

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



December 05, 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. 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's annual Open House will take place Saturday, December 10th.
- 3B. The library will be closed Friday, December 23rd through Monday, December 26th for Christmas.
- 3C. The library will be closed Monday, January 2nd for New Year's.

3D. The first Library Board meeting of 2023 will take place Monday, January 9th.

3E. Announcements from the Library Director.

3F. Announcements from individual Library Board members.

4. REPORTS

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

[4B.](#) Statistical comparison report.

[4C.](#) Financial report.

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

5. PRESENTATIONS

6. WORKSHOP

[6A.](#) Fiscal Year 2023 Goals workshop.

7. ITEMS FOR INDIVIDUAL CONSIDERATION

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

7B. 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: 11/30/2022 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: December 5, 2022

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

The library had two Thanksgiving programs: Storytime for the kids and Coffee with Catherine for the adults. There was a total of twelve attendees at both of the two programs. During Storytime, participants listened to Thanksgiving-themed books, counted turkeys, and Director Bonnie Pierson and staff members led the Turkey Chant again this year, which is always a favorite! As for Coffee with Catherine, those in attendance held a Thanksgiving potluck luncheon. In addition to a meal and company, attendees shared stories about cooking and being thankful.

Bastrop Public Library has been preparing for the annual Open House in full swing. Staff and volunteers began building graham cracker houses for the event on Friday, November 18, and expect to wrap up this process on Tuesday, December 6. Performers have been selected by Library Board members, and the Friends of the Library have begun procuring refreshments. The library looks forward to another successful Open House thanks to help from staff, volunteers, friends, board members, and the Bastrop community.

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.

UPDATES:

No update on photo ID library cards.

No update on RFID feasibility.

COMMUNITY FEEDBACK:



Marie Blazek
To: Bastrop Library Info



Wed 11/2/2022 7:11 AM

Some people who received this message don't often get email from marie_blazek@hotmail.com. [Learn why this is important](#)

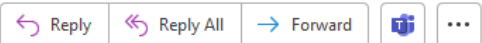
Mostly I love the staff! They're so helpful and upbeat as well as very creative if the bright displays are any indication. Timely, too, they seem up to date on new titles and topics. Then there are the programs and spaces for kids that absolutely rock. Even teenagers have a meeting place.

Anyway, Bastrop Public Library is exceptional in many ways.

I love my library



Lisa Hutchinson <lisabastrop@aol.com>
To: Bastrop Library Info



Tue 11/1/2022 6:00 AM

I love my Bastrop library for many reasons,

- 1) The parking lot WiFi is great
- 2) I can go there and print if needed
- 3) If my book club chooses a book, the library has it or has it ordered
- 4) When I request a book, they promptly respond & automatically put me on the list
- 5) Self check out is so easy to use
- 6) I like that I can bookmark on my account and reference it when I need another read
- 7) The information desk is so helpful & patient if you have questions on how to use Libby & a multitude of other things
- 8) When I get a receipt after check out, it tells me how much \$ I have saved that year on books
- 9) I love the plant & book sale
- 10) Over the past 20+ years that I've lived here it has grown and changed with the community



Cecile Fandos <cfandos@capitalidea.org>
To: Bastrop Library Info



Tue 11/1/2022 12:53 PM

Hello,

I loved being part of the Library's community on Halloween to share information about our Career Expressway program sponsoring in-demand credentials (and serving Bastrop County on top of Travis, Williamson and Hays counties). The Bastrop Library is well anchored in its community and it shows!

Sincerely,

Cecile Fandos
Community Outreach Coordinator
Capital IDEA

512.485.9348 (direct #)
cfandos@capitalidea.org

Statistics - October 2022

Item 4B.

