

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



September 11, 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. PRESENTATIONS

2A. Barbara Clemons Appreciation of Service Presentation.

2B. Recognition of Library Board Members' Service Presentation

3. 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.

4. ANNOUNCEMENTS

- 4A. Announcements from the library director.
- 4B. Announcements from individual board members.

5. REPORTS

- [5A.](#) Director's report.
- [5B.](#) Statistics report.
- [5C.](#) Financial report.
- [5D.](#) Overdue Items report.

6. WORKSHOP

- [6A.](#) Open House workshop.

7. ITEMS FOR INDIVIDUAL CONSIDERATION

- [7A.](#) Consider action to approve Bastrop Public Library Board minutes from August 7, 2023 regular meeting.
- 7B. Discuss and approve the formation of a Nominating Committee for executive positions elections.
- 7C. Individual requests from Library Board members 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: 09/06/2023 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: Sep. 11, 2023

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

On Wednesday, August 2nd, Children's Services Associate Carmen Serna and Library Assistant Jackie Baez attended the 2023 Back to School Bash at Cedar Creek High School. Since this year's theme was "Carnival", Carmen Serna and Jackie Baez set up a carnival-esque game next to the library's booth for attendees to interact with. Visitors to the booth could also put their name in to win a School Supply basket. Over the evening, library staff interacted with 503 people.

Because of the large interest and positive feedback received regarding the recent sewing classes, Mary Smith will be back this fall to teach a quilting class. Like the sewing class, this quilting class has limited seating available, requiring preregistration. Spots for this class have already filled up, and a waitlist has been started. Classes will be held Fridays from 1:00 – 3:00 pm with an optional three-hour consolation period beforehand. Classes will run from Friday, September 8th through Friday, November 17th.

Rebecca Bennett and Terry Hamm will be starting the Bastrop Public Library's Book Club. Public Services Librarian Bethany Dietrich will act as their library liaison. The club will take place every 3rd Saturday of the month from 11:00 am – 12:30 pm and is geared towards adults.

NOTEWORTHY:

Public Services Librarian Bethany Dietrich celebrated her 6th anniversary with the Bastrop Public Library on Monday, August 14th.

The annual Volunteer Luncheon took place Tuesday, August 15th. Lunch was provided by the Friends of the Bastrop Public Library, with guests encouraged to bring desserts. A total of eleven volunteers were able to attend.

Executive Administrative Assistant Veronica Nunez celebrated her 2nd anniversary with the Bastrop Public Library on Wednesday, August 23rd.

The Family Crisis Center recorded Public Services Librarian Bethany Dietrich sharing a letter of advice to her younger self on how to handle bullying. The video has been posted to the [Family](#)

[Crisis Center Community Awareness Prevention Education Facebook page](#) as part of their “Dear Younger Me” series.

A second round of interviews for the Youth Services Librarian position took place Wednesday, September 6th. Current information on the position will be provided during the meeting.

UPDATES ON THE FOLLOWING:

Photo ID library cards update.

RFID feasibility update.

COMMUNITY FEEDBACK:

“These cake pans are the best thing here at the library! I mean, the books are great, but not having to go out and buy a cake pan for my kid’s birthday that I would only use once—that’s really awesome! Thank you!”

-Mary L., Patron

*Thank you for
your help with
newspaper lookups.*

Gail Bice



Statistics - July 2023

Item 5B.

