

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



February 05, 2024

Agenda - Public Library Board at 6:00 PM

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. MINUTES APPROVAL

3A. Consider action to approve Bastrop Public Library minutes from January 8, 2024, regular meeting.

4. ANNOUNCEMENTS

4A. The library will be closed Friday, March 1st in observance of Texas Independence Day.

- 4B. Announcements from the Library Director.
- 4C. Announcements from individual board members.

5. REPORTS

- [5A.](#) Library Director's report.
- [5B.](#) Statistics report.
- [5C.](#) Financial report.
- [5D.](#) Fiscal Year 2024 Goals Quarterly Review report.

6. PRESENTATIONS

7. WORKSHOP

- [7A.](#) Policy Review Schedule workshop.
- [7B.](#) Discuss Library User Responsibility and Conduct policy.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

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

9. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: 01/31/2024 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Bonnie Ueckert Pierson
Bonnie Ueckert Pierson, Library Director

City of Bastrop Public Library Board

Meeting Minutes

January 08, 2024

1. Call to Order

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

The members present were Lisa Gossett, Sally Keinarth, Jennifer Leisure, Laura Goodwin, Nancy Wood, Meagan Webb, Bonnie Pierson Library Director, and Cheryl Lee City Council Liaison. Monica Carson, a community member, was also present.

2. Citizen Comments – None

3. Minutes Approval

A. Consider action to approve the Bastrop Public Library Minutes from December 04, 2023, with amendment made. Sally Keinarth moved to approve the minutes. Nancy Wood seconded the motion, and it was carried.

4. Announcements

- A. The library will be closed Monday, January 15th for observance of Martin Luther King Day.
- B. After 20 years of service Library Associate Shiela Bowman will retire. Her last day will be Wednesday, January 31st.
- C. The City of Bastrop is presenting a Mardi Gras Celebration. Various events are planned during February 1st-3rd. The library will host musical groups that share traditional music from the Louisiana region.
- D. The first Sit with Sylvia occurs Thursday, January 18th, 2024, the time will be 6 to 7:30 p.m. These are discussions with Bastrop's City Manager Sylvia Carrillo.

5. Reports

A. Library Director's report

i. Programming:

- The Annual Bastrop Public Library's Open House was an immense success. 822 people attended. The graham cracker houses were as popular as ever with 306 people choosing to decorate a house at the library and another 111 Take Home Kits taken. Live music performances continued throughout the day. The refreshments were provided by The Friends of the Library.

- On December 12th, BlueBonnet Trails hosted the community event Parents as Teachers. This event occurred at the Bastrop Hampton Inn and Suites. Youth Services Librarian Eva Bernal represented the Bastrop Public Library. Information was available about the library's resources and programs that would empower parents to become better educators for their children. 111 attendees visited the library booth.
 - New adult programming has started this month of January 2024. The Knitting group began Friday, January 5th from 2:45 pm to 5:15 pm. It was so popular that the group had to be moved from the conference room to the meeting room because the attendance increased from 14 to 25.
 - Meet at the Library, the other new adult program, will have the first program on Thursday, January 11th from 1:00 to 3:00 pm. Field of Dreams will be the movie presented.
 - Beginning Sewing with Mary will be weekly starting Saturday, January 13th from 9:30 am to 12:30 pm. This program will go through Saturday, March 24th. This class is filled with fifteen participants.
 - The Sewing and Quilting Group will begin its weekly gathering starting Monday, January 22nd from 1:00 pm to 3:00 pm.
 - This month's History Talk will be on Saturday, January the 27th from 12:30 pm to 2:30 pm. Robie Sanders, the chair of the Fairview Cemetery Advisory board, will be presenting the talk.
- ii. Noteworthy:
- The Lost Pine Garden Club provided and installed birdhouses on Tuesday, December the 19th. This is a project and collaboration between the Lost Pine Garden Club and the City of Bastrop to support Bastrop as a Texas Bird City.
 - Catherine Lombardo, Library Services Circulation Associate has returned from medical leave Wednesday, January 27th.
 - The Library Associate Children's Services position remains open. Applications are still being accepted and reviewed. No interviews have been scheduled at this time.
 - In the last half of December over ten new security cameras have been installed in and around the library. These new cameras will increase the visibility of the building for the staff. This new system is web based and it is the same system as City Hall and the Bastrop Police Department.

