

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



February 02, 2026

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 the City Manager for research and possible future action. Profanity, physical or other threats are not allowed and may subject the speaker to loss of the time for comment, and if disruptive to the conduct of business, could result in removal of the speaker.

3. MINUTE APPROVAL

3A. Consider action to approve Bastrop Public Library minutes from January 5, 2026, regular meeting.

4. ANNOUNCEMENTS

4A. The Friends of the Library will be hosting author Hannibal Lokumbe for an author talk on Saturday, February 28th from 1:00 p.m. - 2:00 p.m.

4B. The library will be closed Monday, March 2nd for Texas Independence Day. As such, the library board's next meeting will take place on Monday, March 9th at 6:00 p.m.

4C. Announcements from the Library Director.

- 4D. Announcements from individual board members.
- 4E. Announcements from Planning & Zoning liaison.

5. REPORTS

- 5A. Director's report.
- 5B. Statistics report.
- 5C. Financial report.

6. PRESENTATIONS

- 6A. Fiscal Year 2026 Goals Quarterly Review presentation.

7. WORKSHOP

- 7A. Fiscal Year 2026 Library Board Work Plan workshop.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A. Consider possible action on the Fiscal Year 2026 Library Board workplan with edits discussed during the workshop.
- 8B. Review and consider possible action on Circulation Policy and proposed changes.
- 8C. Individual requests from Library Board members for items to be listed on future agendas.

9. 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 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: Tuesday, January 27, 2026, at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Bonnie Ueckert Pierson
Bonnie Ueckert Pierson, Library Director

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



January 05, 2026
Minutes - 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.

Library Board Members Present

Chair Meagan Webb
 Vice Chair Rebecca Bennett
 Secretary Nancy Wood
 Board Member Valerie Haywood
 Board Member Ashley Johnson

Guests, Liaisons, and Staff Present

Library Director Bonnie Pierson
 City Council Liaison Perry Lowe
 Planning & Zoning Liaison Pete Parsons
 Assistant to the City Manager Vivianna
 Nicole Andres

1. CALL TO ORDER

Meeting was called to order at 6:00 p.m.

2. CITIZEN COMMENTS

3. MINUTE APPROVAL

3A. Consider action to approve Bastrop Public Library minutes from December 1, 2025, regular meeting.

A motion was made by Rebecca Bennett to approve the minutes as submitted. The motion was seconded by Nancy Wood, and the motion was passed by the members present.

4. ANNOUNCEMENTS

4A. The library will be closed Monday, January 19th for Martin Luther King Jr. Day.

- 4B. The City Attorney for the City of Bastrop will be conducting Board and Commission Training for current members on Monday, January 26th from 6:00 p.m. - 8:00 p.m. at the Convention Center. All members are required to attend.
- 4C. The City of Bastrop will be participating in the 3rd annual Bastrop Mardi Gras Celebration by hosting events on Friday, January 30th and Saturday, January 31st.
- 4D. AARP Foundation Tax-Aide will be at the library in the Pressley Meeting room select Saturdays in February and March from 9:00 a.m. - 1:30 p.m. to assist community members with tax preparation and electronic filing.
- 4E. Announcements from the Library Director.

Engineers reviewed the ongoing plumbing issues on Friday, January 2, 2026, and are trying to find a solution. No timeline for completion has been provided yet.

- 4F. Announcements from individual board members.
- 4G. Announcements from Planning & Zoning liaison.

5. REPORTS

- 5A. Director's report.

Senior Technology Workshops will continue to be held monthly. Children's Services Associate position has been posted, and Circulation Lead position will be posted later this month.

- 5B. Statistics report.

Corrected Statistics report was presented to the board and is attached.

- 5C. Financial report.

6. WORKSHOP

7. PRESENTATIONS

- 7A. Presentation and workshop regarding a proposed CARTS pickup location at the Bastrop Public Library.

Submitted by: Vivianna Nicole Andres, Assistant to the City Manager

Presentation on mobility hub project outlined proposed changes to the front of the library. No formal action was taken at this time. The Board was very supportive of plan going forward. Proposed plan drawing is attached.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A. Individual requests from Library Board members for items to be listed on future agendas.

It was suggested that the entire Board review the current Work Plan and make any necessary updates at the February meeting. Rebecca Bennett moved that no Work Plan Committee be convened but that the entire Board work on the plan at the February

meeting as a Workshop item. The motion was seconded by Nancy Wood and approved by the members present.

9. ADJOURNMENT

A motion to adjourn the meeting was made by Meagan Webb and seconded by Nancy Wood. The meeting adjourned by acclamation at 7:00 p.m.

Respectfully submitted,

Nancy Wood, Secretary

Meagan Webb, Chair

Statistics - November 2025

Item 3A.

Community Engagement	OCT	NOV	DEC	YTD 26	YTD25	TOTAL 25
<u>Circs By Patron Type</u>						
Juv	346	283		629	717	5,075
Teen	80	82		162	36	552
Adult	2,278	1,836		4,114	3,454	24,546
Staff	86	63		149	232	1,226
NR Juv	278	249		527	359	3,281
NR Teen	60	78		138	143	840
NR Adult	6,367	4,989		11,356	8,580	63,272
TexShare	54	53		107	84	564
Spanish Circs	6	9		15	No Data	52
Total NR Usage	6,759	5,369		12,128	9,166	67,957
% NR Usage	71%	70%		71%	68%	68%
% Spanish Usage	0%	0%		0%	No Data	0%
<u>Programming</u>						
Early Childhood - # of Programs	12	7		19	25	123
Early Childhood - Program Attendance	589	285		874	821	5,454
Youth - # of Programs	5	3		8	13	74
Youth - Program Attendance	82	58		140	193	2,616
Young Adults - # of Programs	14	9		23	12	118
Young Adults - Program Attendance	156	82		238	98	1,077
Adults - # of Programs	27	17		44	46	277
Adults - Program Attendance	289	138		427	315	2,151
General - # of Programs	0	0		0	0	57
General - Program Attendance	0	0		0	0	1,710
Outreach - # of Programs	2	0		2	1	13
Outreach - Program Attendance	1,261	0		1,261	1,092	2,654
Passive - Coloring Sheets	515	60		575	869	6,046
Total # of Programs	60	36		96	97	662
Total Program Attendance	2,377	563		2,940	2,519	15,662
<u>Membership - Cards</u>						
City	39	29		68	65	522
City Renewals	62	59		121	110	860
Faculty	0	0		0	0	0
Faculty Renewals	0	0		0	0	6
Friends	0	0		0	2	3
Friends Renewals	2	1		3	3	9
Staff	0	0		0	3	10
Staff Renewals	1	2		3	3	15
Nonresident	67	35		102	131	677
Nonresident Discount	18	12		30	No Data	132
Nonresident Family	1	1		2	No Data	18
Nonresident Renewals	113	67		180	177	1,141
TexShare Visitor	4	1		5	1	28
TexShare Visitor Renewals	3	0		3	7	19
Total New Registrations	110	65		175	202	1,390
Total Renewals	181	129		310	300	2,050

Statistics - November 2025

Item 3A.

Spanish	1	1		2	No Data	14
Spanish Renewals	0	0		0	No Data	2
TexShare Home New	1	0		1	0	2
TexShare Home Renewals	1	6		7	5	33
<u>Facility</u>						
Door Count	7,724	5,521		13,245	12,806	85,968
Hours Open	209	156		365	382	2,397
Study Room Use	178	126		304	288	1,960
Pressley Use - Library	31	19		50	53	323
Pressley Use - Nonprofit	13	7		20	22	112
Pressley Use - Other	6	3		9	12	52
Maynard Use - Library	24	21		45	45	349
Maynard Use - Nonprofit	9	1		10	19	83
Maynard Use - Other	2	2		4	2	19
Total Meeting Room Use	263	179		442	441	2,898

History & Culture	OCT	NOV	DEC	YTD 26	YTD 25	TOTAL 25
Partnerships	5	0		5	4	36
Special Displays	0	0		0	0	1
Documents Digitized	0	0		0	10	422

Lifelong Learning	OCT	NOV	DEC	YTD 26	YTD 25	TOTAL 25
<u>Database Use</u>						
Portal to Texas History - Bastrop Advertiser	2,733	2,922		5,655	4,910	31,526
Heritage Quest	92	55		147	245	840
Learning Express Library	3	7		10	1	67
Gale Databases	190	186		376	374	2,339
Mango Languages	66	33		99	140	654
Total General Use Databases Sessions	259	226		485	515	3,060
<u>Technology</u>						
Kids Computer Use	54	28		82	67	508
Teen Computer Use	1	4		5	16	114
Adult Computer Use	677	484		1,161	1,184	6,993
Wifi Use	1,801	1,493		3,294	3,295	19,697
Website Visits	4,812	3,961		8,773	8,049	56,320
Total Public Computer Use	732	516		1,248	1,267	7,615

Books & Reading	OCT	NOV	DEC	YTD 26	YTD 25	TOTAL 25
<u>Material Use</u>						
Check-Outs - Kids	3,261	2,560		5,821	5,179	33,049
Check-Outs - Tween	2,794	2,087		4,881	4,293	30,541
Check-Outs - Teen	527	428		955	796	5,775
Check-Outs - Adult	2,972	2,465		5,437	5,593	35,988
Honor Paperbacks	7	13		20	32	175

Statistics - November 2025

Item 3A.

