

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



August 01, 2022

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. To address the Board/Commission, please submit a fully completed request card to the Board/Commission Secretary prior to the 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. Issues may be referred to City Staff for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment of demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, honesty and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the City's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.

3. ANNOUNCEMENTS

3A. The library's annual Volunteer Luncheon will be held in the Pressley Meeting Room Tuesday, August 16th from 11:00 am - 12:30 pm.

3B. The library will be closed Monday, September 5th for Labor Day.

3C. The library will be closed Monday, September 12th through Saturday, September 17th for inventory.

3D. Announcements from the Library Director.

3E. Announcements from individual Library Board members.

4. REPORTS

4A. Library Director report.

4B. Summer Reading Program report.

4C. Statistical comparison report.

4D. Financial update.

5. PRESENTATIONS

6. WORKSHOP

6A. Library Board's Response to Material Reconsideration workshop.

6B. Library's Holiday Open House workshop.

7. ITEMS FOR INDIVIDUAL CONSIDERATION

7A. Accept resignation of Board Chair Mary Jo Jenkins and consider action to fill vacancies.

7B. Consider action to approve Bastrop Public Library Board minutes from the June 6, 2022, regular meeting.

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

7D. 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: 07/27/2022 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



STAFF REPORT

MEETING DATE: August 1, 2022

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

On June 16th, Magician Oscar Munoz put on a lively and grand show at the Convention Center for an unprecedented crowd of 358 people. His biggest to date, Oscar's performance received numerous rave reviews from patrons and staff members alike.



The library celebrated Independence Day with a Patriotic Shoebox Parade. Nonprofits were tasked with creating a patriotic-themed float out of a shoebox and the public voted on their favorite. Out of the ninety-one votes received, the winner, Bastrop Pickleball Association, won a month of free publicity from the library. Additionally, the library held a similar event for the Bastrop community, where they could decorate their own patriotic shoebox float. Many of these floats were displayed in the library alongside the Nonprofits'.



Sky Kings Falconry performed in Fisherman’s Park for a crowd of 285 people. Four birds, a falcon, vulture, barn owl, and kookaburra, were the stars of the show and stunned the audience. Those in attendance found the show thrilling and expressed gratitude towards the library for putting the program together.

On Saturday, July 23rd, Bastrop Public Library celebrated the end of the 2022 Summer Reading Program with a Tropical End of Summer Party. There were many games, such as mini golf, bowling, an obstacle course, egg race, and pin-the-beak-on-the-toucan, attendees could play in order to accumulate tickets to put towards a chance to win one of two “mystery eggs” filled with goodies. A face-painter, balloon artist, and inflatable obstacle course were also present for patrons to enjoy. The library also provided lunch available for those present. A total of 372 attended the party.



NOTEWORTHY:

Bastrop Public Library has been reapproved for accreditation for Fiscal Year 2023 by the Texas State Library and Archives Commission.

Library staff had a quarterly meeting on Tuesday, July 26th. The meeting focused on a Summer Reading Program 2022 reflection, budget goals and procedures, and focusing on strategic goals for fiscal year 2023.

COMMUNITY FEEDBACK:

Email to Carmen Serna from Kathy Danielson, in regard to Oscar Munoz’s performance:

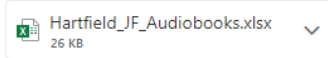
“Good morning! I wanted to say a BIG CONGRATULATIONS on such a successful program yesterday. The entertainer was top notch, the crowd was engaged and loving every minute and the Bastrop Library was shining! Looking forward to next year. Kathy”



Kean Dafoe <keandafoe@yahoo.com>

Tue 6/21/2022 6:20 PM

To: Bethany Dietrich



We just cannot thank you enough! We are continually amazed and impressed with all of you at our beautiful Bastrop library. It's incredibly sweet of both of them to spend so much time working on this list for Christian. As a mom, I can't tell you how much this means to me. We're trying to do anything we can to help her with her love for reading and her struggles with dyslexia. You just brought tears to my eyes and love and gratitude to my heart. Huge thank you to all three of you!
Warmly,
Kean Hartfield

On Jun 21, 2022, at 5:09 PM, Bethany Dietrich <bdietrich@bastroplibrary.org> wrote:

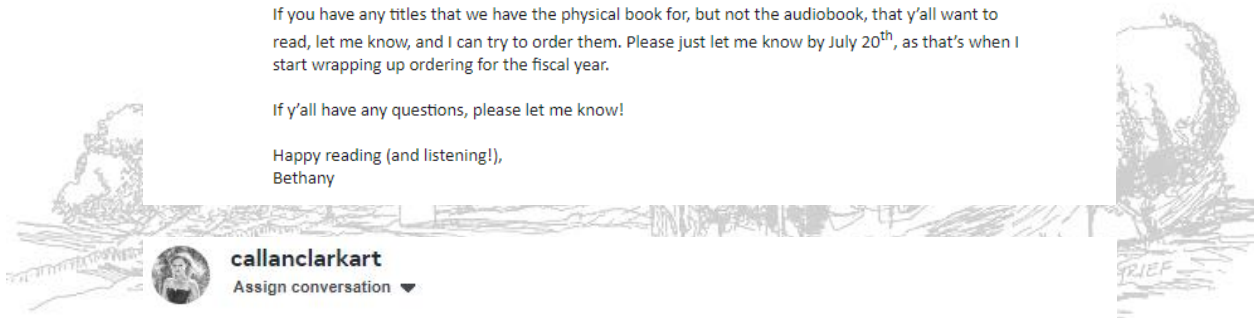
Hi y'all,

Attached is the spreadsheet, as Amie promised. There are only a few more highlighted than what she shared with you here at the library.

If you have any titles that we have the physical book for, but not the audiobook, that y'all want to read, let me know, and I can try to order them. Please just let me know by July 20th, as that's when I start wrapping up ordering for the fiscal year.