| Community Engagement | OCT | NOV | DEC | Q1 | YTD 23 | YTD 22 | TOTAL 22 |
|-----------------------------------|--------------|-----|-----|--------------|--------------|--------------|---------------|
| <u>Circs By Patron Type</u> | | | | | | | |
| Juv | 363 | | | 363 | 363 | 281 | 5,028 |
| Teen | 33 | | | 33 | 33 | 64 | 769 |
| Adult | 1,297 | | | 1,297 | 1,297 | 1,603 | 18,098 |
| Staff | 82 | | | 82 | 82 | 108 | 1,429 |
| NR Juv | 337 | | | 337 | 337 | 463 | 5,513 |
| NR Teen | 46 | | | 46 | 46 | 186 | 1,184 |
| NR Adult | 3,848 | | | 3,848 | 3,848 | 3,778 | 47,108 |
| TexShare | 35 | | | 35 | 35 | 11 | 561 |
| Total NR Usage | 4,266 | | | 4,266 | 4,266 | 4,438 | 54,366 |
| % NR Usage | 71% | | | 71% | 71% | 68% | 68% |
| <u>Programming</u> | | | | | | | |
| Youth - # of Programs | 9 | | | 9 | 9 | 12 | 101 |
| Youth - Program Attendance | 261 | | | 261 | 261 | 434 | 4,478 |
| Young Adults - # of Programs | 4 | | | 4 | 4 | 5 | 75 |
| Young Adults - Program Attendance | 37 | | | 37 | 37 | 40 | 625 |
| Adults - # of Programs | 4 | | | 4 | 4 | 4 | 41 |
| Adults - Program Attendance | 33 | | | 33 | 33 | 36 | 467 |
| General - # of Programs | 0 | | | 0 | 0 | 0 | 7 |
| General - Program Attendance | 0 | | | 0 | 0 | 0 | 1,089 |
| Outreach - # of Programs | 2 | | | 2 | 2 | 3 | 13 |
| Outreach - Program Attendance | 458 | | | 458 | 458 | 889 | 1,710 |
| Passive - Coloring Sheets | 0 | | | 0 | 0 | 60 | 1,880 |
| Total # of Programs | 19 | | | 19 | 19 | 25 | 240 |
| Total Program Attendance | 789 | | | 789 | 789 | 1,467 | 8,813 |
| <u>Membership - New Cards</u> | | | | | | | |
| City | 42 | | | 42 | 42 | 34 | 435 |
| City Renewals | 52 | | | 52 | 52 | 47 | 597 |
| Faculty | 0 | | | 0 | 0 | 1 | 7 |
| Faculty Renewals | 3 | | | 3 | 3 | 5 | 31 |
| Friends | 0 | | | 0 | 0 | 0 | 0 |
| Friends Renewals | 6 | | | 6 | 6 | 6 | 36 |
| Staff | 1 | | | 1 | 1 | 0 | 5 |
| Staff Renewals | 0 | | | 0 | 0 | 0 | 11 |
| Nonresident | 62 | | | 62 | 62 | 56 | 586 |
| Nonresident Renewals | 72 | | | 72 | 72 | 78 | 924 |
| TexShare Visitor | 1 | | | 1 | 1 | 0 | 11 |
| TexShare Visitor Renewals | 0 | | | 0 | 0 | 0 | 4 |
| Total New Registrations | 106 | | | 106 | 106 | 91 | 1,042 |
| Total Renewals | 133 | | | 133 | 133 | 136 | 1,608 |
| TexShare Home New | 0 | | | 0 | 0 | 0 | 1 |
| TexShare Home Renewals | 1 | | | 1 | 1 | 3 | 31 |
| <u>Facility</u> | | | | | | | |
| Door Count | 5,350 | | | 5,350 | 5,350 | 5,165 | 64,364 |
| Study Room Use | 213 | | | 213 | 213 | 100 | 1,404 |
| Pressley Use - Library | 14 | | | 14 | 14 | 16 | 172 |
| Pressley Use - Nonprofit | 10 | | | 10 | 10 | 4 | 80 |
| Pressley Use - Other | 0 | | | 0 | 0 | 0 | 0 |

Statistics - October 2022

Item 4B.

