

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



March 04, 2024

Agenda - Public Library Board at 6:00 PM

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. MINUTES APPROVAL

3A. Consider action to approve Bastrop Public Library minutes from February 5, 2024, regular meeting.

4. ANNOUNCEMENTS

4A. The library will have additional programs for Spring Break from Monday, March 11th through Saturday, March 16th.

4B. Announcements from the Library Director.

4C. Announcements from individual board members.

5. REPORTS

[5A.](#) Library Director's report.

[5B.](#) Statistics report.

[5C.](#) Financial report.

6. PRESENTATIONS

7. WORKSHOP

[7A.](#) Fiscal Year 2025 Library Budget Priority 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: 02/28/2024 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/BonnieUeckertPierson

Bonnie Ueckert Pierson, Library Director

City of Bastrop Public Library Board

Meeting Minutes

February 05, 2024

1. Call to Order

The meeting was called to order by President Rebecca Bennett at 6:02 pm.

The members present were Lisa Gossett, Sally Keinarth, Jennifer Leisure, Laura Goodwin, Nancy Wood, Bonnie Pierson Library Director, Absent members included Cheryl Lee City Council Liaison and Meagan Webb.

Guests present at the meeting were Monica Carson, Carl Bees, Carol Spencer, James Richard, Anna Tully, and Margarite Igor.

2. Citizen Comments – Margarite Igor spoke on the topic of books found in the library.

3. Minutes Approval

- A. Consider action to approve the Bastrop Public Library Minutes from January 08, 2024, with amendment made. Sally Keinarth moved to approve the minutes. Nancy Wood seconded the motion, and it was carried.

4. Announcements

- A. The library will be closed Friday, March 1st for observation of Texas Independence Day.
- B. Wednesday, March 6th at 5:00 pm The Friends of the Library will host Ryan Holiday as a guest speaker.
- C. Announcements from individual board members: Lisa Gossett shared information about the upcoming 19th Annual Bastrop Empty Bowl 2024 event. This will occur Saturday, February 17th at the Bastrop Convention and Exhibit center.

5. Reports

A. Library Director's report

i. Programming:

- January 11th and the 25th the new two programs for adults, "Meet at the Library" took place. The attendance was low, and the library is looking to improve public awareness of these programs.
- Saturday, January 27th, the History Talk series program began. This was the first of four planned presentations. Robbie Sanders, chair of the Fairview Cemetery Advisory Board, presented about the Fairview Cemetery. Fifty-nine people attended this program.

- The library hosted two children’s activities as part of the City of Bastrop’s Mardi Gras celebration on Saturday, February 3rd. The activities included live music traditional to the Louisiana region. 375 people attended this event.
- Another adult program is scheduled to start on Thursday, February 22nd. The program named “Bring Your Own Craft “(BYOC) will offer a time that participants can bring their individual projects and work in the company of fellow crafters.
- During Spring Break, beginning the week of Monday, March 11th, extra programming will be added. One of the activities will be a Pi-Scavenger Hunt. Participants of this activity can enter their name into a drawing for a gift card from the local café The Bearded Baking Company. Other crafts will be available as well as LEGO® Free Build Day for kids.
- As noted in the agenda packet other programs continue with popularity and attendance is improving.

ii. Noteworthy:

- Patricia Norton, Library Clerk celebrated her one-year anniversary with the library on January the 12th.
- Eva Bernal, Youth Services Librarian has been with the library for 90 days as of January 17th.
- Terry Carwell, Circulation Associate celebrated his fifth-year anniversary on February 4th.
- Shelia Bowman, Finance Associate celebrated her twenty-five-year anniversary with the library on January 23rd.
- Bastrop City Council approved the Library User Responsibility and Conduct policy during a regular meeting on Tuesday, January 23rd.
- Library Associate Shelia Bowman retired from the library after 20 years of service. Shelia’s last day of work was January 31st. The library staff celebrated this occasion with a party on January 30th.
- The 2023 Texas Public Libraries Annual Report 2023 opened on January the 3rd. The Bastrop Public Library is required to participate in this report to maintain the library’s current accreditation. The report is due by April 30th.

iii. Updates:

- Five applications have been received for the Children’s Services Associate position. Four interviews have been scheduled.
- The library board workplan has been completed and awaiting further instructions from the city on how to proceed.
- Community feedback has been positive regarding the new expanded hours, increased programming, and the book collection that is available.

