

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



November 06, 2023

Agenda - Public Library Board at 6:00 PM

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. ANNOUNCEMENTS

3A. Youth Services Librarian Eva Bernal Introduction.

3B. The Library will be closed Friday, November 10th in observance of Veteran's Day.

3C. The library will be closed Saturday, November 11th for the annual Veteran's Day car show.

3D. The library will be closed Thursday, November 23rd through Saturday, November 25th for Thanksgiving.

3E. Announcements from the Library Director.

3F. Announcements from individual library board members.

4. REPORTS

[4A.](#) Director's report.

[4B.](#) Statistics report.

[4C.](#) Financial report.

5. PRESENTATIONS

[5A.](#) Year in Review presentation.

6. WORKSHOP

7. ITEMS FOR INDIVIDUAL CONSIDERATION

[7A.](#) Discussion and possible action on Bastrop Public Library's Library User Responsibility and Conduct Policy.

[7B.](#) Consider action to approve Bastrop Public Library minutes from October 2, 2023, regular meeting.

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

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: 11/01/2023 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/BonnieUeckertPierson

Bonnie Ueckert Pierson, Library Director



STAFF REPORT

MEETING DATE: Nov 6, 2023

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

October 8th through 14th was Fire Prevention Week. As such, Storytime followed this theme. Some City of Bastrop fire fighters came to both the Wednesday and Friday programs, which a total of 115 people attended. Children's Services Associate Jackie Baez started off the programs as usual, and then the firefighters read two different books and did their demonstration on firemen gear. They suited up and let the kids hold their jackets and helmets to show that kids had nothing to be afraid of. At the end, attendees were led outside to the firetruck waiting for them. The kids were able to sit inside it, and the firemen explained all the different tools inside the firetruck and how they are used.

The library hosted Solar Eclipse Day on Saturday, October 14th to commemorate the 2023 annular eclipse. A total of 585 people attended the event. There were several eclipse themed crafts and games, such as eclipse chalk art, eclipse paper plates, constellation scavenger hunt, a photo booth, and a James Webb telescope matching game. Solar eclipse glasses were provided so everyone could safely watch the event together.

Eleven librarians from across central Texas met at Bastrop Public Library on Tuesday, October 17th for the Central Texas Digital Consortium's Fall Business Meeting. They shared tips and resources with one another on best utilizing limited funds for OverDrive ebooks and audiobooks, keeping the digital collection current, promoting items to their patrons, and more.

On Tuesday, October 17th, Children's Services Associate Jackie Baez hosted a Storytime on Dragonfly Trail in Tahitian Village in partnership with Pines and Prairies Land. Participants brought blankets to sit on and had their own snacks. After Storytime, attendees walked as a group on the trail for about twenty minutes.

On Wednesday, October 18th, Coffee with Catherine partnered with St. David's Libraries for Health for Breast Cancer Awareness month. Cynthia Chacon gave a presentation on breast cancer to the twelve program attendees.

On Tuesday, October 31st, the library had a spider-themed booth in the City of Bastrop's downtown Boo Bash. There was a huge web across the "back" side of the booth with spiders hanging from the top of the booth. Trick-or-Treaters who visited the booth were given a bug sticker

to add onto the web and, afterwards, received a piece of candy. The booth saw a total of 1,551 visitors.

On Saturday, November 4th, the library hosted a History Fair in the Pressley Meeting room. A total of nine organizations were present. More information will be provided during the meeting.

NOTEWORTHY:

Youth Services Librarian Eva Bernal joined the Bastrop Public Library on Monday, October 16th.

Supervisor of Access Services Amie Cuvelier, Youth Services Librarian Eva Bernal, and Executive Administrative Assistant Veronica Nunez attended Red Cross Shelter Training on Wednesday, October 25th.

Library Circulation Associate Catherine Lombardo is planning a new adult program series, "Showtimes for Seniors." This program is slated to begin in January 2024 and is geared towards adults, particularly those in retirement or with flexible schedules. The program will take place during the first week of every month, with the day narrowed down in the future. A survey was given to library patrons to gauge general interest, preferred days, and film genres.

UPDATES ON THE FOLLOWING:

Photo ID library cards update.

RFID feasibility update.

Pre-pandemic volunteer stats.

	FY2018	FY2019	FY020	FY2021	FY2022	FY2023
Regular hours	1,136.25	1,441.75	703.80	540.50	1,181.30	1,739.05
Friends hours	1,436.50	1,679.25	695.75	513.75	730.00	757.45
Teen hours	673.03	525.70	201.25	252.75	451.25	544.45
Total Volunteer Hours	3,245.78	3,646.70	1,600.80	1,307.00	2,362.55	3,040.95

COMMUNITY FEEDBACK:

"I felt that as soon as I walked in the room: these are my people!"