Community Engagement	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
Circs By Patron Type										
Juv	935	1,096	1,457	593			593	4,081	4,132	5,028
Teen	129	308	536	140			140	1,113	689	769
Adult	3,789	4,604	5,451	2,442			2,442	16,286	14,946	18,098
Staff	272	272	457	168			168	1,169	1,172	1,429
NR Juv	929	1,015	1,056	399			399	3,399	4,672	5,513
NR Teen	206	236	298	170			170	910	1,018	1,184
NR Adult	10,783	12,215	13,371	5,512			5,512	41,881	38,799	47,108
TexShare	50	80	50	43			43	223	406	561
Total NR Usage	11,968	13,546	14,775	6,124			6,124	46,413	44,895	54,366
% NR Usage	70%	68%	65%	65%			65%	68%	68%	68%
Programming										
Youth - # of Programs	23	27	36	13			13	99	86	101
Youth - Program Attendance	495	826	1,207	399			399	2,927	3,949	4,478
Young Adults - # of Programs	10	11	11	3			3	35	66	75
Young Adults - Program Attendance	92	93	102	34			34	321	541	625
Adults - # of Programs	10	13	19	11			11	53	34	41
Adults - Program Attendance	80	100	132	99			99	411	416	467
General - # of Programs	1	8	20	3			3	32	7	7
General - Program Attendance	637	423	172	373			373	1,605	1,089	1,089
Outreach - # of Programs	2	1	5	0			0	8	12	13
Outreach - Program Attendance	458	29	568	0			0	1,055	1,397	1,710
Passive - Coloring Sheets	180	390	420	120			120	1,110	1,760	1,880
Total # of Programs	46	60	91	30			30	227	208	240
Total Program Attendance	1,762	1,471	2,181	905			905	6,319	7,836	8,813
Membership - New Cards										
City	104	135	148	45			45	432	349	435
City Renewals	129	155	219	70			70	573	504	597
Faculty	0	1	1	0			0	2	6	7
Faculty Renewals	5	5	8	3			3	21	27	31
Friends	0	0	0	0			0	0	0	0
Friends Renewals	12	6	5	3			3	26	31	36
Staff	1	2	2	0			0	5	4	5
Staff Renewals	2	2	3	1			1	8	7	11
Nonresident	140	154	173	57			57	524	481	586
Nonresident Renewals	174	242	261	104			104	781	733	924
TexShare Visitor	1	2	3	3			3	9	9	11
TexShare Visitor Renewals	1	2	1	0			0	4	4	4
Total New Registrations	246	294	326	105			105	971	847	1,042
Total Renewals	323	412	495	181			181	1,411	1,311	1,608
TexShare Home New	0	0	1	0			0	1	1	1
TexShare Home Renewals	6	3	6	4			4	19	23	31
Facility										
Door Count	14,526	16,621	19,320	6,741			6,741	57,208	54,117	64,364
Study Room Use	517	493	522	173			173	1,705	1,851	1,404
Pressley Use - Library	124	57	209	17			17	407	1,155	172
Pressley Use - Nonprofit	32	24	33	7			7	96	146	80
Pressley Use - Other	4	0	12	0			0	16	64	0

Statistics - July 2023

Item 5B.

Maynard Use - Library	1	1	15	5			5	22	0	57
Maynard Use - Nonprofit	24	22	13	7			7	66	53	52
Maynard Use - Other	8	1	8	0			0	17	31	0
Total Meeting Room Use	534	598	899	209			209	2,240	1,449	1,765

Lifelong Learning	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
<u>Database Use</u>										
Portal to Texas History - Bastrop Advertiser	16,444	16,620	14,265	4,447			4,447	51,776	67,122	78,754
Heritage Quest	270	584	263	406			406	1,523	1,050	1,344
Learning Express Library	5	32	53	33			33	123	1,683	2,324
Gale LegalForms	9	4	1	0			0	14	0	0
Gale Presents: Udemy	2	0	0	0			0	2	0	0
Small Business Reference Center	2	0	0	0			0	2	0	1
Explora Elementary	0	1	0	2			2	3	0	6
Explora High School	0	0	0	0			0	0	3	2
Recursos Para Hispanohablantes	0	0	0	0			0	0	0	0
Mango Languages	61	144	240	57			57	502	0	0
Total General Use Databases Sessions	79	181	294	92			92	646	No Data	No Data
<u>Technology</u>										
Kids Computer Use	52	52	98	49			49	251	23	68
Teen Computer Use	52	56	47	7			7	162	23	46
Adult Computer Use	1,397	1,891	2,030	711			711	6,029	3,563	4,620
Wifi Use	4,601	4,799	5,522	1,830			1,830	16,752	13,795	16,681
Website Visits	9,744	11,725	15,791	5,333			5,333	42,593	40,682	48,914
3D Prints	3	5	4	0			0	12	2	2
Total Public Computer Use	1,501	1,999	2,175	767			767	6,442	3,609	4,734

