

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



June 02, 2025

Agenda - Public Library Board at 6:00 p.m.

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. MINUTE APPROVAL

- [3A.](#) Consider action to approve Bastrop Public Library minutes from May 5, 2025, regular meeting.

4. ANNOUNCEMENTS

- 4A. The library will be closed Thursday, June 19th in observance of Juneteenth.

- 4B. There will be no library board meeting during the month of July. The next board meeting will take place on Monday, August 4th at 6:00 p.m.
- 4C. The library will be closed Friday, July 4th for Independence Day.
- 4D. Announcements from the Library Director.
- 4E. Announcements from individual board members.
- 4F. Announcements from Planning & Zoning liaison.

5. REPORTS

- [5A.](#) Director's report.
- [5B.](#) Statistics report.
- [5C.](#) Financial report.
- [5D.](#) Library Board Terms report.
- [5E.](#) Burden of Growth report

6. PRESENTATIONS

7. WORKSHOP

- [7A.](#) Collection Development Policy Review workshop.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A. 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 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: May 28, 2025 at 11:15 a.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



May 05, 2025
Minutes - Public Library Board at 6:00 p.m.

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Library Board Members Present

Chair Rebecca Bennett
 Vice Chair Meagan Webb
 Secretary Sally Keinarth
 Board Member Rachelle Caviness
 Board Member Lisa Gossett
 Board Member Jennifer Leisure

Guests, Liaisons, and Staff Present

Library Director Bonnie Pierson

1. CALL TO ORDER

Meeting was called to order by Board Chair Rebecca Bennett at 6:02 p.m.

2. CITIZEN COMMENTS

There were no citizen comments.

3. MINUTE APPROVAL

- 3A.** Consider action to approve Bastrop Public Library minutes from April 7, 2025, regular meeting.

Lisa Gossett moved to approve the minutes; Jennifer Leisure seconded the motion. Minutes were approved.

4. ANNOUNCEMENTS

- 4A.** Youth programs at the library will take a one-week hiatus from Monday, May 19th through Saturday, May 24th as the library finalizes preparation for the 2025 Summer Reading Program.

- 4B. The library will be closed Monday, May 26th for Memorial Day.
- 4C. The 2025 Summer Reading Program starts on Tuesday, May 27th and concludes on Saturday, July 26th.
- 4D. The library will be opening at 10:00 a.m. Mondays through Saturdays during the summer months of June, July, and August. These hours will take effect Monday, June 1st and conclude Saturday, August 30th.
- 4E. Announcements from the Library Director.
- 4F. Announcements from individual board members.
- 4G. Announcements from Planning & Zoning liaison.

5. REPORTS

- 5A. Director's report.

Director Bonnie Pierson reported on several programs conducted by library staff including a Storytime Egg Hunt at Bob Bryant Park, library tours for Bluebonnet Elementary 2nd grade classes, a Dia de los Ninos celebration highlighting bilingual literacy, and a library informational booth in the Bastrop 1832 Farmers Market.

Photo ID cards are close to being available to patrons, hopefully by summer. TSLAC funding, affected by cuts by the federal government, will impact our library. The number of databases available will decrease beginning in June and ILL reimbursements will be for a lesser amount. More effects may be forthcoming.

- 5B. Statistics report.

Statistics are positive, particularly the total number of renewals increasing from YTD 24 (793) to YTD 25 (932).

- 5C. Financial report.

- 5D. Fiscal Year 2025 Goals Quarterly report.

All six areas of focus for the Library Goals reflect an active, growing library. Growth planning is critical and includes work on a Facility Use survey, a Burden of Growth Spreadsheet, tracking Spanish transactions, and planning facility enhancements with the Public Works Director.

- 5E. Proposed Fiscal Year 2026 Budget report.

Library Director Bonnie Pierson submitted the Fiscal Year 2026 budget request to the City Council for a total of \$163,305.00.

6. PRESENTATIONS

7. WORKSHOP

8. ITEMS FOR INDIVIDUAL CONSIDERATION

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

9. ADJOURNMENT

The meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Sally Keinarth, Secretary

Rebecca Bennett, Chair



STAFF REPORT

MEETING DATE: June 2, 2025

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

On Monday, May 12th, twenty-two PK4 students from Calvary visited the library for a tour. Children's Services Associate Ariel Dirienzo showed them the children's area and informed them of the different things you can do in the library, how to behave in a library, and how to treat library books. To finish, the students were read a story and then each given a sticker. On their way out, their teacher was provided Summer Reading Highlights flyers to distribute.

Youth programs at the library took a one-week hiatus from Monday, May 19th through Saturday, May 24th as the library finalized preparation for the 2025 Summer Reading Program.

The 2025 Summer Reading Program began on Tuesday, May 27th and will conclude on Saturday, July 26th. Details about opening week will be provided at the meeting.

NOTEWORTHY:

The Friends of the Library made over \$3,000 at their annual book sale.

The Friends of the Library's 2025 scholarship recipients are Faith Frank and Claire Natal, two Cedar Creek High School students. Both recipients were awarded \$1,000 each.

