

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



January 09, 2023

Agenda - Public Library Board at 6:00 PM

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. ANNOUNCEMENTS

- 3A. The library will be closed Monday, January 16th for Martin Luther King, Jr. Day.
- 3B. City Manager Sylvia Carrillo will be the special guest for January's City Friends Storytime, taking place Wednesday, January 18th.
- 3C. Announcements from the library director.

3D. Announcements from individual board members.

4. REPORTS

[4A.](#) Library Director report.

[4B.](#) Statistic report.

[4C.](#) Financial report.

[4D.](#) Material reconsideration report, presented by Rebecca Bennett, Barbara Clemons, and Sally Keinarth.

5. PRESENTATIONS

6. WORKSHOP

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

7. ITEMS FOR INDIVIDUAL CONSIDERATION

[7A.](#) Consider action to approve Bastrop Public Library minutes from December 5, 2022 regular meeting.

7B. Individual requests from Library Board members for items to be listed in 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: 01/03/2023 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: January 9, 2023

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

Bastrop Public Library's annual Open House was, once again, a big success. 704 people attended, and just under 300 graham cracker houses were given away that day, with 311 people choosing to decorate their house in the library. Cello players, the Bastrop Honor Choir, and an accordion player provided live holiday music throughout the day. The Friends of the Library provided refreshments and goodie bags with information on what they are doing for the library in the spring. The Library is beyond grateful for the Friends, Library Board, and community members volunteering their time to prepare and execute the event.

As the year came to a close, the Coffee with Catherine program reflected on the wonderful gatherings they had this past year. The group was given various pictures of themselves participating in the program during 2022 and used modpodge and magnet sheets to create picture magnets to commemorate the year. The craft was a massive hit with those in attendance, as they looked back on a year's worth of fun and company. As a result, Coffee with Catherine decided to make this craft a December tradition.

NOTEWORTHY:

Student Clerk Cat Morales resigned, and her last day was Thursday, November 17th.

Children's Associate Carmen Serna returned to the library from maternity leave on Tuesday, November 29th.

Library Associate Catherine Lombardo celebrated her 4th anniversary with Bastrop Public Library on Saturday, December 3rd.

The Annual Report Marketing Magazine has been completed and is ready for distribution.

The library has hired a new Student Clerk, Yanilyn Gonzales May. Her first day of work was Thursday, December 29th.

UPDATES:

Libra-Tech furniture and shelf movement update.

Photo ID library cards update.

RFID feasibility update.

COMMUNITY FEEDBACK:

From: Connie Schroeder <cschroeder@cityofbastrop.org>
Sent: Friday, December 16, 2022 12:01 PM
To: Bonnie Ueckert Pierson <bonnie@bastroplibrary.org>
Subject: Great job on the Magazine!

Bonnie

You and your staff should be very proud of the magazine format for the update. The pictures are terrific and it is full of terrific information.

Way to go! Thanks so much for sharing. I stand ready to support you and the library in each and every way possible.

Merry Christmas
Connie



A grandmother brought her grandchild to the library during Open House, not realizing that we had activities going on. She decided to make a reservation for her grandchild to decorate a house. Upon leaving in tow with a beautifully decorated house, she stopped at the reservation desk and was visibly moved by the fact that Bastrop Public Library did not charge money for the kids to participate. She has lived in many different cities across the country and said there would have been a monetary fee attached for something like this event. The grandmother complimented the library on how special this was for them and told Cary Kittrell that Bastrop Public Library could teach other cities a few things.

In regards to Open House:

 **Inge Walker**
Thank you for hosting such a fun event! It's one of our favorite Christmas traditions. We love our library!

Love Reply [Send Message](#) 4m 

 **Bastrop Public Library**
[Inge Walker](#) Yay! We're so glad that we're able to help y'all celebrate the holiday season!

Like Reply

Statistics - November 2022

Item 4B.