Books & Reading	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
<u>Material Use</u>										
Check-Outs - Kids	4,969	5,615	6,976	2,917			2,917	20,477	17,881	21,968
Check-Outs - Tween	4,273	4,774	5,998	2,681			2,681	17,726	17,281	20,939
Check-Outs - Teen	780	1,246	1,442	599			599	4,067	3,512	4,160
Check-Outs - Adult	7,015	8,121	8,185	3,248			3,248	26,569	27,101	32,580
Honor Paperbacks	122	69	128	32			32	351	424	484
Renewals	3,759	4,061	5,260	3,227			3,227	16,307	16,241	19,147
In-House Use	2,211	1,977	4,132	1,610			1,610	9,930	16,510	19,382
Self-Check	4,152	4,634	5,423	2,097			2,097	16,306	13,144	16,743
Mobile Circ	24	13	8	6			6	51	490	526
Hotspots	75	80	75	22			22	252	203	257
OverDrive eBooks - Kids	286	174	315	93			93	868	753	896
OverDrive eBooks - Teen	133	191	232	61			61	617	460	538
OverDrive eBooks - Adults	1,625	1,661	1,835	722			722	5,843	6,370	7,670
OverDrive eAudio - Kids	131	208	218	71			71	628	618	758
OverDrive eAudio - Teen	98	115	161	59			59	433	382	472
OverDrive eAudio - Adults	1,319	1,387	1,345	513			513	4,564	3,674	4,630
SimplyE	0	0	4	0			0	4	15	16
Total Checkouts	23,037	25,618	31,046	12,628			12,628	92,329	95,674	115,276

Statistics - July 2023

Item 5B.

Interlibrary Loan										
ILL Borrowed	13	25	33	11			11	82	81	83
ILL Lent	27	36	18	3			3	84	85	113
Collection										
Items Added - E, 1st Readers	363	97	184	62			62	706	512	588
Items Added - Board Books	12	3	3	3			3	21	24	24
Items Added - J	379	182	222	124			124	907	1,091	1,365
Items Added - Teens	42	35	40	18			18	135	195	220
Items Added - Adults	454	338	293	149			149	1,234	1,388	1,600
Items Added - Magazines	134	120	118	39			39	411	459	552
Items Withdrawn	1,134	1,068	1,597	358			358	4,157	2,279	3,402
Missing Items	14	76	31	13			13	134	360	930
Total Items Added	1,384	775	860	395			395	3,414	3,669	4,349

Culture of Service	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
Reference Transactions										
General Reference Questions	1,135	1,705	1,662	574			574	5,076	3,381	4,173
Directional Questions	503	483	515	184			184	1,685	1,272	1,516
Tech Support Questions	1,772	1,960	2,428	827			827	6,987	5,285	6,381
Phone Reference	705	750	855	350			350	2,660	2,754	3,239
Tests Proctored	2	1	2	0			0	5	27	31
Tech Tutor	34	32	26	15			15	107	61	80
Total Reference Transactions	4,151	4,931	5,488	1,950			1,950	16,520	12,780	15,420
Volunteers										
Volunteer Hours	403.50	365.75	458.25	157.75			157.75	1,385.25	936.75	1,181.30
FOL Volunteer Hours	223.50	151.50	170.75	59.50			59.50	605.25	609.50	730.00
Teen Volunteer Hours	168.00	100.50	132.00	109.25			109.25	509.75	419.50	451.25
Total Volunteer Hours	795.00	617.75	761.00	326.50			326.50	2,500.25	1,965.75	2,362.55
Social Media										
Facebook Page Likes	2,394	2,764	2,922	3,014			3,014	2,726	2,116	2,149
Facebook Engaged	2,144	3,054	7,396	1,472			1,472	14,066	9,542	10,805
Facebook Reach	36,060	11,535	16,912	17,192			17,192	81,699	160,964	181,338
Instagram Page Followers	1,085	1,120	1,159	1,185			1,185	1,128	1,017	1,025
Instagram Impressions	8,428	7,872	11,567	2,686			2,686	30,553	27,096	30,070
Instagram Reach	1,515	1,382	1,697	443			443	5,037	5,040	5,796
Savannah Stats										
# of Emails Composed	90	88	88	38			38	304	182	238
# of Messages Sent	17,538	17,636	19,505	7,322			7,322	62,001	62,619	74,056
Opens	11,470	10,209	12,846	6,082			6,082	40,607	31,725	38,992
Open %	74%	58%	65%	83%			83%	67%	53%	55%
Clicks	503	923	1,443	867			867	3,736	1,708	2,299

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through August 20, 2023, is \$41,333.26
 - a. Nonresidential: \$31,325.00
 - b. Material fines, fees, and replacement cards: \$2,424.24
 - c. Printing: \$6,100.30
 - d. Paypal: \$1,483.72

2. The library's total non-donation revenue from July 1, 2023, through July 31, 2023, is \$4,633.57
 - a. Nonresidential: \$3,410.00
 - b. Material, fines, fees, and replacement cards: \$330.24
 - c. Printing: \$647.93
 - d. Paypal: \$245.40



STAFF REPORT

MEETING DATE: Sep. 11, 2023

AGENDA ITEM: 4D

TITLE:

Overdue Notice Statistics Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Library Board expressed interest in seeing the overdue items data after the recent changes to the Bastrop Public Library's circulation procedures.