Supervisor of Access Services Amie Cuvelier attended TSLAC's De-Escalation Skills Workshop on Monday, May 5th at Seguin Public Library.

On Monday, May 12th, Catherine "Cat" Morales returned to the library as a temporary summer employee.

The library hired two temporary summer clerks, Angela Caldera-Martinez and Montana Davenport, to assist with the 2025 Summer Reading Program. Their first day was Tuesday, May 27th.

Library Clerk Zoe Moreno resigned from her position. Her last day was Thursday, May 29th.

The library hired Nevaeh Castaneda as a library clerk to fill the position left vacant by Zoe's resignation. Nevaeh's first day was Friday, May 30th.

Library Clerk Irene Fonseca celebrated her two-year anniversary at the Bastrop Public Library on Saturday, June 1st.

UPDATES ON THE FOLLOWING:

Photo ID cards

TSLAC Funding

Nonresident Card distribution – Attachment following report

COMMUNITY FEEDBACK:

"It's so nice that things get renewed without having to come in. This is the best library that there is!"

- Patron

"I am SO fascinated by all the things you guys do and offer here. It's just amazing."

- Patron

Thank you Bastrop Public Library for hosting this beautiful community-building gathering.

- Gloria Perkins, Bastrop Visitor Center Manager, regarding Día celebration program

"I have never seen any other place that clearly tells you who speaks Spanish on a name tag. Sometimes it's hard for people to determine who can speak Spanish. That is a very good thing for you to have."

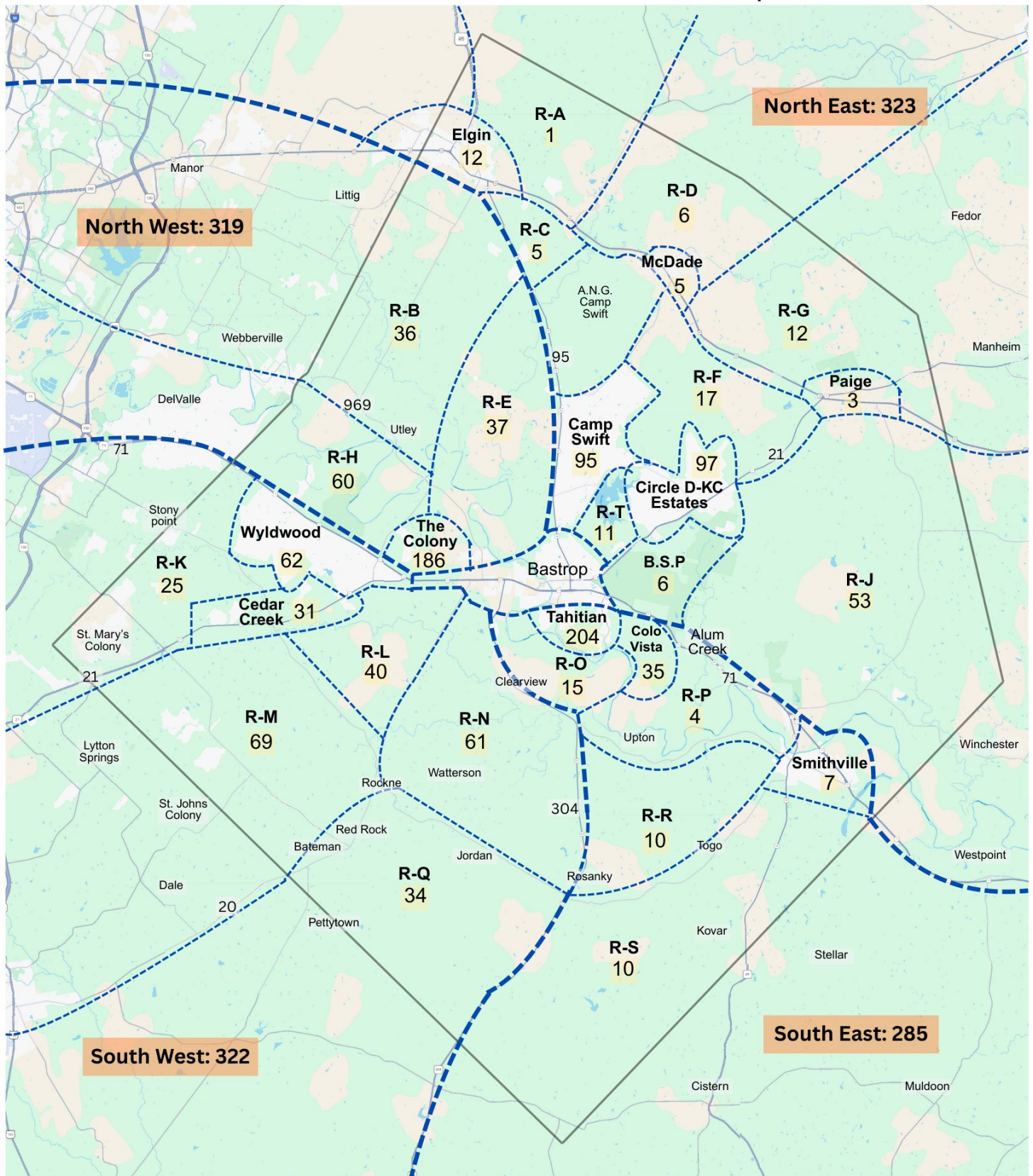
- Patron

"I really love that y'all have the Honor Paperbacks. It makes it easy to find good books."