If y'all have any questions, please let me know!

Happy reading (and listening!),
Bethany



callanclarkart

Assign conversation ▼

Wed 4:55 PM



Callan Clark



Callan Clark Thank you @bastroppubliclibrary for the opportunity to give a quick portrait drawing demo! You guys were so much fun 😊



#artist #artteacher #portraitartist #graphiteartist #drawing #artdemo



STAFF REPORT

MEETING DATE: August 1, 2022

AGENDA ITEM: 4B

TITLE:

Summer Reading Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAM HIGHLIGHTS – JUNE AND JULY:

Spear-headed by Kat Durham and assisted by Carmen Serna, the library hosted a series of Minute to Win it games. With seventy-five total attendees, the program was a big success, receiving praise both in person and online.



Storytime with a Cop was held the second Friday of both June and July. Chief Nagy was joined by officers Tamara McIntyre and Joseph Barnes for the June session, while Sargent Monty Sanford and Officer Jose Cedillo appeared for July's. The two sessions averaged seventy-six attendees.



June's City Friends Storytime took place on June 15th, with Terry Moore from the Rec Center as the special guest. Terry shared about the City's Recreation Program to the fifty-two people in attendance.



LEGO®rama took place once in both June and July this summer, with an average of 116 people at the two programs. The meeting room was set up with multiple stations to allow attendees to create at their own pace. Additionally, July also held Family LEGO® Fun, with fifty-five people participating.



Dr. Allison Bumstead hosted three Rockin' Reading programs the first three Saturdays in June. Averaging twenty-two attendees per program, Dr. Bumstead presented on the Beatles, Dolly Patron, and Aretha Franklin. The library is beyond grateful for her willingness and eagerness to present these pop-music programs.



Coffee with Catherine featured many special guests this summer, including artists Enid Woods, Callan Clark, and Debbie Grassel, as well as entrepreneurs Sisters n Goods.

- Enid Wood is a local, pan pastel artist that paints from picture-references.
- Callan Clark is a pencil-portrait artist with her Master's in portrait art.
- Debbie Grassel is a local egg artist with her Master's in egg art. She teaches her work to small groups and sells the eggs she creates herself. She is renowned for her art and skills; she even made custom egg that was presented to Melania Trump during the 2018 Annual Presidential Easter Egg Roll.
- Sister n Goods is a business comprised of three sisters, Abigail, Emma, and Bekah, who started out wanting to raise money for Christmas gifts for children in third-world countries. Twenty per cent of their profits go towards not only this goal but also providing people living in third-world countries with every-day necessities. The girls are mainly self-taught but have learned a lot of craftsmanship from their father and how to successfully run their business from their mother.



SUMMER STATS:

Comprehensive statistics for the 2022 Summer Reading Program will be provided during the September board meeting.

- Reading
 - Registration: 869
 - Completion: 476 (54.18%)
 - Minutes Logged: 1,767,998
- Total Program Attendance: 2,980
- Door Count
 - June 1-30: 7,592
 - July 1-23: 5,045
- Community Adventure
 - Registration: 609
 - Completion: 101 (8.00%)
 - Tasks Completed: 2,588

Statistics - June 2022

Item 4C.

Community Engagement	Q1	Q2	APR	MAY	JUN	Q3	YTD 22	YTD 21	YEAR TOTAL 21
<u>Circls By Patron Type</u>									
Juv	846	1,078	514	467	692	1,673	3,597	2,981	4,226
Teen	171	217	33	71	113	217	605	911	1,183
Adult	4,367	4,124	1,340	1,473	1,841	4,654	13,145	11,269	16,198
Staff	305	452	129	103	119	351	1,108	1,004	1,381
NR Juv	1,320	1,311	435	510	654	1,599	4,230	2,689	4,271
NR Teen	339	306	102	48	117	267	912	450	856
NR Adult	10,280	10,785	3,890	4,096	5,230	13,216	34,281	26,581	39,269
TexShare	11	176	8	78	82	168	355	43	54
Total NR Usage	11,950	12,578	4,435	4,732	6,083	15,250	39,778	29,763	44,450
% NR Usage	68%	68%	69%	69%	69%	69%	68%	64%	66%
<u>Programming</u>									
Youth - # of Programs	26	19	6	8	17	31	76	36	65
Youth - Program Attendance	910	870	237	365	1,058	1,660	3,440	940	1,891
Young Adults - # of Programs	19	18	7	8	8	23	60	51	77
Young Adults - Program Attendance	140	127	41	69	104	214	481	245	437
Adults - # of Programs	8	11	3	4	5	12	31	41	54
Adults - Program Attendance	83	85	46	28	75	149	317	141	247
General - # of Programs	0	0	0	0	4	4	4	0	0
General - Program Attendance	0	0	0	0	424	424	424	0	0
Outreach - # of Programs	5	4	1	2	0	3	12	16	17
Outreach - Program Attendance	923	76	293	105	0	398	1397	896	916
Passive - Coloring Sheets	270	524	128	190	349	667	1461	0	105
Total # of Programs	61	52	17	22	34	73	186	154	223
Total Program Attendance	2,500	1,158	617	567	1,661	2,845	6,503	3,412	4,681
<u>Membership - New Cards</u>									
City	70	87	38	53	56	147	304	200	311
City Renewals	132	142	41	42	94	177	451	426	569
Faculty	1	4	0	1	0	1	6	4	4
Faculty Renewals	8	6	1	4	7	12	26	14	20
Friends	0	0	0	0	0	0	0	0	2
Friends Renewals	8	7	4	2	5	11	26	12	24
Staff	1	1	1	1	0	2	4	5	6
Staff Renewals	1	2	0	1	1	2	5	11	17
Nonresident	116	130	39	57	90	186	432	292	452
Nonresident Renewals	179	252	55	65	100	220	651	667	942
TexShare Visitor	1	5	1	0	0	1	7	7	9
TexShare Visitor Renewals	1	1	0	0	0	0	2	0	0
Total New Registrations	189	225	79	112	146	337	751	505	779
Total Renewals	329	415	101	114	207	422	1,166	1,130	1,572
TexShare Home New	0	1	0	0	0	0	1	1	1
TexShare Home Renewals	10	7	0	3	1	4	21	28	36
<u>Facility</u>									
Door Count	14,038	14,706	5,951	5,418	7,592	18,961	47,705	35,463	51,643
Study Room Use	235	387	129	146	133	408	1,030	318	645
Pressley Use - Library	45	39	12	12	22	46	130	53	101
Pressley Use - Nonprofit	15	22	12	10	3	25	62	13	32

Statistics - June 2022

Item 4C.

