

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



AMENDED - November 04, 2024

Agenda - Public Library Board at 6:00 PM

All amendments are in red

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.

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1. **CALL TO ORDER OATH OF OFFICE**
 2. **OATH OF OFFICE**
 - 2A. Incumbent Library Board Member Meagan Webb Place 7
Swearing Oath of Office, Bonnie Pierson, Library Director

Signature of official documents, Elisa Puentes, Community Engagement Executive
Administrative Assistant

Welcome by Library Board

Comments by Library Board Member Webb
 - 2B. Incoming Library Board Member **Rachelle** Caviness Place 5
Swearing Oath of Office, Bonnie Pierson, Library Director

Signature of official documents, Elisa Puentes, Community Engagement Executive
Administrative Assistant

Welcome by Library Board

Comments by Library Board Member Caviness
 3. **CALL TO ORDER REGULAR MEETING**

4. 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.

5. MINUTE APPROVAL

[5A.](#) Consider action to approve Bastrop Public Library minutes from October 7, 2024, regular meeting.

6. ANNOUNCEMENTS

- 6A. The library will be closed Saturday, November 9th for the annual Veteran's Day car show.
- 6B. The library will be closed Monday, November 11th for Veteran's Day.
- 6C. The library will be closed Thursday, November 28th through Saturday, November 30th for Thanksgiving.
- 6D. Announcements from the Library Director.
- 6E. Announcements from individual board members.

7. REPORTS

- [7A.](#) Director's report.
- [7B.](#) Statistics report.
- [7C.](#) Financial report.

8. PRESENTATIONS

9. WORKSHOP

[9A.](#) Fiscal Year 2025 Goals workshop.

10. ITEMS FOR INDIVIDUAL CONSIDERATION

AMENDED Thursday, October 30, 2024

10A. Individual requests from Library Board members for items to be listed on future agendas.

11. 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: 10/30/2024 at 4:00 p.m. and the amended Agenda Notice was posted on 10/30/2024 at 5:00 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

Agenda

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

October 07, 2024

1. CALL TO ORDER at 6:03 p.m. by Board Chair; attendees were Becky Bennett, Jennifer Leisure, Nancy Wood and Lisa Gossett; City Staff was represented by Community Engagement Director Kathy Danielson; Library Director Bonnie Pearson was in attendance.

2. CITIZEN COMMENTS – No citizen comments

3. MINUTE APPROVAL 3A. Consider action to approve Bastrop Public Library minutes from September 7, 2024, regular meeting.

Motion was made by Jennifer Leisure and seconded by Lisa Gossett to approve the minutes from the September 7, 2024 regular meeting; approved unanimously.

4. ANNOUNCEMENTS

4A. New Library Board Member announcement. Public Library Board Agenda October 07, 2024 Page 2 of 2 – New appointments to the Board will be made by the Mayor and City Council at a Special Council Meeting on October 17.

4B. City of Bastrop Comprehensive Plan Survey announcement. - Bonnie encouraged all Board members to take the Comprehensive Plan Survey which is being published online; there will be a new survey every week so be sure to take them all; share with all friends and neighbors and encourage input to this important topic for the City.

4C. The 2024 Boards & Commissions Banquet will take place on Thursday, October 24th from 6:30 - 8:30 p.m. at the Convention Center. - Everyone got their invitation.

4D. Multiple streets in downtown will be closed to traffic from 3:30 pm until after 8 pm on Tuesday, October 31st for Boo Bash preparation, tear-down, and safety. As such, the library will be closing at 4 pm on Thursday, October 31st.

4E. The library will be participating in the City of Bastrop's Boo Bash on Thursday, October 31st from 6 - 8 pm. The library's booth will be in front of the building in the parking lot. - Library Volunteers will give out candy

4F. The library will be closed Saturday, November 9th for the annual Veteran's Day car show.

4G. The library will be closed Monday, November 11th in observance of Veteran's Day.

4H. Announcements from the Library Director. - Bonnie will be at City Council meeting to make a presentation on October 22

4I. Announcements from individual board members. - Nancy announced the Indigenous Peoples Day event on October 12 from 10-2 at the Bastrop County Museum and Visitor Center.

5. REPORTS 5A. Director's report (attached) - Highlights:

Silent Reading with Kittens drew 150 people – a record!