-Toni, patron attending Library Book Club



Lief Nagy

1 review • 0 photos

★★★★★ 15 hours ago

This library has always been wonderfully clean and has a large selection of books! I never fail to find something fun to read, and a nice quiet spot to enjoy. The staff are all incredibly helpful and kind as well ❤️

"I love Auto-renewals. When I saw the notification, I thought it was too good to be true."

-Patron

“Encouragement, camaraderie, and learning! These three activities have kept me going from the beginning of sewing classes in July. Mary and Doreen are very knowledgeable, and they share their knowledge with kindness and humor...The easy conversations in class with the daily happenings of the ladies’ lives make me reminisce of olden times when women gathered to quilt and share their lives with each other. These two classes, sewing and quilting, have brought me peace and relaxation. Thanks for offering them!!”

-Maria Tuttrup, patron, on Summer Sewing and Fall Quilting classes



Statistics - September 2023

Item 4B.

Community Engagement	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	TOTAL 22
<u>Circs By Patron Type</u>									
Juv	935	1,096	1,457	593	510	618	1,721	5,209	5,028
Teen	129	308	536	140	152	73	365	1,338	769
Adult	3,789	4,604	5,451	2,442	2,278	2,240	6,960	20,804	18,098
Staff	272	272	457	168	139	202	509	1,510	1,429
NR Juv	929	1,015	1,056	399	377	387	1,163	4,163	5,513
NR Teen	206	236	298	170	139	90	399	1,139	1,184
NR Adult	10,783	12,215	13,371	5,512	5,062	4,781	15,355	51,724	47,108
TexShare	50	80	50	43	45	63	151	331	561
Total NR Usage	11,968	13,546	14,775	6,124	5,623	5,321	17,068	57,357	54,366
% NR Usage	70%	68%	65%	65%	65%	63%	64%	67%	68%
<u>Programming</u>									
Youth - # of Programs	23	27	36	13	13	10	36	122	101
Youth - Program Attendance	495	826	1,207	399	348	360	1,107	3,635	4,478
Young Adults - # of Programs	10	11	11	3	4	4	11	43	75
Young Adults - Program Attendance	92	93	102	34	39	37	110	397	625
Adults - # of Programs	10	13	19	11	5	13	29	71	41
Adults - Program Attendance	80	100	132	99	43	82	224	536	467
General - # of Programs	1	8	20	3	0	0	3	32	7
General - Program Attendance	637	423	172	373	0	0	373	1,605	1,089
Outreach - # of Programs	2	1	5	0	1	0	1	9	13
Outreach - Program Attendance	458	29	568	0	503	0	503	1,558	1,710
Passive - Coloring Sheets	180	390	420	120	120	120	360	1,350	1,880
Total # of Programs	46	60	91	30	23	27	80	277	240
Total Program Attendance	1,762	1,471	2,181	905	933	479	2,317	7,731	8,813
<u>Membership - New Cards</u>									
City	104	135	148	45	48	39	132	519	435
City Renewals	129	155	219	70	78	73	221	724	597
Faculty	0	1	1	0	0	0	0	2	7
Faculty Renewals	5	5	8	3	1	0	4	22	31
Friends	0	0	0	0	0	1	1	1	0
Friends Renewals	12	6	5	3	0	7	10	33	36
Staff	1	2	2	0	2	0	2	7	5
Staff Renewals	2	2	3	1	2	2	5	12	11
Nonresident	140	154	173	57	50	63	170	637	586
Nonresident Renewals	174	242	261	104	80	87	271	948	924
TexShare Visitor	1	2	3	3	0	1	4	10	11
TexShare Visitor Renewals	1	2	1	0	1	1	2	6	4
Total New Registrations	246	294	326	105	100	103	308	1,174	1,608
Total Renewals	323	412	495	181	162	170	513	1,743	0
TexShare Home New	0	0	1	0	0	1	1	2	31
TexShare Home Renewals	6	3	6	4	1	3	8	23	0
<u>Facility</u>									
Door Count	14,526	16,621	19,320	6,741	6,284	5,986	19,011	69,478	64,364
Study Room Use	431	493	504	173	186	143	502	1,930	1,404
Pressley Use - Library	49	57	64	17	18	19	54	224	172
Pressley Use - Nonprofit	21	24	32	7	9	15	31	108	80

Statistics - September 2023

Item 4B.