Pressley Use - Other	0	0	0	0	0	0	0	0	0
Maynard Use - Library	6	21	8	7	7	22	49	5	16
Maynard Use - Nonprofit	4	6	4	4	7	15	25	0	5
Maynard Use - Other	0	0	0	0	0	0	0	0	0
Total Meeting Room Use	305	475	165	179	172	516	1,296	389	799

Lifelong Learning	Q1	Q2	APR	MAY	JUN	Q3	YTD 22	YTD 21	YEAR TOTAL 21
<u>Database Use</u>									
Portal to Texas History - Bastrop Advertiser	25,450	19,853	4,565	5,160	6,883	16,608	61,911	47,485	68,290
Learning Express Library	994	399	52	37	91	180	1,573	619	1,049
Heritage Quest	180	420	118	168	134	420	1,020	1,656	3,340
Small Business Reference Center	0	0	0	0	0	0	0	0	0
TeachingBooks	0	0	0	0	0	0	0	0	0
Explora Elementary	0	1	0	0	0	0	1	11	12
Explora High School	0	0	0	0	0	0	0	20	20
Total Use Kids Databases	0	1	0	0	0	0	1	31	32
<u>Technology</u>									
Kids Computer Use	3	0	0	0	0	0	3	135	215
Teen Computer Use	17	0	0	0	0	0	17	552	650
Adult Computer Use	1,125	1,187	303	251	326	880	3,192	2,611	3,603
Wifi Use	3,868	4,039	1,520	1,478	1,420	4,418	12,325	5,892	9,172
Website Visits	9,254	10,521	3,799	5,138	6,688	15,625	35,400	31,219	43,770
3D Prints	0	0	0	0	0	0	0	8	8
Total Public Computer Use	11,497	15,747	5,622	6,867	8,434	20,923	48,167	40,417	57,418

Books & Reading	Q1	Q2	APR	MAY	JUN	Q3	YTD 22	YTD 21	YEAR TOTAL 21
<u>Material Use</u>									
Check-Outs - Kids	4,751	5,355	1,670	1,705	2,335	5,710	15,816	7,373	11,572
Check-Outs - Tween	4,405	4,259	1,737	1,890	2,755	6,382	15,046	7,645	11,274
Check-Outs - Teen	841	934	398	427	513	1,338	3,113	2,013	3,128
Check-Outs - Adult	7,717	7,972	2,590	2,719	3,203	8,512	24,201	18,260	25,137
Honor Paperbacks	121	107	41	37	65	143	371	127	262
Renewals	5,230	4,747	1,556	1,772	1,498	4,826	14,803	11,638	16,860
In-House Use	2,753	3,537	3,437	3,545	1,755	8,737	15,027	7,580	11,366
Self-Check	2,759	3,456	1,445	1,540	2,149	5,134	11,349	3,319	7,021
Mobile Circ	138	173	59	61	34	154	465	57	187
Hotspots	55	55	17	24	32	73	183	0	36
OverDrive eBooks - Kids	182	278	72	70	69	211	671	478	736
OverDrive eBooks - Teen	135	140	49	54	28	131	406	476	652
OverDrive eBooks - Adults	1,813	1,792	1,001	586	551	2,138	5,743	6,229	8,376
OverDrive eAudio - Kids	127	152	76	93	85	254	533	522	655
OverDrive eAudio - Teen	118	112	32	32	41	105	335	371	465
OverDrive eAudio - Adults	988	979	421	435	412	1,268	3,235	3,515	4,594
SimplyE	1	5	0	0	1	1	7	0	1
Total Checkouts	21,674	29,306	13,045	13,218	14,028	40,291	96,501	69,603	102,321

Statistics - June 2022

Item 4C.

<u>Interlibrary Loan</u>									
ILL Borrowed	22	20	16	3	7	26	68	68	89
ILL Lent	30	22	8	8	8	24	76	76	109
<u>Collection</u>									
Items Added - E, 1st Readers	137	156	77	47	68	192	485	457	721
Items Added - Board Books	17	0	7	0	0	7	24	6	54
Items Added - J	237	281	228	98	111	437	955	518	738
Items Added - Teens	60	63	13	15	30	58	181	132	192
Items Added - Adults	511	321	134	114	144	392	1,224	1,083	1,382
Items Added - Magazines	137	134	53	40	60	153	424	493	645
Items Withdrawn	759	791	247	242	111	600	2,150	3,184	4,230
Missing Items	147	57	4	25	72	101	305	120	191
Total Items Added	1,527	1,803	459	274	596	459	4,659	4,009	6,169