| | | | | | | | |
|-------------------------------|-----------|--|--|-----------|-----------|------------|--------------|
| Maynard Use - Library | 0 | | | 0 | 0 | 0 | 57 |
| Maynard Use - Nonprofit | 12 | | | 12 | 12 | 2 | 52 |
| Maynard Use - Other | 1 | | | 1 | 1 | 0 | 0 |
| Total Meeting Room Use | 37 | | | 37 | 37 | 122 | 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 | | | 6,613 | 6,613 | 9,938 | 78,754 |
| Heritage Quest | 88 | | | 88 | 88 | 54 | 1,344 |
| Learning Express Library | 1 | | | 1 | 1 | 945 | 2,324 |
| Gale LegalForms | 2 | | | 2 | 2 | 0 | 0 |
| Gale Presents: Udemy | 0 | | | 0 | 0 | 0 | 0 |
| Small Business Reference Center | 2 | | | 2 | 2 | 0 | 1 |
| Explora Elementary | 0 | | | 0 | 0 | 0 | 6 |
| Explora High School | 0 | | | 0 | 0 | 0 | 2 |
| Recursos Para Hispanohablantes | 0 | | | 0 | 0 | 0 | 0 |
| Mango Languages | 1 | | | 1 | 1 | 0 | 0 |
| Total General Use Databases Sessions | 6 | | | 6 | 6 | No Data | No Data |
| <u>Technology</u> | | | | | | | |
| Kids Computer Use | 20 | | | 20 | 20 | 3 | 68 |
| Teen Computer Use | 18 | | | 18 | 18 | 17 | 46 |
| Adult Computer Use | 524 | | | 524 | 524 | 417 | 4,620 |
| Wifi Use | 1,601 | | | 1,601 | 1,601 | 1,229 | 16,681 |
| Website Visits | 3,575 | | | 3,575 | 3,575 | 3,704 | 48,914 |
| 3D Prints | 3 | | | 3 | 3 | 0 | 2 |
| Total Public Computer Use | 5,741 | | | 5,741 | 5,741 | 5,370 | 67,561 |

| Books & Reading | OCT | NOV | DEC | Q1 | YTD 23 | YTD 22 | TOTAL 22 |
|---------------------------|--------------|-----|-----|--------------|--------------|---------------|----------------|
| <u>Material Use</u> | | | | | | | |
| Check-Outs - Kids | 1,806 | | | 1,806 | 1,806 | 1,826 | 21,968 |
| Check-Outs - Tween | 1,623 | | | 1,623 | 1,623 | 1,571 | 20,939 |
| Check-Outs - Teen | 267 | | | 267 | 267 | 355 | 4,160 |
| Check-Outs - Adult | 2,333 | | | 2,333 | 2,333 | 2,918 | 32,580 |
| Honor Paperbacks | 76 | | | 76 | 76 | 41 | 484 |
| Renewals | 1,130 | | | 1,130 | 1,130 | 1,961 | 19,147 |
| In-House Use | 960 | | | 960 | 960 | 1,046 | 19,382 |
| Self-Check | 1,633 | | | 1,633 | 1,633 | 961 | 16,743 |
| Mobile Circ | 5 | | | 5 | 5 | 53 | 526 |
| Hotspots | 23 | | | 23 | 23 | 19 | 257 |
| OverDrive eBooks - Kids | 116 | | | 116 | 116 | 74 | 896 |
| OverDrive eBooks - Teen | 38 | | | 38 | 38 | 43 | 538 |
| OverDrive eBooks - Adults | 537 | | | 537 | 537 | 716 | 7,670 |
| OverDrive eAudio - Kids | 54 | | | 54 | 54 | 44 | 758 |
| OverDrive eAudio - Teen | 40 | | | 40 | 40 | 34 | 472 |
| OverDrive eAudio - Adults | 444 | | | 444 | 444 | 370 | 4,630 |
| SimplyE | 0 | | | 0 | 0 | 1 | 16 |
| Total Checkouts | 9,955 | | | 9,955 | 9,955 | 10,072 | 132,019 |

Statistics - October 2022

Item 4B.