Renewals	3,564	3,030		6,594	5,798	38,880
In-House Use	1,990	1,898		3,888	3,222	21,542
Self-Check	1,808	1,475		3,283	2,943	19,843
Electronic Devices	27	24		51	13	330
OverDrive eBooks - Kids	131	140		271	48	1,089
OverDrive eBooks - Teen	93	70		163	145	782
OverDrive eBooks - Adults	617	558		1,175	121	7,854
OverDrive eAudio - Kids	57	91		148	1,235	934
OverDrive eAudio - Teen	75	56		131	153	730
OverDrive eAudio - Adults	709	710		1,419	138	8,217
Boundless	98	81		179	1,287	665
Total Checkouts	13,358	11,181		24,539	22,293	147,684

Interlibrary Loan

ILL Borrowed	10	8		18	25	111
ILL Lent	16	12		28	22	153

Collection

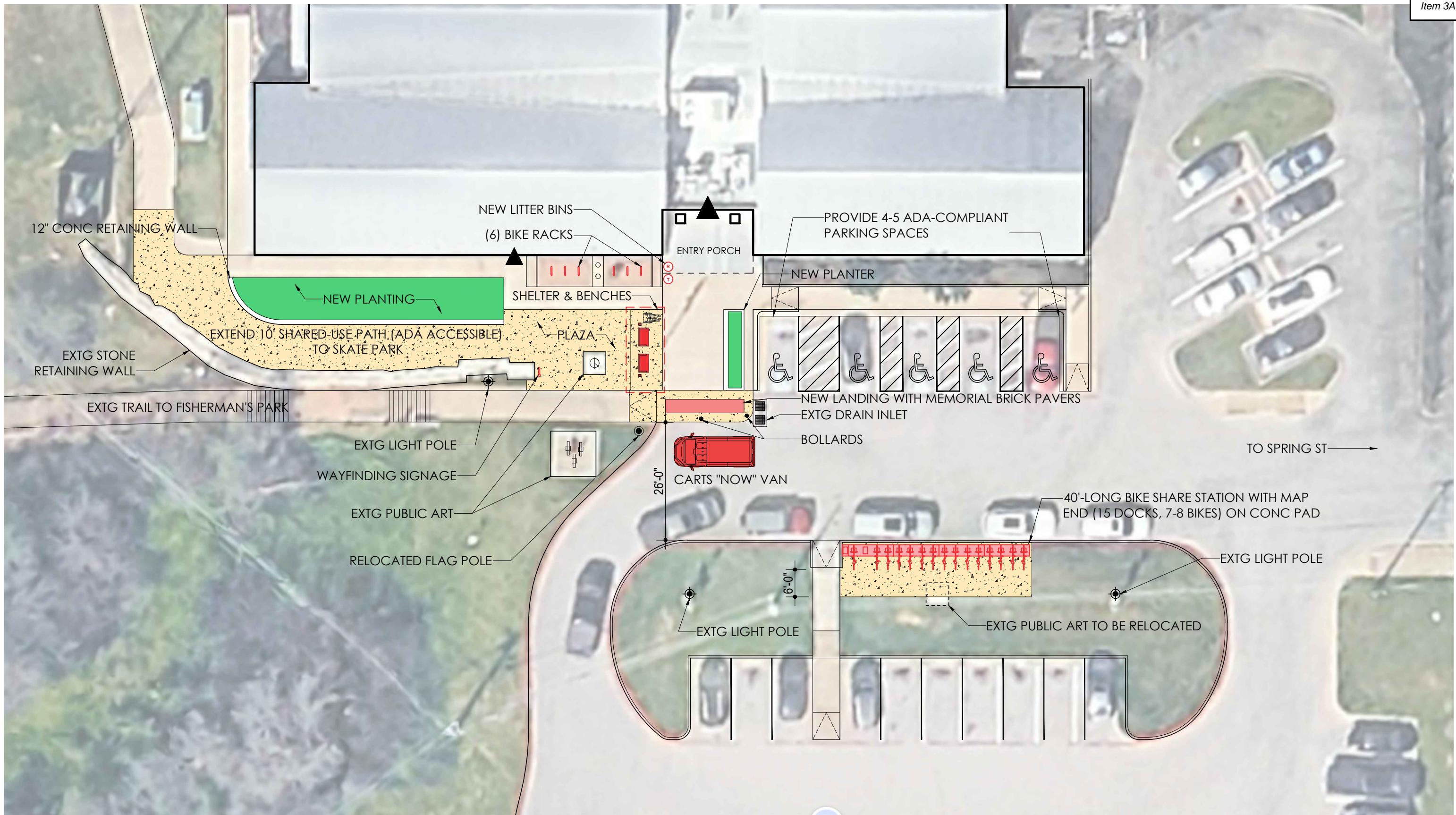
Items Added - E, 1st Readers	45	0		45	134	787
Items Added - Board Books	0	0		0	7	103
Items Added - J	53	14		67	133	874
Items Added - Teens	17	2		19	54	224
Items Added - Adults	118	24		142	320	1,575
Items Added - Magazines	36	23		59	70	332
Items Withdrawn	20	349		369	590	2,934
Missing Items	34	1		35	40	132
Total Items Added	269	63		332	718	3,895

Culture of Service	OCT	NOV	DEC	YTD 26	YTD 25	TOTAL 25
<u>Reference Transactions</u>						
General Reference Questions (ENG)	1,067	869		1,936	2,086	13,228
Directional Questions (ENG)	265	165		430	339	3,001
Tech Support Questions (ENG)	883	656		1,539	1,502	9,986
Tests Proctored (ENG)	1	2		3	1	7
Tech Tutor (ENG)	11	26		37	57	201
General Reference Questions (ESP)	29	28		57	No Data	201
Directional Questions (ESP)	2	2		4	No Data	45
Tech Support Questions (ESP)	11	18		29	No Data	123
Tests Proctored (ESP)	0	0		0	No Data	0
Tech Tutor (ESP)	0	0		0	No Data	8
Total Reference Transactions	2,269	1,766		4,035	5,578	26,800
Total Spanish Reference Transactions	42	48		90	No Data	377
% Spanish Reference Transactions	2%	3%		0	No Data	0
<u>Volunteers</u>						
Volunteer Hours	192.10	121.00		313.10	349.53	2,051.43
FOL Volunteer Hours	51.85	62.75		114.60	142.22	913.37
Teen Volunteer Hours	46.40	49.00		95.40	108.03	942.38
Total Volunteer Hours	290.35	232.75		523.10	599.78	3,907.18

Statistics - November 2025

Item 3A.