Culture of Service	Q1	Q2	APR	MAY	JUN	Q3	YTD 22	YTD 21	YEAR TOTAL 21
<u>Reference Transactions</u>									
General Reference Questions	764	1,011	375	335	525	1,235	3,010	2,027	2,785
Directional Questions	268	270	182	181	217	580	1,118	895	1,339
Tech Support Questions	1,366	1,633	549	497	695	1,741	4,740	3,669	4,997
Phone Reference	815	873	314	257	258	829	2,517	3,409	4,307
Tests Proctored	3	11	2	6	4	12	26	18	24
Tech Tutor	9	13	9	12	3	24	46	28	37
Total Reference Transactions	3,225	3,811	1,431	1,288	1,702	4,421	11,457	10,046	13,489
<u>Volunteers</u>									
Volunteer Hours	288	251.75	96	80.25	86.25	262.5	802.25	295.5	540.50
FOL Volunteer Hours	147.5	171.75	106.5	66	63	235.5	554.75	337.25	513.75
Teen Volunteer Hours	108.5	82.75	22	25	93.25	140.25	331.5	126.5	252.75
Total Volunteer Hours	544.0	506.3	224.5	171.3	242.5	638.3	1,688.5	759.3	1,307.0
<u>Social Media</u>									
Facebook Likes	6,101	6,216	2,131	2,176	2,244	6,551	18,868	17,063	23,043
Facebook Engaged	2,012	1,470	1,282	819	2,218	4,319	7,801	7,591	9,770
Facebook Reach	33,607	32,617	19,657	14,849	28,563	63,069	129,293	120,710	167,019
Instagram Followers	3,000	3,037	1,016	1,025	1,040	3,081	9,118	7,453	10,405
Instagram Impressions	7,813	7,542	2,632	2,604	4,221	9,457	24,812	13,553	24,008
Instagram Reach	1,937	1,294	509	409	474	1,392	4,623	6,045	8,611
<u>Savannah Stats</u>									
# of Emails Composed	8	56	31	30	28	89	153	17	28
# of Messages Sent	13,785	17,124	14,552	5,447	5,797	25,796	56,705	54,465	78,128
Opens	6,477	7,032	7,339	3,864	3,448	14,651	28,160	23,214	78,156
Open %	47%	51%	50%	71%	59%	60%	68%	48%	47%
Clicks	367	418	145	246	321	712	1,497	3,354	4,400

Monthly Financial Report

June

1. The library's total non-donation revenue from October 1, 2021, through June 20, 2022, is \$32,338.47
 - a. Nonresidential: \$23,245.00
 - b. Material fines, fees, and replacement cards: \$4,367.84
 - c. Printing: \$4,004.00
 - d. Paypal: \$721.63

2. The library's total non-donation revenue from May 1, 2022, through May 31, 2022, is \$3,911.46
 - a. Nonresidential: \$2,780.00
 - b. Material, fines, fees, and replacement cards: \$544.99
 - c. Printing: \$509.00
 - d. Paypal: \$77.47

July

1. The library's total non-donation revenue from October 1, 2021, through July 20, 2022, is \$37,078.34
 - e. Nonresidential: \$26,920.00
 - f. Material fines, fees, and replacement cards: \$4,927.32
 - g. Printing: \$4,418.60
 - h. Paypal: \$812.42

2. The library's total non-donation revenue from June 1, 2022, through June 30, 2022, is \$5,425.16
 - a. Nonresidential: \$4,180.00
 - b. Material, fines, fees, and replacement cards: \$594.36
 - c. Printing: \$535.40
 - d. Paypal: \$115.40



WORKSHOP

MEETING DATE: August 1, 2022

AGENDA ITEM: 5A

TITLE:

Material Reconsideration Workshop Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND:

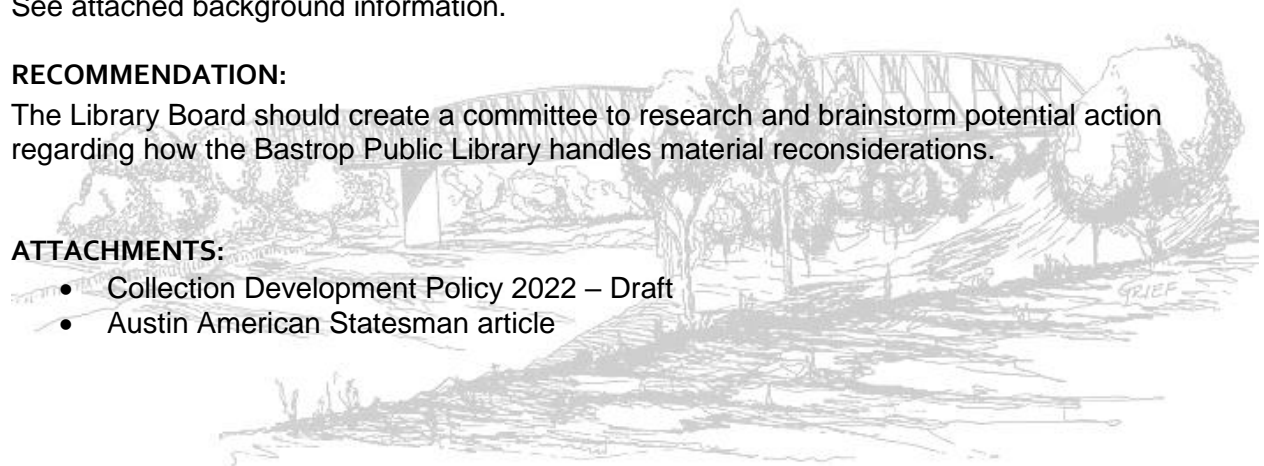
See attached background information.

RECOMMENDATION:

The Library Board should create a committee to research and brainstorm potential action regarding how the Bastrop Public Library handles material reconsiderations.

ATTACHMENTS:

- Collection Development Policy 2022 – Draft
- Austin American Statesman article





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 in 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 majority of the library clientele within budget limitations.

General selection criteria includes:

- Purpose and scope of the resource
- Intended audience
- Accuracy
- Impartiality
- 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 resource(s) 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 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 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 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 their own governing body-approved collection development policy to determine what titles to add or delete from the consortium.

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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, 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 is limited demands 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. 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.

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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 to 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 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.

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While library staff attempt to have copies of all standard and classic works, it cannot replace each copy that is damaged, lost, or withdrawn.

Basis for replacement includes but is not limited to:

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- Existing coverage of that item or subject in the collection
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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.

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Objections to materials, displays, program, 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.

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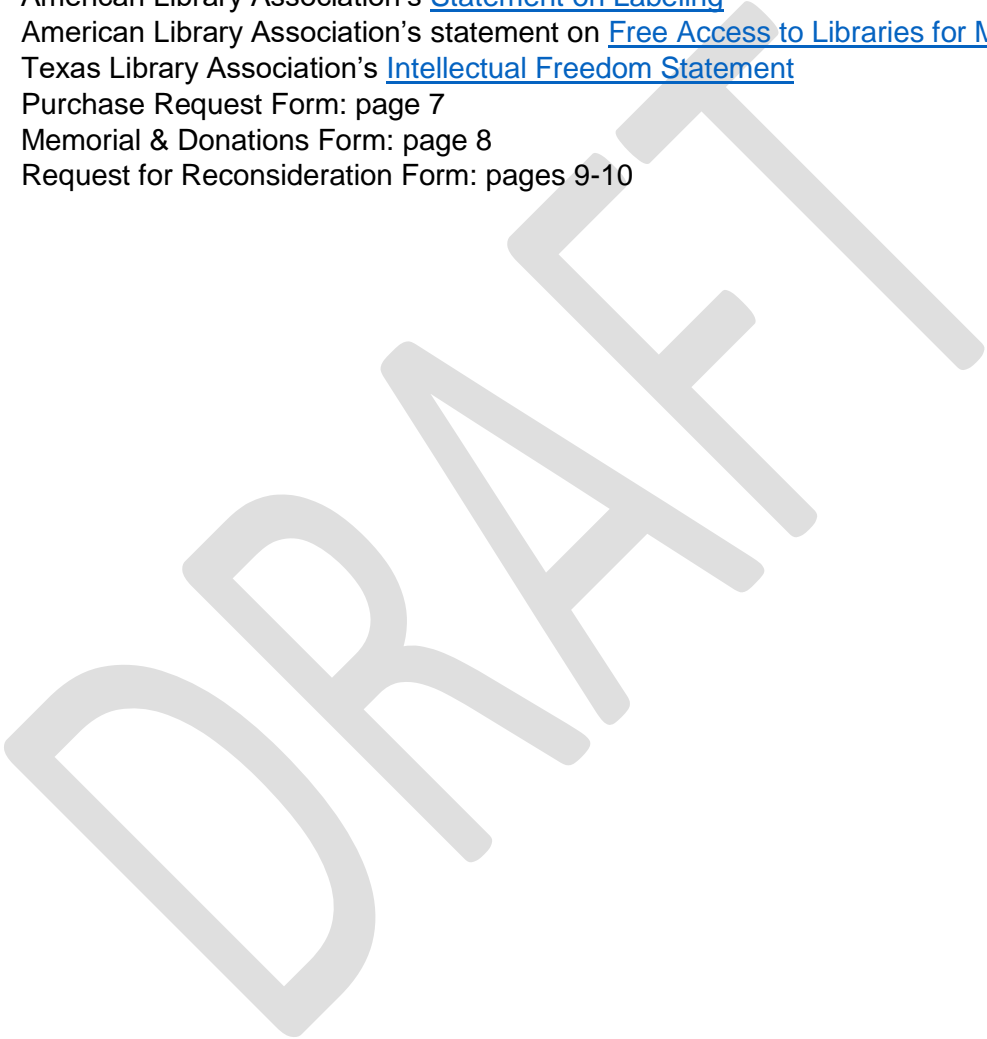
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- American Library Association’s [Freedom to Read Statement](#)
- American Library Association’s [Freedom to View Statement](#)
- American Library Association’s [Statement on Labeling](#)
- American Library Association’s statement on [Free Access to Libraries for Minors](#)
- Texas Library Association’s [Intellectual Freedom Statement](#)
- Purchase Request Form: page 7
- Memorial & Donations Form: page 8
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Legal review: _____

Library Board approved: _____

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.

A service of the City of Bastrop

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.

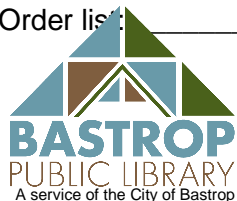
Selector: _____ When patron was contacted: _____

- 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:

Acknowledgement 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: _____

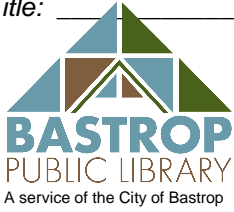
Check

Cash

Special designation: _____

Date ordered: _____ Date received: _____

Title: _____ Barcode: _____



Request for Reconsideration Form

This form is to be filled out according to the library's Collection Development Policy.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you represent self? _____ Or an organization? _____

Name of organization: _____

Title: _____

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?

Bastrop Public Library appreciates your interest in the library's collection. You will receive notification of the decision.

Signature of library patron submitting reconsideration form

Signature of staff member receiving reconsideration form

DRAFT

Book challenges are on the rise. Westlake schools created a public database to track them.



