNCEMENTS

3A. The library's annual Open House will take place Saturday, December 9th.

3B. The library will be closed Friday, December 22nd through Monday, December 25th in observance of Christmas.

3C. The library will be closed Monday, January 1st for New Year's Day. As such, the Library Board will meet the second Monday of the month, January 8th.

3D. Announcements from the Library Director.

3E. Announcements from individual board members.

4. REPORTS

[4A.](#) Library Director report.

[4B.](#) Statistical report.

[4C.](#) Financial report.

[4D.](#) 2023 Open House report.

5. PRESENTATIONS

6. WORKSHOP

7. ITEMS FOR INDIVIDUAL CONSIDERATION

[7A.](#) Consider action to approve Bastrop Public Library minutes from November 6, 2023, regular meeting.

7B. Individual requests from Library Board members for items to be listed on future agendas.

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: 11/29/2023 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/BonnieUeckertPierson

Bonnie Ueckert Pierson, Library Director



STAFF REPORT

MEETING DATE: Dec. 4, 2023

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

On Friday, November 17th, Helen Taylor from Project Linus attended the last Quilting with Mary group session. Project Linus is a non-profit organization that accepts handmade blankets to distribute to children under eighteen who are seriously ill, traumatized, or otherwise in need. Helen Taylor talked to the ladies in attendance about how they can get involved with Project Linus in the future.

Youth Services Librarian Eva Bernal has officially transitioned into running teen programming. Currently, Teen Thursdays is in the middle of an Introduction to Dungeons and Dragons series, a popular interest among attendees.

The library is planning a variety of adult programs to begin in January 2024.

- **Meet At The Library:** A rotating weekly program aimed towards retirees and other adults with free afternoons. Some activities taking place during this time will be matinee movies, board games, and health education discussions.
- **History Talks:** Inspired by the History Fair, community members with historical knowledge will be invited to teach and share their niche with others.
- **Sewing & Quilting Group:** An adults-only program where community members can bring their personal sewing or quilting projects to work on in a social setting.
- **Beginning Sewing with Mary:** An adults-only introduction to sewing, taught by Mary Smith. Registration is required due to limited seating.
- **Knitting Group:** For anyone thirteen and over, a program where community members can bring their individual knitting projects to work on in a social setting.

NOTEWORTHY:

Children's Services Associate Jackie Baez resigned unexpectedly from the position. Her last day was Wednesday, November 1st. An updated job description for this position was opened to the public on Wednesday, November 22nd.

The library hired Karen Caldera-Martinez as a temporary library clerk for 90 days. Her first day was Thursday, November 9th.

Library Services Circulation Associate Catherine Lombardo began medical leave and working from home on Monday, November 16th. She is expected to return to work full-time in six weeks.

Library Services Circulation Associate Catherine Lombardo celebrated her 5th anniversary with Bastrop Public Library on Sunday, December 3rd.

UPDATES ON THE FOLLOWING:

Photo ID library cards update.

RFID feasibility update.

COMMUNITY FEEDBACK:

"I think Libby eaudiobooks is such a great service. We were spending too much buying them, so this saves us a good deal of money!"

-Judy Mitchell, patron

Elgin Courier, Nov 8th 2023

Local history buffs gather to share stories

By Niko Demetriou
niko.demetriou@elgincourier.com

BASTROP – Nestled in the Bastrop Public Library, local experts and enthusiasts of Bastrop County history gathered this past Saturday to share information and stories from the towns that they call home.

Representatives from each city were eager to discuss what they believe makes Bastrop County special.

Stands were full of detailed information and infographics, including more localized stations like the Fairview Cemetery's.

Dating back to the war of 1812, the burial ground was placed on a hill to keep a lookout for potential attackers. It includes a section dedicated to babies lost in WWII, and is still in use today, looking to expand.

County Clerk Krista Bartsch was present, and the Bastrop County Genealogical Society discussed how they can help locals looking to learn more about their family background.

The Smithville historical society brought out antique items for display, traced back to founding members, and McDade's representative was ready with stories of saloons and shootouts, prepping for their re-enactment Dec. 23 at their



Janet Dunbar and Charlene Hanson Jordan happy to represent Elgin and its rich history.

Photo by Niko Demetriou

only remaining block of original buildings. While not everyone may be as invested

in the history of their hometowns, these local buffs put in the work to preserve what once was.

A local quilter was inspired to join Quilting with Mary because she needed the accountability to finish the quilt she started when her grandbaby was born 18 years ago!