- Patron

In April, the library distributed Easter treat bags to the students of the Calvary class that frequently check out items. Thank you letters from the class follow this report.

Non-Resident Account Distribution Map



Patrons Outside Map Area: 39



Dear Librarians,

Thank you for giving
us Easter treats. Our
class loved the stamps and
the chalk egg including
the stickers, tattoos
fruit snacks and the
clapper. Thank you so
much!

Sincerely,

Emelyn



Dear Librarians, thake you

for the Easter treets. I rile

do like the books. My savrit Easter

treets is the clapper.

sincerely,

McClain



Dear Librarianas,

Thank you for the Easter bag

with a stamp, chalk egg, stickers,

tattoo, fruit snacks, clapper and

Easter.

sincerely,

Andrew



Dear Librarians,

Thank you for the Easter treats.

You gave us. I liked that chalk egg

you gave us. The stickers were pretty cool.

Thank you for ever singel thing in

there.

Sincerely,

Hayes



Dear Librarians,

Thank you for the Easter

bags when we were checking

out books. In the bags there

were a stamp, chalk egg, stickers,

a tattoo, fruit snacks, and a clapper.

It was amazing.

Sincerely

Gabriel



Dear Librarians, Thank you for

the Easter bag you gave. Thanks

for coming and being so nice to

us. You really are amazing. Thank

you for what you've done.

Sincerely,

Millie



Dedrick Librarians

thank you for the if you

have given us thank you for it,

I like the librarians for you.

and the thanking is.

Sincerely Hudson



Dear Librarians,

Thank you for everything in that
was in that bag. Stamps; chalk eggs,
stickers, tattoos, fruit snacks, and
clappers. Thank you for all of
that.

Sincerely,

Kian



^{Cali Co}
Dear Librarians,

Thank you for all

you gave us in the

Easter bags this was

on Easter. There was a

stamp, chalk eggs and

the stickers, tattoo the

fruit snack and the

clapper. Ps. Thank you!!!

Sincerely,

Cali♥



Dear Librarians,

Thank you for letting

us have a bag of treats.

Thank you for being

so nice to me.

Sincerely

Sterling



Dear Librarians,

Thank you for the Easter

bags. I really enjoyed playing

with it thank you so much

and really like reading your books

too.

Sincerely,

Zoë



Dear Librarians,

Thank you for the

little Easter bag. Me

and my sister played

with the chalk egg.

I liked the fruit snacks.

Thank you for all the

stickes, tatoos and the

stamps.

Sincerely,

Lisa



Dear Librarians,

Thank you for giving us a

Easter bag with a stamp,

chalk egg, stickers, tattoo,

fruit snacks, clapper it was

a fun time at the libari.

Sincerely,

Eland



Dear Librarians, Thank you

for giving us the

Easter bags. my favorit thing

in the Easter bag was

the clapper. Thank you

for checking out our books.

Sincerely,

Brody.



Dear Librarians,

Thank you so much for checking out

books all day! You have so much book choices!

Thank you so much for the Easter baskets.

I loved the stamp, chalk egg, stickers, tattoo,

fruit snacks and clapper.

Sincerely,

Reddington.



Dear Librarians,

thank you for always

being really nice to us at

check out with books.

you have really good books

choices in the library.

some of the books that I check
out are really interesting.

I hope that I get to see

you guys next year.

sometimes I accidentally forget

to bring my card or my
books to school .

Sincerely,

Adalyn

I hope you guys have
a great day.

Statistics - April 2025

Item 5B.