Pressley Use - Other	0	0	0	0	0	0	0	0	0
Maynard Use - Library	2	1	16	5	4	9	18	37	57
Maynard Use - Nonprofit	30	22	20	7	10	10	27	99	52
Maynard Use - Other	1	1	0	0	0	0	0	2	0
Total Meeting Room Use	534	598	899	209	227	196	632	2,663	1,765

Lifelong Learning	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	TOTAL 22
<u>Database Use</u>									
Portal to Texas History - Bastrop Advertiser	16,444	16,620	14,265	4,447	4,288	3,282	12,017	59,346	78,754
Heritage Quest	270	584	263	406	47	56	509	1,626	1,344
Learning Express Library	5	32	53	33	6	20	59	149	2,324
Gale LegalForms	9	4	1	0	0	0	0	14	No Data
Gale Presents: Udemey	2	0	0	0	0	0	0	2	No Data
Small Business Reference Center	2	0	0	0	0	0	0	2	1
Explora Elementary	0	1	0	2	2	0	4	5	6
Explora High School	0	0	0	0	0	0	0	0	2
Recursos Para Hispanohablantes	0	0	0	0	0	0	0	0	No Data
Mango Languages	61	144	240	57	56	418	531	976	No Data
Total General Use Databases Sessions	79	181	294	92	64	438	594	1,148	No Data
<u>Technology</u>									
Kids Computer Use	52	52	98	49	30	40	119	321	68
Teen Computer Use	52	56	47	7	9	7	23	178	46
Adult Computer Use	1,397	1,891	2,030	711	728	702	2,141	7,459	4,620
Wifi Use	4,601	4,799	5,522	1,830	1,905	1,825	5,560	20,482	16,681
Website Visits	9,744	11,725	15,791	5,333	2,706	2,639	10,678	47,938	48,914
3D Prints	3	5	4	0	0	0	0	12	2
Total Public Computer Use	1,501	1,999	2,175	767	767	749	2,283	7,958	4,734

Books & Reading	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	TOTAL 22
<u>Material Use</u>									
Check-Outs - Kids	4,969	5,615	6,976	2,917	2,925	2,841	8,683	26,243	21,968
Check-Outs - Tween	4,273	4,774	5,998	2,681	2,218	2,322	7,221	22,266	20,939
Check-Outs - Teen	780	1,246	1,442	599	455	375	1,429	4,897	4,160
Check-Outs - Adult	7,015	8,121	8,185	3,248	3,097	2,895	9,240	32,561	32,580
Honor Paperbacks	122	69	128	32	32	23	87	406	484
Renewals	3,759	4,061	5,260	3,227	2,846	2,636	8,709	21,789	19,147
In-House Use	2,211	1,977	4,132	1,610	2,018	3,390	7,018	15,338	19,382
Self-Check	4,152	4,634	5,423	2,097	1,835	1,793	5,725	19,934	16,743
Mobile Circ	24	13	8	6	3	0	9	54	526
Hotspots	75	80	75	22	28	21	71	301	257
OverDrive eBooks - Kids	286	174	315	93	54	48	195	970	896
OverDrive eBooks - Teen	133	191	232	61	59	53	173	729	538
OverDrive eBooks - Adults	1,625	1,661	1,835	722	650	559	1,931	7,052	7,670
OverDrive eAudio - Kids	131	208	218	71	46	72	189	746	758
OverDrive eAudio - Teen	98	115	161	59	56	52	167	541	472
OverDrive eAudio - Adults	1,319	1,387	1,345	513	556	543	1,612	5,663	4,630

Statistics - September 2023

Item 4B.

SimplyE	0	0	4	0	0	0	0	4	16
Total Checkouts	23,037	25,618	31,046	12,628	12,194	13,194	38,016	117,717	132,019
<u>Interlibrary Loan</u>									
ILL Borrowed	13	25	33	11	7	5	23	94	83
ILL Lent	27	36	18	3	0	5	8	89	113
<u>Collection</u>									
Items Added - E, 1st Readers	363	97	184	62	130	79	271	915	588
Items Added - Board Books	12	3	3	3	0	0	3	21	24
Items Added - J	379	182	222	124	152	163	439	1,222	1,365
Items Added - Teens	42	35	40	18	18	17	53	170	220
Items Added - Adults	454	338	293	149	127	38	314	1,399	1,600
Items Added - Magazines	134	120	118	39	36	44	119	491	552
Items Withdrawn	1,134	1,068	1,597	358	297	92	747	4,546	3,402
Missing Items	14	76	31	13	9	10	32	153	930
Total Items Added	1,384	775	860	395	463	341	1,199	4,218	4,349