Community Engagement	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
<u>Circls By Patron Type</u>							
Juv	363	353		716	716	582	5,028
Teen	33	44		77	77	111	769
Adult	1,297	1,365		2,662	2,662	2,993	18,098
Staff	82	88		170	170	195	1,429
NR Juv	337	301		638	638	904	5,513
NR Teen	46	73		119	119	267	1,184
NR Adult	3,848	3,560		7,408	7,408	7,208	47,108
TexShare	35	5		40	40	11	561
Total NR Usage	4,266	3,939		8,205	8,205	8,390	54,366
% NR Usage	71%	68%		69%	69%	68%	68%
<u>Programming</u>							
Youth - # of Programs	9	7		16	16	19	101
Youth - Program Attendance	261	143		404	404	616	4,478
Young Adults - # of Programs	4	3		7	7	11	75
Young Adults - Program Attendance	37	32		69	69	73	625
Adults - # of Programs	4	4		8	8	4	41
Adults - Program Attendance	33	33		66	66	36	467
General - # of Programs	0	0		0	0	0	7
General - Program Attendance	0	0		0	0	0	1,089
Outreach - # of Programs	2	0		2	2	4	13
Outreach - Program Attendance	458	0		458	458	903	1,710
Passive - Coloring Sheets	0	90		90	90	60	1,880
Total # of Programs	19	14		33	33	40	240
Total Program Attendance	789	208		997	997	1,904	8,813
<u>Membership - New Cards</u>							
City	42	39		81	81	56	435
City Renewals	52	35		87	87	89	597
Faculty	0	0		0	0	1	7
Faculty Renewals	3	0		3	3	7	31
Friends	0	0		0	0	0	0
Friends Renewals	6	2		8	8	7	36
Staff	1	0		1	1	1	5
Staff Renewals	0	2		2	2	1	11
Nonresident	62	36		98	98	83	586
Nonresident Renewals	72	58		130	130	124	924
TexShare Visitor	1	0		1	1	0	11
TexShare Visitor Renewals	0	0		0	0	0	4
Total New Registrations	106	75		181	181	141	1,042
Total Renewals	133	97		230	230	228	1,608
TexShare Home New	0	0		0	0	0	1
TexShare Home Renewals	1	2		3	3	9	31
<u>Facility</u>							
Door Count	5,350	4,367		9,717	9,717	9,345	64,364
Study Room Use	213	176		389	389	362	1,404
Pressley Use - Library	14	90		104	104	162	172
Pressley Use - Nonprofit	10	15		25	25	31	80
Pressley Use - Other	0	4		4	4	11	0

Statistics - November 2022

Item 4B.

Maynard Use - Library	0	0	0	0	0	57
Maynard Use - Nonprofit	12	1	13	13	3	52
Maynard Use - Other	1	7	8	8	3	0
Total Meeting Room Use	37	27	64	64	210	1,765

Lifelong Learning	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
<u>Database Use</u>							
Portal to Texas History - Bastrop Advertiser	6,613	5,022		11,635	11,635	17,168	78,754
Heritage Quest	88	104		192	192	75	1,344
Learning Express Library	1	2		3	3	987	2,324
Gale LegalForms	2	0		2	2	0	0
Gale Presents: Udemy	0	0		0	0	0	0
Small Business Reference Center	2	0		2	2	0	1
Explora Elementary	0	0		0	0	0	6
Explora High School	0	0		0	0	0	2
Recursos Para Hispanohablantes	0	0		0	0	0	0
Mango Languages	1	31		32	32	0	0
Total General Use Databases Sessions	6	33		39	39	No Data	No Data
<u>Technology</u>							
Kids Computer Use	20	14		34	34	3	68
Teen Computer Use	18	14		32	32	17	46
Adult Computer Use	524	406		930	930	795	4,620
Wifi Use	1,601	1,501		3,102	3,102	2,432	16,681
Website Visits	3,575	3,000		6,575	6,575	6,474	48,914
3D Prints	3	0		3	3	0	2
Total Public Computer Use	5,741	4,935		10,676	10,676	6,951	67,561