Community Engagement	Q1	APR	MAY	JUN	Q3	YTD 25	YTD24	TOTAL 24
Circs By Patron Type								
Juv	927	442			442	2,589	2,697	5,266
Teen	51	24			24	124	433	985
Adult	4,579	1,863			1,863	12,836	13,157	24,436
Staff	341	134			134	744	1,026	1,585
NR Juv	528	222			222	1,722	1,844	3,473
NR Teen	189	80			80	522	1,066	1,600
NR Adult	11,451	5,488			5,488	31,187	33,144	60,994
TexShare	100	101			101	310	305	579
Spanish Circs	No Data	5			5	24	No Data	No Data
Total NR Usage	12,268	5,891			5,891	33,741	36,359	66,646
% NR Usage	68%	71%			71%	68%	68%	67%
% Spanish Usage	No Data	0%			0%	0%	No Data	No Data
Programming								
Early Childhood - # of Programs	34	11			11	79	54	104
Early Childhood - Program Attendance	1,087	453			453	2,927	2,131	3,947
Youth - # of Programs	19	5			5	38	10	39
Youth - Program Attendance	519	60			60	768	614	2,133
Young Adults - # of Programs	18	13			13	56	47	94
Young Adults - Program Attendance	149	103			103	514	339	690
Adults - # of Programs	64	20			20	168	105	231
Adults - Program Attendance	440	159			159	1,220	957	1,893
General - # of Programs	2	1			1	10	7	32
General - Program Attendance	320	42			42	966	1,289	2,056
Outreach - # of Programs	2	4			4	9	8	12
Outreach - Program Attendance	1,199	349			349	1,868	2,004	2,486
Passive - Coloring Sheets	1,691	435			435	3,745	1,497	3,298
Total # of Programs	139	54			54	360	231	512
Total Program Attendance	3,714	1,166			1,166	8,263	7,334	13,205
Membership - Cards								
City	92	36			36	240	276	596
City Renewals	160	57			57	413	348	762
Faculty	0	0			0	0	0	0
Faculty Renewals	0	0			0	2	9	16
Friends	2	0			0	3	3	3
Friends Renewals	3	0			0	6	13	18
Staff	4	0			0	7	4	14
Staff Renewals	3	2			2	9	7	15
Nonresident	175	54			54	405	378	644
Nonresident Renewals	233	93			93	644	556	1,093
TexShare Visitor	1	6			6	12	3	10
TexShare Visitor Renewals	7	2			2	12	8	14
Total New Registrations	274	96			96	667	664	1,267
Total Renewals	406	154			154	1,086	941	1,918
Spanish	No Data	0			0	4	No Data	No Data
Spanish Renewals	No Data	0			0	0	No Data	No Data

Statistics - April 2025

Item 5B.

TexShare Home New	1	0			0	2	3	9
TexShare Home Renewals	8	3			3	22	13	29
<u>Facility</u>								
Door Count	18,726	6,820			6,820	45,708	42,407	81,674
Study Room Use	398	192			192	1,033	1,040	1,864
Pressley Use - Library	97	160			160	336	162	329
Pressley Use - Nonprofit	38	27			27	120	104	167
Pressley Use - Other	1	20			20	23	2	2
Maynard Use - Library	70	0			0	153	88	221
Maynard Use - Nonprofit	21	23			23	67	54	85
Maynard Use - Other	0	18			18	19	0	1
Total Meeting Room Use	625	593			593	1,904	1,450	2,669

History & Culture	Q1	APR	MAY	JUN	Q3	YTD 25	YTD 24	TOTAL 24
Partnerships	6	4			4	18	19	35
Special Displays	1	0			0	144	5	5
Documents Digitized	10	0			0	10	No Data	0

Lifelong Learning	Q1	APR	MAY	JUN	Q3	YTD 25	YTD 24	TOTAL 24
<u>Database Use</u>								
Portal to Texas History - Bastrop Advertiser	6,993	1,868			1,868	17,431	28,939	47,961
Heritage Quest	264	71			71	399	624	1,261
Learning Express Library	8	5			5	37	50	68
Gale Databases	560	185			185	1,356	659	1,679
Mango Languages	201	42			42	412	274	481
Total General Use Databases Sessions	769	232			232	1,805	983	2,228
<u>Technology</u>								
Kids Computer Use	97	18			18	217	212	548
Teen Computer Use	27	8			8	51	65	132
Adult Computer Use	1,665	567			567	3,954	4,314	7,926
Wifi Use	4,855	1,725			1,725	11,501	11,226	18,640
Website Visits	11,638	4,678			4,678	28,091	30,898	58,006
Total Public Computer Use	1,789	593			593	4,053	4,591	8,606

Books & Reading	Q1	APR	MAY	JUN	Q3	YTD 25	YTD 24	TOTAL 24
<u>Material Use</u>								
Check-Outs - Kids	7,293	2,581			2,581	17,253	16,655	29,992
Check-Outs - Tween	6,287	2,351			2,351	15,501	14,946	27,769
Check-Outs - Teen	1,211	489			489	2,901	3,107	6,009
Check-Outs - Adult	8,329	2,907			2,907	20,033	20,168	36,222
Honor Paperbacks	39	9			9	71	161	321
Renewals	9,002	3,443			3,443	21,258	18,613	33,755
In-House Use	4,472	1,441			1,441	10,397	12,098	23,138
Self-Check	4,133	1,534			1,534	10,582	10,308	19,241

Statistics - April 2025

Item 5B.

Mobile Circ	13	0			0	13	35	37
Hotspots	83	30			30	200	159	289
OverDrive eBooks - Kids	214	54			54	460	437	773
OverDrive eBooks - Teen	181	64			64	429	390	629
OverDrive eBooks - Adults	1,840	645			645	4,520	4,075	7,193
OverDrive eAudio - Kids	198	108			108	511	538	1,081
OverDrive eAudio - Teen	199	36			36	413	369	684
OverDrive eAudio - Adults	1,915	681			681	4,601	3,997	7,356
Boundless	72	41			41	287	3	3
Total Checkouts	32,346	11,437			11,437	77,590	77,138	141,496
<u>Interlibrary Loan</u>								
ILL Borrowed	39	5			5	77	56	117
ILL Lent	32	9			9	71	68	126
<u>Collection</u>								
Items Added - E, 1st Readers	178	37			37	448	517	975
Items Added - Board Books	7	0			0	7	3	3
Items Added - J	219	69			69	580	339	713
Items Added - Teens	73	19			19	156	96	200
Items Added - Adults	389	147			147	982	869	1,551
Items Added - Magazines	92	31			31	183	232	391
Items Withdrawn	816	218			218	1,531	2,153	3,611
Missing Items	58	3			3	96	77	108
Total Items Added	958	303			303	2,592	2,198	3,833

Culture of Service	Q1	APR	MAY	JUN	Q3	YTD 25	YTD 24	TOTAL 24
<u>Reference Transactions</u>								
General Reference Questions (ENG)	2,906	1,007			1,007	7,001	2,684	8,104
Directional Questions (ENG)	448	211			211	1,343	1,106	2,248
Tech Support Questions (ENG)	2,156	776			776	5,410	4,947	9,912
Tests Proctored (ENG)	1	0			0	6	7	12
Tech Tutor (ENG)	67	14			14	121	145	255
General Reference Questions (ESP)	No Data	19			19	72	No Data	No Data
Directional Questions (ESP)	No Data	3			3	16	No Data	No Data
Tech Support Questions (ESP)	No Data	9			9	43	No Data	No Data
Tests Proctored (ESP)	No Data	0			0	0	No Data	No Data
Tech Tutor (ESP)	No Data	0			0	4	No Data	No Data
Total Reference Transactions	5,578	2,039			2,039	14,016	10,715	22,538
Total Spanish Reference Transactions	No Data	31			31	135	No Data	No Data
% Spanish Reference Transactions	No Data	2%			2%	5%	No Data	No Data
<u>Volunteers</u>								
Volunteer Hours	529.63	199.50			199.50	1,212.93	649.35	1,375.30
FOL Volunteer Hours	196.22	86.80			86.80	473.47	967.00	1,653.14
Teen Volunteer Hours	182.88	115.70			115.70	499.53	251.95	661.45
Total Volunteer Hours	908.73	402.00			402.00	2,185.93	1,868.30	3,689.89

Statistics - April 2025

Item 5B.

Social Media								
Facebook Page Likes	3,797	3,883			3,883	3,829	3,314	3,468
Facebook Engaged	3,735	356			356	5,011	14,596	24,358
Facebook Reach	34,247	10,976			10,976	78,156	130,166	234,696
Instagram Followers	1,316	1,382			1,382	1,316	1,231	1,981
Instagram Profile Activity	166	69			69	411	16,608	23,773
Instagram Reach	1,739	738			738	4,310	3,499	6,154
Savannah Stats								
# of Emails Composed	103	31			31	242	234	412
# of Messages Sent	18,760	12,422			12,422	55,505	34,118	63,853
Opens	9,519	5,952			5,952	27,053	14,984	28,172
Open %	51%	48%			48%	53%	45%	45%
Clicks	565	339			339	1,521	1,205	2,121



FINANCIAL REPORT

MEETING DATE: June 2, 2025

TITLE:

Financial report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

1. The library's total non-donation revenue from October 1, 2024, through May 20, 2025, is \$32,610.21
 - a. Nonresidential: \$24,875.00
 - b. Material fines, fees, and replacement cards: \$1,966.24
 - c. Printing: \$5,402.78
 - d. Paypal: \$366.19
2. The library's total non-donation revenue from April 1, 2025, through April 30, 2025, is \$4,213.10
 - a. Nonresidential: \$3,100.00
 - b. Material, fines, fees, and replacement cards: \$304.85
 - c. Printing: \$765.80
 - d. Paypal: \$42.45
3. Notable library donation revenue from April 1, 2025, through April 30, 2025, is \$4,000.00
 - a. 04/08/2025: \$4,000.00



STAFF REPORT

MEETING DATE: June 2, 2025

TITLE:

Library Board Terms report

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Library Board Bylaws state that board members are permitted to serve a maximum of two consecutive terms on any board and must wait at least one year before reapplying. The Mayor may waive the one year wait period under good cause.

BOARD MEMBER TERMS:

- Lisa Gossett: 2022 – 2025
- Sally Keinarth: 2022 – 2025
- Jennifer Leisure: 2022 – 2025
- Rebecca Bennett: 2023 – 2026
- Nancy Wood: 2023 – 2026
- Rachelle Caviness: 2024 – 2027
- Meagan Webb: 2024 – 2027



STAFF REPORT

MEETING DATE: June 2, 2025

TITLE:

Burden of Growth report

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

In February 2025 data collection efforts were initiated to better understand the growing demands for library staff, services, and facilities. These efforts aim to support strategic planning, improve service delivery, optimize space usage, and ensure equitable access. The data collected will inform decision-making and help anticipate future needs as the library continues to serve an expanding and diverse community.

1. Burden of Growth Staff Spreadsheet

From February to May 2025, staff tracked patron requests where an accommodation was made or where the request could not be fulfilled. Requests were divided by physical items (e.g., CD player, projector, laptop), services (enhanced library cards, notary, passport, community service, tech classes), and supplies (stamps, envelopes). Meeting room scheduling conflicts and requests for larger spaces were also recorded.

2. Facility Survey

Survey efforts focused on mapping assets, creating consistent terminology, and designing a zone-based survey with standardized questions. A prototype was developed and will be tested in June. Full implementation is planned for October.

3. Spanish Statistics

Limited data was collected via the Burden of Growth Spreadsheet. Staff have been tracking transactions on the service desk statistic sheets but not entering if it was accommodation. Staff have been redirected; however, this may not be a true measure of the service provided.

4. Expanded Public Room Data Collection

Current tracking includes basic usage and organization type. New data points—such as time used, partner groups, program type, and age group—aim to uncover trends and compare use against availability.



STAFF REPORT

MEETING DATE: June 2, 2025

TITLE:

Collection Development Policy Review workshop

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Collection Development Policy is subject to biennial review, as established by the review schedule set at the time of its approval. At this time, no changes to the policy's contents are being proposed. The Bastrop Public Library continues to adhere to the policy as written. This review is being conducted solely to ensure clarity and consistency in the document.

POLICY OVERVIEW:

- Policy Purpose and Objectives
 - Guides library operations by defining standards and practices for maintaining a diverse, accessible collection that supports library goals
- Selection of Materials
 - Based on merit, demand, relevance, and quality, using professional review tools and criteria such as accuracy, timeliness, usability, and audience suitability
- Collection Subsections
 - A/V and Digital content
 - Consortium membership
 - Texana and Local History
- Limits of the Collection
- Public Purchase Requests
- TexShare and Interlibrary Loans
- Gifts and Donations
- Collection Maintenance
- Reconsideration of Materials
- Policy Review
- Appendix

ATTACHMENTS:

- Collection Development Policy 2023



Collection Development Policy

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

Purpose of the Collection Development Policy

The library's collection development policy is intended for use by the library staff, library advisory board, governing officials, and community members. It provides information about the library and community, the scope of the collection, the library's goals for providing books and materials, and specific practices for selecting, deselecting, and maintaining books and other library materials.

Library Collection Goals

- Improve access to the information and collections of the library.
- Provide a high-quality collection of materials that meets the life-long learning needs of our community.
- Develop a popular materials collection in multiple formats that emphasize enjoyment, discovery, and exploration.
- Develop a collection of historical and genealogical materials that celebrates the rich heritage of Bastrop and Central Texas.
- Provide a broad and diverse collection of materials.

Principles and Objectives

- Bastrop Public Library selects materials for general informational purposes and recreational reading for all ages.
- The purpose of Bastrop Public Library is to provide all library users with carefully selected materials and to assist individuals in the pursuit of educational and recreational information. The library collection, as a whole, will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.
- The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the library does not mean endorsement of the contents or views expressed in those materials.
- The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. To this end, the Bastrop Public Library upholds the principles of the American Library Association's [Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#), [Statement on Labeling](#), [Free Access to Libraries for Minors](#), and the Texas Library Association's [Intellectual Freedom Statement](#).
- The library realizes that some materials are controversial and that any given item may offend some customers. While the library staff is available to assist individuals and groups to select materials, the ultimate responsibility for the choice of materials lies with the patron.
- The library staff does not serve *in loco parentis*. It is the responsibility of the parent or legal guardian to supervise and monitor the material choices of their child.

Selection Process

Responsibility for material selection rests with the library director. All staff members may participate in the selection of library materials. A process for reconsideration is available for the public under the direction of this policy.

Library staff are a steward of public funds and mindfully apply budgeted funds to the greatest benefit of the community.

Primary considerations for materials selection include but are not limited to:

- Individual merit of the item
- Popular demand and/or patron request
- Library need for the material
- Budget limitations
- Authority of author and/or publisher
- Local significance
- Regional/national awards

An item need not meet all of these criteria to be considered.

Selection Tools

Library staff will apply professional discretion and standards established by the library profession and will consult professional review sources and tools, such as but not limited to *Booklist*, *Library Journal*, *School Library Journal*, and *Kirkus*, when selecting materials for the collection.

Materials are selected to provide depth and a diversity of viewpoints to the existing collection. While widespread interest and usage are the prevailing influences on selection and maintenance, the library strives to sustain an inclusive and balanced collection.

Selection Criteria

The library's collection includes informational, educational, and recreational library materials for children, teens, and adults in both English and Spanish. It contains a wide variety of formats, including print, audio-visual, and electronic. Dependent on user demand, budget constraints, space considerations, and suitability, new formats may be periodically added to the collection. Older formats will be phased out as user demand declines.

In general, the library's policy is to purchase materials that best satisfy the diverse interests and needs of the community within budget limitations.