Culture of Service	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	TOTAL 22
<u>Reference Transactions</u>									
General Reference Questions	1,135	1,705	1,662	574	420	331	1,325	5,827	4,173
Directional Questions	503	483	515	184	157	162	503	2,004	1,516
Tech Support Questions	1,772	1,960	2,428	827	851	747	2,425	8,585	6,381
Phone Reference	705	750	855	350	277	250	877	3,187	3,239
Tests Proctored	2	1	2	0	1	2	3	8	31
Tech Tutor	34	32	26	15	16	22	53	145	80
Total Reference Transactions	4,151	4,931	5,488	1,950	1,722	1,514	5,186	19,756	15,420
<u>Volunteers</u>									
Volunteer Hours	403.50	365.75	458.25	157.75	156.75	197.05	511.55	1,739.05	1,181.30
FOL Volunteer Hours	223.50	151.50	170.75	59.50	82.95	69.25	211.70	757.45	730.00
Teen Volunteer Hours	168.00	100.50	132.00	109.25	10.00	24.70	143.95	544.45	451.25
Total Volunteer Hours	795.00	617.75	761.00	326.50	249.70	291.00	867.20	3,040.95	2,362.55
<u>Social Media</u>									
Facebook Page Likes	2,394	2,764	2,922	3,014	3,067	3,101	3,061	2,785	2,149
Facebook Engaged	2,144	3,054	7,396	1,472	728	1,815	4,015	16,609	10,805
Facebook Reach	36,060	11,535	16,912	17,192	10,847	9,078	37,117	101,624	181,338
Instagram Page Followers	1,085	1,120	1,159	1,185	1,188	1,189	1,187	1,138	1,025
Instagram Impressions	8,428	7,872	11,567	2,686	964	1,937	5,587	33,454	30,070
Instagram Reach	1,515	1,382	1,697	443	287	418	1,148	5,742	5,796
<u>Savannah Stats</u>									
# of Emails Composed	90	88	88	38	40	16	94	360	238
# of Messages Sent	17,538	17,636	19,505	7,322	6,694	4,508	18,524	73,203	74,215
Opens	11,470	10,209	12,846	6,082	4,485	2,194	12,761	47,286	38,992
Open %	74%	58%	65%	83%	67%	49%	66%	66%	55%
Clicks	503	923	1,443	867	409	284	1,560	4,429	2,299

Statistics - FY 2023

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NR Teen	206	236	298	399	1,139	1,184
NR Adult	10,783	12,215	13,371	15,355	51,724	47,108
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Total NR Usage	11,968	13,546	14,775	17,068	57,357	54,366
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City Renewals	129	155	219	221	724	597
Faculty	0	1	1	0	2	7
Faculty Renewals	5	5	8	4	22	31
Friends	0	0	0	1	1	0
Friends Renewals	12	6	5	10	33	36
Staff	1	2	2	2	7	5
Staff Renewals	2	2	3	5	12	11
Nonresident	140	154	173	170	637	586
Nonresident Renewals	174	242	261	271	948	924
TexShare Visitor	1	2	3	4	10	11
TexShare Visitor Renewals	1	2	1	2	6	4
Total New Registrations	246	294	326	308	1,174	1,608
Total Renewals	323	412	495	513	1,743	0
TexShare Home New	0	0	1	1	2	31
TexShare Home Renewals	6	3	6	8	23	0
<u>Facility</u>						
Door Count	14,526	16,621	19,320	19,011	69,478	64,364
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Pressley Use - Library	49	57	64	54	224	172
Pressley Use - Nonprofit	21	24	32	31	108	80

Statistics - FY 2023

Item 4B.

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Maynard Use - Nonprofit	30	22	20	27	99	52
Maynard Use - Other	1	1	0	0	2	0
Total Meeting Room Use	534	598	899	632	2,663	1,765

Lifelong Learning	Q1	Q2	Q3	Q4	YTD 23	TOTAL 22
<u>Database Use</u>						
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Heritage Quest	270	584	263	509	1,626	1,344
Learning Express Library	5	32	53	59	149	2,324
Gale LegalForms	9	4	1	0	14	No Data
Gale Presents: Udemy	2	0	0	0	2	No Data
Small Business Reference Center	2	0	0	0	2	1
Explora Elementary	0	1	0	4	5	6
Explora High School	0	0	0	0	0	2
Recursos Para Hispanohablantes	0	0	0	0	0	No Data
Mango Languages	61	144	240	531	976	No Data
Total General Use Databases Sessions	79	181	294	594	1,148	No Data
<u>Technology</u>						
Kids Computer Use	52	52	98	119	321	68
Teen Computer Use	52	56	47	23	178	46
Adult Computer Use	1,397	1,891	2,030	2,141	7,459	4,620
Wifi Use	4,601	4,799	5,522	5,560	20,482	16,681
Website Visits	9,744	11,725	15,791	10,678	47,938	48,914
3D Prints	3	5	4	0	12	2
Total Public Computer Use	1,501	1,999	2,175	2,283	7,958	4,734