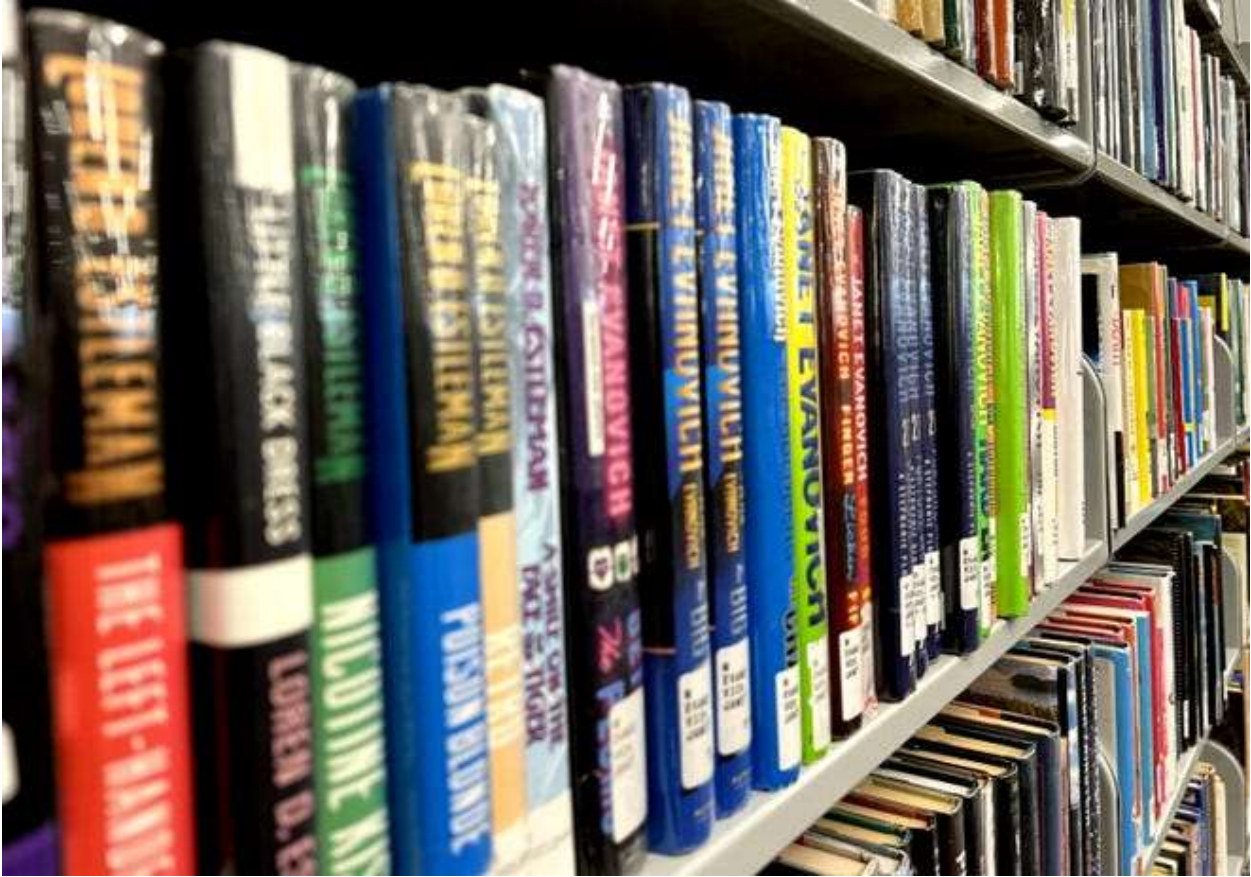
Sarah Asch

Austin American-Statesman

Westlake schools have seen a significant increase in book challenges in recent weeks, receiving 129 new challenges between March 28 and May 1. The list includes everything from Sara J. Mass' fantasy romance books to the Bible. By contrast, the district received just five challenges in 2021. Before that, the most recent challenge was submitted in 2018.

Molly May, the Eanes school district's assistant superintendent of curriculum, instruction and assessment, said the administration decided to create a public database to share information about the book challenges and review process for the sake of transparency. The district also adjusted the book review process to accommodate the flood of new complaints.

The database shows which books have been challenged, as well as the date and status of each challenge. The district chose to include the name of the person who submitted the challenge, which has been controversial with some parents. Once the district makes a decision regarding the fate of the challenged book, the document explaining that decision is also posted. Challenges can be submitted via an online form on the district's website.



“The submitter has to either be a parent in the district, a resident in the district or a staff member in the district,” May said. “They need to provide their name and their address.”

May said the database is work for staff to maintain, but it cuts back on the number of open records requests the district receives asking for documents related to book challenges.

Eanes ISD trying to be ‘as transparent as possible’ with book challenges

Of the 135 book challenges that have been submitted to the district in the past four years — the vast majority of which were submitted in recent weeks — 77 are for books at the high school level. Forty-five challenges concern titles in middle school libraries and 13 related to titles at the elementary level.

The challenges encompass 95 books. A little under half of the books challenged deal with themes related to race, racism and/or the LGBTQ community.

Book challenges rose steeply nationwide last year. The American Library Association's Office for Intellectual Freedom tracked 729 challenges to library, school and university materials in 2021, resulting in more than 1,597 individual book challenges or removals, a significant increase from past years. The association, which fights against book bans and challenges, reported that most targeted books were by or about Black or LGBTQ people.

According to the Eanes database, 13 people and one organization submitted the 135 challenges. Parent Ivana Silva, who declined the Statesman's request for comment, submitted the most, at 61 challenges. Moms for Liberty, Travis County Eanes — which submitted challenges before the district switched to an online form requiring an individual's name in April — sent in 17.

May said the decision to include the name of the parent or organization who submitted the challenge — which already was available through a public records request — was also made with transparency in mind.

“We're just trying to be as transparent in the process as possible,” she said. “It was an administrative decision, with some collaboration with the board, on what we wanted to post.”

Brian Talley, who has three children in the district, said he is all for transparency but feels that including the challenger's names is a violation of privacy. Talley submitted five book challenges last spring and said he was never told his challenge form would be put on a public database. The database blacks out Talley's address, contact info and signature.

“I stand by my words, and I'm not afraid to speak my mind and where I stand,” he said. “I personally believe that they blasted (the database over email) right before the election to basically intimidate parents.”