- B. Statistical Comparison Report:
The full report is available within the agenda packet. Areas that continue to show increases are programming that is offered to the library patrons, increased facility door count, and total book check outs.
 - C. Monthly Financial Report: See agenda packet for Financial Report.
 - D. Fiscal Year 2024 Goals Quarterly Review Report:
Bonnie Pierson, Library Director shared a report on fiscal year goal progress. This report covered the period of the first quarter of fiscal year 2024. The full report is included in the agenda packet.
Bastrop Public Library continues to strive towards contributing to the community in areas of: Community Engagement, History & Culture, Lifelong Learning, Books & Reading, Culture of Service, and Administrative procedures.
6. Presentation-none
7. Workshop
- A. Citizen Comment: Carol Spencer spoke on Policy Review Schedule.
 - B. Policy Review Schedule workshop presented by Bonnie Pierson, Library Director.
Included in the agenda packet is the full report with information on how often and when policy reviews occur.
 - C. Bonnie Pierson, Library Director presented a discussion on the Library User Responsibility and Conduct Policy. This was a discussion in response to the January 23rd Bastrop City Council meeting at which some citizens voiced concerns about the policy. During the discussion we looked over the policy (which was approved at the Bastrop City Council meeting on Tuesday, January 23rd, 2024).
8. Items for Individual Consideration- None
9. Adjournment of meeting at 6:58 pm

Respectfully submitted.

Laura Goodwin, Secretary

Rebecca Bennett, President



STAFF REPORT

MEETING DATE: March 4, 2024

AGENDA ITEM: 5A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

Teens got to test their skills during the Teen Thursday program on February 8th. After splitting themselves into two teams, Youth Services Librarian Eva Bernal tasked attendees with completing quick challenges in a race to acquire the most points. The program was very well received, and those in attendance expressed interest in doing another program like this in the future.

On Thursday, February 15th, Public Services Librarian Bethany Dietrich attended Compass Rose's first annual Literacy Night on behalf of the Bastrop Public Library. Students and guardians got to share their love of reading and learned all about the current and upcoming programs at the library.

Youth Services Librarian Eva Bernal represented the Bastrop Public Library at the Colorado River Collegiate Academy's first Mental Health and Wellness Fair on Friday, February 23rd. CRCA partnered with multiple community resources with the goal of raising awareness about mental health topics for students. A total of eighty-one students stopped by the library's booth and were able to sample books and receive information about teen volunteering, programming, and the summer clerk program.

On Saturday, March 2nd, the library launched a Seed Library with a program on saving seeds. More information on this program will be available at the meeting.

In addition to regularly scheduled programs, some extra programming will be happening during Spring Break, the week of Monday, March 11th. The additional programming is below:

- Monday, March 11th through Saturday, March 16th
 - Pi-Day Scavenger Hunt: Colorful numbers will be hidden throughout the library that can be added to the Maynard Conference Room windows. Anyone who finds a number and adds it to the Pi display can enter their name in a drawing for a gift card from the Bearded Bakery.
 - Take-and-Make packets for kids in the Children's Area.
 - Oversized community coloring page near the puzzle table behind the Reference Desk.
- Monday, March 11th: LEGO Free Build for kids from 2-4pm

- Tuesday, March 12th: Mystery Box Craft for kids from 2-4pm

NOTEWORTHY:

On Thursday, February 15th, the IT department replaced all the public monitors, keyboards, and mice with the latest models. Money will be allocated each fiscal year to update public technology to better serve the community.

The Friends of the Library are hosting local author and business owner Ryan Holiday for a Q&A session on Wednesday, March 6th from 6pm to 8pm.