Books & Reading	Q1	Q2	Q3	Q4	YTD 23	TOTAL 22
<u>Material Use</u>						
Check-Outs - Kids	4,969	5,615	6,976	8,683	26,243	21,968
Check-Outs - Tween	4,273	4,774	5,998	7,221	22,266	20,939
Check-Outs - Teen	780	1,246	1,442	1,429	4,897	4,160
Check-Outs - Adult	7,015	8,121	8,185	9,240	32,561	32,580
Honor Paperbacks	122	69	128	87	406	484
Renewals	3,759	4,061	5,260	8,709	21,789	19,147
In-House Use	2,211	1,977	4,132	7,018	15,338	19,382
Self-Check	4,152	4,634	5,423	5,725	19,934	16,743
Mobile Circ	24	13	8	9	54	526
Hotspots	75	80	75	71	301	257
OverDrive eBooks - Kids	286	174	315	195	970	896
OverDrive eBooks - Teen	133	191	232	173	729	538
OverDrive eBooks - Adults	1,625	1,661	1,835	1,931	7,052	7,670
OverDrive eAudio - Kids	131	208	218	189	746	758
OverDrive eAudio - Teen	98	115	161	167	541	472
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Statistics - FY 2023

Item 4B.

SimplyE	0	0	4	0	4	16
Total Checkouts	23,037	25,618	31,046	38,016	117,717	132,019
<u>Interlibrary Loan</u>						
ILL Borrowed	13	25	33	23	94	83
ILL Lent	27	36	18	8	89	113
<u>Collection</u>						
Items Added - E, 1st Readers	363	97	184	271	915	588
Items Added - Board Books	12	3	3	3	21	24
Items Added - J	379	182	222	439	1,222	1,365
Items Added - Teens	42	35	40	53	170	220
Items Added - Adults	454	338	293	314	1,399	1,600
Items Added - Magazines	134	120	118	119	491	552
Items Withdrawn	1,134	1,068	1,597	747	4,546	3,402
Missing Items	14	76	31	32	153	930
Total Items Added	1,384	775	860	1,199	4,218	4,349

Culture of Service	Q1	Q2	Q3	Q4	YTD 23	TOTAL 22
<u>Reference Transactions</u>						
General Reference Questions	1,135	1,705	1,662	1,325	5,827	4,173
Directional Questions	503	483	515	503	2,004	1,516
Tech Support Questions	1,772	1,960	2,428	2,425	8,585	6,381
Phone Reference	705	750	855	877	3,187	3,239
Tests Proctored	2	1	2	3	8	31
Tech Tutor	34	32	26	53	145	80
Total Reference Transactions	4,151	4,931	5,488	5,186	19,756	15,420
<u>Volunteers</u>						
Volunteer Hours	403.50	365.75	458.25	511.55	1,739.05	1,181.30
FOL Volunteer Hours	223.50	151.50	170.75	211.70	757.45	730.00
Teen Volunteer Hours	168.00	100.50	132.00	143.95	544.45	451.25
Total Volunteer Hours	795.00	617.75	761.00	867.20	3,040.95	2,362.55
<u>Social Media</u>						
Facebook Page Likes	2,394	2,764	2,922	3,061	2,785	2,149
Facebook Engaged	2,144	3,054	7,396	4,015	16,609	10,805
Facebook Reach	36,060	11,535	16,912	37,117	101,624	181,338
Instagram Page Followers	1,085	1,120	1,159	1,187	1,138	1,025
Instagram Impressions	8,428	7,872	11,567	5,587	33,454	30,070
Instagram Reach	1,515	1,382	1,697	1,148	5,742	5,796
<u>Savannah Stats</u>						
# of Emails Composed	90	88	88	94	360	238
# of Messages Sent	17,538	17,636	19,505	18,524	73,203	74,215
Opens	11,470	10,209	12,846	12,761	47,286	38,992
Open %	74%	58%	65%	66%	66%	55%
Clicks	503	923	1,443	1,560	4,429	2,299

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2023, through October 20, 2023, is \$2,715.35
 - a. Nonresidential: \$1,805.00
 - b. Material fines, fees, and replacement cards: \$213.85
 - c. Printing: \$526.20
 - d. Paypal: \$170.30

2. The library's total non-donation revenue from September 1, 2023, through September 30, 2023, is \$3,999.05
 - a. Nonresidential: \$3,200.00
 - b. Material, fines, fees, and replacement cards: \$171.66
 - c. Printing: \$449.90
 - d. Paypal: \$177.49

Thank you for all you do for the Library!