- The Bastrop City Manager approved new library hours. Beginning Tuesday, January the 2nd the Bastrop Public Library will open at 12:00 pm on Tuesdays and Thursdays.

iii. Updates:

- Work progresses on Photo ID library cards.
- RFID (Radio-Frequency identification) tags. – This topic will be placed on hold at this time and researched again at a further date.

B. Statistical Comparison Report:

The full report is available within the agenda packet. Of note is the increased programs available. The YTD door count increased. Information for the area of History & Culture is still forthcoming as a subscription needs to be purchased that will enable the Digitizing of Documents. Changes will be forthcoming soon with Lifelong Learning as the Texas State Library databases will be changing. Volunteers are an important help for organizations and the library has increased volunteer hours from last year.

C. Monthly Financial Report: See agenda packet for Financial Report.

D. Quarterly Overdue Notice Statistics Report: See agenda packet for full report.

6. Presentation-none

7. Workshop

- A. Library Board Work Plan workshop – The board had a lengthy discussion with ideas for board goals and how to implement the goals. The board as a group developed three goals with action plans. Bonnie Pierson, Library Director shared handouts of current library accomplishments and goals that we used to guide us for making the boards goals and action plans. These handouts are available in the agenda packet.

8. Items for Individual Consideration-

- A. Individual request from Library Board members for items to be listed on the future agenda: Next month the board plans to have a workshop on the Library Board Work Plan.

9. Adjournment of meeting at 7: 22 pm

Respectfully submitted.

Laura Goodwin, Secretary

Rebecca Bennett, President



STAFF REPORT

MEETING DATE: Feb. 5, 2024

AGENDA ITEM: 5A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

Meet at the Library held its first two programs. There was a movie afternoon on Tuesday, January 11th and a game time on Thursday, January 25th. Attendance for the program is currently low, and the library is looking to increase publicity in hopes of growing the program.

After the Teen Thursdays: Introduction to Dungeons and Dragons programs, participants took an interest in continuing the program outside of Teen Thursdays. As such, Teen Dungeons and Dragons will now be taking place Thursday afternoons before Teen Thursday. Their first session was Thursday, January 11th.

Beginning Sewing with Mary started Saturday, January 13th. All fifteen participants are excited to learn the basics of sewing by handcrafting a tote bag.

The Sewing & Quilting Group began meeting at the library on Monday, January 22nd. Attendees were excited to work on personal projects in a social setting.

The first of four planned programs in the History Talks series took place on Saturday, January 27th from 12:30 pm to 2:30 pm. Robbie Sanders, chair of the Fairview Cemetery Advisory Board, presented on the Fairview Cemetery. A total of fifty-nine people were in attendance.

As part of the City of Bastrop's Mardi Gras celebration, two children's activities were hosted at the Bastrop Public Library on Saturday, February 3rd: Music Instrument Petting Zoo from 1:00 pm - 4:00 pm and live music from the Riley Family Band from 2:30 pm - 3:30 pm.

- Music Instrument Petting Zoo: For the first time outside of Louisiana, the Louisiana Folk Roots brought a variety of musical instruments for the public to interact with. Many of the instruments available are those commonly used in traditional Louisiana Cajun & Zydeco music.
- Riley Family Band: Grammy-winning musician Steve Riley and his two sons Burke and Dolsy performed traditional Cajun, Creole, and Southern Louisiana music in the children's area of the library. The multi-instrumentalists' set demonstrated the professional capabilities of some of the instruments seen at the petting zoo.

More information will be provided at the meeting

Another textile adult program is scheduled to start on Thursday, February 22nd. The program will be called "Bring Your Own Craft" (BYOC) and will be a time when community members can work on whatever craft they are in progress with amidst the company of fellow crafters.