The Friends of the Library have decided on the dates for the 2024 annual book sale. The sale will take place Friday, May 3rd from 10am - 5pm and Saturday, May 4th from 10am - 3pm. Early entry for members of the Friends of the Library will be Friday, May 3rd from 9am - 10am. The Lost Pines Garden Center will be partnering with the Friends of the Library and hosting a plant sale in tandem with the book sale on Saturday, May 4th. Going forward, the Friends of the Library will be planning to host the sale the first weekend in May.

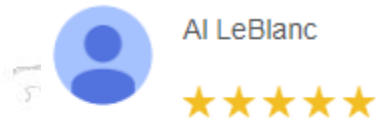
UPDATES ON THE FOLLOWING:

Personnel.

Photo ID library cards update.

COMMUNITY FEEDBACK:

“For a library this size, the collection is really great. You even have THE book on heraldry!”
-Susan Gunn, patron



Small friendly library with good services and an interesting variety rooms

“Love the Black History Month display with audiobooks!”
-Dock Jackson, patron

Statistics - January 2024

Item 5B.

Community Engagement	Q1	JAN	FEB	MAR	Q2	YTD 24	YTD 23	TOTAL 23
<u>Circs By Patron Type</u>								
Juv	1,180	357			357	1,537	1,200	5,209
Teen	173	58			58	231	215	1,338
Adult	5,519	1,878			1,878	7,397	5,283	20,804
Staff	492	161			161	653	341	1,510
NR Juv	925	247			247	1,172	1,287	4,163
NR Teen	462	211			211	673	290	1,139
NR Adult	13,452	4,939			4,939	18,391	14,666	51,724
TexShare	99	77			77	176	65	331
Total NR Usage	14,938	5,474			5,474	20,412	16,308	57,357
% NR Usage	67%	69%			69%	68%	70%	67%
<u>Programming</u>								
Early Childhood - # of Programs	8	9			9	17	8	95
Early Childhood - Program Attendance	313	318			318	631	231	2,922
Youth - # of Programs	4	0			0	4	4	31
Youth - Program Attendance	414	0			0	414	112	714
Young Adults - # of Programs	11	7			7	18	14	43
Young Adults - Program Attendance	92	47			47	139	136	397
Adults - # of Programs	23	17			17	40	14	72
Adults - Program Attendance	175	175			175	350	119	554
General - # of Programs	2	1			1	3	1	32
General - Program Attendance	657	59			59	716	637	1,605
Outreach - # of Programs	3	1			1	4	2	9
Outreach - Program Attendance	1,665	72			72	1,737	458	1,558
Passive - Coloring Sheets	420	120			120	540	390	1,350
Total # of Programs	63	35			35	98	63	282
Total Program Attendance	3,821	671			671	4,492	2,101	7,750
<u>Membership - New Cards</u>								
City	93	49			49	142	146	519
City Renewals	132	54			54	186	168	724
Faculty	0	0			0	0	1	2
Faculty Renewals	4	1			1	5	9	22
Friends	2	0			0	2	0	1
Friends Renewals	6	5			5	11	16	33
Staff	2	1			1	3	1	7
Staff Renewals	4	1			1	5	3	12
Nonresident	131	73			73	204	192	637
Nonresident Renewals	187	103			103	290	269	948
TexShare Visitor	2	0			0	2	1	10
TexShare Visitor Renewals	7	1			1	8	2	6
Total New Registrations	230	123			123	353	341	1,174
Total Renewals	340	165			165	505	468	1,743
TexShare Home New	0	0			0	0	0	2
TexShare Home Renewals	9	1			1	10	7	23
<u>Facility</u>								
Door Count	16,403	5,940			5,940	22,343	19,617	69,478
Study Room Use	423	150			150	573	587	1,930
Pressley Use - Library	159	17			17	176	66	804
Pressley Use - Nonprofit	44	8			8	52	29	9

Statistics - January 2024

Item 5B.