District spokesperson Claudia McWhorter said staff worked on the database for several weeks and there was no connection between when it went live and the election. The new online challenge form also includes a disclaimer that the information on the form may be accessed by the public.

Talley said he would like the name of the librarian or staff member who approved the purchase of the book for the district included in the database, along with the parent who is challenging the book.

Cedar Creek librarian Shannon Foley, who also serves as the district's lead librarian, said there is no secrecy behind who selects the books for each campus because book purchasing is the purview of the librarian. Librarians typically consult book reviews and look for books that will be popular with students or fill gaps in the collection, Foley said.

Foley said it might be hard to find the name of the librarian employed years ago, but for more recent purchases it is easy to find the name of the librarian at each campus online. McWhorter said that staff have been looking at past book purchase orders and the paperwork does not contain the name of the person who put in the order.

The five books Talley challenged all dealt with issues of race and racism in ways he said were inappropriate and politically biased for the public school system. After going through the book challenge process with a review committee, the district decided four of the five books were appropriate to remain in libraries. The fifth book — "How to be an Antiracist" by Ibram X. Kendi — was not available to students at the middle school level where it was challenged and therefore was not reviewed.

Talley said he wants books he feels are politically biased or contain sexual content to be removed from the shelves. He said the issue of books in schools is part of a wider political struggle over the public school system.

“I just want them to get politics out of the school,” he said. “Sexual, profane, vile, inappropriate materials, that isn't something that parents should have to ask to get out of the school. That should be the responsibility of the school to adhere to general standards of ethics.”

The review process for Westlake book bans

The district formed a committees this year to review challenged titles at the high school, middle school and elementary school levels. The committees — which the district says will follow longstanding board policy in their review process — include a librarian, a campus administrator, a district administrator, a school staff member and parents. May said the district is collecting names of parents who want to be part of this process.

The district purchases a copy of the book for each committee member and gives them a month to read it. The committee then discusses the book’s literary merit, age appropriateness, the perspectives it represents and what it adds to the library collection as a whole.

Foley said librarians are trained to build collections that are age appropriate for the campus and include diverse topics.

“We have such a broad collection because we're supporting such a huge range of interests, abilities and ages,” she said. “Not every book in the library is good for every kid because not every kid is the same.”

May said that review committee decisions are binding for five years but appeals can be made if the committee did not follow the board’s policy correctly.

The influx of challenges has a financial impact on the district, May said, since copies of challenged books have to be purchased for the committee members. There is also an impact on staff, who are spending their free time outside of school reading these books.

"We'll try to read one book per level per month, excluding holidays and summers. So we're looking at probably getting around eight books per level per year," May said. "Everyone on the committee reads these books at night and on the weekends. We don't have time during our work day to sit and read a novel."

Because the district is small and has a limited number of librarians, May said, it is not feasible to increase the number of committees to make the process go faster and still have the needed staff expertise included.

At the current rate of review, it will take the district years to process the challenges that have already been submitted, May said. Board policy dictates that books cannot be removed while a challenge is underway but individual parents can restrict their children's access to certain titles at any time by contacting the school librarian.



WORKSHOP

MEETING DATE: August 1, 2022

AGENDA ITEM: 5A

TITLE:

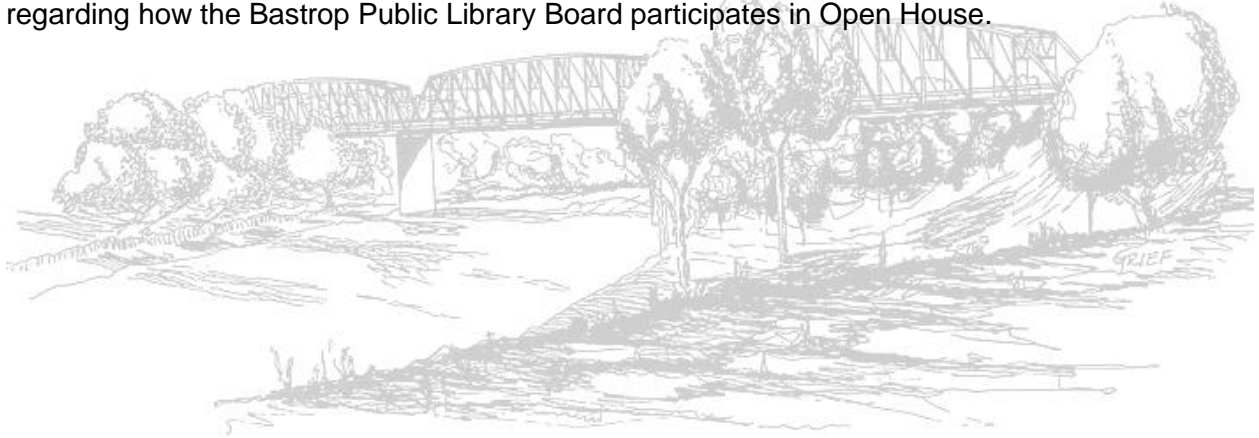
Open House Workshop Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

RECOMMENDATION:

The Library Board should create a committee to research and brainstorm potential action regarding how the Bastrop Public Library Board participates in Open House.



Bastrop Public Library Board Meeting Minutes

June 6, 2022

Call to Order:

The meeting was called to order at 6 pm.

Members present were President Mary Jo Jenkins, Barbara Clemons, Rebecca Bennett, Sally Keinarth, Jennifer Leisure, Director Bonnie Pierson, Mayor Connie Schroeder, Council member John Kirkland, and Public Services Librarian Bethany Dietrich

Presentation

Bethany Dietrich presented information about library ebooks and audio ebooks, including how they are purchased and selected.

Citizen Comments:

There were none.

Announcements:

In addition to the announcements in the agenda packet, Bonnie will be on vacation beginning at the end of this week, and National Yoga Day will be observed at the Recreation Center. The Library will host child yoga at the Library on June 21 at 1 p.m.