Firefighters are coming

Dia De Los Muertos will be highlighted

Noteworthy: Received an award from Rescuing Texas History; windows in the meeting room got tinted; Library has a partnership with AARP for tax season; Local Authors section will be ready soon (Becky suggested better signage)

5B. Statistics report (attached) - Note: for Non-Resident Usage Bastrop County Cares has money to supplement Library Cards; they will issue a voucher, and the voucher is presented at the library to receive a card.

5C. Financial report (attached)

5D. Open House Update report. - Need volunteers to work the event

Committee reported that the music for the event was booked

10 am – Terry Moore

11 am – Max Butler

12 pm – Ben Zuniga

1 pm – Honor Choir

2 pm – Mary Smith

6. PRESENTATIONS - None

7. WORKSHOP - None

8. ITEMS FOR INDIVIDUAL CONSIDERATION

8A. Consider action to approve the Nominating Committee’s slate of officers for fiscal year 2025.

Motion made by the Nominating Committee and seconded by Jennifer Leisure to accept the slate of officers for 2024-2024 to be:

Chair – Becky Bennett

Vice Chair – Megan Webb

Secretary – Sally Keinarth

Motion was approved unanimously.

8B. Individual requests from Library Board members for items to be listed on future agendas. - None

9. ADJOURNMENT – at 6:34 p.m.

Respectfully submitted.

Nancy Wood, Library Board Member

Rebecca Bennett, President



STAFF REPORT

MEETING DATE: November 4, 2024

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

On Tuesday, October 1st, Kathy Grimmitt and Elaine Dreyfus-Petry, two adult community leaders, began facilitating a French Conversation Group. Their goal is to provide a space for anyone who wants to keep up with their French language skills or learn French for traveling. They meet on the first and third Tuesdays of each month at 3:00pm and have had roughly half a dozen people in attendance at each session.

On Tuesday, October 1st, the library held its first Tween Tuesday, attracting twenty participants for a parachute-themed program. Tweens learned about the science of parachutes and built their own using recycled materials. They had fun testing their creations, promoting creativity and teamwork in a hands-on learning environment.

Sunday, October 6th through Saturday, October 12th was Fire Safety week. To spread awareness, City of Bastrop firefighters attended the library's Storytime programs on Wednesday, October 9th and Friday, October 11th. The firefighters talked to the kids about fire safety and showed them their uniforms and tools before demonstrating how they put on their suits. They also had a firetruck with them for the kids to see and take photos with.

On Thursday, October 10th, twelve teens participated in a "Pet Portraits" program, part of the weekly Teen Thursday series. They created portraits of their pets or other animals while learning new tracing techniques and watercolor painting. This fun and creative session allowed teens to express themselves artistically and build new skills.

City Manager Sylvia Carrillo attended and read stories during Bilingual Storytime on Thursday, October 24th. The theme for this session was Halloween and Día de los Muertos, or Day of the Dead, and children were encouraged to dress in costumes to celebrate the occasion. A total of fourteen people attended the program.



On Thursday, October 31st, the library had a monster-themed booth at the City of Bastrop's downtown Boo Bash. Children had the opportunity to engage with friendly monster boxes, where they could guess what mystery items were inside by feeling them. Each child who visited the booth received candy and a sticker. More information on this event will be available at the meeting.

In October, community leaders Dorene Ruggs and Mary Smith taught six 8–12-year-olds how to sew. The program met the first three Saturdays of the month, where attendees made a pillowcase with a secret pocket. The next Kids' Beginning Sewing class will be next summer, but there will be Beginning and Intermediate Adult Sewing classes next spring.

The library celebrated Día de los Muertos, or Day of the Dead, on Saturday, November 2nd with a screening of a themed Disney movie. In collaboration with Bastrop High School's PALS, a sugar skull craft was also offered for children to enjoy before the movie. Further information about this program will be available at the meeting.

Eleven people registered to attend Sewing Machines 101 on Saturday, November 2nd. Attendees brought their sewing machines to this one-time program led by Dorene Ruggs and Mary Smith to learn how to use them. Our next Sewing Machines 101 class will be in January.

NOTEWORTHY:

On Tuesday, October 1st, the Texas State Library and Archives Commission transitioned its E-Read Texas Program from SimplyE to Boundless.

The library has made space for a local author's collection. The collection is located on the shelves facing the community art wall. Items on this shelf will be acquired by donation only; must be Young Adult Fiction, Adult Fiction, or Adult Non-Fiction materials; and authors must be residents of Bastrop County. The library began accepting donations for the collection on Wednesday, October 16th.

Youth Services Librarian Eva Bernal celebrated her one-year anniversary with the Bastrop Public Library on Wednesday, October 16th.

UPDATES ON THE FOLLOWING:

Friends of the Library update.

- Brian Porter author event on Wednesday, October 16th
- Dr. Clementine Msengi author event on Saturday, January 25th
- Angela Castillo author event on Saturday, February 7th

Photo ID library cards: no new information currently.

Open House update – volunteer schedule attached to this report.

Performer lineup:

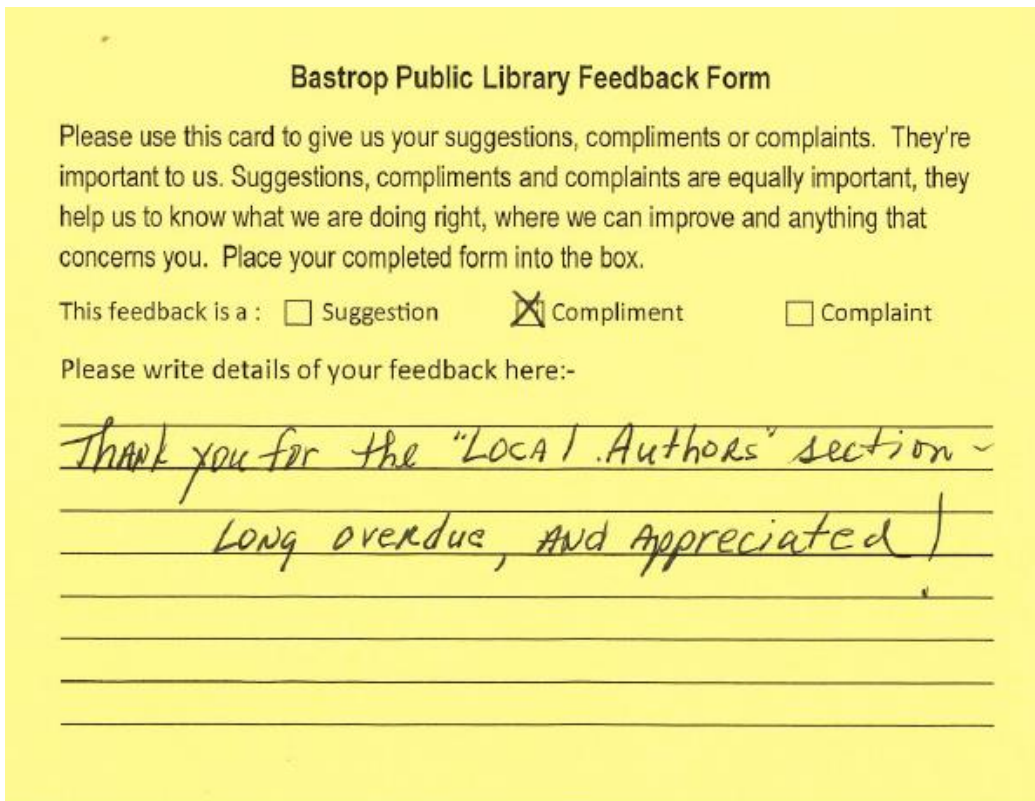
- 10:00 Terry Lyne Trio
- 11:00 Max Butler
- 12:00 Ben Zuniga
- 1:00 Honor Choir
- 2:00 Mary Smith

Fiscal Year 2024 Highlights – information attached to this report.

COMMUNITY FEEDBACK:

The staff is great, and I love the activities! Keep doing what you're doing!

- Patron compliment from Feedback Form



“We love this place. It is such a great resource for the community.”

- Patron

Graham Cracker house volunteers: 2024

Maynard Conference Room

Tuesday	Nov. 19				Staff Member
10:00	Set-up				_____
11:00	<i>Lisa Gossett</i>	_____	_____	_____	_____
12:00	<i>Lisa Gossett</i>	_____	_____	_____	_____
1:00		_____	_____	_____	_____
2:00		_____	_____	_____	_____
3:00	Clean up				_____

Wednesday	Nov. 20				Staff Member
10:00	Set-up				_____
11:00		_____	_____	_____	_____
12:00		_____	_____	_____	_____
1:00		_____	_____	_____	_____
2:00		_____	_____	_____	_____
3:00	Clean up				_____

Thursday	Nov. 21				Staff Member
10:00	Set-up				_____
11:00	<i>Becky Bennett</i>	_____	_____	_____	_____
12:00		_____	_____	_____	_____
1:00		_____	_____	_____	_____
2:00		_____	_____	_____	_____
3:00	Clean up				_____

Monday	Nov. 25				Staff Member
10:00	Set-up				_____
11:00	<i>Lisa Gossett</i>	_____	_____	_____	_____
12:00	<i>Lisa Gossett</i>	_____	_____	_____	_____
1:00	<i>Jennifer Leisure</i>	_____	_____	_____	_____
2:00		_____	_____	_____	_____
3:00	Clean up				_____

Tuesday	Nov. 26				Staff Member
10:00	Set-up				
11:00	<i>Jennifer Leisure</i>				
12:00					
1:00					
2:00					
3:00					
4:00	Teen Building Party with Eva				
5:00					
6:00					
7:00					
8:00	Clean up				Eva

Wednesday	Nov. 27				Staff Member
10:00	Set-up				
11:00					
12:00					
1:00					
2:00	Clean up				

Thaksgiving Holiday

Monday	Dec. 2				Staff Member
10:00	Set-up				
11:00					
12:00					
1:00					
2:00					
3:00	Clean up				

	9:00	10:30	11:30	12:30	1:30	2:30	3:30-4:30
Kits with Karen							
<i>Location: By mural in the Children's Area. Questions? Ask Karen</i> <i>Responsibility: Help Karen hand out take-home kits as they are requested. You will be going between the Kits station and the Meeting Room often.</i>							
Mtg. Rm. Kitchen 1*							
Mtg. Rm. Kitchen 2*							
<i>Location: Meeting Room kitchenette. Questions? Ask Eva or Ariel</i> <i>Responsibility: Make frosting and prepare decorations for graham cracker houses.</i>							
Server 1*							
Server 2*							
Server 3*							
Server 4*							
Server 5*							
Server 6*							
<i>Location: Meeting Room Questions? Ask Eva or Ariel</i> <i>Responsibility: Hand out graham cracker houses and decorations to kids. Reset the room in preparation for a new group at the top of each hour.</i>							
GCDC Voting							
<i>Location: Outside the Conference Room Questions? Ask Bethany</i> <i>Responsibility: Cheerlead the GCDC houses and invite people over to vote.</i>							

Library Recap FY 2024

STATISTIC HIGHLIGHTS	FY24	FY23	
Visitors	81,674	69,478	18% increase
New Memberships	1,267	1,174	
Renewed Memberships	1,918	1,743	
Active Members	4,661		
Non-Resident Membership	67%	67%	
Materials Lent	141,496	117,717	20% increase
Physical Items	123,488		
eBooks & eAudiobooks	17,719		
Hotspots	289		
Information Transactions	22,538	19,756	14% increase
In-House Computer Sessions	8,606	7,958	8% increase
Wi-Fi Sessions	18,640	20,482	
Programs and Events	512	282	81% increase
Program and Event Attendance	*13,205	7,750	
Program Partners	13	12	
Volunteer Hours	3,687	3,040	21% increase

*This increase is impressive and can be attributed to additional staff participating in a couple large outreach events, two big solar eclipse programs, increased partnership programs, and a program packed summer.

FY2024 SUCCESSES:

1. Filled four positions with energetic customer service driven individuals to end the year fully staffed!
 - Positions filled this year: Youth Services Librarian, Children's Services Associate, Public Services Associate, Public Services Lead
2. Expanded the number and types of programs offered.
 - Started a Seed Library where anyone can receive or donate seeds. Seeds such as vegetables, herbs, and flowering plants are available.
 - Initiated two Bilingual programs this summer, Bilingual Storytime and Platica con Cafecito. Both programs have met the goals to connect Spanish speaking families in a way that fosters friendships and promotes early literacy.
 - Increased adult programming through partnerships. Program categories included: Financial Literacy, Meditation, Sewing, Gardening, History, and author events.

- Presented a full calendar of summer programming. Summer programming included 145 activities with over 3,000 attendees. Highlights were the Monday Adventures with games and crafts, the Lost in the Woods Escape Room, Kids Sewing, gardening programs, and a History Talk celebrating the Harriet Tubman statue “The Journey to Freedom.” During June and July participants read 1,731,052 minutes and received 1,587 prize books.
- 3. Began opening at 12:00pm on Tuesday and Thursday in January and increased hours during June, July, and August by opening at 10:00am each day. This provided greater access for families during the summer.
- 4. Completed internal procedures project, reviewed User Responsibility & Conduct Policy, created Public Services Policy, and instituted patron retrieval of reserved materials.
- 5. Administered a Texas Book Festival Grant to replace and update our 1st Reader Collection. More than 100 books were purchased with this grant.
- 6. Awarded a University of North Texas History Digitization grant to have historical documents digitized and saved to the Portal of Texas History.

BARRIERS TO SUCCESS:

1. Staffing:
 - Although we finished the year fully staffed, most of the year the library struggled with a staffing deficit. Even with full staff, if two employees are out, it is a challenge to provide assistance at both service desks.
 - The library would benefit from participating in more community outreach events. This year, because of staffing, we were limited to what events we could attend. This will probably not change much since we have increased the in-house programming we provide. Currently all staff are involved in presenting or facilitating programs.
2. Space:
 - Our meeting room use has increased this year, and it is sometimes difficult to provide space for community partner programs.
 - Our three small study booths get a considerable amount of use. There are frequent requests for a 3- or 4-person meeting space. We do not have this type of space, and it would require either renovations or considerable funds to reconfigure our space to provide this.
3. Hours of access:
 - This is not a new concern but an ongoing request from the public. Opening later Tuesday and Thursday causes considerable confusion and creates issues when groups use our meeting room before the library is open. We received much public appreciation during the summer when the library opened every day at 10:00am.

Statistics - September 2024

Item 7B.

Community Engagement	Q1	Q2	Q3	JUL	AUG	SEP	Q4	TOTAL 24	TOTAL 23
Circs By Patron Type									
Juv	1,180	1,067	1,566	671	364	418	1,453	5,266	5,209
Teen	173	198	302	143	103	66	312	985	1,338
Adult	5,519	5,538	6,283	2,582	2,287	2,227	7,096	24,436	20,804
Staff	492	415	361	98	110	109	317	1,585	1,510
NR Juv	925	695	909	374	311	259	944	3,473	4,163
NR Teen	462	502	295	115	124	102	341	1,600	1,139
NR Adult	13,452	14,407	16,414	5,935	5,620	5,166	16,721	60,994	51,724
TexShare	99	167	127	59	78	49	186	579	331
Total NR Usage	14,938	15,771	17,745	6,483	6,133	5,576	18,192	66,646	57,357
% NR Usage	67%	69%	68%	65%	68%	66%	67%	67%	67%
Programming									
Early Childhood - # of Programs	8	24	29	11	9	11	31	92	8
Early Childhood - Program Attendance	313	934	1,260	479	44	412	935	3,442	231
Youth - # of Programs	4	4	16	9	5	1	15	39	31
Youth - Program Attendance	414	171	1,092	333	82	41	456	2,133	714
Young Adults - # of Programs	11	26	32	9	9	7	25	94	43
Young Adults - Program Attendance	92	187	215	70	65	61	196	690	397
Adults - # of Programs	24	58	66	24	31	28	83	231	72
Adults - Program Attendance	187	561	533	188	248	176	612	1,893	554
General - # of Programs	2	3	6	19	1	1	21	32	32
General - Program Attendance	657	497	365	362	19	156	537	2,056	1,605
Outreach - # of Programs	3	4	2	3	0	0	3	12	9
Outreach - Program Attendance	1,665	274	135	412	0	0	412	2,486	1,558
Passive - Coloring Sheets	420	676	1,229	328	295	350	973	3,298	1,350
Total # of Programs	64	119	151	75	55	48	178	512	282
Total Program Attendance	3,833	2,624	3,600	1,844	458	846	3,148	13,205	7,750
Membership - Cards									
City	93	142	189	62	63	47	172	596	519
City Renewals	132	164	233	73	98	62	233	762	724
Faculty	0	0	0	0	0	0	0	0	2
Faculty Renewals	4	4	5	2	0	1	3	16	22
Friends	2	1	0	0	0	0	0	3	1
Friends Renewals	6	7	2	0	2	1	3	18	33
Staff	2	2	2	3	5	0	8	14	7

Statistics - September 2024

Item 7B.

Staff Renewals	4	3	3	1	3	1	5	15	12
Nonresident	131	182	195	67	63	6	136	644	637
Nonresident Renewals	187	274	329	109	101	93	303	1,093	948
TexShare Visitor	2	1	3	1	3	0	4	10	10
TexShare Visitor Renewals	7	1	2	1	1	2	4	14	6
Total New Registrations	230	328	389	133	134	53	320	1,267	1,174
Total Renewals	340	453	574	186	205	160	551	1,918	1,743
TexShare Home New	0	1	7	0	0	1	1	9	2
TexShare Home Renewals	9	3	7	2	5	3	10	29	23
<u>Facility</u>									
Door Count	16,403	18,726	23,444	8,549	7,743	6,809	23,101	81,674	69,478
Study Room Use	423	463	493	162	158	220	540	1,919	1,930
Pressley Use - Library	159	88	252	38	39	31	108	607	224
Pressley Use - Nonprofit	44	48	51	2	18	15	35	178	108
Pressley Use - Other	13	2	16	0	0	0	0	31	0
Maynard Use - Library	13	40	47	29	27	30	86	186	37
Maynard Use - Nonprofit	36	20	28	2	10	13	25	109	99
Maynard Use - Other	7	0	5	0	0	0	0	12	2
Total Meeting Room Use	531	661	887	233	252	309	794	2,873	2,400

History & Culture	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 24	TOTAL 23
Partnerships	4	7	12	6	2	4	12	35	No Data
Special Displays	2	3	0	0	0	0	0	5	No Data
Documents Digitized	No Data	No Data	No Data	No Data	0	0	0	0	No Data

Lifelong Learning	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 24	TOTAL 23
<u>Database Use</u>									
Portal to Texas History - Bastrop Advertiser	9,123	15,224	13,196	4,909	3,201	2,308	10,418	47,961	59,346
Heritage Quest	442	161	156	178	173	151	502	1,261	1,626
Learning Express Library	31	19	9	4	2	3	9	68	149
Gale Databases	68	399	570	188	260	194	642	1,679	No Data
Mango Languages	98	138	123	26	48	48	122	481	976
Total General Use Databases Sessions	197	556	702	218	310	245	773	2,228	1,148
<u>Technology</u>									
Kids Computer Use	84	110	130	102	80	42	224	548	321

Statistics - September 2024

Item 7B.

Teen Computer Use	22	28	33	31	9	9	49	132	178
Adult Computer Use	1,611	2,071	1,982	777	829	656	2,262	7,926	7,459
Wifi Use	4,971	4,616	4,601	1,487	1,470	1,495	4,452	18,640	20,482
Website Visits	11,694	15,530	15,674	5,581	5,135	4,392	15,108	58,006	47,938
3D Prints	0	0	0	0	0	0	0	0	12
Total Public Computer Use	1,717	2,209	2,145	910	918	707	2,535	8,606	7,958

Books & Reading	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 24	TOTAL 23
<i>Material Use</i>									
Check-Outs - Kids	7,024	6,513	8,367	2,806	2,550	2,732	8,088	29,992	26,243
Check-Outs - Tween	6,073	6,222	7,787	3,012	2,568	2,107	7,687	27,769	22,266
Check-Outs - Teen	1,216	1,439	1,575	726	612	441	1,779	6,009	4,897
Check-Outs - Adult	7,917	8,751	9,824	3,406	3,238	3,086	9,730	36,222	32,561
Honor Paperbacks	40	95	84	43	52	7	102	321	406
Renewals	8,566	7,044	8,533	3,523	3,236	2,853	9,612	33,755	21,789
In-House Use	6,299	4,436	5,719	2,654	2,249	1,781	6,684	23,138	15,338
Self-Check	4,145	4,729	4,960	2,055	1,732	1,620	5,407	19,241	19,934
Mobile Circ	16	18	3	0	0	0	0	37	54
Hotspots	72	64	67	27	29	30	86	289	301
OverDrive eBooks - Kids	188	190	174	70	82	69	221	773	970
OverDrive eBooks - Teen	157	184	131	57	51	49	157	629	729
OverDrive eBooks - Adults	1,620	1,821	1,928	647	607	570	1,824	7,193	7,052
OverDrive eAudio - Kids	219	221	376	98	70	97	265	1,081	746
OverDrive eAudio - Teen	132	176	183	56	67	70	193	684	541
OverDrive eAudio - Adults	1,687	1,768	1,830	686	700	685	2,071	7,356	5,663
SimplyE	3	0	0	0	0	0	0	3	4
Total Checkouts	32,663	31,898	38,048	14,288	12,875	11,724	38,887	141,496	117,717
<i>Interlibrary Loan</i>									
ILL Borrowed	27	16	41	14	8	11	33	117	94
ILL Lent	18	31	38	14	12	13	39	126	89
<i>Collection</i>									
Items Added - E, 1st Readers	191	251	192	120	131	90	341	975	915
Items Added - Board Books	0	3	0	0	0	0	0	3	21
Items Added - J	112	173	179	84	101	64	249	713	1,222
Items Added - Teens	33	56	33	45	12	21	78	200	170

Statistics - September 2024

Item 7B.

Items Added - Adults	414	369	214	127	242	185	554	1,551	1,399
Items Added - Magazines	108	91	93	40	30	29	99	391	491
Items Withdrawn	881	1,156	776	22	620	156	798	3,611	4,546
Missing Items	21	44	23	1	10	9	20	108	153
Total Items Added	858	1,085	711	439	516	389	1,344	3,998	4,218

Culture of Service	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 24	TOTAL 23
<i>Reference Transactions</i>									
General Reference Questions	1,024	1,188	2,666	1,233	1,048	945	3,226	8,104	5,827
Directional Questions	441	521	578	322	146	240	708	2,248	2,004
Tech Support Questions	1,804	2,285	2,893	1,058	1,008	864	2,930	9,912	8,585
Phone Reference	747	807	453	0	0	0	0	2,007	3,187
Tests Proctored	6	1	2	2	1	0	3	12	8
Tech Tutor	44	72	76	17	24	22	63	255	145
Total Reference Transactions	4,066	4,874	6,668	2,632	2,227	2,071	6,930	22,538	19,756
<i>Volunteers</i>									
Volunteer Hours	249.50	298.25	341.70	151.20	153.15	181.50	485.85	1,375.30	1,739.05
FOL Volunteer Hours	429.50	392.00	496.35	116.01	113.11	103.97	333.09	1,650.94	757.45
Teen Volunteer Hours	123.25	80.70	197.40	161.40	50.30	48.40	260.10	661.45	544.45
Total Volunteer Hours	802.25	770.95	1,035.45	428.61	316.56	333.87	1,079.04	3,687.69	3,040.95
<i>Social Media</i>									
Facebook Page Likes	3,178	3,382	3,589	3,675	3,737	3,760	3,724	3,468	2,785
Facebook Engaged	6,026	7,121	7,541	1,753	1,057	860	3,670	24,358	16,609
Facebook Reach	45,541	59,450	85,657	19,339	13,924	10,785	44,048	234,696	101,624
Instagram Page Followers	1,213	1,236	1,276	1,297	1,301	1,306	1,301	1,257	1,138
Instagram Impressions	7,738	6,470	7,311	2,135	0	0	2,135	23,654	33,454
Instagram Reach	1,507	1,448	1,803	588	406	402	1,396	6,154	5,742
<i>Savannah Stats</i>									
# of Emails Composed	102	96	102	43	36	33	112	412	302
# of Messages Sent	10,424	18,611	16,714	6,841	5,435	5,828	18,104	63,853	61,565
Opens	5,494	8,094	6,461	3,404	2,026	2,693	8,123	28,172	61,867
Open %	53%	43%	38%	50%	37%	46%	44%	45%	66%
Clicks	521	578	426	193	142	261	596	2,121	4,176



FINANCIAL REPORT

MEETING DATE: November 4, 2024

TITLE:

Financial report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

1. The library's total non-donation revenue from October 1, 2023, through September 30, 2024, is \$51,328.54.
 - a. Nonresidential: \$39,215.00
 - b. Material fines, fees, and replacement cards: \$3,200.18
 - c. Printing: \$8,080.54
 - d. Paypal: \$832.82
2. The library's total non-donation revenue from October 1, 2024, through October 20, 2024, is \$2,940.87.
 - a. Nonresidential: \$2,245.00
 - b. Material fines, fees, and replacement cards: \$156.38
 - c. Printing: \$499.45
 - d. Paypal: \$40.04
3. The library's total non-donation revenue from September 1, 2024, through September 30, 2024, is \$4,561.83.
 - a. Nonresidential: \$3,580.00
 - b. Material, fines, fees, and replacement cards: \$265.65
 - c. Printing: \$692.54
 - d. Paypal: \$23.64
4. Notable library donation revenue from September 1, 2024, through September 30, 2024, is \$0.00.



Fiscal Year 2025 Library Goals Workshop

Community Engagement

- Increase awareness
- Build community relationships
- Extend library services outside the walls of the building
- Invest to create a safe and welcoming destination for our community
 - What we will do:
 - Participate in community events and activities to share information about the library
 - Create targeted marketing materials for outreach participation
 - Focus our partnership efforts to engage with people who are not regular library users
 - Invest to improve the building and the customer experience

History & Culture

- Expand collaborations with historical, cultural, and artistic organizations
- Encourage curiosity and exploration of our city
- Increase knowledge of our collections and resources
 - What we will do:
 - Create collection goals and criteria to improve our history collection
 - Scan original historical documents for patrons to access digitally
 - Promote new and digitized materials to our community
 - Train staff about our history collection
 - Support, promote, and collaborate with community history and art groups
 - Share publicity about local events on the library's social media channels, in our newsletter, and in the building

Lifelong Learning

- Increase accessibility to technology tools and support
- Provide meaningful and enjoyable learning experiences
- Partner with educational resources
 - What we will do:
 - Continue to update technology and explore additional technological opportunities
 - Continue to research digital resources to promote and/or purchase that would be useful for our community
 - Promote database use with promotions and individualized learning sessions
 - Prioritize expanding the variety of programming provided for the community
 - Prioritize connecting with community groups to provide programming
 - Update our technology plan to comply with requirements from the Texas State Library and Archives Commission and the Erate reimbursement program

- Finalize a technology replacement plan with the IT Department
- Provide periodic staff training to increase knowledge about library resources such as the TexShare databases, Libby, and Mango Languages

Books & Reading

- Foster a love of reading and a culture of curiosity
- Increase the quality and depth of the collection
- Promote collection to increase usage
 - What we will do:
 - Connect with schools and other youth organizations to provide positive experiences for students
 - Increase literacy components of programs by incorporating material displays as part of the program
 - Highlight topics, authors, and collections with displays in various parts of the library
 - Seek opportunities to share books with youth and/or their families
 - Prioritize connecting with schools for outreach and library visits
 - Identify and remove outdated and noncirculating materials
 - Survey patrons for author suggestions and collection-building information
 - Transition noncirculating Storytime Boxes to circulating literacy backpacks
 - Create collection goals and criteria to improve our collection

Culture of Service

- Meet and exceed customer needs and expectations
- Ensure equitable and inclusive access to library services
- Create a plan for future growth
 - What we will do:
 - Survey the physical space and how people use it
 - Survey patrons and nonusers for needs, wants, and expectations
 - Provide consistent, reliable, accurate, and engaging content and information through email marketing, social media and print materials
 - Create a plan for staff advancement and employee growth
 - Provide staff training opportunities for customer service, technology, and library collections
 - Continue cross training staff so all functions have at least one backup person.
 - Explore ways to improve our customer service
 - Adjust hours to better serve the community
 - Provide enhanced library cards
 - Explore alternatives to video phone for deaf patrons.
 - Explore the possibility for additional individual or small group workspaces including a free-standing booth option
 - Update and evaluate at least three policies

Administrative

- Involve relevant staff members in purchasing and inventory tracking, budget tracking, and budget planning
- Continue to identify documents and information for retention in Laserfiche
- Continue with systematic decluttering of storage spaces and files
 - Continue digitization of paper patron card files
- Plan to reconfigure spaces to accommodate future staff growth
- Update Emergency Management plans
- Update the Library's Strategic Plan for 2026-2031