Pressley Use - Other	13	0			0	13	0	0
Maynard Use - Library	13	7			7	20	2	37
Maynard Use - Nonprofit	36	9			9	45	37	99
Maynard Use - Other	7	1			1	8	2	2
Total Meeting Room Use	531	214			214	745	723	2,400

History & Culture	Q1	JAN	FEB	MAR	Q2	YTD 24	YTD 23	TOTAL 23
Partnerships	4	1			1	5	No Data	No Data
Special Displays	2	1			1	3	No Data	No Data
Documents Digitized	No Data	No Data			No Data	No Data	No Data	No Data

Lifelong Learning	Q1	JAN	FEB	MAR	Q2	YTD 24	YTD 23	TOTAL 23
<u>Database Use</u>								
Portal to Texas History - Bastrop Advertiser	9,123	4,167			4,167	13,290	21,908	59,346
Heritage Quest	442	65			65	507	339	1,626
Learning Express Library	31	6			6	37	18	149
Gale Databases	68	31			31	99	No Data	No Data
Mango Languages	98	59			59	157	133	976
Total General Use Databases Sessions	197	96			96	293	166	1,148

<u>Technology</u>								
Kids Computer Use	84	60			60	144	76	321
Teen Computer Use	22	3			3	25	64	178
Adult Computer Use	1,611	684			684	2,295	2,034	7,459
Wifi Use	4,971	1,436			1,436	6,407	6,125	20,482
Website Visits	11,694	5,640			5,640	17,334	13,772	47,938
3D Prints	0	0			0	0	3	12
Total Public Computer Use	1,717	747			747	2,464	2,174	7,958

Books & Reading	Q1	JAN	FEB	MAR	Q2	YTD 24	YTD 23	TOTAL 23
<u>Material Use</u>								
Check-Outs - Kids	7,024	2,156			2,156	9,180	6,720	26,243
Check-Outs - Tween	6,073	2,131			2,131	8,204	5,751	22,266
Check-Outs - Teen	1,216	527			527	1,743	1,105	4,897
Check-Outs - Adult	7,917	3,093			3,093	11,010	9,690	32,561
Honor Paperbacks	40	23			23	63	142	406
Renewals	8,566	2,377			2,377	10,943	4,978	21,789
In-House Use	6,299	1,437			1,437	7,736	2,876	15,338
Self-Check	4,145	1,779			1,779	5,924	5,786	19,934
Mobile Circ	16	0			0	16	32	54
Hotspots	72	21			21	93	100	301
OverDrive eBooks - Kids	188	57			57	245	346	970
OverDrive eBooks - Teen	157	75			75	232	195	729
OverDrive eBooks - Adults	1,620	597			597	2,217	2,183	7,052
OverDrive eAudio - Kids	219	69			69	288	199	746
OverDrive eAudio - Teen	132	66			66	198	130	541
OverDrive eAudio - Adults	1,687	616			616	2,303	1,779	5,663
SimplyE	3	0			0	3	0	
Total Checkouts	32,663	10,868			10,868	43,531	31,216	110

Statistics - January 2024

Item 5B.

Interlibrary Loan								
ILL Borrowed	27	6			6	33	19	94
ILL Lent	18	9			9	27	36	89
Collection								
Items Added - E, 1st Readers	191	85			85	276	402	915
Items Added - Board Books	0	0			0	0	12	21
Items Added - J	112	25			25	137	383	1,222
Items Added - Teens	33	15			15	48	54	170
Items Added - Adults	414	91			91	505	593	1,399
Items Added - Magazines	108	27			27	135	171	491
Items Withdrawn	881	280			280	1,161	1,958	4,546
Missing Items	21	20			20	41	20	153
Total Items Added	858	243			243	1,101	1,615	4,218