| <u>Interlibrary Loan</u> | | | | | | | |
|------------------------------|------------|--|--|------------|------------|------------|--------------|
| ILL Borrowed | 7 | | | 7 | 7 | 5 | 83 |
| ILL Lent | 10 | | | 10 | 10 | 13 | 113 |
| <u>Collection</u> | | | | | | | |
| Items Added - E, 1st Readers | 173 | | | 173 | 173 | 10 | 588 |
| Items Added - Board Books | 8 | | | 8 | 8 | 0 | 24 |
| Items Added - J | 213 | | | 213 | 213 | 90 | 1,365 |
| Items Added - Teens | 2 | | | 2 | 2 | 8 | 220 |
| Items Added - Adults | 186 | | | 186 | 186 | 251 | 1,600 |
| Items Added - Magazines | 48 | | | 48 | 48 | 45 | 552 |
| Items Withdrawn | 314 | | | 314 | 314 | 387 | 3,402 |
| Missing Items | 9 | | | 9 | 9 | 46 | 930 |
| Total Items Added | 630 | | | 630 | 630 | 404 | 4,349 |

| Culture of Service | OCT | NOV | DEC | Q1 | YTD 23 | YTD 22 | TOTAL 22 |
|-------------------------------------|---------------|-----|-----|---------------|---------------|---------------|-----------------|
| <u>Reference Transactions</u> | | | | | | | |
| General Reference Questions | 388 | | | 388 | 388 | 231 | 4,173 |
| Directional Questions | 207 | | | 207 | 207 | 122 | 1,516 |
| Tech Support Questions | 724 | | | 724 | 724 | 545 | 6,381 |
| Phone Reference | 298 | | | 298 | 298 | 303 | 3,239 |
| Tests Proctored | 0 | | | 0 | 0 | 2 | 31 |
| Tech Tutor | 13 | | | 13 | 13 | 0 | 80 |
| Total Reference Transactions | 1,630 | | | 1,630 | 1,630 | 1,203 | 15,420 |
| <u>Volunteers</u> | | | | | | | |
| Volunteer Hours | 115.00 | | | 115.00 | 115.00 | 71.00 | 1,181.30 |
| FOL Volunteer Hours | 53.50 | | | 53.50 | 53.50 | 68.00 | 730.00 |
| Teen Volunteer Hours | 25.50 | | | 25.50 | 25.50 | 40.00 | 451.25 |
| Total Volunteer Hours | 194.00 | | | 194.00 | 194.00 | 179.00 | 2,362.55 |
| <u>Social Media</u> | | | | | | | |
| Facebook Page Likes | 2,376 | | | 2,376 | 2,376 | 2,023 | 2,326 |
| Facebook Engaged | 1,128 | | | 1,128 | 1,128 | 629 | 10,805 |
| Facebook Reach | 16,435 | | | 16,435 | 16,435 | 10,856 | 181,338 |
| Instagram Page Followers | 1,076 | | | 1,076 | 1,076 | 995 | 1,070 |
| Instagram Impressions | 3,693 | | | 3,693 | 3,693 | 3,107 | 30,070 |
| Instagram Reach | 608 | | | 608 | 608 | 497 | 5,796 |
| <u>Savannah Stats</u> | | | | | | | |
| # of Emails Composed | 31 | | | 31 | 31 | 2 | 238 |
| # of Messages Sent | 337 | | | 337 | 337 | 4,577 | 74,056 |
| Opens | 313 | | | 313 | 313 | 2,326 | 38,992 |
| Open % | 1 | | | 93% | 93% | 51% | 55% |
| Clicks | 10 | | | 10 | 10 | 185 | 2,299 |

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through November 20, 2022, is \$6,317.21
 - a. Nonresidential: \$4,395.00
 - b. Material fines, fees, and replacement cards: \$664.51
 - c. Printing: \$1,029.10
 - d. Paypal: \$228.60

2. The library's total non-donation revenue from October 1, 2022, through October 31, 2022, is \$4,250.44
 - a. Nonresidential: \$3,005.00
 - b. Material, fines, fees, and replacement cards: \$459.37
 - c. Printing: \$636.20
 - d. Paypal: \$149.87

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. At that Board meeting, 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. At the first meeting of 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 appropriate next steps and/or meeting date.
5. At the next committee meeting, the members shall:
 - a. Determine if the Request has been handled by the staff in accordance with the stated policies and procedures in the Collection Development Policy.
 - b. Recommend to the Board to either uphold, override, or amend the Director's decision with amendment (s).
 - c. Prepare a presentation and/or discussion of the Request for the next monthly Board meeting.
 - d. Recommend to the Board President whether the presentation/discussion should be in executive session or in open session before the agenda is posted.
6. The committee Chair will notify the Citizen making the appeal of the Board's decision within three days of the Board's vote.