General selection criteria include:

- Purpose and scope of the resource
- Intended audience
- Accuracy
- Depth and breadth of coverage
- Currency and timeliness of the material, if applicable
- Format, including style, aesthetic qualities, technical aspects, physical characteristics, and special features
- Comparison to other resources available for purchase or already in the collection

A/V Materials

When selecting audio-visual material, the following factors are taken into consideration in addition to the aforementioned selection criteria:

- Vulnerability to damage and/or theft
- Types of equipment customers are likely to own
- Types of materials available for purchase
- Produced by a respected production or distribution company or be of local interest
- Films and documentaries must have an MPAA rating no greater than R
- Mass-market releases or educational programs without formal rating may be considered on the aforementioned selection criteria

Digital Content

In order to meet the information needs of the community in a variety of formats and environments, library staff will select digital content that may include, but are not limited to:

- eBooks
- eAudiobooks
- Digital magazines
- Database resources
- Other digital materials

Websites and other internet resources will be selected based on the aforementioned criteria.

Consortium Membership

The library may belong to a consortium in order to better provide a variety of sources and content to patrons in line with good stewardship of public funds.

Bastrop Public Library is only responsible for items purchased with City of Bastrop funds. Each library in the consortium follows its own governing body-approved collection development policy to determine what titles to add or delete from the consortium.

Texana and Local History

The library selectively collects Texana and local history and genealogical materials based on availability and relevance to the community. Self-published titles relevant to local history may be considered for the collection.

Many local history and genealogical materials are one-of-a-kind and cannot be replaced; therefore, they are only available for use in the library.

Limits of the Collection

In consideration of user demand, appropriateness for the collection, budget, space constraints, and other information sources available, the following types of materials will not be collected or maintained in the library:

- Textbooks and curriculum materials
- Technical manuals
- Scholarly or professional journals
- Subjects for which there are limited demand and/or are easily obtainable through interlibrary loan
- Self-published materials without professional reviews or local historical significance

Public Requests

A patron may request that a particular item be purchased. Items will be purchased at the Selector's discretion if they meet the guidelines of the Collection Development Policy and funds are available. A Purchase Request Form is available upon request. A patron may request up to three titles per month.

TexShare and Interlibrary Loan

Bastrop Public Library is unable to purchase all materials that are of interest to our community.

The library participates in the TexShare card program to allow members to have direct access to materials available at other TexShare member public and academic libraries.

The library participates in the interlibrary loan program in an effort to obtain requested materials that are not in the collection. In return, other libraries may request materials from the Bastrop Public Library collection.

Gifts and Donations

All gifts or donations become the property of Bastrop Public Library, a department of the City of Bastrop. The library accepts monetary donations and gifts or donations of books and other materials.

Donations with stipulations or restrictions will not be accepted. Donations and gifts are subjected to the same principles and collection criteria as new materials purchased by the library.

The library will determine if materials will be incorporated into the existing collection. Materials not added to the collection may be used for programs or given to the Friends of the Library.

The library will not appraise the value of donated items. A donation receipt is available upon request.

Monetary donations provide an opportunity for citizens to honor and memorialize an individual, family, or group. The library welcomes general suggestions for the purchase of materials. Any items purchased must fall under the general criteria of the collection development policy. Appropriate bookplates will be added to materials in memory of or honoring individuals.

Once added to the collection, donated materials and materials purchased with grant or memorial funds are the property of Bastrop Public Library and are eligible for maintenance and withdrawal according to the same guidelines as all other materials.

Donated items withdrawn from the library will not be returned to the donor.

Collection Maintenance

Duplicates and Replacements

While library staff attempt to have copies of all standard and classic works, they cannot replace each copy that is damaged, lost, or withdrawn.

Basis for replacement includes but is not limited to:

- Demand for a specific item or subject
- Existing coverage of that item or subject in the collection
- Availability and cost of a replacement

Wide demand for timely and significant materials may require duplication. Demand for individual titles is monitored and additional copies are purchased to meet that demand.

Deselection

To maintain an up-to-date, attractive, and useful collection, a continuous schedule of withdrawal and replacement is required.

The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries is used for the weeding process. This method is the established best practice set forth by Texas State Library and Archives Commission.

Donated materials and materials purchased with grant or memorial funds are eligible for maintenance and withdrawal according to the same guidelines as all other materials.

When materials are selected for withdrawal, at least two staff members will determine if CREW was followed and that the integrity of the collection has been maintained.

The Friends of the Library will be allowed to sell discarded or withdrawn materials, and proceeds of such sales will be used to support the library's mission and programs or to enhance the library's collections.

Reconsideration of Library Materials

The Bastrop Public Library is aware that some materials, displays, programs, artwork, or digital resources are controversial and may offend certain patrons. Individuals or groups have the right to make a complaint about library resources. The library welcomes expressions of opinion by patrons but will be governed by the Collection Development Policy in making additions to or deleting items from the collection, program schedule, or display in the library.