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

- Monday, March 11th through Saturday, March 16th
 - Pi-Day Scavenger Hunt: Colorful numbers will be hidden throughout the library that can be added to the Maynard Conference Room windows. Anyone who finds a number and adds it to the Pi display can enter their name in a drawing for a gift card from the Bearded Bakery.
 - Take-and-Make packets for kids in the Children's Area.
 - Oversized community coloring page near the puzzle table behind the Reference Desk.
- Monday, March 11th: LEGO Free Build for kids from 2-4pm
- Tuesday, March 12th: Mystery Box Craft for kids from 2-4pm

NOTEWORTHY:

The portal for the 2023 Texas Public Libraries Annual Report opened on Wednesday, January 3rd. Participation in the report is required to maintain the library's current accreditation status. The report is due Tuesday, April 30th.

Library Clerk Patricia Norton celebrated her one-year anniversary at the library on Friday, January 12th.

Youth Services Librarian Eva Bernal has been with the library for 90 days as of Wednesday, January 17th.

The library has started the filing process for eRate reimbursement for eRate year 2024, July 2024 through June 2025. Reimbursement for this period is projected to be over \$7,000.

Finance Associate Sheila Bowman celebrated her twenty-year anniversary at the library on Tuesday, January 23rd.

Texas Women's University Master of Library Science graduate student Stephanie Hart began her practicum at the Bastrop Public Library on Tuesday, January 23rd. She is not pursuing a project but will instead be working with Supervisor of Access Services Amie Cuvelier and Director Bonnie Pierson to improve her cataloging and management skills. Stephanie will spend Tuesdays at the Bastrop Public Library as she completes her 120 practicum hours.

The Library User Responsibility and Conduct policy was approved by Bastrop City Council on Tuesday, January 23rd during their regular meeting.

Library Associate Sheila Bowman retired from the library after 20 years of service. Library staff celebrated this occasion with a party on Tuesday, January 30th. Sheila's last day of work was January 31st.

Circulation Associate Terry Carwell celebrated his fifth-year anniversary on Sunday, February 4th.

UPDATES ON THE FOLLOWING:

Children's Services Associate applications.

Library Board workplan.

Photo ID library cards update.

COMMUNITY FEEDBACK:

Thank you for the earlier open on Tue-Thurs!

—
Have a wonderful day,
Judah Ross

"I'm so glad you have [BOB Books]. I'm a retired teacher with a Master's Degree in reading education. They have been around for a long time but children love them. They are very effective. I recently got some of them on Amazon to teach my granddaughter to read!"

-Cheryl Harris, patron

"Thank you for putting together Knitting Group!"

"We were just talking about how difficult it is to meet new people these days, but [Knitting Group] does just that! Thank you!"



Statistics - December 2023

Item 5B.

Community Engagement	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Circs By Patron Type</u>							
Juv	552	346	282	1,180	1,180	935	5,209
Teen	73	67	33	173	173	129	1,338
Adult	2,038	1,899	1,582	5,519	5,519	3,789	20,804
Staff	159	143	190	492	492	272	1,510
NR Juv	401	329	195	925	925	929	4,163
NR Teen	137	193	132	462	462	206	1,139
NR Adult	4,973	4,627	3,852	13,452	13,452	10,783	51,724
TexShare	25	32	42	99	99	50	331
Total NR Usage	5,536	5,181	4,221	14,938	14,938	11,968	57,357
% NR Usage	66%	68%	67%	67%	67%	70%	67%
<u>Programming</u>							
Early Childhood - # of Programs	8	6	6	20	20	8	95
Early Childhood - Program Attendance	313	252	253	818	818	231	2,922
Youth - # of Programs	1	1	2	4	4	3	31
Youth - Program Attendance	36	50	328	414	414	91	714
Young Adults - # of Programs	4	4	3	11	11	10	43
Young Adults - Program Attendance	34	34	24	92	92	92	397
Adults - # of Programs	11	9	3	23	23	10	72
Adults - Program Attendance	72	76	27	175	175	87	554
General - # of Programs	1	1	0	2	2	1	32
General - Program Attendance	585	72	0	657	657	637	1,605
Outreach - # of Programs	2	0	1	3	3	2	9
Outreach - Program Attendance	1,554	0	111	1,665	1,665	458	1,558
Passive - Coloring Sheets	60	60	300	420	420	180	1,350
Total # of Programs	27	21	15	63	63	46	282
Total Program Attendance	2,594	484	743	3,821	3,821	1,769	7,750
<u>Membership - New Cards</u>							
City	38	25	30	93	93	104	519
City Renewals	46	43	43	132	132	129	724
Faculty	0	0	0	0	0	0	2
Faculty Renewals	1	1	2	4	4	5	22
Friends	2	0	0	2	2	0	1
Friends Renewals	2	3	1	6	6	12	33
Staff	1	1	0	2	2	1	7
Staff Renewals	1	3	0	4	4	2	12
Nonresident	47	42	42	131	131	140	637
Nonresident Renewals	76	57	54	187	187	174	948
TexShare Visitor	1	1	0	2	2	1	10
TexShare Visitor Renewals	2	5	0	7	7	1	6
Total New Registrations	89	69	72	230	230	246	1,174
Total Renewals	128	112	100	340	340	323	1,743
TexShare Home New	0	0	0	0	0	0	2
TexShare Home Renewals	3	5	1	9	9	6	23
<u>Facility</u>							
Door Count	6,242	4,992	5,169	16,403	16,403	14,526	69,478
Study Room Use	168	164	91	423	423	431	1,930
Pressley Use - Library	18	125	16	159	159	49	224
Pressley Use - Nonprofit	17	17	10	44	44	21	108