Hi Bonnie,
Wanted to send you a quick hello and tell you I used your 3-legged stool analogy for my library advisory board presentation, and it was well received. I was trying to explain to them how we must take so many things into consideration when creating our strategic plan. I wanted to help them understand that we are more than just books. Below are two of my slides that I used in the presentation. Thanks again for the idea.



Library Service Model

Library Planning

The library is one department in a larger organization. The strategic planning process considers the following documents.

1. Library Master Plan
2. 2035 Comprehensive Plan
3. Downtown Master Plan



Statistics - October 2023

Item 4B.

Community Engagement	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Circs By Patron Type</u>							
Juv	552			552	552	363	5,209
Teen	73			73	73	33	1,338
Adult	2,038			2,038	2,038	1,297	20,804
Staff	159			159	159	82	1,510
NR Juv	401			401	401	337	4,163
NR Teen	137			137	137	46	1,139
NR Adult	4,973			4,973	4,973	3,848	51,724
TexShare	25			25	25	35	331
Total NR Usage	5,536			5,536	5,536	4,266	57,357
% NR Usage	66%			66%	66%	71%	67%
<u>Programming</u>							
Early Childhood - # of Programs	8			8	8	8	95
Early Childhood - Program Attendance	313			313	313	231	2,922
Youth - # of Programs	1			1	1	1	31
Youth - Program Attendance	36			36	36	30	714
Young Adults - # of Programs	4			4	4	4	43
Young Adults - Program Attendance	34			34	34	37	397
Adults - # of Programs	11			11	11	4	72
Adults - Program Attendance	72			72	72	40	554
General - # of Programs	1			1	1	0	32
General - Program Attendance	585			585	585	0	1,605
Outreach - # of Programs	2			2	2	2	9
Outreach - Program Attendance	1,554			1,554	1,554	458	1,558
Passive - Coloring Sheets	60			60	60	0	1,350
Total # of Programs	27			27	27	19	282
Total Program Attendance	2,594			2,594	2,594	796	7,750
<u>Membership - New Cards</u>							
City	38			38	38	42	519
City Renewals	46			46	46	52	724
Faculty	0			0	0	0	2
Faculty Renewals	1			1	1	3	22
Friends	2			2	2	0	1
Friends Renewals	2			2	2	6	33
Staff	1			1	1	1	7
Staff Renewals	1			1	1	0	12
Nonresident	47			47	47	62	637
Nonresident Renewals	76			76	76	72	948
TexShare Visitor	1			1	1	1	10
TexShare Visitor Renewals	2			2	2	0	6
Total New Registrations	89			89	89	106	1,174
Total Renewals	128			128	128	133	1,743
TexShare Home New	0			0	0	0	2
TexShare Home Renewals	3			3	3	1	23
<u>Facility</u>							
Door Count	6,242			6,242	6,242	5,350	69,478
Study Room Use	168			168	168	213	1,930
Pressley Use - Library	18			18	18	14	224
Pressley Use - Nonprofit	17			17	17	10	108

Statistics - October 2023

Item 4B.

Pressley Use - Other	0			0	0	0	0
Maynard Use - Library	1			1	1	0	37
Maynard Use - Nonprofit	16			16	16	12	99
Maynard Use - Other	0			0	0	1	2
Total Meeting Room Use	220			220	220	250	2,400

History & Culture	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
Partnerships	2			2	2	No Data	No Data
Special Displays	No Data			No Data	No Data	No Data	No Data
Documents Digitized	No Data			No Data	No Data	No Data	No Data

Lifelong Learning	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Database Use</u>							
Portal to Texas History - Bastrop Advertiser	2,882			2,882	2,882	6,613	59,346
Heritage Quest	115			115	115	88	1,626
Learning Express Library	3			3	3	1	149
Gale LegalForms	0			0	0	2	14
Gale Presents: Udemy	0			0	0	2	2
Small Business Reference Center	0			0	0	2	2
Explora Elementary	0			0	0	0	5
Explora High School	0			0	0	0	0
Recursos Para Hispanohablantes	0			0	0	0	0
Mango Languages	43			43	43	1	976
Total General Use Databases Sessions	46			46	46	8	1,148
<u>Technology</u>							
Kids Computer Use	47			47	47	20	321
Teen Computer Use	7			7	7	18	178
Adult Computer Use	619			619	619	524	7,459
Wifi Use	1,801			1,801	1,801	1,601	20,482
Website Visits	4,161			4,161	4,161	3,575	47,938
3D Prints	0			0	0	3	12
Total Public Computer Use	673			673	673	562	7,958