A Service of the City of Bastrop

Fiscal Year 2023 in Review

- Hired two new staff members:
Jacqueline Baez (Jackie), Children's Services Associate
Eva Bernal, Youth Services Librarian



Fiscal Year 2023 in Review

- Began History digitization project
- Reconfigured shelving for adult fiction, large print, and audio books
- Completed digitization of Interlibrary Loan documents and 10 years of eRate funding documentation
- Hired a Youth Services librarian
- Received a Texas Reads Grant



Fiscal Year 2023 in Review

- Collection & Service

Massive collection refresh for Juvenile non-fiction

Items Added: 1,222

Items Weeded: 876

Had 20 hotspots circulating the full year

301 total check-outs

Went fine-free for all items except electronic devices

Added the Mango Languages database



Fiscal Year 2023 in Review

- Programming

Very successful Holiday Open House

Spring Break Programs

Coffee with Catherine

Abundant partnership programs

Summer Reading Program: All Together Now

Total Programs: 275

Total Program Attendance: 7,750



Fiscal Year 2023 in Review

Summer Reading Program: All Together Now



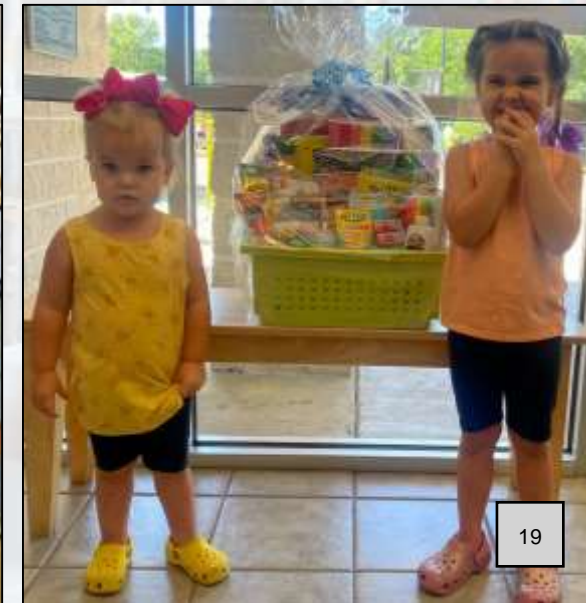
Fiscal Year 2023 in Review

Summer Reading Program: All Together Now

Year	Total Registrations	Total Completions	% Completed	Minutes Logged
2023	980	457	47%	1,416,860
2022	869	489	56.27%	1,780,998
2021	812	434	53.45%	1,334,723
2020	373	190	50.94%	689,966

	Total Youth		Total Adult	
	Earned	Redeemed	Earned	Redeemed
2023	670	514	357	179
2022	787	526	385	187
2021	624	402	197	91
2020	330	125	192	27

Year	Youth & All ages		Adult		Total # of Programs	Attendance of Programs	People per program
	# of Programs	Attendance	# of Programs	Attendance			
2023	62	1,906	27	193	89	2,099	23.58
2022	56	2,814	8	174	64	2,988	59.83
2021	52	1,367	9	62	61	1,429	23.43
2020	42	188	24	78	66	266	4.03



Fiscal Year 2023 in Review

- Collection

Total items: 51,211

Total Adult collection: 29,386

Total Youth Collection: 21,825

Hotspots

Cakepans

Puzzles

Honor paperbacks

Magazines



Fiscal Year 2023 Stats

Total New Cards: 1,174

Total Renewals: 1,743

Percentage of Non-Res: 67%

Total Door Count: 69,478

Total Meeting Room Use: 2,400

Total Checkouts: 117,717

New Non-Res: 637

Non-Res Renewals: 948



Fiscal Year 2024

Add recurring adult programs

Improve database publicity and tracking

Customer Services upgrades

Continue updating policies

Focus on staff training/cross training



Stay connected to the library:

Follow us on Facebook and Instagram

Visit our website: bastrolibrary.org

Sign up for our monthly newsletter

Sign up for our New book Newsletter, A Little Word Told Me



Item 5A.



Thank you for all you do for the Library!



A Service of the City of Bastrop



A service of the City of Bastrop

Library User Responsibility and Conduct

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

Purpose of the Library User Responsibility and Conduct Policy

The Library User Responsibility and Conduct policy is intended to outline the acceptable standards that ensure all users, volunteers, and staff experience a safe and comfortable library environment.

Library User Responsibility and Conduct Policy Goals

- Set the expectations for all library users and outline acceptable behavior in the library
- Ensure all library users can have a positive experience in the library
- Ensure the library building remains clean and welcoming
- Provide equal and equitable access to the library for all

Principles and Objectives

- The Bastrop Public Library supports “equal and equitable access to all library resources and services by users of all ages” as outlined by the American Library Association’s Bill of Rights
- This document serves to clearly communicate the behavioral expectations of all persons in the library building

Contact Us

- In person at the check-out or information desk
- Via telephone at 512-332-8880
- Via email at info@bastroplibrary.org
- Online at www.bastroplibrary.org
- Via mailing address:

Bastrop Public Library
P.O. Box 670
Bastrop, TX, 78602

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.