Library Board Approved: _____



Fiscal Year 2023 Library Goals

Community Engagement

- Increase awareness
 - Develop new resident information that can be given to the Chamber of Commerce, apartment complexes and realtors.
 - Create and maintain crates with branded books and magazines for people to take. These will be placed in a variety of locations throughout Bastrop.
- Extend library services outside the walls of the building
 - Focus our partnership efforts to engage with people who are not regular library users. Suggested partnerships this year:
 - Mina ACE program, Compass Rose Charter School, Founders Classical Academy, the Bastrop Senior Center, Bastrop County Historical Museum, and the Bastrop Recreation Center
- Invest to create a safe and welcoming destination for our community
 - Continue to work with the Texas Master Naturalists to improve the landscaping around the building and parking lot.
 - Continue with the building updates by rearranging the adult fiction area, adding acoustical improvements in the children's area, and purchasing a new podium and microphone system for the meeting room.

History & Culture

- Expand collaborations with historical, cultural, and artistic organizations
 - Support and promote the Bastrop County Genealogical Society and their programs.
 - Support, promote, and collaborate with the Bastrop County Historical Museum.
 - Collaborate with the Bastrop Art Center to host exhibits and highlight local artists.
- Encourage curiosity and exploration of our city
 - Share publicity about local events on the library's social media channels, in our newsletter, and in the building.
 - Provide passes and/or tickets to local events or exhibits as part of our circulating collection or as prizes during events.
- Increase knowledge of our collections and resources
 - Audit our history collection.
 - Create collection goals and criteria to improve our collection.
 - Scan original historical documents for patrons to access digitally.
 - Promote new and digitized materials to our community.
 - Train staff about our history collection.

Lifelong Learning

- Increase accessibility to technology tools and support
 - Update our technology plan to comply with requirements from the Texas State Library and Archives Commission and the Erate reimbursement program.
 - Collaborate with the city IT department to create a technology replacement plan.
 - Provide periodic staff training to increase knowledge about library resources such as the TexShare databases, Libby, and Mango Languages.
 - Continue to research digital resources to promote and/or purchase that would be useful for our community.
- Provide meaningful and enjoyable learning experiences
 - Promote database use with promotions and individualized learning session through our Tech Tutor service.
 - Prioritize foundational library programming and work to provide an excellent customer experience.
 - Provide family centered activities during the summer reading program.
 - Provide self-directed activities at various times throughout the year.
 - Increase program opportunities for adults through partnerships and outreach.
- Partner with educational resources
 - Contact Compass Rose Charter School, Founders Classical Academy, and the Mina ACE program to collaborate about ways to connect with their students.
 - Connect with local nonprofits and organizations for program collaborations, especially those for adults.

Books & Reading

- Foster a love of reading and a culture of curiosity
 - Connect with Compass Rose Charter School, Founders Classical Academy, and the Mina ACE program and provide experiences for their students.
 - Increase literacy components of programs by incorporating material displays as part of the program.
 - Involve multiple staff members in the creation of material displays.
- Increase the quality and depth of the collection
 - Identify and remove outdated and noncirculating materials
 - Survey patrons for author suggestions and collection building information
 - Continue to update nonfiction materials with timely topics and reliable information
- Promote collection to increase usage
 - Highlight topics, authors, and collections with displays in various parts of the library
 - Seek opportunities to share books with youth and/or their families

Culture of Service

- Meet and exceed customer needs and expectations
 - Survey patrons and nonusers for needs, wants, and expectations
 - Provide staff training opportunities for customer service, technology, and library collections
 - Greet every customer that comes through the door
 - Provide consistent, reliable, accurate, and engaging content and information through email marketing, social media and print materials
- Ensure equitable and inclusive access to library services
 - Update and evaluate at least three policies
 - Update circulation, Interlibrary loan, and TexShare procedures
- Create a plan for future growth
 - Survey the physical space and how people use it quarterly
 - Update, streamline, and create a uniform format for all job descriptions
 - Create a plan for staff advancement and employee growth

Administrative

- Involve relevant staff members in purchasing and inventory tracking, and budget tracking and planning
- Move III retention files to Laserfiche
- Continue to identify documents and information for retention in Laserfiche
- Continue with systematic decluttering of storage spaces and files
- Create a uniform job description format and definitions for universal duties, tasks, and requirements that aligns with the staff advancement plan
- Update Emergency Management plans

City of Bastrop Public Library Board

Meeting Minutes

November 07, 2022

1. Call to Order

- a. The meeting was called to order by President Rebecca Bennet at 5:30 pm. A recess was taken for an award presentation. Members present included President Rebecca Bennett, Vice President Meagan Webb, Barbara Clemons, Jennifer Leisure, Sally Keinarth, Lissa Gossett, Laura Goodwin, City Council Liaison Cheryl Lee, and Library Director Bonnie Pierson.

Also in attendance was Mary Jo Jenkins, to receive an award for her 41 years of commitment to the Bastrop Public Library Board.

The library board meeting was reconvened at 6:00 pm with all board members present.

2. Citizen Comments – None

3. Announcements – In addition to the announcements in the agenda packet the library will be closed Friday, November 11th for Veterans Day and Saturday, November 12th for the annual Veteran’s Day Car Show. The library will also be closed for Thanksgiving Thursday, November 24th through Saturday, November 26th.

No announcements from individual board members.

4. Reports

a. Programming:

- i. The Bastrop Public Library teamed up with the Bastrop Fire Department. It included education for the National Fire Prevention Week.
- ii. The library had a partnership with the Family Crisis Center and the Senior Center for Domestic Violence Awareness week. Care kits were assembled with donated items. The partnership was a great success with over 110 kits being assembled.
- iii. Capital IDEA a non-profit that raises funding for adult education, was set up in the library lobby Monday, October 31st. They had an information table to inform patrons of their services.
- iv. The library and the Bastrop County Museum with the Visitors center partnered for Halloween programming on Monday, October 31, and presented Halloweens stories and a scavenger hunt. A total of fifty-five children and adults attended the program.

b. Noteworthy:

- i. Circulation and Technical Services Librarian Amie Cuvelier has been with the Bastrop Public Library for 180 days as of October 23, 2022.

- ii. The Friends of the Library have purchased Mango Languages for the library, and it is ready for use. On the Bastrop Public Library internet site is an E-Resources link and a social media campaign will soon be rolled out.
 - c. Follow up Information:
 - i. Concerning the report at last month's meeting regarding loss of library inventory Director Bonnie Pierson did some research. The American Library Association has no "standard" for rate of book loss. Many surveys are conducted over the years but without regularity or periodicity. While no rate is "acceptable" a typical loss would be considered .15% to .5% per year. The Bastrop Public Library overall loss rate (as reported from September 2022) was 1.2%. Per Director Bonnie Pierson, since the inventory was conducted some additional items have been found.
 - d. Statistical Comparison Report:
 - i. Per agenda packet. With attention given to increased door count for 2022 from 2021, increase in computer use, increased use of Hotspots (the grant for the hotspots was started 2021). Under Culture of Service total reference transactions have increased.
 - e. Monthly Financial Report: per agenda packet
 - f. Material Reconsideration Committee Workshop presented by Rebecca Bennett, Sally Keinarth, and Barbara Clemons. A background was given so that new members of the board could better understand why this committee was developed. Included was a sample of a form that would be used for the process of material reconsideration. The committee continues to address this procedure and forms.
 - g. Open House report: The Friends of the Library will host the open house providing refreshments. Graham cracker house building will start the week of Thanksgiving and volunteer opportunities are present. Jennifer Leisure gave an update on the varied performers who have committed to performing.
5. Discussion and action for the New Circulation Policy:
Meagan Webb moved to approve the Circulation Policy. Sally Keinarth seconded the motion, and the motion was carried.
 6. Consent Agenda
Barbara Clemmons moved to approve the October 10, 2022, minutes with corrections made to spelling of Friends of the Library. Sally Keinarth seconded the motion, and it was carried.
 7. Adjournment of meeting at 7:12 pm

Respectfully submitted

Laura Goodwin, Secretary

Rebecca Bennett, President