Books & Reading	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Material Use</u>							
Check-Outs - Kids	2,735			2,735	2,735	1,806	26,243
Check-Outs - Tween	2,365			2,365	2,365	1,623	22,266
Check-Outs - Teen	423			423	423	267	4,897
Check-Outs - Adult	2,812			2,812	2,812	2,333	32,561
Honor Paperbacks	14			14	14	76	406
Renewals	3,095			3,095	3,095	1,130	21,789
In-House Use	3,744			3,744	3,744	960	15,338
Self-Check	1,519			1,519	1,519	1,633	19,934
Mobile Circ	1			1	1	5	54
Hotspots	23			23	23	23	301
OverDrive eBooks - Kids	54			54	54	116	970
OverDrive eBooks - Teen	56			56	56	38	729
OverDrive eBooks - Adults	576			576	576	537	7,052

Statistics - October 2023

Item 4B.

OverDrive eAudio - Kids	92			92	92	54	746
OverDrive eAudio - Teen	42			42	42	40	541
OverDrive eAudio - Adults	562			562	562	444	5,663
SimplyE	0			0	0	0	4
Total Checkouts	13,499			13,499	13,499	8,317	117,717
<u>Interlibrary Loan</u>							
ILL Borrowed	11			11	11	7	94
ILL Lent	8			8	8	10	89
<u>Collection</u>							
Items Added - E, 1st Readers	0			0	0	173	915
Items Added - Board Books	0			0	0	8	21
Items Added - J	1			1	1	213	1,222
Items Added - Teens	2			2	2	2	170
Items Added - Adults	119			119	119	186	1,399
Items Added - Magazines	37			37	37	48	491
Items Withdrawn	112			112	112	314	4,546
Missing Items	7			7	7	9	153
Total Items Added	159			159	159	630	4,218

Culture of Service	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Reference Transactions</u>							
General Reference Questions	334			334	334	388	5,827
Directional Questions	173			173	173	207	2,004
Tech Support Questions	689			689	689	724	8,585
Phone Reference	391			391	391	298	3,187
Tests Proctored	1			1	1	0	8
Tech Tutor	32			32	32	13	145
Total Reference Transactions	1,620			1,620	1,620	1,630	19,756
<u>Volunteers</u>							
Volunteer Hours	84.75			84.75	84.75	126.75	1,739.05
FOL Volunteer Hours	163.50			163.50	163.50	53.50	757.45
Teen Volunteer Hours	38.00			38.00	38.00	25.50	544.45
Total Volunteer Hours	286.25			286.25	286.25	205.75	3,040.95
<u>Social Media</u>							
Facebook Page Likes	3,138			3,138	3,138	2,376	2,785
Facebook Engaged	2,433			2,433	2,433	1,128	16,609
Facebook Reach	6,961			6,961	6,961	16,435	101,624
Instagram Page Followers	1,204			1,204	1,204	1,076	1,138
Instagram Impressions	4,027			4,027	4,027	3,693	33,454
Instagram Reach	616			616	616	608	5,742
<u>Savannah Stats</u>							
# of Emails Composed	31			31	31	31	302
# of Messages Sent	4,555			4,555	4,555	337	61,565
Opens	2,601			2,601	2,601	313	61,867
Open %	1			57%	57%	93%	66%
Clicks	272			272	272	10	4,176

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2023, through November 20, 2023, is \$5,808.38
 - a. Nonresidential: \$4,160.00
 - b. Material fines, fees, and replacement cards: \$380.00
 - c. Printing: \$1,050.80
 - d. Paypal: \$217.58

2. The library's total non-donation revenue from October 1, 2023, through October 31, 2023, is \$3,774.20
 - a. Nonresidential: \$2,595.00
 - b. Material, fines, fees, and replacement cards: \$227.85
 - c. Printing: \$781.05
 - d. Paypal: \$170.30

3. Notable library donation revenue from October 1, 2023, through October 31, 2023, is \$0.00.



STAFF REPORT

MEETING DATE: Dec. 4, 2023

AGENDA ITEM: 4D

TITLE:

Open House Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

REFRESHMENTS:

The Friends of the Library will be providing refreshments. They have agreed to purchase cookies. The Friends will be in contact with those who signed up to help.

PERFORMERS:

Board members Lisa Gossett and Sally Keinarth arranged performers for Open House. All performances have been scheduled and confirmed.

GREAT CITY DECORATING CONTEST (GCDC):

Houses and decorating supplies went to participating departments on Tuesday, November 28th. A total of nine departments agreed to participate, with sixteen entries distributed amongst them. A complete list of participating departments follows:

- IT/GIS
- Recreation
- City Manager's Office
- Police
- Public Works
- Fire
- Finance
- Communications
- Special Events

GRAHAM CRACKER HOUSES:

A total of 300 houses are available to give away for Open House 2023. Sixty houses will be packaged as take-home kits at the beginning of the day. Forty houses have been allocated for decorating in the library during each of the six hours, making for a total of 240 houses spread throughout the day. Reservations will be accepted day-of. Any houses left over at the end of each hour will be boxed up to make additional take-home kits.