RAW DATA:

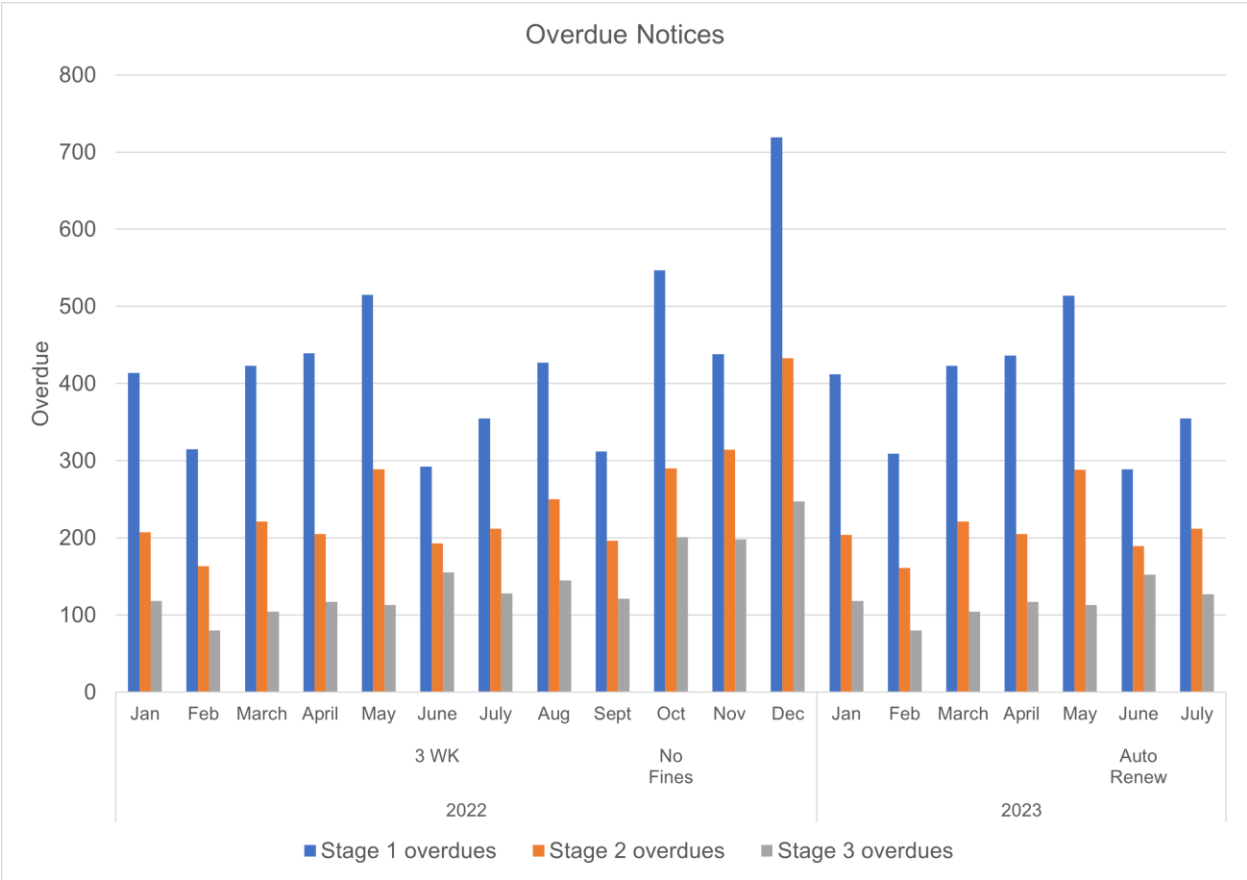
2022

Month	Total Overdues	Total Check-Outs	Overdue Percentage	Notes
January	739	6,674	11%	
February	558	7,212	8%	
March	748	8,254	9%	
April	761	7,518	10%	
May	917	8,112	11%	
June	640	10,623	6%	Three Week Check-Out
July	695	9,102	8%	
August	822	9,538	9%	
September	629	7,260	9%	
October	1,038	7,012	15%	No Fines
November	950	6,483	15%	
December	1,399	5,838	24%	

2023

Month	Total Overdues	Total Check-Outs	Overdue Percentage	Notes
January	734	6,919	11%	
February	550	6,896	8%	
March	748	7,998	9%	
April	758	7,067	11%	
May	915	7,649	12%	
June	630	12,092	5%	Auto-Renewals
July	694	11,077	6%	

GRAPHIC:





WORKSHOP

MEETING DATE: September 11, 2023

AGENDA ITEM: 6A

TITLE:

Open House Workshop

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Bastrop Public Library's 2023 Open House will take place Saturday, December 9th.

DISCUSSION POINTS:

- Plans
- Timeline
- Volunteer Needs



City of Bastrop Public Library Board

Meeting Minutes

August 07, 2023

1. Call to Order

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

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

2. Citizen Comments – None

3. Announcements

- a. The Bastrop Public Library’s annual Volunteer Luncheon will take place Tuesday, August 15th from 11:00 am to 12:30 pm.
- b. The library will be closed Monday, September the 4th for Labor Day.
- c. Bastrop Public Library received a grant from the 2023 Texas Book Festival.
- d. After serving eight years with the Bastrop Public Library, Children’s Services Associate Carmen Serna has announced her resignation. Her last day was Friday, August 4, 2023. Jacqueline “Jackie” Baez will assume this position. Jackie is a former employee of the library who rejoined the team this summer.
- e. Announcements from individual Library Board Members- none

4. Reports

a. Director’s report

- i. On Wednesday, July 17th the City Friends Storytime was presented. Public Works Technician Sandy Holder was the presenter. Forty-five people attended. After the Storytime yellow plastic hard hats were given to the children in attendance. Outside the library Sandy Holder had brought a dump truck for the kids to view and take pictures in front of.
- ii. During the summer local artist Jana Lynch has demonstrated her talents in three shows titled “Eye to Eye.” The participants at the shows were encouraged to create their own art using the method as taught by Jana Lynch.
- iii. The 2023 Summer Reading Program: All Together Now report was included in the director’s report. Highlights included the exceptional attendance at the Readers Jubilee which was the reward party for youth who read and logged more than five hundred minutes. 258 participants attended on Saturday, July 22. The Escape Room was so popular the time slots for participation filled up fast. Due to a vast variety of speakers and presenters the adult program Coffee with Catherine has had record attendance. There were a considerable number

of Partnerships and Collaborations that helped with the success of this years Summer Reading Program.

- b. Noteworthy:
 - i. During the month of June, the City of Bastrop collected donations for the Bastrop County Emergency Food Pantry. Collection sites were at three locations. At the end of the month, the library, and the Water and wastewater had collected over 337 pounds in donations.
 - ii. Two former library employees rejoined the library team to help with the Summer Reading Program and normal library operations. Jacqueline “Jackie” Baez worked as a Children’s Services Assistant. Catherine “Cat” Morales worked as a circulation Assistant.
 - iii. The Youth Librarian job position was posted in Mid-July. There has been a great amount of interest in this position with approximately seventeen applications submitted. The goal is to have the new staff member hired before the end of September 2023.
 - c. Statistical Comparison Report:
 - May and June statistical reports are included in the Bastrop Library Board packet.
 - Noted in June statistics was a decrease in attendance of programs compared to last year. The year to date for door count was increased. In the category of Books and Reading increases were noted with self-check out and Hotspot checkouts. In the category Culture of Service both areas of Tech Tutor and Tech Support Questions continue to show increased usage.
 - d. Monthly Financial Report: See agenda packet for June and July Financial Reports
 - e. Presentations: Jennifer Leisure and Sally Keinarth spoke about a recent program they attended in Lockhart Texas at the Dr. Eugene Clark Library. The program was to recognize Ronald Seeliger posthumously for donating \$100,000 to the library.
5. Workshop
- No workshop
6. Consent Agenda
- Sally Keinarth moved to approve the June 05, 2023, Bastrop Library Board Meeting minutes. Meagan Webb seconded the motion, and it was carried.

7. Individual requests from Library Board members –to add workshop for preparation of the Bastrop Library December open house.

8. Adjournment of meeting at 6:40 pm

Respectfully submitted.

Laura Goodwin, Secretary

Rebecca Bennett, President