Statistics - December 2023

Item 5B.

Pressley Use - Other	0	13	0	13	13	0	0
Maynard Use - Library	1	0	12	13	13	2	37
Maynard Use - Nonprofit	16	13	7	36	36	30	99
Maynard Use - Other	0	7	0	7	7	1	2
Total Meeting Room Use	220	175	136	531	531	534	2,400

History & Culture	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
Partnerships	2	1	1	4	4	No Data	No Data
Special Displays	1	0	0	1	1	No Data	No Data
Documents Digitized	No Data	No Data	No Data	No Data	No Data	No Data	No Data

Lifelong Learning	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Database Use</u>							
Portal to Texas History - Bastrop Advertiser	2,882	3,269	2,972	9,123	9,123	16,444	59,346
Heritage Quest	115	101	226	442	442	270	1,626
Learning Express Library	3	6	22	31	31	5	149
Mango Languages	43	24	31	98	98	61	976
Total General Use Databases Sessions	46	30	53	129	129	79	1,148
<u>Technology</u>							
Kids Computer Use	47	14	23	84	84	52	321
Teen Computer Use	7	8	7	22	22	52	178
Adult Computer Use	619	497	495	1,611	1,611	1,397	7,459
Wifi Use	1,801	1,673	1,497	4,971	4,971	4,601	20,482
Website Visits	4,161	3,525	4,008	11,694	11,694	9,744	47,938
Total Public Computer Use	673	519	525	1,717	1,717	1,501	7,958

Books & Reading	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Material Use</u>							
Check-Outs - Kids	2,735	2,506	1,783	7,024	7,024	4,969	26,243
Check-Outs - Tween	2,365	1,988	1,720	6,073	6,073	4,273	22,266
Check-Outs - Teen	423	427	366	1,216	1,216	780	4,897
Check-Outs - Adult	2,812	2,690	2,415	7,917	7,917	7,015	32,561
Honor Paperbacks	14	8	18	40	40	122	406
Renewals	3,095	2,957	2,514	8,566	8,566	3,759	21,789
In-House Use	3,744	1,400	1,155	6,299	6,299	2,211	15,338
Self-Check	1,519	1,419	1,207	4,145	4,145	4,152	19,934
Mobile Circ	5	8	3	16	16	24	54
Hotspots	23	25	24	72	72	75	301
OverDrive eBooks - Kids	54	81	53	188	188	286	970
OverDrive eBooks - Teen	56	41	60	157	157	133	729
OverDrive eBooks - Adults	576	514	530	1,620	1,620	1,625	7,052
OverDrive eAudio - Kids	92	70	57	219	219	131	746
OverDrive eAudio - Teen	42	44	46	132	132	98	541
OverDrive eAudio - Adults	562	576	549	1,687	1,687	1,319	5,663
SimplyE	0	2	1	3	3	0	4
Total Checkouts	13,503	10,380	8,780	32,663	32,663	23,037	117,717
<u>Interlibrary Loan</u>							
ILL Borrowed	11	10	6	27	27	13	94

Statistics - December 2023

Item 5B.