INTERACTIVE ACTIVITIES:

Two interactive activities will be available throughout the library during Open House.

- Letters to Santa: Supplies will be available for children to write letters to Santa. The letters can be dropped off at the mailbox in front of the Museum.
- You-nique Snowflakes: Paper snowflakes and decorating supplies will be laid out for children to get creative. The completed snowflakes will be posted on the columns in the library so each child can add their unique flair to the library's holiday décor.



City of Bastrop Public Library Board

Meeting Minutes

November 06, 2023

1. Call to Order

The meeting was called to order by President Rebecca Bennett at 6:00 pm.

The members present were Lisa Gossett, Sally Keinarth, Jennifer Leisure, Laura Goodwin, Nancy Wood, Bonnie Pierson Library Director, and Cheryl Lee City Council Liaison. Vice- President Meagan Webb was present via live video.

2. Citizen Comments – None

3. Announcements

- a. The new Youth Services Librarian Eva Bernal was introduced to the library board.
- b. The library will be closed the month of November for the following dates: Friday, November 10th in observance of Veteran’s Day, Saturday, November 11th for the annual Veteran’s Day car show, and Thursday, November 23rd through Saturday November 25th for Thanksgiving.
- c. Jaqueline Baez, the Children’s Services Associate had to turn in an unexpected resignation. A search to fill this position temporarily will begin.
- d. Announcements from individual board members included a reminder from Nancy Wood that the 100th anniversary of the Downtown Bastrop Bridge would occur on Thursday, November 14th from 5:30 pm to 8:00 pm at Neighbor’s Kitchen and Yard. Jennifer Leisure mentioned the recent History Fair was a remarkable success.

4. Reports

a. Director’s report

i. Programming:

- Fire Prevention week was from October 8th through the 14th. City of Bastrop firefighters came on some of the program dates. The firefighters read from books and demonstrated some of their firefighting gear. A total of 115 people attended the programming.
- The library hosted Solar Eclipse Day on Saturday, October 14th. A total of 585 people attended the event. Solar eclipse glasses were provided and there were several eclipse themed activities provided.
- St. David’s Libraries for Health gave a presentation for Breast Cancer Awareness month on Wednesday, October 18th during the Coffee with Catherine program. 12 people attended this program.

- Boo Bash occurred on Tuesday, October 31st in downtown Bastrop. The library participated with a decorated booth. The booth had 1,551 visitors.
- Saturday, November 4th, the library hosted a History Fair. Nine organizations were present. 72 people attended.

ii. Noteworthy:

- Youth Services Librarian Eva Bernal joined the Bastrop Public Library on Monday, October 16th.
- A new adult program series, "Showtimes for Seniors" is being planned by Library Circulation Associate Catherine Lombardo. This program is slated to begin January 2024. A survey was given to library patrons to gather information regarding preferred days, general interest, and film genres.

iii. Updates:

- Photo ID library cards are a goal for the 2023 fiscal year.
- Research continues for RFID (Radio-Frequency identification) tags.
- Information was shared about volunteer statistics. This information can be found in the agenda.
- More sewing classes are being planned due to the popularity of the programming that has been offered.

b. Statistical Comparison Report:

The full report is available in the agenda packet. Noted areas of increases occurred in programming. Participation in Youth program attendance was down from last year and this is possible from staffing changes and decreased consistency with programming. Total new registrations and renewals have increased. Lifelong learning databases have increased usage with Mango Languages and Heritage Quest. In the area of Culture of Service, the general reference questions category continues to show increased usage.

c. Monthly Financial Report: See agenda packet for Financial Report.

5. Presentation

Bonnie Pierson presented a slide show: Fiscal Year 2023 in Review. Included were the goals for the upcoming year.

6. Workshop- None

7. Items for Individual Consideration

- a. Consider action to approve the updated Bastrop Public Library's Library User Responsibility and Conduct Policy. Jennifer Leisure moved to approve the new policy. Nancy Wood seconded the motion, and it was carried.
- b. Consider action to approve the Bastrop Public Library Minutes from October 02, 2023, with corrections made. Sally Keinarth moved to approve the minutes. Lisa Gossett seconded the motion, and it was carried.

8. Adjournment of meeting at 6:50 pm

Respectfully submitted.

Laura Goodwin, Secretary

Rebecca Bennett, President