Bastrop County residents with objections to materials, displays, programs, artwork, or digital resources should be brought to the attention of the library director and presented in writing using the Request for Reconsideration form, which can be found in the index of the policy. Requests for Reconsideration will be reviewed in the order they are received. Additionally, in order to maintain the level of service all library patrons deserve, staff will review one Request per patron per month, up to three Requests for Reconsideration per month. If the Request process interferes with library service delivery, the City Council will be notified and asked for direction.

Reconsideration Process:

1. A Reconsideration Request is completed and returned to the library.
2. The library director receives the request and notifies the patron about the process and when a decision will be available.
3. Library staff gather information and confer with the director to resolve the reconsideration.
4. The library director will send a written notice to inform the patron of the reconsideration decision.

5. The patron may appeal to the Library Advisory Board if the decision is unsatisfactory. Appeals to the Library Advisory Board are made as a Citizen's Comment during a monthly board meeting. Citizen's Comments cards may be obtained at the library.
6. Under the direction of the Board, a Reconsideration Committee will be created to determine if the Request has been executed in accordance with the Collection Development Policy and established library procedures.
7. The Committee will report to the Board with a recommendation to uphold or overturn the library director's decision.
8. The board president will send a written notice of the decision within three business days of the board's vote.
9. The patron may appeal to the City Council if the decision is unsatisfactory. Appeals to the City Council are made as Citizen's Comments during a regular meeting. Citizen's Comments are submitted through the City Secretary.

Reconsideration decisions will stand for two years from the final review date and may be provided to any other individuals that request Reconsideration of the same item within the 24-month period.

Reevaluation of Collection Development Policy

The Bastrop Public Library Collection Development 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 [Freedom to Read Statement](#)
- American Library Association's [Freedom to View Statement](#)
- American Library Association's [Statement on Labeling](#)
- American Library Association's statement on [Free Access to Libraries for Minors](#)
- Texas Library Association's [Intellectual Freedom Statement](#)
- Purchase Request Form: page 7
- Memorial & Donations Form: page 8
- Request for Reconsideration Form: pages 9-10

Legal review: July 18, 2022

Library Board approved: April 6, 2023

City Council approved: April 11, 2023



Purchase Request Form

A service of the City of Bastrop

In general, only items published within the last two years will be considered for purchase. All library materials are selected in accordance with the library's collection development policy. A copy of the policy is available upon request.

Your name: _____ Library card #: _____

Phone: _____ Email: _____

Date of request: _____

☐ Children's item☐ YA item☐ Adult item☐ ebook (on Libby/OverDrive)☐ eaudiobook (on Libby/OverDrive)

Title: _____

Author: _____ Year published: _____

How did you hear about this title?

Staff use only.

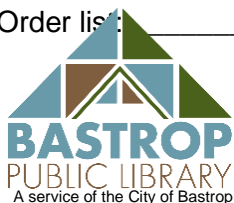
Selector: _____ When patron was contacted: _____

☐ Will order ☐ Will not order☐ Phone☐ Email☐ In person☐ Not available☐ Already ordered; please put on reserve list

Notes about conversation:

Notes:

Order list: _____



Memorials & Donations Form

Bastrop Public Library
P.O. Box 670, Bastrop, TX 78602

Donor's name and address:

☐ Memorial☐ Honorarium☐ Presentation☐ Monetary**To be given in the name of:**

Acknowledgment card sent to:

Special designation or request (such as Texana, children's, gardening, etc.) **OPTIONAL**

For Staff Use Only

Date acknowledgement sent to donor: _____

Date acknowledgement sent to family: _____

Amount: _____

☐ Check☐ Cash

Special designation: _____

Date ordered: _____ Date received: _____

Title: _____ Barcode: _____



Request for Reconsideration Form

This form may be filled out by Bastrop County residents according to the library's Collection Development Policy.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you have an active Bastrop Public Library card? Yes _____ No _____

Do you represent yourself? _____ Or an organization? _____

Name of organization: _____

Title to be Reconsidered: _____

Author: _____

Call # of item:

Format of item:

- ☐ Book ☐ ebook ☐ Movie ☐ Audiobook ☐ Magazine
☐ Newspaper ☐ Digital resource ☐ Program ☐ Display ☐ Artwork

Please answer the following questions.

1. What do you find objectionable and/or offensive about this item, program, display, digital resource, or artwork?

2. Please list the specific page number(s), URL, promotional material, or other evidence of what you find objectionable or offensive.

3. Have you read/listened to/viewed/attended the item in its entirety? If not, what have you read/listened to/viewed/attended?

4. Have you read any critical reviews of this item? Please include the source.

5. For collection items, do you recommend that the library reclassify this item or remove it from the collection? For artwork or other displays, do you recommend that the library move it to another location in the library? For programs, do you recommend that the library present the program to another age group?

6. Do you have a recommendation for an alternative to this item, display, digital resource, artwork, or program?

Bastrop Public Library appreciates your interest in the library's collection. You will receive progress notifications as your request is reviewed.

Signature of library patron submitting reconsideration form Date

Signature of staff member receiving reconsideration form Date