ILL Lent	8	1	9	18	18	27	89
Collection							
Items Added - E, 1st Readers	0	72	119	191	191	363	915
Items Added - Board Books	0	0	0	0	0	12	21
Items Added - J	1	28	83	112	112	379	1,222
Items Added - Teens	2	26	5	33	33	42	170
Items Added - Adults	119	91	204	414	414	454	1,399
Items Added - Magazines	37	46	25	108	108	134	491
Items Withdrawn	112	563	206	881	881	1,134	4,546
Missing Items	7	3	11	21	21	14	153
Total Items Added	159	263	436	858	858	1,384	4,218

Culture of Service	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
Reference Transactions							
General Reference Questions	334	311	379	1,024	1,024	1,135	5,827
Directional Questions	173	144	124	441	441	503	2,004
Tech Support Questions	689	600	515	1,804	1,804	1,772	8,585
Phone Reference	391	163	193	747	747	705	3,187
Tests Proctored	1	3	2	6	6	2	8
Tech Tutor	32	8	4	44	44	34	145
Total Reference Transactions	1,620	1,229	1,217	4,066	4,066	4,151	19,756
Volunteers							
Volunteer Hours	88.75	97.25	63.50	249.50	249.50	403.50	1,739.05
FOL Volunteer Hours	164.50	159.00	106.00	429.50	429.50	223.50	757.45
Teen Volunteer Hours	38.00	37.75	47.50	123.25	123.25	168.00	544.45
Total Volunteer Hours	291.25	294.00	217.00	802.25	802.25	795.00	3,040.95
Social Media							
Facebook Page Likes	3,138	3,170	3,225	3,178	3,178	2,394	2,785
Facebook Engaged	2,433	875	2,718	6,026	6,026	2,144	16,609
Facebook Reach	6,961	8,962	29,618	45,541	45,541	36,060	101,624
Instagram Page Followers	1,204	1,215	1,220	1,213	1,213	1,085	1,138
Instagram Impressions	4,027	2,024	1,687	7,738	7,738	8,428	33,454
Instagram Reach	616	498	393	1,507	1,507	1,515	5,742
Savannah Stats							
# of Emails Composed	31	36	35	102	102	90	302
# of Messages Sent	4,555	5,072	797	10,424	10,424	17,538	61,565
Opens	2,601	2,455	438	5,494	5,494	11,470	61,867
Open %	57%	48%	55%	53%	53%	74%	66%
Clicks	272	196	53	521	521	503	4,176

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2023, through January 20, 2024, is \$12,595.00
 - a. Nonresidential: \$9,325.00
 - b. Material fines, fees, and replacement cards: \$736.14
 - c. Printing: \$2,104.25
 - d. Paypal: \$429.61

2. The library's total non-donation revenue from December 1, 2023, through December 31, 2023, is \$2,900.73
 - a. Nonresidential: \$2,085.00
 - b. Material, fines, fees, and replacement cards: \$168.55
 - c. Printing: \$601.40
 - d. Paypal: \$45.78

3. Notable library donation revenue from December 1, 2023, through December 31, 2023, is \$100
 - a. 12/6: \$100.00



REPORT

MEETING DATE: February 5, 2024

AGENDA ITEM: 5D

TITLE:

Fiscal Year 2024 Goals Quarterly Review report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Library Board expressed interest in receiving quarterly updates on fiscal year goal progress. The report will highlight progress made during the first quarter of fiscal year 2024.