Culture of Service	Q1	JAN	FEB	MAR	Q2	YTD 24	YTD 23	TOTAL 23
Reference Transactions								
General Reference Questions	1,024	439			439	1,463	1,637	5,827
Directional Questions	441	174			174	615	654	2,004
Tech Support Questions	1,804	762			762	2,566	2,398	8,585
Phone Reference	747	258			258	1,005	909	3,187
Tests Proctored	6	0			0	6	3	8
Tech Tutor	44	26			26	70	43	145
Total Reference Transactions	4,066	1,659			1,659	5,725	5,644	19,756
Volunteers								
Volunteer Hours	249.50	88.50			88.50	338.00	527.50	1,739.05
FOL Volunteer Hours	429.50	129.75			129.75	559.25	277.00	757.45
Teen Volunteer Hours	123.25	20.00			20.00	143.25	197.00	544.45
Total Volunteer Hours	802.25	238.25			238.25	1,040.50	1,001.50	3,040.95
Social Media								
Facebook Page Likes	3,178	3,322			3,322	3,214	2,479	2,785
Facebook Engaged	6,026	3,619			3,619	9,645	3,175	16,609
Facebook Reach	45,541	31,769			31,769	77,310	40,676	101,624
Instagram Page Followers	1,213	1,232			1,232	1,218	1,091	1,138
Instagram Impressions	7,738	1,727			1,727	9,465	13,529	33,454
Instagram Reach	1,507	433			433	1,940	2,142	5,742
Savannah Stats								
# of Emails Composed	102	35			35	137	119	302
# of Messages Sent	10,424	8,946			8,946	19,370	23,439	61,565
Opens	5,494	3,930			3,930	9,424	14,356	61,867
Open %	53%	44%			44%	51%	68%	66%
Clicks	521	225			225	746	736	4,176

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2023, through February 20, 2024, is \$17,268.02
 - a. Nonresidential: \$12,900.00
 - b. Material fines, fees, and replacement cards: \$918.06
 - c. Printing: \$3,034.35
 - d. Paypal: \$429.61

2. The library's total non-donation revenue from January 1, 2024, through January 31, 2024, is \$5,042.12
 - a. Nonresidential: \$3,960.00
 - b. Material, fines, fees, and replacement cards: \$206.66
 - c. Printing: \$732.85
 - d. Paypal: \$142.61

3. Notable library donation revenue from January 1, 2024, through January 31, 2024, is \$4,000.
 - a. 01/09/24: \$4,000



WORKSHOP

MEETING DATE: March 4, 2024

AGENDA ITEM: 7A

TITLE:

Fiscal Year 2025 Library Budget Priority workshop

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

PURPOSE:

The library board has the responsibility to share community recommendations with the library director. This workshop will provide an opportunity for the director to involve the board in the budget planning process by discussing future needs and improvements.

PRIORITIES FOR THE WORKSHOP:

1. Inform the library board about the budget process
2. Discuss the needs and potential enhancements of the library
3. Encourage discussion about library growth

ATTACHMENTS:

- Fiscal Year 2024 Library Budget Breakdown
- Library Need Worksheet

FY24 Account	Budget
Supplies <ul style="list-style-type: none"> • Programming • Outreach • Office Supplies • Technology Replacement 	\$21,750.00
Postage	\$ 1,305.00
Books <ul style="list-style-type: none"> • Physical Materials • Electronic Materials 	\$48,000.00
Audio Visual	\$ 7,000.00
Book Maintenance	\$ 1,550.00
Equipment Maintenance	\$ 290.00
Computer Maintenance	\$ 3,650.00
Maintenance of Building	\$ 400.00
Communications	\$18,640.00
Utilities	\$16,100.00
Professional Services	\$ 2,500.00
Credit Card Processing	\$ 2,500.00
Library Automation	\$ 3,950.00
Advertising	\$ 1,275.00
Travel and Training	\$ 3,585.00
Dues and Subscriptions <ul style="list-style-type: none"> • Memberships • Subscriptions 	\$ 6,010.00
Equipment Rental	\$ 6,040.00

Total: \$144,545.00

Library Need Worksheet

Fiscal Year 2025 Identified Needs:

- IT replacement
 - Options: iPads, laptops – programs, public Zig units
- Carpet
- Increase overtime budget
- Deaf phone replacement
- Increase program budget
- Volunteer Software

Potential Enhancements:

- _____ Staff Meeting Space
- _____ Meeting Room Table
- _____ Meeting Room PA/Podium
- _____ Enhanced Library Cards – Equipment \$7,000
- _____ Conference Room Cabinets
- Other:

Library Growth:

- Increase hours of operation
 - Need additional staff at 25-30 hours a week
- Divide Director's office for future staff increase
- Bookroom reorganization
- Other: