

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



March 06, 2023

Agenda - Public Library Board at 6:00 PM

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. ANNOUNCEMENTS

- 3A. April is National Walking Month, many Bastrop Public Library staff will participate in the state-wide challenge "Walk Across Texas" beginning March 1st. This challenge encourages the community to build teams and walk a total of 832 miles in eight weeks to build healthy habits.

- 3B. Partnering with the Family Crisis Center, the Bastrop Public Library will be hosting a traveling mural from March 7th at 10am until March 14th at 4pm. With a prompt of "Before I Leave," the mural is meant to help raise awareness for mental health and survivors of assault within the community. Members of the community are encouraged to add their goals, dreams, and aspirations to the mural as it is displayed across community centers and businesses.
- 3C. Technical Services & Circulation Librarian Amie Cuvelier will be leading this month's Historic Education and Resources Taskforce (HEART) meeting, taking place on Tuesday, March 14th. She will be presenting on her digitalization workflow and talking about the Local History Room.
- 3D. The Main Street Board will be holding a town hall meeting at 6:00pm on Monday, March 20th in the Convention Center.
- 3E. Mayor Connie Schroeder will be delivering the State of the City address on Friday, March 31st.
- 3F. The library will be present at the Saturday, April 1st, Easter in the Park event. A simple activity is planned.
- 3G. National Walking Day is April 5th, and Bastrop Public Library will be hosting one of the many walking tours taking place throughout Bastrop on that day.
- 3H. The Lost Pines Garden Club will no longer be hosting a plant sale in tangent with the Friends of the Library's book sale on Saturday, April 22nd. The Friends will continue with their book sale, which will be happening Friday, April 21st 10am-6pm and Saturday, April 22nd from 10am-4pm.
- 3I. Announcements from the Library Director.
- 3J. Announcements from individual Library Board members.

4. REPORTS

- [4A.](#) Library Director's report.
- [4B.](#) Statistics report.
- [4C.](#) Financial report.
- [4D.](#) Legislative Report, presented by Sally Keinarth.

5. PRESENTATIONS

6. WORKSHOP

- [6A.](#) Programming workshop.

7. ITEMS FOR INDIVIDUAL CONSIDERATION

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

7B. Consider action to approve amended Bastrop Public Library 2022 Collection Development Policy.

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

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: 03/01/2023 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/BonnieUeckertPierson

Bonnie Ueckert Pierson, Library Director



STAFF REPORT

MEETING DATE: March 6, 2023

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

February's LEGO® club had a great turnout, with forty-seven total attendees, many of whom were new to the program. On February 21st, participants were tasked to recreate a scene from their favorite book, movie, or TV show. The favorite categories were Superheroes, Children's Literature Classics, and Children's Television Shows.

Carmen Serna visited the Early Headstart Main Street location on Friday, February 24th, to present a brief storytime and provide information about the library for the students to take home.

The library has been preparing for a Spring Break full of programming.

- The community will be able to add to a large, suspended art piece Monday, March 13th; Wednesday, March 15th; and Friday, March 17th from 11am-3pm. The piece will be visible in the building the entirety of Spring Break.
- On Tuesday, March 14th, an afternoon movie will be shown in the Pressley Meeting Room. An evening Storytime will also take place that day to allow working parents the opportunity to bring their children to Storytime.
- Wednesday, March 15th will also have a special Storytime, with the next edition of City Friends Storytime taking place. Finance Director and Chief Financial Officer Tracy Waldron will be the special guest. That afternoon, a block building program will be hosted in the Children's Area.
- Uno Challenge will be taking place in front of the Teen Room on Thursday, March 16th from 2-5pm. From 4:30-6:15pm, teens will also be making puppy chow and puppy toys in the meeting room. Teens will have the opportunity to donate the chow and toys to dogs awaiting adoption with Bastrop County Animal Services.
- Friday, March 17th, the library will celebrate Saint Patrick's Day with a Green Day activity. Patrons wearing green will be able to put their name in a drawing for a fifteen-dollar green-themed basket.

A partnership between the library and Compass Rose Charter School is in progress. Carmen Serna is coordinating this partnership.

NOTEWORTHY:

Bastrop Public Library is starting a "Favorite Facts" display series in the children's section that will rotate periodically through the end of this year. The displays will focus on STEM topics, aiming to draw attention to last fiscal year's Juvenile Nonfiction Refresh project. "Favorite Facts about the Cardiovascular System" was put up early February as an ode to Valentine's Day. The next "Favorite Facts" rotation is scheduled for April and will feature Local Birds, in acknowledgement of National Audubon day on April 26th, and information about how light pollution affects the migration of birds and nocturnal wildlife.

On February 14th, Technical Services & Circulation Librarian Amie Cuvelier met with the Historic Education and Resources Taskforce (HEART) at the Kerr Center. The Bastrop County African American Cultural Center (BCAACC) presented the importance of recording oral histories and the resources offered by the Bastrop County Visitors Center and Museum. The president of the BCAACC agreed to partner with the Bastrop Public Library in an effort to ensure the History files at the library represent a more complete history of Bastrop.

Terry Carwell celebrated four years at the Bastrop Public Library on Saturday, February 4th.

The budget for fiscal year 2024 was submitted on Tuesday, February 28th.

A goal of our strategic plan is to update policies and procedures. Amie Cuvelier, Technical Services & Circulation Librarian, has developed a plan to review and edit all procedures that draws on the knowledge and experience of the staff and involves everyone in the process. The first round of updates were successfully submitted and edited. This project will take a full year to complete.

Public Services Associate Kat Durham resigned to take a Youth Services Librarian position at a library in New Mexico. Her last day was Friday, March 3rd.

UPDATES ON THE FOLLOWING:

Libra-Tech furniture and shelf movement update.

- The items are being manufactured. Right now, there is an estimated installation period of late April. The library will be closed two days to accommodate the installation, however, specific dates have not yet been decided.

Photo ID library cards update.

RFID feasibility update.

COMMUNITY FEEDBACK:

A patron came in just to turn in her books and pick up the next volumes in the series she was reading. When she got to the check-out counter, she complimented Library Clerk Patricia Jones's efficiency in getting her books checked in and removed from her account.

Bastrop Public Library Feedback Form

Please use this card to give us your suggestions, compliments or complaints. They're important to us. Suggestions, compliments and complaints are equally important, they help us to know what we are doing right, where we can improve and anything that concerns you. Place your completed form into the box.

This feedback is a : Suggestion Compliment Complaint

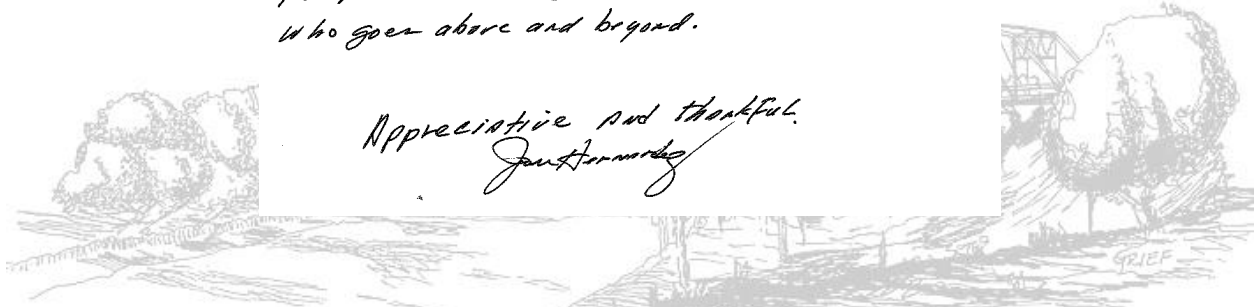
Please write details of your feedback here:-

To the Director 1-24-23

With enthusiasm and respect. Kat has been a tremendous help in assisting me with my computer problems and headaches, and difficulties. She possesses multiple and unique skills. Very knowledgeable in her chosen profession. Excellent customer service. Motivation, self-motivation and determination. A great deal of patience. Director I want to thank you for having such caliber of people like Kat. And in particular I want to

To thank Kat. She is a clear cut example who goes above and beyond.

*Appreciative and thankful.
Janet Armbrister*



Re: Felipe Enrique Neri



Florence Weinberg <florencebyhamweinberg@gmail.com>
To Amie Cuvelier

Reply icons: smiley face, Reply, Reply All, Forward, and a menu icon.

Sat 1/28/2023 1:20 AM

Hello Amie,

I've had a look at the short documents and printed them out. Most of them are faint but readable. I don't know about the longer items, but if I can read them on screen, that should be good enough. Thank you SO MUCH for all the work you've done for me! With the information from the longer treatises, I think I may be able to write the paper entirely on what you've sent me. You are the ideal Reference Librarian that researchers dream of and rarely find!

Florence

Statistics - January 2023

Item 4B.

Community Engagement	Q1	JAN	FEB	MAR	Q2	YTD 23	YTD 22	TOTAL 22
<u>Circs By Patron Type</u>								
Juv	935	265			265	1,200	1,162	5,028
Teen	129	86			86	215	266	769
Adult	3,789	1,494			1,494	5,283	5,689	18,098
Staff	272	69			69	341	424	1,429
NR Juv	929	358			358	1,287	1,726	5,513
NR Teen	206	84			84	290	462	1,184
NR Adult	10,783	3,883			3,883	14,666	13,494	47,108
TexShare	50	15			15	65	48	561
Total NR Usage	11,968	4,340			4,340	16,308	15,730	54,366
% NR Usage	70%	69%			69%	70%	68%	68%
<u>Programming</u>								
Youth - # of Programs	23	9			9	32	35	101
Youth - Program Attendance	495	256			256	751	1,144	4,478
Young Adults - # of Programs	10	4			4	14	26	75
Young Adults - Program Attendance	92	44			44	136	188	625
Adults - # of Programs	10	4			4	14	12	41
Adults - Program Attendance	80	32			32	112	112	467
General - # of Programs	1	0			0	1	0	7
General - Program Attendance	637	0			0	637	0	1,089
Outreach - # of Programs	2	0			0	2	6	13
Outreach - Program Attendance	458	0			0	458	935	1,710
Passive - Coloring Sheets	180	210			210	390	404	1,880
Total # of Programs	46	17			17	63	82	240
Total Program Attendance	1,762	332			332	2,094	2,823	8,813
<u>Membership - New Cards</u>								
City	104	42			42	146	93	435
City Renewals	129	39			39	168	194	597
Faculty	0	1			1	1	3	7
Faculty Renewals	5	4			4	9	10	31
Friends	0	0			0	0	0	0
Friends Renewals	12	4			4	16	12	36
Staff	1	0			0	1	2	5
Staff Renewals	2	1			1	3	1	11
Nonresident	140	52			52	192	157	586
Nonresident Renewals	174	95			95	269	290	924
TexShare Visitor	1	0			0	1	6	11
TexShare Visitor Renewals	1	1			1	2	2	4
Total New Registrations	246	95			95	341	261	1,042
Total Renewals	323	145			145	468	513	1,608
TexShare Home New	0	0			0	0	1	1
TexShare Home Renewals	6	1			1	7	14	31
<u>Facility</u>								
Door Count	14,526	5,091			5,091	19,617	18,630	64,364
Study Room Use	517	156			156	673	359	1,404
Pressley Use - Library	124	17			17	141	58	172
Pressley Use - Nonprofit	32	8			8	40	23	80
Pressley Use - Other	4	0			0	4	0	0

Statistics - January 2023

Item 4B.

Maynard Use - Library	1	7			7	8	11	57
Maynard Use - Nonprofit	24	7			7	31	5	52
Maynard Use - Other	8	1			1	9	0	0
Total Meeting Room Use	534	189			189	723	456	1,765

Lifelong Learning	Q1	JAN	FEB	MAR	Q2	YTD 23	YTD 22	TOTAL 22
<u>Database Use</u>								
Portal to Texas History - Bastrop Advertiser	16,444	5,464			5,464	21,908	33,675	78,754
Heritage Quest	270	69			69	339	156	1,344
Learning Express Library	5	13			13	18	1,356	2,324
Gale LegalForms	9	2			2	11	0	0
Gale Presents: Udemy	0	0			0	0	0	0
Small Business Reference Center	2	0				2	0	1
Explora Elementary	0	0			0	0	0	6
Explora High School	0	0			0	0	0	2
Recursos Para Hispanohablantes	0	0				0	0	0
Mango Languages	61	72				61	0	0
Total General Use Databases Sessions	77	87			87	164	No Data	No Data
<u>Technology</u>								
Kids Computer Use	52	24			24	76	3	68
Teen Computer Use	52	12			12	64	17	46
Adult Computer Use	1,397	637			637	2,034	1,535	4,620
Wifi Use	4,601	1,524			1,524	6,125	5,124	16,681
Website Visits	9,744	4,028			4,028	13,772	12,677	48,914
3D Prints	3	0			0	3	0	2
Total Public Computer Use	1,501	673			673	2,174	1,555	4,734

Books & Reading	Q1	JAN	FEB	MAR	Q2	YTD 23	YTD 22	TOTAL 22
<u>Material Use</u>								
Check-Outs - Kids	4,969	1,751			1,751	6,720	6,319	21,968
Check-Outs - Tween	4,273	1,478			1,478	5,751	5,632	20,939
Check-Outs - Teen	780	325			325	1,105	1,158	4,160
Check-Outs - Adult	7,015	2,675			2,675	9,690	10,376	32,580
Honor Paperbacks	122	20			20	142	166	484
Renewals	3,759	1,219			1,219	4,978	6,640	19,147
In-House Use	2,211	665			665	2,876	3,626	19,382
Self-Check	4,152	1,634			1,634	5,786	3,846	16,743
Mobile Circ	24	8			8	32	203	526
Hotspots	75	25			25	100	76	257
OverDrive eBooks - Kids	286	60			60	346	266	896
OverDrive eBooks - Teen	133	62			62	195	181	538
OverDrive eBooks - Adults	1,625	558			558	2,183	2,549	7,670
OverDrive eAudio - Kids	131	68			68	199	172	758
OverDrive eAudio - Teen	98	32			32	130	153	472
OverDrive eAudio - Adults	1,319	460			460	1,779	1,321	4,630
SimplyE	0	0			0	0	1	16
Total Checkouts	27,213	9,821			9,821	37,034	36,045	132,019

Statistics - January 2023

Item 4B.

Interlibrary Loan								
ILL Borrowed	13	6			6	19	34	83
ILL Lent	27	9			9	36	34	113
Collection								
Items Added - E, 1st Readers	363	39			39	402	162	588
Items Added - Board Books	12	0			0	12	17	24
Items Added - J	379	4			4	383	319	1,365
Items Added - Teens	42	12			12	54	87	220
Items Added - Adults	454	139			139	593	636	1,600
Items Added - Magazines	134	37			37	171	181	552
Items Withdrawn	1,134	824			824	1,958	1,375	3,402
Missing Items	14	6			6	20	164	930
Total Items Added	1,384	231			231	1,615	1,402	4,349

Culture of Service	Q1	JAN	FEB	MAR	Q2	YTD 23	YTD 22	TOTAL 22
Reference Transactions								
General Reference Questions	1,135	502			502	1,637	1,053	4,173
Directional Questions	503	151			151	654	352	1,516
Tech Support Questions	1,772	626			626	2,398	1,803	6,381
Phone Reference	705	204			204	909	1,068	3,239
Tests Proctored	2	1			1	3	7	31
Tech Tutor	34	9			9	43	13	80
Total Reference Transactions	4,151	1,493			1,493	5,644	4,296	15,420
Volunteers								
Volunteer Hours	403.50	122.50			122.50	526.00	392.00	1,181.30
FOL Volunteer Hours	223.50	53.50			53.50	277.00	214.25	730.00
Teen Volunteer Hours	168.00	29.00			29.00	197.00	140.50	451.25
Total Volunteer Hours	795.00	205.00			205.00	1,000.00	746.75	2,362.55
Social Media								
Facebook Page Likes	2,394	2,733			2,733	2,479	2,040	2,149
Facebook Engaged	2,144	1,031			1,031	3,175	2,426	10,805
Facebook Reach	36,060	4,616			4,616	40,676	41,870	181,338
Instagram Page Followers	1,085	1,110			1,110	1,091	1,003	1,025
Instagram Impressions	8,428	5,101			5,101	13,529	10,613	30,070
Instagram Reach	1,515	627			627	2,142	2,408	5,796
Savannah Stats								
# of Emails Composed	90	29			29	119	16	238
# of Messages Sent	17,538	5,901			5,901	23,439	18,901	74,056
Opens	11,470	2,886			2,886	14,356	9,046	38,992
Open %	74%	49%			49%	68%	48%	55%
Clicks	503	233			233	736	530	2,299

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through February 20, 2023, is \$17,027.72
 - a. Nonresidential: \$12,955.00
 - b. Material fines, fees, and replacement cards: \$1,038.78
 - c. Printing: \$2,402.50
 - d. Paypal: \$631.44

2. The library's total non-donation revenue from January 1, 2023, through January 31, 2023, is \$4,383.41
 - a. Nonresidential: \$3,515.00
 - b. Material, fines, fees, and replacement cards: 134.29
 - c. Printing: \$477.45
 - d. Paypal: \$256.67



STAFF REPORT

MEETING DATE: March 6, 2023

AGENDA ITEM: 4D

TITLE:

Legislative Report, presented by Sally Keinarth

STAFF REPRESENTATIVE:

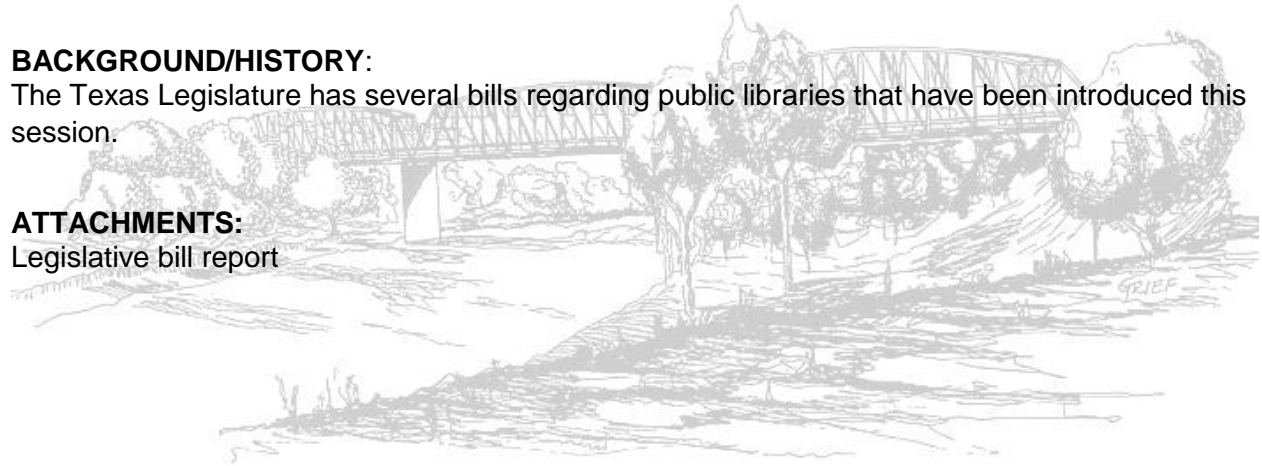
Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Texas Legislature has several bills regarding public libraries that have been introduced this session.

ATTACHMENTS:

Legislative bill report



Texas Legislature Online - Bill Lists

Date report generated: Saturday, February 25, 2023 8:27 AM

libraries

Legislature: 88th Legislature

Number of bills: 13

88(R) HB 1253

Author: Shaheen

Last Action:

01/10/2023 H Filed

Caption Version:

Introduced

Caption:

Relating to the punishment for the offense of sale, distribution, or display of harmful material to a minor; increasing a criminal penalty.

House Committee:

Senate Committee:

Comment:

88(R) HB 552

Author: Troxclair

Last Action:

02/23/2023 H Referred to State Affairs

Caption Version:

Introduced

Caption:

Relating to repealing the affirmative defense to prosecution for the criminal offense of sale, distribution, or display of harmful material to a minor.

House Committee:

State Affairs (In)

Senate Committee:

Comment:

88(R) HB 858

Author: Slaton

Last Action:

12/01/2022 H Filed

Caption Version:

Introduced

Caption:

Relating to repealing the affirmative defense to prosecution for the criminal offense of sale, distribution, or display of harmful material to a minor.

House Committee:

Senate Committee:

Comment:

88(R) HB 571

Author: Leo-Wilson

Last Action:

02/23/2023 H Referred to State Affairs

Caption Version:

Introduced

Caption:

Relating to repealing the affirmative defense to prosecution for the criminal offense of sale, distribution, or display of harmful material to a minor.

House Committee:

State Affairs (In)

Senate Committee:

Comment:

88(R) HB 869 **Author:** Hefner
Last Action: 12/02/2022 H Filed
Caption Version: Introduced
Caption: Relating to repealing the affirmative defense to prosecution for the criminal offense of sale, distribution, or display of harmful material to a minor.
House Committee:
Senate Committee:
Comment:

88(R) HB 2602 **Author:** Capriglione
Last Action: 02/22/2023 H Filed
Caption Version: Introduced
Caption: Relating to defenses to prosecution for certain criminal offenses involving material or conduct that may be obscene or is otherwise harmful to children.
House Committee:
Senate Committee:
Comment:

88(R) SB 1007 **Author:** Flores
Last Action: 02/17/2023 S Filed
Caption Version: Introduced
Caption: Relating to defenses to prosecution for certain criminal offenses involving material or conduct that may be obscene or is otherwise harmful to children.
House Committee:
Senate Committee:
Comment:

88(R) SB 828 **Author:** Hall
Last Action: 02/10/2023 S Filed
Caption Version: Introduced
Caption: Relating to the prosecution of the criminal offense of sale, distribution, or display of harmful material to a minor.
House Committee:
Senate Committee:
Comment:

88(R) HB 976 **Author:** Patterson
Last Action: 12/12/2022 H Filed
Caption Version: Introduced
Caption: Relating to affirmative defenses to prosecution for certain offenses involving material or conduct that is obscene or otherwise harmful to children.
House Committee:
Senate Committee:
Comment:

88(R) HB 1111 **Author:** Meza
Last Action: 12/27/2022 H Filed
Caption Version: Introduced
Caption: Relating to a study on the provision of applied behavior analysis services to children with autism under Medicaid and other public benefits programs.
House Committee:
Senate Committee:
Comment:

88(R) SB 437 **Author:** Middleton
Last Action: 02/15/2023 S Referred to Criminal Justice
Caption Version: Introduced
Caption: Relating to affirmative defenses to prosecution for certain offenses involving material or conduct that is obscene or otherwise harmful to children.
House Committee:
Senate Committee: Criminal Justice (In)
Comment:

88(R) HB 1408 **Author:** Schaefer
Last Action: 01/18/2023 H Filed
Caption Version: Introduced
Caption: Relating to changing the elements of the offense of possession or promotion of lewd visual material depicting a child and to the prosecution and punishment of that offense and the severability of certain related penal laws.
House Committee:
Senate Committee:
Comment:

88(R) SB 395

Author: Hall

Last Action:

02/15/2023 S Referred to Criminal Justice

Caption Version:

Introduced

Caption:

Relating to defenses to prosecution for certain criminal offenses involving material or conduct that may be obscene or is otherwise harmful to children.

House Committee:

Senate Committee:

Criminal Justice (In)

Comment:



STAFF REPORT

MEETING DATE: March 6, 2023

AGENDA ITEM: 6A

TITLE:

Programming Ideas Workshop

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

Late December 2022, Library Board Members were asked to consider ideas for future programming and to share any thoughts or opinions on the direction of library programming. Board members had a discussion at the February meeting and opted to continue it at the March meeting.

IDEAS FROM BOARD MEMBERS PRIOR TO MARCH MEETING:

Rebecca Bennett:

- Book club (I've already spoken to Bonnie about his one)
- Writers group - maybe we can find someone from the community that is published (Ryan Holiday, Carolyn Banks, Ken Kesselus)
- Beginning quilters, knitters, crocheters, etc.
- Creative writing for teens or tweens. The high school eliminated this (very popular) class several years ago.

ATTACHMENTS:

Original email sent to members
Texas Writes Program email and application

Bonnie Ueckert Pierson

From: Bonnie Ueckert Pierson
Sent: Monday, December 19, 2022 1:10 PM
To: Rebecca Bennett [REDACTED] bgclcm3 [REDACTED]
 [REDACTED] Meagan Webb; [REDACTED]
 [REDACTED] Lisa Gossett
Cc: Veronica Nunez
Subject: Library Board things to think about

Hello ladies & Happy Holidays,

The City Manager has asked city staff to encourage and ask for participation and input from our Boards regularly. She believes our board members are the best way to hear what the community wants and that they can be the leaders for positive community change.

I feel as a board we have made so many positive strides in the last few years that I wanted to give you all a chance to share your thoughts with me about a few items.

1. Book Clubs: Currently we do not have a library book club or even a club that just meets at the library. What are your thoughts on starting one, recruiting members, and maintaining it? Are there groups who could help with this? Could it be run by someone other than staff?
2. Budget: Budget prep for next fiscal year will start soon. What are things you would like to see prioritized? Do you have suggestions for new services or programs? Do you know organizations we could partner with to increase our reach? What would make you want to come to the library?
3. Customer Service: We like to think we offer great customer service. Could we find/create a customer service/facility survey and then recruit folks who don't ordinarily come to the library to visit and fill it out? I'm thinking this would be in the vein of a secret shopper type thing and I wouldn't want the staff to be aware that is was happening.
4. Ideas: Have you seen or heard of great things happening at other libraries? Please share!

I know you are all busy and it is the holiday season, so please do not think an immediate response is needed. These are things rolling around in my head that I wanted to share and we can always put items on the agenda at a later time if you want to discuss together.

Thank you all for being on the Library Board! I wish you a very Merry Christmas and a Happy New Year full of laughter and good cheer!
 Bonnie

Hi Bonnie,

Back in 2020, you expressed an interest in hosting a Texas Writes program at your library when in-person events resumed (post pandemic). I'm writing now to see if you're still interested and to share a link to a simple application so that we can work to set something up.

As a refresher, the Texas Writes program - free writing workshops for adult writers - is supported by a generous grant from the Tocker Foundation (I'm guessing you may already be familiar with the wonderful work they do in support of Texas libraries).

We bring accomplished authors to libraries that service a community of 12,000 or less for a half day of presentations and panel discussions featuring craft topics of interest to local writers. We supply refreshments and we take out advertising locally ahead of the event. It's meant to be a program that requires very little work from the library staff and is a big benefit to the community.

If you're interested in bringing the Texas Writes program to your library, you can fill out this simple application form and we can get started scheduling something. I hope you'll be interested - and please do let me know if you have any questions for me.

Application:

<https://writersleague.org/programs/texas-writes/texas-writes-library-application/>

I look forward to hearing back - and I hope you're staying warm in the meantime,
Becka

Becka Oliver
She/Her/Hers
Executive Director, [Writers' League of Texas](#)
P.O. Box 41355, Austin, TX 78704

Join us at an upcoming event:

- **2/4 - "Writer's Reset: Mapping Your Writing Goals for 2023" with Julie Poole**
- **2/7 - New Member Orientation, February 2023**
- **2/7 - WLT Presents One Page Salon**
- **2/8 - "Magical Realism: Finding the Extraordinary in the Ordinary" with Alex Temblador**
- **2/16 - February Third Thursday: "The Creative Spark: Where Writers Find Inspiration"**
- **2/18 - "Introduction to Screenwriting: From Idea to Script" with Beverly Chukwu**
- Check out **the 2023 Agents Symposium**, a curated year-long experience that will bring writers into a virtual space to connect with and learn from ten literary agents who are at the top of their game.



Texas Writes - Library Application

Library Name *

Library Phone Number *

Contact Name *

Contact Phone *

Email *

Address *

City *

State *

Postal Code *

Communities served

(Note: the city/town that your library resides in must have a population of less than 12,000 to qualify for this program): *

SPACE:

While attendance varies from event to event, the average attendance for a Texas Writes event is between 20-30 people. Does your library have the space to accommodate a group this size (or

larger)? If NO, do you have an alternate space nearby that can serve as the venue for this event? What is the total capacity for your library? *

Item 6A.

SCHEDULING AN EVENT / PREFERRED DAY(S):

A Texas Writes event can be held during the week or on the weekend, depending on the host library's preference (NOTE: We strongly encourage you to consider a Saturday event, but we can accommodate weekday events).

Are there certain days of the week that are preferable for you (ex: Tuesday, Saturday), based on your hours of operation, space availability, and when your patrons are most likely to attend? *

SCHEDULING AN EVENT / PREFERRED TIMES:

Please indicate your preference for start and end times. *

10am (start) to 1:00pm (end) 1:00pm (start) to 4:00pm (end) Either Time is Fine

SPECIFIC DATES:

Looking ahead to the upcoming year of Texas Writes programming, do you have specific dates in mind (between February 1, 2023 and May 31, 2023) that you'd like to suggest for an event at your library? (Giving us specific dates now will speed up the process; please do suggest a couple of dates if you can): *

TOPICS:

If there are specific topics that you'd like to request, or areas of focus that you think would be most beneficial to your patrons and other attendees (for example: memoir writing, family history, mysteries and thrillers, young adult fiction, research, nonfiction) please list them here. We'll make every effort to book authors who can speak to your preferred topics. If you have no specific topics in mind, leave this blank.

ADVERTISING:

The Writers' League will make every effort to take out advertising in one or more local newspapers to raise awareness for the Texas Writes event. Please list here your top choice/s for print advertising (newspapers in your area or in nearby communities) *

REFRESHMENTS:

The Writers' League will provide refreshments (food and drinks) for the event (NOTE: Please indicate here if the library is able to provide brewed coffee for the event). When possible, we try to order food from locally owned businesses. If there is a locally owned business in your area that you'd like to recommend, please mention it here: *

BOOKS:

Our presenters occasionally bring books to sell at the Texas Writes event – please indicate below if that is not allowed. *

Yes No

A/V:

Does the library have audio/visual equipment available for presenters? Presenters often need A/V equipment for PowerPoints or other visual presentation aids. *

Yes No

NEXT STEPS:

Thanks so much for your interest in hosting a Texas Writes event at your library. We'll be in touch shortly. In the meantime, please check the box below, acknowledging that, if a Texas Writes event is scheduled at your library, you understand that the following tasks will be the responsibility of the library and its staff:

1) The host library is responsible for monitoring and tracking all advance registrations for the event, whether by phone or via sign-up sheet at the library. It's very important that an accurate count is kept and that attendees register in advance (although walk-ins will be allowed on the day of the event, if space is available).

2) If an alternate venue is necessary, the host library is responsible for securing that venue.

3) At the conclusion of the event, the host library will be required to fill out an evaluation form and return it (in a timely manner) to the Writers' League of Texas.

I understand and agree

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City of Bastrop Public Library Board

Meeting Minutes

February 06, 2023

1. Call to Order

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

Members present were President Rebecca Bennett, Vice President Meagan Webb, Barbara Clemons, Sally Keinarth, Lisa Gossett, Jennifer Leisure, Laura Goodwin, City Council Liaison Cheryl Lee. Absent Library Director Bonnie Pierson.

2. Citizen Comments – None

3. Announcements --Included in agenda packet.

4. Reports

a. Programming:

- i. Amie Cuvelier, The Technical Services and Circulation Librarian gave a presentation to the Genealogical Society on Saturday, January 14th on changes made to make the Local History Room accessible.
- ii. Wednesday, January 18th the library hosted the City Friends Storytime. Sylvia Carrillo was the featured guest with 44 people in attendance.
- iii. Plans are being set up for Dr. Allison Bumstead to participate with the 2023 Summer Reading Program. She presented a music program in the past year.
- iv. Public Service Associate Kat Durham has written an article for the February newsletter reaching out to the community in Bastrop to share skills they have. This would be part of the 2023 Summer Reading Program.

b. Noteworthy:

- i. On January 10th the Bastrop City Council approved the Bastrop Public Library's updated Circulation Policy.
- ii. The library has a new student Clerk, Patricia Norton. She began her first day on Thursday, January 12th.
- iii. On January 12th, The Bastrop Guide interviewed Library Director Bonnie Pierson. This was to share information about the library. The release of this videotaped interview will be provided later.
- iv. January 23rd Sheila Bowman celebrated working at the Bastrop Public Library for 19 years.
- v. A display was set up in the teen room to bring awareness to teen dating violence. This with through a partnership with the Family Crisis Center.

- c. Updates: None
 - d. Statistical Comparison Report: See agenda packet.
 - e. Monthly Financial Report: See agenda packet.
-
- 5. Workshop: Programming workshop moved to the next meeting March 6th.
 - 6. Consent Agenda
Meagan Webb moved to approve the January 09, 2023, minutes with corrections made. Lisa Gossett seconded the motion, and it was carried.
 - 7. Individual requests from Library Board members for items to be listed in future agendas to be moved to the next meeting.
 - 8. Adjournment of meeting at 6:09.

Respectfully submitted

Laura Goodwin, Secretary

Rebecca Bennett, President



INDIVIDUAL CONSIDERATION

MEETING DATE: March 6, 2023

AGENDA ITEM: 7B

TITLE:

Consider action to approve amended Bastrop Public Library 2022 Collection Development Policy.

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

RECOMMENDATION:

Move to approve Bastrop Public Library Collection Development Policy with suggested edits.

ATTACHMENTS:

- Bastrop Public Library Collection Development Policy – Highlighted
- Bastrop Public Library Collection Development Policy – Suggested Edits





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

- 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

Ultimate responsibility for material selection rests with the library director. All staff members may participate in the selection of library materials.

Library staff take its role as a steward of public funds seriously and is mindful of applying those 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 consult professional review sources, such as but not limited to *Booklist*, *Library Journal*, *School Library Journal*, and *Kirkus*, when selecting new materials for the collection.

Staff will judge materials on the basis of the content and style of the work as a whole, not by selected or random passages or scenes.

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 up to three Requests for Reconsideration per month.

Upon receipt of a formal written request, the director will ask for background information and confer with the library staff in an attempt to resolve the reconsideration.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, the Director will form a reconsideration committee of library board members and staff to review and present the reconsideration to the Library Board.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of Bastrop Public Library, will review the provided background information, will review the position of the patron, will also review the decision of the Director, and will consider the best interests of the community as a whole. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

Reconsideration decisions will stand for two years from the final review date.

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: September 12, 2022

City Council approved: _____



Purchase Request Form

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.

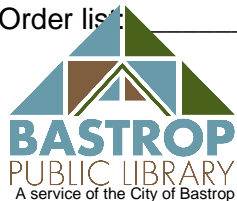
Selector: _____ When patron was contacted: _____

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

Notes:

Notes about conversation:

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: _____

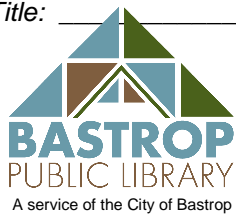
Date acknowledgement sent to family: _____

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?



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

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- Improve access to the information and collections of the library.
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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. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the library collection as a whole.

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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. 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: September 12, 2022

City Council approved: _____



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.

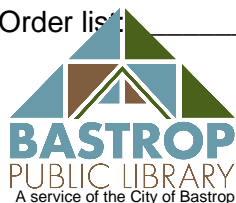
Selector: _____ When patron was contacted: _____

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

Notes:

Notes about conversation:

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: _____

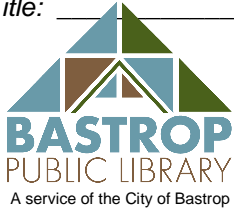
Check

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?