Social Media						
Facebook Page Likes	5,577	4,095		4,836	3,792	3,902
Facebook Engaged	126	167		293	2,902	6,253
Facebook Reach	5,247	5,025		10,272	26,113	123,405
Instagram Followers	1,488	1,500		1,494	1,316	1,378
Instagram Profile Activity	50	45		95	127	849
Instagram Reach	481	476		957	1,411	7,432
Savannah Stats						
# of Emails Composed	37	20		57	67	377
# of Messages Sent	6,197	6,127		12,324	12,209	80,450
Opens	2,909	3,405		6,314	6,400	44,822
Open %	47%	56%		52%	53%	54%
Clicks	167	150		317	303	2,334



BASTROP PUBLIC LIBRARY CPRG MOBILITY HUB CONCEPT PLAN

Prepared for CARTS by McCann Adams Studio
Draft 12.22.2025

0' 20' 40'
SCALE: 1" = 20'
(WHEN PRINTED ON 11"x17" SHEET)





STAFF REPORT

MEETING DATE: February 2, 2026

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

In response to repeated requests from the community, the library's six-week American Mahjongg Class began on Monday, January 5th. Designed for adults interested in learning the fundamentals of American Mahjongg, the class provides participants with the skills and confidence needed to eventually form their own playing groups. The class is led by volunteer instructor Terry Benner, with assistance from Cyndy Marsh. To ensure a supportive and hands-on learning environment, Terry also recruited several experienced Mahjongg players to help guide each table of four. An average of thirty enthusiastic learners have attended each session, demonstrating remarkable dedication and excitement as they master the game

On Friday, January 16th, the library's Knitting & Crocheting Group kicked off its third year with a warm and welcoming celebration that brought together longtime members and some new faces. Attendees were invited to bring their current project and some baked goods to be a part of this growing community. With fifteen people attending this program session, the group looks forward to welcoming even more community members in the year ahead, as volunteer, Amanda Grayson, is dedicated to expanding this program.

In partnership with Bastrop County Cares, the library now hosts two monthly programs led by Parent and Family Engagement Coordinator Edelin Falcon to support families with young children: Mommy and Baby Yoga and Baby Sensory Storytime. Mommy and Baby Yoga, held every second Thursday, welcomed eighteen participants this month and offers gentle stretches and guided relaxation to support postpartum wellness while introducing babies to soothing movement. Families can also take books home to continue the connection. Baby Sensory Time, held every fourth Thursday, welcomed thirty-eight participants this month and pairs lap reading with sensory play, giving families opportunities to explore textures, sounds, and visuals that enrich Storytime and strengthen parent-child bonds. Together, these programs meet the community's need for accessible early childhood programming that supports developmental milestones, literacy, and family wellness.

NOTEWORTHY:

Building Custodian Alma Rodriguez retired from the City of Bastrop on Friday, January 30th after twenty-five years of service. Alma was the designated custodian of the library since the building's remodel in 2006 and played a massive role in the building's daily upkeep and appearance.

Work on the library's plumbing is nearing completion and is expected to wrap up by mid-February. The outside book drop and side parking lot will reopen as soon as the construction crew clears the area.

UPDATES ON THE FOLLOWING:

Library personnel changes

RFID

Enhanced library cards – No update

COMMUNITY FEEDBACK:

"I came in here not knowing anything and left having all my questions answered. Thank you for doing this program"

- Patron, regarding Senior Tech Workshops program

"Do you know what they do here that is really smart? On the spine, they put the order—1, 2, 3, or 4. Usually you have to look inside the cover to figure that out. Makes it so much easier to read them in order.

Bastrop Public Library Feedback Form

Please use this card to give us your suggestions, compliments, or complaints. All feedback is equally important for us to know what our community wants, what we are doing right, where we can improve, or anything that concerns you. Place your completed form into the box.

This feedback is a: Suggestion Compliment Complaint

Please write details of your feedback here:

*IT one of The best
LIBRARY I Been To
The STAFF is amazing and
HELPFUL and FRIENDLY
Thank You*

Statistics - December 2025

Item 5B.

Community Engagement	OCT	NOV	DEC	YTD26	YTD25	TOTAL 25
<u>Circs By Patron Type</u>						
Juv	346	283	353	982	927	5,075
Teen	80	82	90	252	51	552
Adult	2,278	1,836	2,012	6,126	4,579	24,546
Staff	86	63	89	238	341	1,226
NR Juv	278	249	205	732	528	3,281
NR Teen	60	78	40	178	189	840
NR Adult	6,367	4,989	5,329	16,685	11,451	63,272
TexShare	54	53	53	160	100	564
Spanish Circs	6	9	3	18	No Data	52
Total NR Usage	6,759	5,369	5,627	17,755	12,268	67,957
% NR Usage	71%	70%	69%	70%	68%	68%
% Spanish Usage	0%	0%	0%	0%	No Data	0%
<u>Programming</u>						
Early Childhood - # of Programs	12	7	8	27	34	123
Early Childhood - Program Attendance	589	285	310	1,184	1,087	5,454
Youth - # of Programs	5	3	2	10	19	74
Youth - Program Attendance	82	58	11	151	519	2,616
Young Adults - # of Programs	14	9	10	33	18	118
Young Adults - Program Attendance	156	82	77	315	149	1,077
Adults - # of Programs	27	17	17	61	64	277
Adults - Program Attendance	289	138	121	548	440	2,151
General - # of Programs	0	0	3	3	2	57
General - Program Attendance	0	0	342	342	320	1,710
Outreach - # of Programs	2	0	1	3	2	13
Outreach - Program Attendance	1,261	0	97	1,358	1,199	2,654
Passive - Coloring Sheets	515	60	582	1,157	1,691	6,046
Total # of Programs	60	36	41	137	139	662
Total Program Attendance	2,377	563	958	3,898	3,714	15,662
<u>Membership - Cards</u>						
City	39	29	37	105	92	522
City Renewals	62	59	55	176	160	860
Faculty	0	0	0	0	0	0
Faculty Renewals	0	0	0	0	0	6
Friends	0	0	0	0	2	3
Friends Renewals	2	1	1	4	3	9
Staff	0	0	2	2	4	10
Staff Renewals	1	2	0	3	3	15
Nonresident	67	35	41	143	175	677
Nonresident Discount	18	12	21	51	No Data	132
Nonresident Family	1	1	0	2	No Data	18
Nonresident Renewals	113	67	67	247	233	1,141
TexShare Visitor	4	1	1	6	1	28
TexShare Visitor Renewals	3	0	3	6	7	19
Total New Registrations	110	65	81	256	274	1,390
Total Renewals	181	129	126	436	406	2,050

Statistics - December 2025

Item 5B.

Spanish	1	1	0	2	No Data	14
Spanish Renewals	0	0	0	0	No Data	2
TexShare Home New	1	0	0	1	1	2
TexShare Home Renewals	1	6	3	10	8	33
<u>Facility</u>						
Door Count	7,724	5,521	6,356	19,601	18,726	85,968
Hours Open	209	156	181	546	570	2,397
Study Room Use	178	126	136	440	398	1,960
Pressley Use - Library	31	19	27	77	80	323
Pressley Use - Nonprofit	13	7	5	25	26	112
Pressley Use - Other	6	3	5	14	15	52
Maynard Use - Library	24	21	24	69	69	349
Maynard Use - Nonprofit	9	1	0	10	21	83
Maynard Use - Other	2	2	0	4	2	19
Total Meeting Room Use	263	179	197	639	611	2,898

History & Culture	OCT	NOV	DEC	YTD26	YTD 25	TOTAL 25
Partnerships	5	0	1	6	6	36
Special Displays	0	0	0	0	1	1
Documents Digitized	0	0	0	0	10	422

Lifelong Learning	OCT	NOV	DEC	YTD26	YTD 25	TOTAL 25
<u>Database Use</u>						
Portal to Texas History - Bastrop Advertiser	2,733	2,922	2,613	8,268	6,993	31,526
Heritage Quest	92	55	44	191	264	840
Learning Express Library	3	7	5	15	8	67
Gale Databases	190	186	186	562	560	2,339
Mango Languages	66	33	42	141	201	654
Total General Use Databases Sessions	259	226	233	718	769	3,060
<u>Technology</u>						
Kids Computer Use	54	28	28	110	97	508
Teen Computer Use	1	4	5	10	27	114
Adult Computer Use	677	484	512	1,673	1,665	6,993
Wifi Use	1,801	1,493	1,547	4,841	4,855	19,697
Website Visits	4,812	3,961	4,018	12,791	11,638	56,320
Total Public Computer Use	732	516	545	1,793	1,789	7,615

Books & Reading	OCT	NOV	DEC	YTD26	YTD 25	TOTAL 25
<u>Material Use</u>						
Check-Outs - Kids	3,261	2,560	2,712	8,533	7,293	33,049
Check-Outs - Tween	2,794	2,087	2,190	7,071	6,287	30,541
Check-Outs - Teen	527	428	513	1,468	1,211	5,775
Check-Outs - Adult	2,972	2,465	2,734	8,171	8,329	35,988
Honor Paperbacks	7	13	24	44	39	175
Renewals	3,564	3,030	3,644	10,238	9,002	38,880

Statistics - December 2025

Item 5B.

In-House Use	1,990	1,898	1,470	5,358	4,472	21,542
Self-Check	1,808	1,475	1,382	4,665	4,133	19,843
Electronic Devices	27	24	28	79	83	330
OverDrive eBooks - Kids	131	140	123	394	214	1,089
OverDrive eBooks - Teen	93	70	73	236	181	782
OverDrive eBooks - Adults	617	558	643	1,818	1,840	7,854
OverDrive eAudio - Kids	57	91	139	287	198	934
OverDrive eAudio - Teen	75	56	71	202	199	730
OverDrive eAudio - Adults	709	710	811	2,230	1,915	8,217
Boundless	98	81	9	188	72	665
Total Checkouts	13,358	11,181	11,540	36,079	32,346	147,684

Interlibrary Loan

ILL Borrowed	10	8	3	21	39	111
ILL Lent	16	12	13	41	32	153

Collection

Items Added - E, 1st Readers	45	0	5	50	178	787
Items Added - Board Books	0	0	0	0	7	103
Items Added - J	53	14	7	74	219	874
Items Added - Teens	17	2	0	19	73	224
Items Added - Adults	118	24	41	183	389	1,575
Items Added - Magazines	36	23	33	92	92	332
Items Withdrawn	20	349	378	747	816	2,934
Missing Items	34	1	6	41	58	132
Total Items Added	269	63	86	418	958	3,895

Culture of Service	OCT	NOV	DEC	YTD26	YTD 25	TOTAL 25
<u>Reference Transactions</u>						
General Reference Questions (ENG)	1,067	869	996	2,932	2,906	13,228
Directional Questions (ENG)	265	165	133	563	448	3,001
Tech Support Questions (ENG)	883	656	677	2,216	2,156	9,986
Tests Proctored (ENG)	1	2	0	3	1	7
Tech Tutor (ENG)	11	26	10	47	67	201
General Reference Questions (ESP)	29	28	13	70	No Data	201
Directional Questions (ESP)	2	2	5	9	No Data	45
Tech Support Questions (ESP)	11	18	11	40	No Data	123
Tests Proctored (ESP)	0	0	0	0	No Data	0
Tech Tutor (ESP)	0	0	0	0	No Data	8
Total Reference Transactions	2,269	1,766	1,845	5,880	5,578	26,800
Total Spanish Reference Transactions	42	48	29	119	No Data	377
% Spanish Reference Transactions	2%	3%	2%	2%	No Data	1%
<u>Volunteers</u>						
Volunteer Hours	192.10	121.00	174.60	487.70	529.63	2,051.43
FOL Volunteer Hours	51.85	62.75	40.75	155.35	196.22	913.37
Teen Volunteer Hours	46.40	49.00	67.00	162.40	182.88	942.38
Total Volunteer Hours	290.35	232.75	282.35	805.45	908.73	3,907.18

Statistics - December 2025

Item 5B.

Social Media						
Facebook Page Likes	5,577	4,095	4,114	4,595	3,797	3,902
Facebook Engaged	126	167	597	890	3,735	6,253
Facebook Reach	5,247	5,025	7,196	17,468	34,247	123,405
Instagram Followers	1,488	1,500	1,507	1,498	3,948	1,378
Instagram Profile Activity	50	45	42	137	166	849
Instagram Reach	481	476	215	1,172	1,739	7,432
Savannah Stats						
# of Emails Composed	37	20	12	69	103	377
# of Messages Sent	6,197	6,127	6,586	18,910	18,760	80,450
Opens	2,909	3,405	2,801	9,115	9,519	44,822
Open %	47%	56%	43%	49%	51%	54%
Clicks	167	150	270	587	565	2,334



FINANCIAL REPORT

MEETING DATE: February 2, 2026

TITLE:
Financial report

AGENDA ITEM SUBMITTED BY:
Bonnie Pierson, Library Director

1. The library's total non-donation revenue from October 1, 2025, through January 20, 2026, is \$15,877.63
 - a. Nonresidential: \$11,795.00
 - b. Material fines, fees, and replacement cards: \$949.52
 - c. Printing: \$2,412.25
 - d. Paypal: \$720.86
2. The library's total non-donation revenue from December 1, 2025, through December 31, 2025, is \$3,697.31
 - a. Nonresidential: \$2,810.00
 - b. Material, fines, fees, and replacement cards: \$139.96
 - c. Printing: \$638.80
 - d. Paypal: \$108.55
3. Notable library donation revenue from December 1, 2025, through December 31, 2025, is \$0.00



STAFF REPORT

MEETING DATE: February 2, 2026

TITLE:

Fiscal Year 2026 Goals Quarterly Review presentation

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Library Board expressed interest in receiving quarterly updates on fiscal year goal progress.

PURPOSE:

A presentation given during the meeting will highlight the library's progress towards Fiscal Year 2026 goals over the first quarter.



STAFF REPORT

MEETING DATE: February 2, 2026

TITLE:
Fiscal Year 2026 Library Board Work Plan workshop

AGENDA ITEM SUBMITTED BY:
Bonnie Pierson, Library Director

PURPOSE:
Discuss relevancy and propose possible changes to create an updated work plan for fiscal year 2026.

ATTACHMENTS:
1. FY2025 Library Board Work Plan

Library Board Work Plan FY 2025

The Library Advisory Board defines success as: Supporting the library director to accomplish the goals of the library's strategic plan.

Board Goals:

1. Review, revise, and approve at least two library policies per year in order to create an inclusive, customer friendly organization that is responsive to the needs of the community.
2. Advocate for and educate the public about the library through volunteering opportunities, community events, public meetings, and other activities. Through these activities, the board will engage with the community and bring suggestions, comments, and/or concerns to the library director.
3. Work with the library director to develop strategic direction for the organization by formulating goals, defining priorities, and periodically assessing goal progress.
4. Ensure that the library meets industry standards and work with the library director to develop plans to address deficiencies or future challenges.

Action Plan:

1. Goal #1 will be accomplished as follows:
 - a. The library director will determine policies to be reviewed or revised according to the priorities from the strategic plan and the policy review schedule.
 - b. The policy review schedule will be given to the library board at the beginning of each fiscal year and may be amended if needed.
 - c. Policies will be given to the board for review and discussion. If it is determined to meet the criteria of the strategic plan and the mission of the library, the board will approve the document.
 - d. The document will be presented to City Council for approval if changes have been made to the policy.
2. Goal #2 will be accomplished as follows:
 - a. The library director will inform the board monthly of opportunities to volunteer and/or promote the library.

- b. Library Board members will share opportunities to volunteer and/or promote the library as they arise.
- c. Individual board members will bring questions, comments, and concerns from the public to the director to be added to the monthly agenda for discussion.

3. Goal #3 will be accomplished as follows:

- a. The library director will schedule quarterly review workshops for discussion of strategic goals.
- b. The library board will provide input to the library director for topics of discussion and goals to be reviewed during the planned workshops.

4. Goal #4 will be accomplished as follows:

- a. The library director will inform the board of industry standards.
- b. The Planning and Zoning Commission liaison and representatives from other city departments, boards, and commissions will provide the library board with relevant information and foster communication among parties.
- c. The library board will provide feedback, input, and recommendations to the library director regarding plans and strategies to meet industry standards and address future challenges.

To succeed, we need the following resources:

- 1. Staff: Library Director, Library Executive Administrative Assistant, Library Staff as determined by the director
- 2. Supplies: none needed
- 3. Other: City promotion of library events, activities, and services to inform the public of available opportunities to be part of the library community.



STAFF REPORT

MEETING DATE: February 2, 2026

TITLE:

Review and consider possible action on Circulation Policy and proposed changes.

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

In accordance with the library's plan to regularly update and review policies to ensure their continued relevance to the needs of the Bastrop community, library staff has reviewed the current Circulation Policy, approved by the City of Bastrop City Council in January of 2023.

UPDATES OVERVIEW:

- Simplified and standardized verbiage for clarity
- Removed procedural or outdated content
- Rearranged sections and content for flow and focus
- Consolidated content for flow and readability
- Revised format for readability
- Added statements for services and features adopted since the policy's approval
- Removed fee schedule due to fluid nature, included link in appendix

ATTACHMENTS:

- Circulation Policy – Updated
- Circulation Policy – Redlined



Circulation Policy

D#muy1fh#i#kch#14#Bdivars#

Purpose of the Circulation Policy

The library's circulation policy is intended for use by community members, the library staff, library advisory board, and governing officials.

Library Circulation Goals

- Provide equitable access to materials
- Maintain library memberships and safeguard member's privacy
- Support TexShare and Interlibrary Loan Program

Principles and Objectives

- The Bastrop Public Library supports "equal and equitable access to all library resources and services by users of all ages" as outlined by the American Library Association Bill of rights
- This document serves to
 - Provide transparency of the library process for membership management
 - Define the circulation rules of the Bastrop Public Library
 - Communicate possible means of acquiring items not held/owned by the Bastrop public library.

Contact Us

- In person at the check-out or information desk
- Via telephone at 512-332-8880
- Via email at info@bastroplibrary.org
- Online at www.bastroplibrary.org
- Via mailing address:
Bastrop Public Library
P.O. Box 670
Bastrop, Texas, 78602.

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.

Member Information

Anyone may come into the library and use materials on the premises. In-house use of items is tracked and used when making collection development decisions. Library users who want to check out items need a library membership.

Library Membership Requirements

Library Memberships are available to anyone who meets the following requirement.

- Age 18 or older
 - Parents/Legal guardians may obtain a membership for their minor if they meet the rest of the requirements.
- Able and agree to accept full financial responsibility for all library materials checked-out under their membership.
- Able to provide verification of identity and address.
- Member applicants residing outside the city limits are subject to a non-resident fee. See fee schedule for details, [Appendix](#) or [City of Bastrop Municipal Code Fee Schedule](#).
 - Current employees of the City of Bastrop are eligible for a Bastrop Public Library membership without a fee.

Enhanced library cards are available, upon request, at no additional cost, to any current or new library member age 18 or older.

Verification of Address and Identity

Applicants for a library membership must provide photo ID and verification of both their mailing address and physical address. Applicants may provide a current government issued ID card with their photo and address, or they may provide one of the sets of items listed below.

- Valid driver's license
- Water or Utility Bill with photo ID
- Personal Check with photo ID
- Lease agreement with photo ID
- Other proof of residence as determined by the Library Director or a library supervisor.

New Members Introductory Period

New Members are subject to a three-week introductory period during which the member may only check out 5 items, and will not be eligible to use the following services:

- TexShare Cards
- Interlibrary Loans
- Electronic device check out

Membership Standing

Members are considered in good standing if their account is not expired, and the member does not owe more than \$30.00. Failure to remain in good standing will result in the loss of check-out privileges until the matter is resolved.

Membership Expiration

Library Memberships expire one year or six months after the creation/renewal date of the account, depending on account type

- City of Bastrop resident accounts expire yearly
- Non-resident accounts expire subject to the library account fee period

Memberships that have been expired for over two years will be deleted from the library's system. Users whose accounts have been deleted will be set-up as a new member and subject to the introductory period (See [Introductory Period](#)).

User Privacy

The library, by default, does not store circulation history of its members. Members may supersede this setting in their account and select the extent of history they wish for the library to retain.

When using 3rd party systems, it is the responsibility of the member to know the third parties' privacy policies.

Institutional Cards

Bastrop Public Library will issue institutional memberships to organizations at the discretion of the Library Director or a library supervisor. Alternative borrowing limits and a non-resident fee may apply.

General Circulation

Library Members, in good standing (See [Membership Standing](#)), may check-out materials at the Check-out desk or a self-check station. Members may use their library Card, or a photo ID to complete the transaction.

Item Limits

A total of 20 circulating items can be checked out to a member.

- Non-resident families may opt for a family membership, increasing their check out limit to 40 items.
- Non-circulating items are unavailable for loan.
- Individual item limits may apply to some items.

Check-Out Periods

The loan period for most circulating library items is three weeks.

- Electronic Device loan periods may differ (See [Electronic Device Circulation](#)).
- In the event of an unexpected closure the due date for materials will move to the next open day.

Renewals

Eligible items may be renewed twice and renewals will process automatically on the due date. An items total check-out period will not exceed 9 weeks.

Item may be ineligible for renewal for the following reasons.

- Item renewal limit has been reached.
- Library membership has expired
- Material is reserved by another member
- Item is overdue
- Member has met or exceeded the \$30.00 fine/fee limit

Items must be returned to the library once they are no longer eligible for renewal. Members may re-check the item out again after 24 hours.

Returning Items

Items (excluding electronic devices) should be returned on or before the due date in one of the following ways.

- Inside drop box, available during normal business hours
- Outside drive-up drop box, available 24/7
- Electronic Devices must be returned to the Circulation Desk
- Items may be mailed to the library
- Digital items automatically return on the due date

Reserves

All members, in good standing, may submit reserves for circulating items. Reserves will be processed in the order they are received. Once notified, members have three open days to pick up their reserve, after which, items not checked out will be returned to circulation.

Fines and Fees

The Bastrop City Council establishes, by ordinance, the fees for non-resident library memberships, replacement cards, overdue fines, processing fees for lost and damaged items, and municipal court fees.

The Library Director or a library supervisor establishes the replacement or repair fees which will be charged for lost or damaged items and equipment

See fee schedule for fee amounts ([Appendix](#)).

Lost or Damaged Items (excluding electronic devices)

Items will be considered late the day after the due date. Items over 30 days late, will be considered lost and the member will be billed up to the item's Manufacturer's Suggested Retail Price (MSRP).

- Fees associated with late items will be forgiven when the item is returned.
- Items damaged, beyond normal wear and tear, may be billed to the member.
- The library does not accept replacement copies of lost or damaged items.
- Lost/damaged and paid for items are eligible for a full refund, within 30 days of payment if the item is returned in good condition with a receipt for the payment.

Per City of Bastrop Ordinance No. 2011-5, a user who has unreturned items valuing \$100 or more may be charged with a Class C Misdemeanor. This individual may be charged a fine up to or equaling \$500.

Electronic devices

Library members, age 18 or older, may check out an electronic device.

The term electronic device, in this policy, includes the main device, any accessories that accompany the device, the carrying case, and any informational material that goes with the device. All items must be present and in good condition for materials to be checked out or returned.

See fee schedule for information about fees and late fines ([Appendix](#)).

Electronic Device Circulation

Circulation rules for electronic devices may vary and will be outlined and agreed to when checking out the device. Electronic Devices are not eligible for renewal.

TexShare Cards

Bastrop Public Library participates in the TexShare card program ([Appendix](#)) and adheres to the policies set by the program.

TexShare Cards -Bastrop Public Library Users

TexShare cards are available to all Bastrop Public Library members in good standings, who are age 18 or older. TexShare Cards will expire at the same time as the membership.

- Minors may receive a TexShare card if their parent/guardian agrees to be responsible for all items checked out under the minor's name using the TexShare library system.

TexShare cards may be used in participating libraries in accordance with their policies and procedures. It is the cardholder's responsibility to be aware of policies for all libraries at which they use their TexShare card.

All items must be returned directly to the library they were borrowed from.

TexShare Visitor Cards

Library users with a valid TexShare card and photo ID are eligible for a TexShare library membership.

- Minors with a TexShare card and no photo ID will need a parent/guardian with a photo ID present to receive a Texshare Library Membership.

Visiting TexShare Library members are subject to the following terms

- Check-out limit is 5 items
- Check-out period is 3 weeks
- Print Books are the only items eligible to be checked out
- Users are subject to all the fee schedule ([Appendix](#))

TexShare library memberships will expire when the TexShare card expires. TexShare Members may renew their account by presenting a new valid TexShare Card and photo ID.

Interlibrary Loan

Interlibrary Loan (ILL) is the process by which the Bastrop Public Library requests items from, or supplies items to, other libraries.

Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA interlibrary Loan code, the Texas State Library and Archives commission Interlibrary Loan protocol, the United States copyright law, and the United States commission on new technological uses of copyrighted works guidelines ([Appendix](#)).

Borrowing

Members may submit an Interlibrary Loan request, through Bastrop Public Library, to obtain materials not held in the collections. ILL Processing fee applies (See fee schedule, [Appendix](#)).

The following limitations apply to ILL requests

- Members are limited to five requests at a time.

- Items have an MSRP value of less than \$100.00
- Print Materials
- Members are age 18 or older.

ILL Check-out period, renewals, and replacement fees may vary and are dependent upon the lending library. Failure to comply with due dates may result in the loss of ILL privileges.

If an ILL loan item is lost, stolen, or damaged, the member is responsible for the cost of the item (to be determined by the lending library) and any processing fees charged by the lending library.

Lending

The Bastrop Public Library will lend from its circulating print collection to all established libraries. Individuals wishing to borrow items via ILL from the Bastrop Public Library must initiate their request through an established library. Any decision to loan items is made at the discretion of the Library Director or designated staff member.

If items loaned through ILL are lost, then a fee equal to the MSRP of the item will be assessed by the borrowing library.

Exceptions and Accommodations

Exceptions/Accommodations to the Circulation Policy will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

Notification and Enforcement Process

Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of library services, as determined by the Library Director or Library Supervisor.

Users will be notified if they are violating the policy and will have the opportunity to correct the behavior. Repeat policy violations may result in revocation of library privileges.

Users' library privileges can be limited at the discretion of the Library Director or a Library Supervisor.

Reevaluation of Circulation Policy

The Bastrop Public Library Circulation Policy is reviewed every two years so that it adequately reflects changes in the library's goals and community's needs. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.

Appendix

- American Library Association's [Bill of Rights](#)
- American Library Association's [Professional Ethics](#)
- [The TexShare Card Program](#)
- [ALA interlibrary Loan code](#)
- [The Texas State Library and Archives commission Interlibrary Loan protocol](#)
- The United States copyright law
- The United States commission on new technological uses of copyrighted works guidelines
- The Texas State Library and Archive Commission-[TexShare Cards](#)
- Bastrop Public Library Fee Schedule: [The City of Bastrop's municipal code.](#)
 - https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APX_AFESC_SA1.12LI

Legal review: December 5, 2022
Library Board approved: November 7, 2022
City Council approved: January 11, 2023
Library review: December 16, 2024



Circulation Policy

~~Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material~~

Purpose of the Circulation Policy

The library's circulation policy is intended for use by community members, the library staff, library advisory board, and governing officials, and community members.

Library Circulation Goals

- ~~Provide a high-quality accounts maintenance~~
- ~~Ensure the smooth circulation of materials~~
- Provide equitable access to materials
- Maintain library memberships and safeguard member's privacy
- Support TexShare and Interlibrary Loan Program
- ~~Encourage the return of materials in a timely manner to guarantee equal access for all parties.~~
- ~~Support TexShare and Interlibrary Loan Program~~
- ~~Provide equitable access of materials~~

Principles and Objectives

- The Bastrop Public Library supports "equal and equitable access to all library resources and services by users of all ages" as outlined by the American Library Association Bill of Rights
- This document serves to
 - ~~Provide transparency to the library process for accounts-membership management~~
 - Define the circulation rules of the Bastrop Public Library
 - This document serves to Clearly communicate possible means of acquiring materials-items not held/owned by the Bastrop public library.

Contact Us

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P.O. Box 670
Bastrop, Texas, 78602.

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.

Member Information

Anyone may come into the library and use materials on the premises. In-house use of items is tracked and used when making collection development decisions. Library users who want to check out items need a library membership.

Library Card Membership Requirements

Requirements for borrowing materials or equipment from the library

- A person must obtain a library card and present it at the circulation desk at the time of the loan transaction.
- Once registered, a person may use a photo ID in place of a library card
- User's account must be in good standing (See Account Standing/Suspension)

Library accounts/cardsMemberships are available to anyone who meets the following requirement.

- Age The user must be 18 years of age or older,
 - Parents/Legal guardians may obtain a membership for their minor if they meet the rest of the requirements.
- Agree Able and agree to accept full financial responsibility for all library materials loaned checked-out under their membership out on their account, and
- Able to provide verification of identity and address.
- UseMember applicantsrs residing outside the city limits are subject to a non-resident fee.
See fee schedule for details, Appendix or City of Bastrop Municipal Code Fee Schedule.
 - Current employees of the City of Bastrop are eligible for a Bastrop Public Library membership without a fee.

Enhanced library cards are available, upon request, at no additional cost, to any current or new library member age 18 or older.

Current employees of the City of Bastrop are eligible for a Bastrop public library card without a fee. Users residing outside the city limits are subject to a non-resident fee. See fee schedule for details, Appendix or City of Bastrop Municipal Code Fee Schedule.

Addendum: Effective January 2, 2025, senior citizens, veterans, and individuals with a disability living outside of the City limits will receive a 20% discount on their annual membership. Non-resident families may opt for a family membership, increasing their check out limit to 40 items. The amended ordinance may be found in the Appendix or City of Bastrop Ordinance 2024-35. See fee schedule for details, Appendix or City of Bastrop Municipal Code Fee Schedule.

Parents/Legal guardians may obtain a card for their children under the age of 18. Parents/guardians are responsible for all materials checked out by their children.

Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of library services, as determined by the Library Director or Library Supervisor.

Verification of Address and Identity

Applicants for a library memberships must provide photo ID and verification of both their mailing address and their physical address. An applicantApplicants may provide a current government issued ID card with their photo and address, or they may provide one of the sets of items listed below.

- Valid driver's license
- Water or Utility Bill with picture-photo ID
- Personal Check with photo-picture ID
- Lease agreement with photo-picture ID
- Other proof of residence as determined by the Library Director or a library supervisor.
- _____

User Information

~~Anyone may come into the library and use materials on the premises. In-house use of materials are tracked and used when making collection development decisions.~~

New Members Introductory Period

~~New Members~~ users are subject to a three-week introductory period during which time the member may only check out 5 items, and will not be eligible to use the following services: following applies

- ~~Check out limit is 5 items~~
- ~~User is ineligible to apply for a TexShare Cards~~
- ~~User is ineligible to submit Interlibrary Loan requests~~
- ~~User may not borrow eElectronic device check outs~~

Account Membership Standing/Suspension

~~Accounts~~ Members are considered in good standing if their account is not expired, and the member user does not owe more than \$30.00. Failure to remain in good standing will result in the loss of check-out privileges until the matter is resolved. If a user's account does not meet these standards, borrowing privileges may be suspended. Once the account is renewed and/or the account is cleared of all charges, borrowing privileges may be re-instated.

Account Membership Expiration

~~Library~~ Memberships cards expire one year or 6six months after the creation/renewal date of the account,

depending on account type

- City of Bastrop resident accounts expire yearly.
- Non-resident accounts expire subject to the library account fee period (six months or one year). To renew accounts, contact the library.

Memberships that have been expired for over two years will be deleted from the library's system. Users whose accounts have been deleted will be set-up as a new member and subject to the introductory period. User accounts are deleted from the library system two years after they expire unless they have an outstanding account balance. Anyone wishing to renew after their account has been deleted will be treated as a new user and subject to the new user introductory period (See Introductory PeriodNew User).

User Privacy

~~The library~~ by default, stores check out information for two years. Users can choose to opt out by logging into their library account and adjusting the settings does not store circulation history of its members. Members may supersede this setting in their account and select the extent of history they wish for the library to retain.

~~When using 3rd party systems such as Libby/Overdrive or SimplyE, it is the responsibility of the member user to know the third parties' privacy policies.~~

Institutional Cards

Bastrop Public Library will issue institutional memberships to organizations at the discretion of the Library Director or a library supervisor. Alternative borrowing limits and a non-resident fee may apply.

General Circulation

Library Members, in good standing (See Membership Standing), may check-out materials at the Check-out desk or a self-check station. Members may use their library Card, or a photo ID to complete the transaction.

Material Limits

A total of 20 circulating items can be checked out on a library card to a member.

- Non-resident families may opt for a family membership, increasing their check out limit to 40 items.
- Non-circulating items are unavailable for loan.
- Non-circulating items are primarily reference and local history materials but may include other material types as decided by the library director. Individual item limits may apply to some items.

For more details, please contact a library employee.

Addendum: Effective January 2, 2025, non resident families may opt for a family membership, increasing their check out limit to 40 items. The amended ordinance may be found in the Appendix or City of Bastrop Ordinance 2024-35. See fee schedule for details, Appendix or City of Bastrop Municipal Code Fee Schedule.

Check-Out Loan Periods

The loan period for all most circulating library items is three weeks.

- Electronic Device loan periods may differ (See Electronic Device Circulation).
- In the event of an unexpected closure the due date for materials will move to the next open day.

Renewals

Eligible items may be renewed twice unless a reserve has been placed on the material and renewals will process automatically on the due date. An items The total check-out period will not exceed 9 weeks for any item. Presentation of a Library card is not required for renewal of materials

Item may be ineligible for renewal for the following reasons.

- Item renewal limit has been reached.
- User's library card membership has expired
- Material item is reserved by another member User
- Item is overdue
- Member User has met or exceeded the \$30.00 fine/fee limit
- Item renewal limit has been reached.

Re-Check

Items must be returned to the library once they are if no longer eligible for renewal, it must be returned to the library. Users Members may re-check the item out again after 24 hours.

Self-Check-Out

~~Items, in the general collection, may be checked out via the self check out stations in the library if the user's account is in good standing. Users are responsible for ensuring all items are checked out correctly. Electronic devices and reserve items may only be checked out at the circulation desk.~~

Returning Materials/Items

Items (excluding electronic devices) should be returned on or before the due date in one of the following ways.

- Inside drop box, available during normal business hours
- Outside drive-up drop box, available 24/7
- Electronic Devices must be returned to the Circulation Desk.
- Items may be mailed to the library
- Digital items automatically return on the due date
- If a user is unable to return materials to the building, materials may be mailed to the library.

Reserves

All members, in good standing, may request an unlimited number of reserves for circulating materials submit reserves for circulating items. Reserves will be processed in the order they are received.

~~Users will be notified when a reserve is available and will have three business days to pick up the item. Once notified, members have three open days to pick up their reserve. After which, the items not checked out will be returned to circulation or placed on reserve for the next user. Extension of reserve requests will be handled on a case by case basis.~~

~~Patrons may choose to enroll in reserve express for available authors. Reserve express is handled in the same manner as all other reserves. Expired users will be automatically removed from reserve express 30+ days after account expiration.~~

Fines and Fees

The Bastrop City Council establishes, by ordinance, the fees for non-resident library membership cards, and replacement cards, overdue fines, processing fees for lost and damaged item materials, and municipal court fees.

- ~~Effective October 3, 2022, late fines will no longer be charged or collected by the Bastrop Public Library for materials, excluding electronic devices.~~

The Library Director or a library supervisor establishes the replacement or repair fees which will be charged for lost or damaged item materials and equipment

~~See fee schedule for fee amounts (Appendix). A payment plan may be worked out at the discretion of the director for fees associated with lost or damaged items.~~

Lost or Damaged Items (excluding electronic devices)

~~Fines associated with late materials will be forgiven when the item is returned.~~

~~Materials~~ Items will be considered late the day after the due date. Items over 30 days late ~~not returned after thirty days, from the due date~~, will be considered lost and the member account will be billed up to the item's Manufacturer's Suggested Retail Price (MSRP).

- Fees associated with late items will be forgiven when the item is returned.
- Items damaged, beyond normal wear and tear, may be billed to the member.
- The library does not accept replacement copies of lost or damaged items.
- Lost/damaged and paid for items are eligible for a full refund, within 30 days of payment if the item is returned in good condition with a receipt for the payment.

Per City of Bastrop Ordinance No. 2011-5, a user who has unreturned items valuing \$100 or more may be charged with a Class C Misdemeanor. This individual may be charged a fine up to or equaling \$500.

~~Lost/damaged and paid for items are eligible for a full refund if the item is returned in good condition.~~

~~Items damaged during check out may be billed to the user's account. Damage level is determined by library staff. The library does not accept replacement copies of lost or damaged items. The library will not charge for normal wear of library materials.~~

Electronic devices

~~Users~~ Library members, age 18 or older, must meet the following requirements to may check-out an electronic device.

- ~~A library account in good standing~~
- ~~Age 18 or older~~

The term electronic device, in this policy, includes the main device, any accessories that accompany the device, the carrying case, and any informational material that goes with the device. All items must be present and in good condition for materials to be checked out or returned.

See fee schedule for information about fees and late fines ([Appendix](#)).

Electronic Device Circulation

~~Circulation rules for electronic devices may vary and will be outlined and agreed to when checking out the device. User must fill out all necessary forms to borrow or return an Electronic Device~~ ([Appendix](#)). Electronic Devices are not eligible for renewal.

TexShare Cards

Bastrop Public Library participates in the TexShare card program ([Appendix](#)) and adheres to the policies set by the program.

TexShare Cards -Bastrop Public Library Users

~~TexShare~~ ~~C~~ards are available to all Bastrop Public Library ~~members~~ users with accounts in good standings, who are ~~at least 18 years of age~~ ~~age 18 or older~~. TexShare Cards will expire at the same time as the ~~user's library account~~ membership.

- Minors may receive a TexShare card if their parent/guardian agrees to be responsible for all items checked out under the minor's name using the TexShare library system.

TexShare cards may be used in participating libraries in accordance with their policies and procedures. It is the cardholder's responsibility to be aware of policies for all libraries at which they use their TexShare card.

All ~~materials-items~~ must be returned directly to the library they were borrowed from.

TexShare Visitor Cards

~~Library Users~~ with a valid TexShare card and ~~valid~~ photo ID ~~are eligible for a TexShare library membership will be given a library account.~~

- ~~Minors with a TexShare card and no photo ID will need a parent/guardian with a photo ID present to receive a Texshare Library Membership.~~

Visiting TexShare ~~Users Library members~~ are subject to the following terms

- Check-out limit is 5 items
- Check-out period is 3 weeks
- ~~Print Books are the only materials-items eligible to be checked out by TexShare users~~
- Users are subject to all the fee schedule ([Appendix](#))

TexShare ~~user library account memberships~~ will expire when the TexShare card expires.

~~TexShare Members Accounts may be renewed if user presents renew their account by presenting a new valid TexShare Card and valid photo ID.~~

Interlibrary Loan

Interlibrary Loan (ILL) is the process by which the Bastrop Public Library requests ~~itemsmaterials~~ from, or supplies ~~materials-items~~ to, other libraries.

Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA interlibrary Loan code, the Texas State Library and Archives commission Interlibrary Loan protocol, the United States copyright law, and the United States commission on new technological uses of copyrighted works guidelines ([Appendix](#)).

Borrowing

~~Users, Members in good standing, may submit an Interlibrary Loan request, through Bastrop Public Library, to obtain materials not held in the collections, by submitting an ILL request form ([Appendix](#)). User's will be charged an ILL Processing fee applies ILL processing fee at the time of pick-up (See fee schedule, [Appendix](#)).~~

The following limitations apply to ILL ~~borrow~~ requests

- ~~Requests are limited to 5 items per patron. Members are limited to five requests at a time.~~
- ~~Requested materials with an MSRP of \$100.00 or greater will be denied. Items have an MSRP value of less than \$100.00~~
- ~~Only print materials are eligible for ILL Print Materials~~
- ~~Members are age 18 or older.~~

~~ILL~~ Check-out period, renewals, and replacement fees may vary and are dependent upon the lending library. Failure to comply with due dates may result in the loss of ILL privileges.

~~ILL items borrowed through Bastrop Public Library must be returned to Bastrop Public Library, and not to the lending library.~~

If an ILL loan item is lost, stolen, or damaged, the memberuser is responsible for the cost of the item (to be determined by the lending library) and any processing fees charged by the lending library.

Lending

The Bastrop Public Library will lend from its circulating print collection~~materials~~ to all established libraries. Individuals wishing to borrow item~~material~~s via ILL from the Bastrop Public Library must initiate their request through an established library. Any decision to loan item~~material~~s is made at the discretion of the Library Director or designated staff member.

~~Bastrop Public library limits the loan of materials via ILL to circulating print materials.~~

If materials~~items~~ loaned through ILL are lost, then a fee equal to the MSRP of the item will be assessed by the borrowing library.

Library Emergency Closure

~~In the event of an unexpected library closure, due dates will be pushed to the next open day. Late fees will be waived for any items unable to be checked in due to library closure.~~

Exceptions and Accommodations

Exceptions/Accommodations to the Circulation Policy ~~will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.~~

Notification and Enforcement Process

Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of library services, as determined by the Library Director or Library Supervisor.

Users will be notified if they are violating the policy and will have the opportunity to correct the behavior. Repeat policy violations may result in revocation of library privileges.

Users' library privileges can be limited at the discretion of the Library Director or a Library Supervisor.

Reevaluation of Circulation Policy

The Bastrop Public Library Circulation Policy is reviewed every two years so that it adequately reflects changes in the library's goals and community's needs. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.

Appendix

- American Library Association's [Bill of Rights](#)
- American Library Association's [Professional Ethics](#)
- [The TexShare Card Program](#)
- [ALA interlibrary Loan code](#)
- [The Texas State Library and Archives commission Interlibrary Loan protocol](#)
- The United States copyright law
- The United States commission on new technological uses of copyrighted works guidelines
- The Texas State Library and Archive Commission-[TexShare Cards](#)
- [Bastrop Public Library Fee Schedule: The City of Bastrop's municipal code.](#)
 - https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APX_AFESC_SA1.12LI
- ~~: page 8~~
- ~~Hotspot Lending Guideline and Agreement: page 9~~
- ~~Electronic Device Borrowing Agreement: page 11~~
- ~~Interlibrary Loan Request Form: page 12~~
- ~~City of Bastrop Ordinance 2024-35: pages 13-18~~

Legal review: December 5, 2022
Library Board approved: November 7, 2022
City Council approved: January 11, 2023
Library review: December 16, 2024

Bastrop Public Library Fee Schedule*

Description	Amount of fee/ Deposit
Membership Fees	-
Annual Membership	Resident**: \$0.00 Non Resident: \$25.00
Six-month Membership	Resident**: \$0.00 Non Resident: \$15.00
Electronic devices returned after Due Date	\$1.00 per item per day, no grace period, \$30.00 cap per item.
Replacement of Bastrop Public Library materials or electronic devices lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
Interlibrary Loan return shipping costs	\$3.00 per item
Meeting Rooms	-
Maynard Conference Room	General: \$25.00 per hour
Pressley Meeting Room	General: \$50.00 per hour
Supply and Equipment Fees	-
Printing Black & White, Letter-sized paper	\$0.10 per page
Printing Color, Letter-sized paper	\$1.00 per page
Printing Black & White, Ledger-sized paper (11X17")	\$0.20 per page
Printing Color, Ledger-sized paper (11x17")	\$1.20 per page
3D Printing, except as part of an official Library program	\$0.10 per gram
Replacement library card	\$1.00
Electronic devices returned via exterior book drop	\$5.00

*Fee Schedule is subject to change. For most up to date version see [The City of Bastrop's municipal code.](#)

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APXAFESC_SA1.1_2L1

**Resident is defined as residing in or owning real property located in the City of Bastrop. Post office boxes cannot be used as proof of residence in the City of Bastrop.



Hotspot Lending Guidelines and Agreement

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

The Hotspot Lending Guidelines and Agreement must be completed before any device is checked out. The Hotspot Borrowing Agreement must be completed each time a device is checked out.

Guidelines for Borrowing and Use

Patron Initials

- The Hotspot Borrowing Agreement must be signed each time a hotspot is checked out.
- Borrowers must have an active Bastrop Public Library card in good standing.
- Card must be active for at least two weeks.
- Account has no outstanding fines or fees.
- Borrowers must be 18 years or older.
- A valid government issued ID with picture and current address is required at checkout.
- Borrowers can only check out one hotspot per household.
- Hotspots may be checked out for 21 days.
- Hotspots may not be renewed.
- Hotspots and accessories must be returned to the circulation desk during operating hours.
- Service to the hotspot will be terminated 24 hours past the due date, and the hotspot will not work at that time.
- Hotspots may be placed on reserve unless the household currently has a device checked out.
- The library may, at any time, refuse checkout to patrons returning hotspots late or damaged.
- Failure to return a hotspot by the due date three times will result in suspension of hotspot borrowing privileges for six months.

Care and Operation

Patron Initials

- By checking out the item, the patron is certifying that they can and will use the hotspot in a manner consistent with its intended design and purpose.
- If the hotspot becomes unsafe or in a state of disrepair, the patron should discontinue use and notify the library as soon as possible.
- The hotspot should not be altered by attempting to open, repair, or modify it in any way.
- Only the borrower's household is authorized to use the hotspot.
- A brief instruction card is included for use of the hotspot. Library staff does not provide extensive instruction for the use of the device.

Fines and Liability

Patron Initials

- The borrower is solely responsible for the hotspot and will be billed for the replacement cost associated with damage or loss of the device and/or accessories as a result of neglect or abuse. Damage or loss fees may be incurred up to one week after check in.
- Hotspot and accessories replacement costs:

- Hotspot: \$100.00
- Power cord: \$25.00
- Device case: \$15.00
- ~~Hotspots and accessories must be returned to the library circulation desk. A \$5.00 fee will be charged for devices returned in the book drop.~~
- ~~The overdue fine for hotspots is \$1 per day with no grace period.~~
- ~~If a hotspot is more than 30 days overdue, it is considered lost, and the borrower will receive a bill to cover the replacement cost. If the hotspot is returned in good condition within 90 days of the due date, the bill will be removed, but overdue fines will be charged.~~
- ~~The hotspots run on the T-Mobile network. The speed and availability of the Wi-Fi connection will be dependent on the service area of T-Mobile's towers. Service connection is not guaranteed in all areas.~~
- ~~There is no Internet filtering software on the hotspots. Use of the hotspot is subject to T-Mobile's Acceptable Use Policy, Privacy Policy, and Terms of Use.~~
- ~~The Bastrop Public Library is not responsible for any liability, damages, or expenses resulting from the use or misuse of the hotspot device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not guaranteed. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, expressed or otherwise.~~
- ~~The Bastrop Public Library is not responsible for any information a user accesses and encounters using a hotspot nor any actions a user takes while online.~~

Privacy Terms

Patron Initials

- ~~Borrowers' internet usage is not tracked by the Bastrop Public Library or the Internet service provider.~~
- ~~The library does not have access to or collect specific usage data.~~
- ~~The library does not provide patron information to the service provider.~~
- ~~The only data the library collects about the hotspots are the following:~~
- ~~Total amount of data transmitted and received by each device during a billing cycle.~~
- ~~Anonymous circulation data related to the number of checkouts of each device.~~
- ~~The library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., usernames, passwords, credit card information, etc.).~~

~~I accept the above Hotspot Lending Guidelines and Agreement and am responsible for returning borrowed hotspots to the library in good working condition and free from damage.~~

Print Name Date

Signature

Approved June 2021

Bastrop Public Library Staff Signature

Formatting updated October 2022



Electronic Device Borrowing Agreement

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

D# my library card number

~~The Electronic Device Borrowing Agreement must be completed each time a device is checked out.~~

~~Use of a library hotspot is subject to the terms and conditions of this agreement. By checking out the device, you have agreed to the following:~~

- ~~• Electronic devices can only be checked out by a Bastrop Public Library cardholder in good standing, age 18 or older.~~
- ~~• A current, valid government issued ID with picture and current address is required at checkout.~~
- ~~• Electronic devices can be checked out for 21 days and may not be renewed.~~
- ~~• Electronic devices should not be altered by attempting to open, repair, or modify it in any way.~~
- ~~• Electronic devices must be returned to the circulation desk during operating hours. A \$5.00 fee will be charged for devices returned in the book drops.~~
- ~~• Electronic devices are subject to late fines. See circulation policies for details.~~
- ~~• A fee will be charged to the cardholder's account for lost or damaged electronic devices.~~
- ~~• There is no Internet filtering software on Electronic Devices.~~
- ~~• The library is not responsible for any files, data, or personal information accessed, transmitted, lost, or damaged while accessing the Internet via electronic devices.~~

~~I accept the above checkout agreement and am responsible for returning the equipment to the library in good working condition and free from damage.~~

Patron Name (please print): _____ Library Card #: _____

Patron Signature: _____ Date: _____

Email: _____ Phone Number: _____

Hotspot. Material number: _____ Call Number: _____

Check Out: All equipment is present. Patron Initials: _____ Staff Initials: _____ Date: _____

_____ Hotspot _____ Power cable _____ Carrying case _____ Instruction card

Check In: All equipment is present. Patron Initials: _____ Staff Initials: _____ Date: _____

_____ Hotspot _____ Power cable _____ Carrying case _____ Instruction card



Interlibrary Loan Request

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