Books & Reading	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
<u>Material Use</u>							
Check-Outs - Kids	1,806	1,752		3,558	3,558	3,497	21,968
Check-Outs - Tween	1,623	1,463		3,086	3,086	2,999	20,939
Check-Outs - Teen	267	249		516	516	608	4,160
Check-Outs - Adult	2,333	2,300		4,633	4,633	5,329	32,580
Honor Paperbacks	76	14		90	90	74	484
Renewals	1,130	1,307		2,437	2,437	3,593	19,147
In-House Use	960	682		1,642	1,642	1,931	19,382
Self-Check	1,633	1,403		3,036	3,036	1,867	16,743
Mobile Circ	5	17		22	22	72	526
Hotspots	23	27		50	50	37	257
OverDrive eBooks - Kids	116	105		221	221	127	896
OverDrive eBooks - Teen	38	44		82	82	90	538
OverDrive eBooks - Adults	537	503		1,040	1,040	1,295	7,670
OverDrive eAudio - Kids	54	34		88	88	94	758
OverDrive eAudio - Teen	40	33		73	73	79	472
OverDrive eAudio - Adults	444	426		870	870	676	4,630
SimplyE	0	0		0	0	1	16
Total Checkouts	9,955	9,052		19,007	19,007	18,776	132,019

Statistics - November 2022

Item 4B.

Interlibrary Loan						
ILL Borrowed	7	5	12	12	15	83
ILL Lent	10	12	22	22	24	113
Collection						
Items Added - E, 1st Readers	173	66	239	239	95	588
Items Added - Board Books	8	0	8	8	6	24
Items Added - J	213	26	239	239	142	1,365
Items Added - Teens	2	26	28	28	42	220
Items Added - Adults	186	159	345	345	366	1,600
Items Added - Magazines	48	48	96	96	98	552
Items Withdrawn	314	370	684	684	701	3,402
Missing Items	9	4	13	13	124	930
Total Items Added	630	699	1,329	1,329	749	4,349

Culture of Service	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
Reference Transactions							
General Reference Questions	388	353		741	741	500	4,173
Directional Questions	207	134		341	341	201	1,516
Tech Support Questions	724	507		1,231	1,231	968	6,381
Phone Reference	298	220		518	518	585	3,239
Tests Proctored	0	2		2	2	3	31
Tech Tutor	13	13		26	26	6	80
Total Reference Transactions	1,630	1,229		2,859	2,859	2,263	15,420
Volunteers							
Volunteer Hours	115.00	118.50		233.50	233.50	158.75	1,181.30
FOL Volunteer Hours	53.50	66.00		119.50	119.50	115.25	730.00
Teen Volunteer Hours	25.50	23.00		48.50	48.50	75.50	451.25
Total Volunteer Hours	194.00	207.50		401.50	401.50	349.50	2,362.55
Social Media							
Facebook Page Likes	2,376	2,390		2,383	2,383	2,025	2,149
Facebook Engaged	1,128	33		1,161	1,161	1,117	10,805
Facebook Reach	16,435	5,773		22,208	22,208	19,989	181,338
Instagram Page Followers	1,076	1,083		1,080	1,080	998	1,025
Instagram Impressions	3,693	515		4,208	4,208	4,969	30,070
Instagram Reach	608	229		837	837	1,144	5,796
Savannah Stats							
# of Emails Composed	31	27		58	58	5	238
# of Messages Sent	337	11,301		11,638	11,638	9,187	74,056
Opens	313	7,484		7,797	7,797	4,598	38,992
Open %	93%	66%		80%	80%	50%	55%
Clicks	10	243		253	253	321	2,299

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through December 20, 2022, is \$9,045.89
 - a. Nonresidential: \$6,525.00
 - b. Material fines, fees, and replacement cards: \$801.97
 - c. Printing: \$1,429.05
 - d. Paypal: \$289.87

2. The library's total non-donation revenue from November 1, 2022, through November 30, 2022, is \$4,193.29
 - a. Nonresidential: \$3,005.00
 - b. Material, fines, fees, and replacement cards: \$459.37
 - c. Printing: \$636.20
 - d. Paypal: \$92.72

Bastrop Public Library Board

**Procedure for An Appeal to Director's Decision Re:
Reconsideration of Materials**

In the event of an appeal of the Director's decision regarding a Request for Reconsideration of Materials, the Library Board will review the Director's decision according to the Collection Development Policy as follows:

1. The person requesting the Reconsideration of Materials will give proper notice to appear on the Board's monthly agenda under Citizen Comments to appeal the Director's decision.
2. The Director will form a reconsideration committee according to the Collection Development Policy.
3. The reconsideration committee will meet prior to the following monthly Board meeting to begin the review process. The committee will report back to the Board as to the status of the request at the next Board meeting following the Citizen's Comments.
4. The committee members shall:
 - a. Select a Board member as Chair.
 - b. Review the Request for Reconsideration Form.
 - c. Review the background information from the staff/Director regarding their decision.
 - d. Obtain copies of the subject material, as available; take adequate time to review the subject material in its entirety. Board members not on the committee may elect to review the subject material, as well.
 - e. Determine if the Request has been handled by the staff in accordance with the stated policies and procedures in the Collection Development Policy.
 - f. Prepare a presentation and/or discussion of the Request for the next monthly Board meeting.
 - g. Recommend to the Board to either uphold, override, or amend the Director's decision.
 - h. Recommend to the Board President whether the presentation/discussion should be in executive session or in open session before the agenda is posted.
5. The Board President will notify in writing the Citizen making the appeal of the Board's decision within three days of the Board's vote.

Library Board Approved: _____



STAFF REPORT

MEETING DATE: January 9, 2023

AGENDA ITEM: 6A

TITLE:

Open House Workshop

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

GOALS:

1. Update Library Board on 2022 Open House
2. Discuss 2022 Open House highlights
3. Discuss possible changes for next year

DISCUSSION POINTS:

1. Update on 2022 Open House event
2. Discuss music
3. Discuss other possible Library Board involvement activities



City of Bastrop Public Library Board

Meeting Minutes

December 05, 2022

1. Call to Order

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

Members present were President Rebecca Bennett, Vice President Meagan Webb, Barbara Clemons, Sally Keinath, Lisa Gosset, Laura Goodwin, City Council Liaison Cheryl Lee, and Library Director Bonnie Pierson. Jennifer Leisure was absent.

2. Citizen Comments – None

3. Announcements

- a. Positive community feedback was shared. The feedback included comments on how great and helpful the library staff is, how many services the library offers, and how it serves the community Of Bastrop in a meaningful way.
- b. Carmen Serna the Children’s Associate is back from maternity leave on Tuesday, November 29th.
- c. Catherine Lombardo Library Associate celebrated her 4th anniversary with the library on Saturday, December 3rd.

4. Reports

- a. The library had two Thanksgiving programs. For adults was Coffee with Catherine and the attendees shared a potluck meal and shared stories about Thanksgiving. For the children was Storytime, participants heard Thanksgiving themed books, counted turkeys, and did the Turkey Chant.
- b. The library is preparing for the annual open house.
- c. The first library board meeting of 2023 will be on January 9th.
- d. Statistical Comparison Report:
 - i. Per agenda packet.
- e. Monthly Financial Report:
 - i. Per agenda packet. Of note is a good increase in non-residential membership new cards in the month of October 2022.
- f. Material Reconsideration Committee Workshop presented by Rebecca Bennett, Sally Keinath, and Barbara Clemons. Presented was the pending policy and procedure for Reconsideration of Materials. Suggestions and changes were made to this document and will be presented at next month’s board meeting for approval.

5. Workshop presented by Bonnie Pierson Library Director

- a. Fiscal Year 2023 Library Goals-See handout in agenda

6. Consent Agenda

Sally Keinarth moved to approve the November 07, 2022, minutes with corrections made. Meagan Webb seconded the motion, and it was carried.

7. Adjournment of meeting at 6:42 pm.

Respectfully submitted

Laura Goodwin, Secretary

Rebecca Bennett, President