Reports:

The Book and Plant Sale earned \$6000.00 for the Library. Beginning May 31, books are checked out for three weeks, and patrons can check out up to 20 items at a time. Fee changes have not been implemented yet as that is part of the budget process and must be reviewed by the City Council. Ten more wireless hot spots were purchased and are available for check out.

Summer Reading Opening Week was a huge success with 82 in attendance. Special notes include that children learned to operate a record player at Rockin' Reading, and Storytime attendance was 90 on Wednesday and 63 on Friday. Volunteers are needed for several upcoming activities.

Consent Agenda:

Jennifer Leisure moved to approve the May 2, 2022 minutes. Sally Keinarth seconded the motion and it was carried.

Items for Individual Consideration and Discussion:

Sally Keinarth requested that a discussion of book challenge policy and procedure be included on the next agenda.

The meeting adjourned at 6:50 p.m.

Respectfully submitted _____

Rebecca Bennett, Vice-President

Approved _____

Mary Jo Jenkins, President



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 in 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 majority of the library clientele within budget limitations.

General selection criteria includes:

- Purpose and scope of the resource
- Intended audience
- Accuracy
- Impartiality
- 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 resource(s) available for purchase or already in the collection

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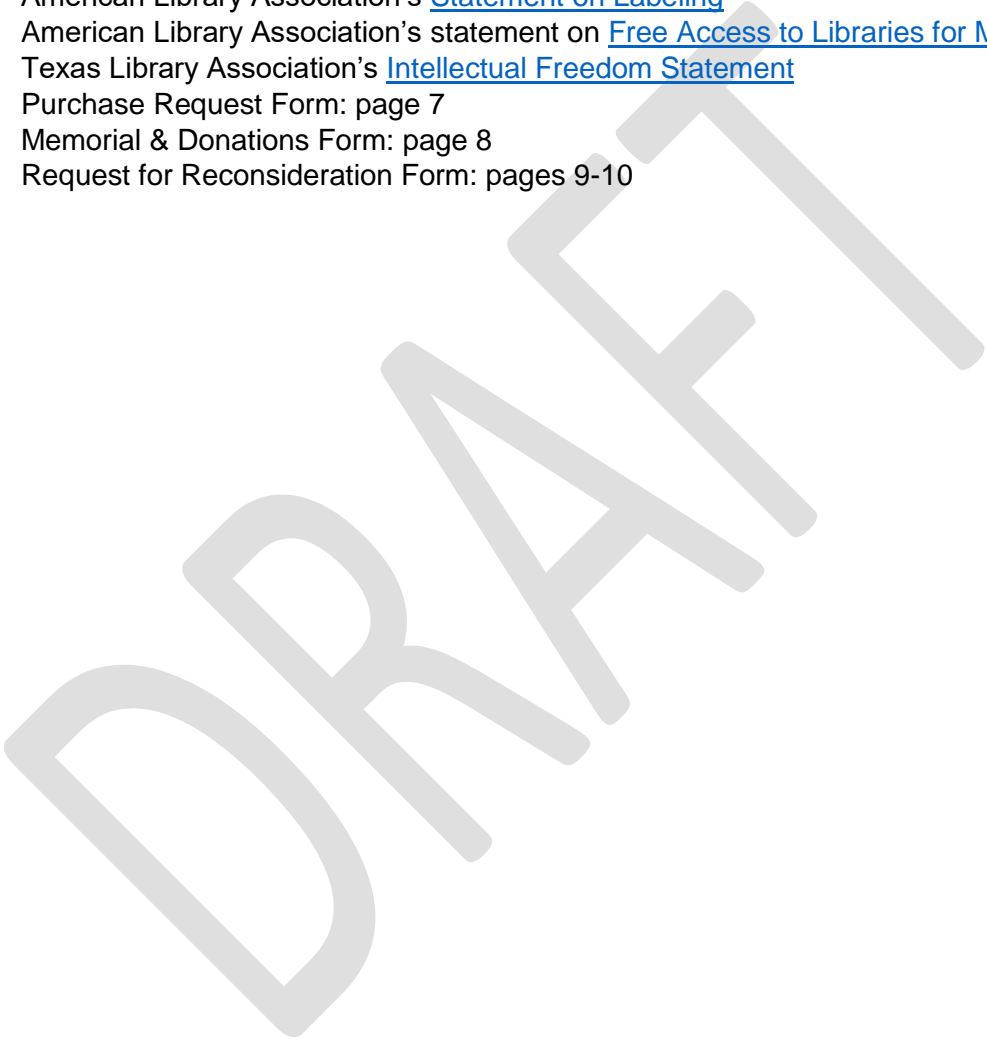
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Legal review: July 18, 2022

Library Board approved: _____

City Council approved: _____



Purchase Request Form

A service of the City of Bastrop

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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.

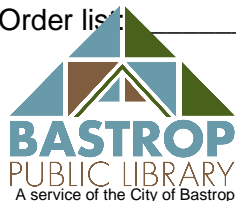
Selector: _____ When patron was contacted: _____

- 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:

Acknowledgement 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: _____

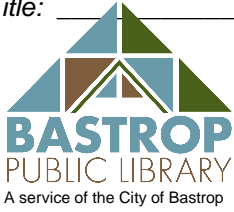
Check

Cash

Special designation: _____

Date ordered: _____ Date received: _____

Title: _____ Barcode: _____



Request for Reconsideration Form

This form is to be filled out according to the library's Collection Development Policy.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you represent self? _____ Or an organization? _____

Name of organization: _____

Title: _____

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?

Bastrop Public Library appreciates your interest in the library's collection. You will receive notification of the decision.

Signature of library patron submitting reconsideration form

Signature of staff member receiving reconsideration form

DRAFT