User Expectations

Bastrop Public Library is a service of the City of Bastrop; therefore, the building is subject to all rules and regulations which apply to all city buildings. For more information, please refer to the city's municipal code (https://library.municode.com/tx/bastrop/codes/code_of_ordinances).

The following behaviors are expected in the library:

- Communicating in a moderate, respectful, conversational tone.
- Setting electronic devices to silent or vibrate
- Using personal listening devices to access audible content (i.e., headphones)
- Using furniture, fixtures, materials, equipment, or facilities in their intended manner
- Removing personal belongings, trash, or other debris when leaving an area
- Presenting a standard of personal hygiene that does not offend others with strong odors whether by personal cleanliness or cosmetic scent
- Wearing shoes and clothing that cover the upper and lower torso. Swimsuits (wet or dry) are unacceptable
- Respecting other people's time and space by engaging in a pleasant manner which does not interfere with their use of the library
- Following posted rules and room occupancy limits
- Treating library staff and others politely and with courtesy

The following behaviors are unacceptable in the library:

- Physically, verbally, or with gestures, threatening or abusing another person. Any person committing such an offense may be subject to prosecution where applicable
- Engaging in disruptive, dangerous, or uncontrolled behavior, including but not limited to loud conversations, yelling, running, rough-housing, and physical violence
- Displaying weapons, except as allowed under Texas statute
- Adults occupying the teen or children's area who are not supervising or assisting a child or browsing for items
- Accessing sexually explicit material on a library or personal device
- Entering staff areas without authorization
- Physically blocking aisles or entrances of the library
- Using wheeled sports equipment in the library or on surrounding sidewalks
- Distributing literature or otherwise soliciting customers on library property

Any violation of the laws of the State of Texas or City of Bastrop Ordinances is expressly forbidden in the library. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable, including the issuance of a criminal trespass warrant.

Consumables

- Food is not allowed unless it is at an authorized event.
- Drinks are allowed if they are in a secure, lidded container.
- Possession of alcohol or any illegal substance is prohibited on library property.
- Intoxicated individuals, whether by alcohol or other substances, will be asked to leave library property.

- Use of all tobacco products or e-cigarettes is prohibited in the library or within 25 feet of an entrance.

Personal belongings

- Wheelchairs and other mobility assistive devices are welcome. Carts or wheeled devices not intended for mobility assistance are prohibited.
- The library is not responsible for lost, stolen, or misplaced personal items.
- As a courtesy, the library will retain personal belongings left in the building for two weeks, after which the items will be disposed of as appropriate.

Juveniles and Vulnerable Individuals

Persons 17 years or younger are defined as juveniles for the purposes of this policy. Juveniles aged eight years old or younger must be supervised by an adult in the library or at library activities.

A vulnerable individual is a person of any age who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for their own care or manage their own behavior without assistance.

Parent, Guardian, or Caregiver Responsibilities

- Ensure the safety and well-being of the individual
- Monitor the activities and manage the behavior of the individual
- Prohibit the individual from damaging library property and take financial responsibility if damage occurs

Unattended Juveniles and Vulnerable Individuals

The library is a public facility and open to all. There may be risks for children and vulnerable individuals when they are left unattended.

If a situation arises involving an unattended juvenile or a vulnerable individual, and it is deemed necessary by library staff, staff will attempt to contact the parent, guardian, or caregiver of the individual. In the event the appropriate person cannot be reached, the individual will be placed in the care of the Bastrop Police Department.

Teen Room and Teen Programs

- The H.E.B. Teen Room and any teen-specific programs are reserved for juveniles aged 13 through 17
- Students aged 18 may use the Teen Room and join Teen Programs until they graduate from high school
- Other users may enter the teen room to locate materials but may not linger for an extended period of time

Animals

- Service animals are welcome in the library. Owners are responsible for ensuring the following criteria are met:
 - The animal must be obedient and under the owner's control at all times.
 - The animal should not interact with other people unless alerting for an emergency.

- The animal's daily living needs should be addressed outside of the library building.
- Pets and all other non-service animals are not allowed in the library.
- Animals may not be left unattended outside the library.

Exceptions and Accommodations

Exceptions/Accommodations to the Library User Responsibility and Conduct Policy will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

Notification and Enforcement Process

Users will be notified if they are violating the policy and will have the opportunity to correct the behavior. Repeat policy violations may result in a request to leave library property or revocation of library privileges.

Users' library privileges can be limited at the discretion of the Library Director or a Library Supervisor.

If necessary, the Library Director will request the Bastrop Police Department issue a criminal trespass citation in order to enforce the withdrawal of library privileges.

Reevaluation of Library User Responsibility and Conduct Policy

The Bastrop Public Library User Responsibility and Conduct Policy is reviewed every three years so that it adequately reflects changes in the library's goals and the community's needs. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.