ATTACHMENTS:

Fiscal Year 2024 Goals Quarterly Review





Fiscal Year 2024 Library Goals

1st Quarter Review

Community Engagement

- Increase awareness
- Build community relationships
- Extend library services outside the walls of the building (partner programs)
- Invest to create a safe and welcoming destination for our community
 - What we've done:
 - Participate in Community Events: Boo Bash, Lost Pines Christmas
 - Outreach: Pines & Prairies Land Trust Storytime, Bluebonnet Trails Community Services Parents as Teachers Event
 - Promotion & Display: St. David's Health Initiative, Bastrop County Cares, National Runaway Safeline, Bastrop Opera House, City events

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've done:
 - Support, publicize, and assist with reorganization of the Genealogy Society
 - History Fair
 - Continued participation in HEART
 - Continued scanning historic documents for Preservica
 - Live music throughout the day during Annual Open House

Lifelong Learning

- Increase accessibility to technology tools and support
- Provide meaningful and enjoyable learning experiences
- Partner with educational resources

- What we've done:
 - Successful Solar Eclipse Day program
 - Fall sewing class for adults
 - Purchased monitors for public computers
 - Planned new adult programs and quarterly history programs
 - Linus Project presentation to sewing class
 - Successful Annual Open House

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've done:
 - Purchased 1st Readers with Texas Book Festival Grant funds
 - Continued Juvenile refresh project to include Juvenile and Picture Book Biographies
 - Continue monthly displays in various areas of the library

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've done:
 - Updating internal procedures
 - Updated User Responsibility & Conduct Policy
 - Began updates on Public Services Policy and the Public Room Policy
 - Gained approval to open at noon on Tuesday and Thursday
 - Progress toward implementing a point-of-sale credit card system
 - Hired Youth Services Librarian
 - Opened applications for a Children's Services Library Associate

Administrative

- What we've done:
 - Continued work on Staff Onboarding procedures
 - Began updating emergency plan for evacuating the building
 - Three staff sent to Red Cross Sheltering Fundamentals training



WORKSHOP

MEETING DATE: February 5, 2024

AGENDA ITEM: 7A

TITLE:
Policy Review Schedule workshop

STAFF REPRESENTATIVE:
Bonnie Pierson, Library Director

BACKGROUND/HISTORY:
The Library Board expressed interest in seeing the policy review schedule in light of the recent policy reviews.

ATTACHMENTS:
Policy Review Schedule



Policy	Content	Term	Approved	Revised	Reviewed
Circulation		2 yr	4/2023		
	Interlibrary Loan				
	Electronic Devices				
	TexShare				
	Fee Schedule				
Collection Development		2 yr	4/2023		
	Physical materials				
	Audio Materials				
	Digital Content				
	Consortium Membership				
	Patron Requests				
	Deselection				
	Reconsideration				
Computer & Technology Use		2 yr			
	Computers				
	Wifi				
	CIPA				
	Patron privacy				
Meeting Rooms		3 yr			
	Reservations				
	Fees				
Public Services		3yr			
	Reference				
	Tech Tutor				
	Study Room				
	Proctoring Services				
	Genealogy Requests				
	Information requests				
	Online resources				
User Responsibility		3 yr	1/2024		
	Using facility				
	Lost and Found				
	Service animals				
	Unattended Children				

Policy	Content	Term	Approved	Revised	Reviewed
Public Information		3 yr			
	Bulliten Board				
	Public Viewing Documents				
	Social Media				
Volunteers		3 yr			
Donations		3yr			
Programming & Display		3yr			
	Programs				
	Partnerships				
	Display Case				
	Displays				
Internal Staff Policies		yearly			
	Cash Handling				
	Cell Phone				
	Credit Card				
	Customer Service				
	Dress code				
	Leave requests		2023		
	Work from Home		2023		
	Law Enforcement request				
	Security Cameras				
	Public Information Request				
	Lost/ Abducted Child				
Emergency Management		yearly			
	Building evacuation				
	Incliment weather				
	Power Outage				
	Computer disruption				
	Water outage				
	Ice Event				
	Hurricane				
	Fire				
	Hazards (mysterious package)				
	shelter				
	Irate Customer				
	** More extensive descriptions				



WORKSHOP

MEETING DATE: February 5, 2024

AGENDA ITEM: 7B

TITLE:

Discuss Library User Responsibility and Conduct policy

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

PURPOSE:

Discuss appropriate response to citizen concerns about the Library User Responsibility and Conduct policy received at the January 23rd City Council meeting. Included in the discussion will be an overall view of the library's philosophy for general use.