City of Bastrop Public Library Board

Meeting Minutes

October 02, 2023

1. Call to Order

The meeting was called to order by Vice- President Meagan Webb at 6:00 pm.

The members present were Lisa Gossett, Sally Keinarth, Jennifer Leisure, Laura Goodwin, Nancy Wood, and Bonnie Pierson Library Director. President Rebecca Bennett was present via live video. Absent was Cheryl Lee City Council Liaison.

Guests present today included Ann Franklin, City of Bastrop Secretary and Kathy Danielson, Director at City of Bastrop Convention Center.

2. Citizen Comments – None

3. Announcements

- a. Ann Franklin, the City of Bastrop Secretary presented training on board rules and procedures.
- b. Nancy Wood was welcomed as the newest member to the Bastrop Public Library Board. Her term will be from October 2023 through September 2026.
- c. The Youth Services Librarian position has been filled by Eva Bernal. She will start on Monday, October 16th.
- d. Solar Eclipse Day will be celebrated at the library on Saturday, October 14th from 11 - 12:30. There will be games, crafts and solar eclipse glasses will be provided. Jackie Baez, Children's Services Associate, is overseeing this program.
- e. The annual Boards & Commissions Banquet will occur on Thursday, October 26th at 6 pm at the Bastrop Convention Center.
- f. The City of Bastrop is having a Boo Bash on Tuesday, October 31st from 6-8 pm. The library will participate and be set up in front of the library in the parking lot. Due to this event several streets downtown will be closed. The library will prepare for this by closing at 4 pm on Tuesday, October 31st.
- g. Libraries for Health Initiative, a program through the St. David's Foundation has reached out to offer talks and classes at the library. The first class will be presented on Wednesday, October 18th during the Coffee with Catherine program.
- h. Announcements from individual board members-None

4. Reports

a. Director's report

i. Programming:

- Quilting with Mary started on Friday, September 8th and runs through Friday, November 17th. There has been a steady number of participants.
- The Library Book Club had its first meeting on Saturday, September 16th. Books were chosen for October and November. This program was attended by 14 people, which was more than originally anticipated.
- The LEGO® and Pajama Time Stories were on a break for the month of August and have resumed.
- Jackie Baez, Children's Service Associate gave a guided tour on Friday, September 22nd to 3rd graders from Calvery Episcopal School. This tour included showing the Children's Area, how to locate books, and what the various stickers on the spines of the books indicate. There was also a Q & A session before the children were given bookmarks and time to select books to check out.

ii. Noteworthy:

- Monday, September 4th, Jackie Baez was reclassified to a permanent position with the Bastrop Public Library as Children's Services Associate.
- On Tuesday, September 12th Library Director Bonnie Pierson celebrated her 23rd anniversary with the library.
- The library has been awarded a grant from the Texas Book Festival. The grant of \$2,500.00 will be used to refresh and update the 1st Reader Collection.

iii. Updates:

- Photo ID library cards are a goal for the 2023 fiscal year.
- Research continues for RFID (Radio-Frequency identification) tags.

b. Statistical Comparison Report:

The August 2023 statistics report is included on the agenda. Highlights include increased new registrations and total renewals. Mango languages continues to have increased use. In the category Culture of Service continued growth is evident in Tech Tutor. Tech Tutor is personalized instruction in learning and developing library and technology skills.

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

5. Presentation

History Fair -Formally named Museum Fair will be held Saturday, November 4th from 11 am to 3 pm. The participants will set up in the library's Pressley Meeting Room. This fair is to promote information regarding Bastrop historic organizations and museums. Information on background and key details are in the agenda packet.

6. Workshop

a. Open House Workshop

Bastrop Public Library's 2023 Open House will take place on Saturday, December 9th. Discussions included updates from the Music Committee and scheduling volunteer times for the Gingerbread house building.

b. Fiscal Year 2024 Goals Workshop

Bonnie Pierson, Library Director presented the goals workshop. This information is included on the agenda.

7. Items for Individual Consideration

a. Discuss and approve the 2024 regular board meeting calendar. Sally Keinarth moved to approve the 2024 regular board meeting calendar. Lisa Gossett seconded the motion, and it was carried.

b. Consider action to approve the Nominating Committee's slate of officers for fiscal year 2024. Officers: Becky Bennet- President, Megan Webb- Vice President, Laura Goodwin- Secretary. Jennifer Leisure moved to approve the slate of officers for the 2024 fiscal year. Laura Goodwin seconded the motion, and it was carried.

c. Consider action to approve the Bastrop Public Library Minutes from September 11, 2023, with corrections made. Jennifer Leisure moved to approve the minutes with corrections. Nancy Wood seconded the motion, and it was carried.

8. Adjournment of meeting at 7:13 pm

Respectfully submitted.

Laura Goodwin, Secretary

Rebecca Bennett, President

