

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



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**August 05, 2024**

**Agenda - Public Library Board at 6:00 PM**

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*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.*

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**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. MINUTE APPROVAL**

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

**4. ANNOUNCEMENTS**

**4A.** Public Services Lead Lillian Hibbert Introduction.

- 4B. The Bastrop Public Library's annual Volunteer Luncheon will take place on Tuesday, August 20th from 11:00 am - 12:30 pm.
- 4C. The library will be closed on Monday, September 2nd for Labor Day. As such, the next library board meeting will take place on Monday, September 9th at 6:00 pm.
- 4D. The 2024 Boards & Commissions Banquet will take place on Thursday, September 26th. Further details will be made available as they are announced.
- 4E. From Saturday, February 1, 2025 through Saturday, April 5, 2025, AARP Foundation Tax-Aide will be at the library in the Pressley Meeting room every Saturday from 9:00 am - 2:00 pm to assist community members with tax preparation and electronic filing.
- 4F. Volunteer Legal Services of Central Texas has reached out to the Bastrop Public Library in hopes of hosting monthly legal clinics starting in February 2025. The group previously held such clinics prior to COVID. More information will be provided as details are finalized.
- 4G. Announcements from the Library Director.
- 4H. Announcements from individual board members.

**5. REPORTS**

- [5A.](#) Director's report.
- [5B.](#) Statistics report.
- [5C.](#) Financial report.

**6. PRESENTATIONS**

**7. WORKSHOP**

**8. ITEMS FOR INDIVIDUAL CONSIDERATION**

- [8A.](#) Discussion and possible action on Bastrop Public Library's Public Services Policy.
- 8B. Discussion and possible action on the formation of a Library Board Open House Performers Committee.
- 8C. Individual requests from Library Board members for items to be listed on future agendas.

**9. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: 07/31/2024 at 3:00 p.m. and remained posted for at least two hours after said meeting was convened.

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

## City of Bastrop Public Library Board

## Meeting Minutes

June 03, 2024

## 1. Call to Order

The meeting was called to order by President Rebecca Bennett at 6:03 pm.

The members present were Meagan Webb, Sally Keinarth, Laura Goodwin, Nancy Wood, Lisa Gossett, Cheryl Lee City Council Liaison, Bonnie Pierson Library Director.

## 2. Citizen Comments – None

## 3. Minute Approval

- A. Consider action to approve the Bastrop Public Library Minutes from May 06, 2024, Sally Keinarth moved to approve the minutes. Nancy Wood seconded the motion, and it was carried.

## 4. Presentations

- A. eBook Overview, presentation by Public Services Librarian Bethany Dietrich. This presentation helped in understanding how Bastrop Public Library participates with the Central Texas Digital Consortium (CTDC), the cost of ebooks and eaudiobooks, and how the consortium uses the funds.

## 5. Announcements

- A. Library summer hours will take effect Saturday, June 1<sup>st</sup> and conclude Saturday, August 31<sup>st</sup>. During this period, the library will be opening at 10 am Monday through Saturdays.
- B. The library will be closed Wednesday, June 19<sup>th</sup> in observation of Juneteenth.
- C. The library will be closed Thursday, July 4<sup>th</sup> in observation of Independence Day.
- D. There will not be a library board meeting during the month of July. The next board meeting is scheduled for Monday, August 5<sup>th</sup> at 6 pm.

## 6. Reports

- A. Library Director's report
  - The position for Circulation Associate / Adult Volunteer Program Lead remains open.
  - The 2024 Summer Reading Program began on Tuesday, May 28<sup>th</sup> and will end Saturday July 27<sup>th</sup>. 601 people registered for the Summer Reading Program.

- A new teen Dungeons and Dragons (DND) group began meeting at the library on Friday, May 31<sup>st</sup>. With the addition of this group there are now three teen DND groups that meet regularly at the library.

i. Noteworthy:

- The Friends of the Library made over \$4,000.00 at their annual book sale.
- The Lost Pines Garden Club donated \$5,000.00 to the Bastrop Public Library from the proceeds of their Plant Sale on Saturday, May 4<sup>th</sup>.
- As of Thursday, May 16<sup>th</sup> the parking lot Wi-Fi has new hours from 6:00 am till 10 pm, Mondays through Saturdays.
- On Saturday, June 1<sup>st</sup> Library Clerk Irene Fonseca celebrated her one-year anniversary with the Bastrop Public Library.
- Catherine “Cat” Morales returned as a temporary summer employee on Monday, May the 20<sup>th</sup>.

B. Statistical Comparison Report:

The full report is available within the agenda packet.

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

D. Library Board Term Report.

The terms are up for Meagan Webb and Laura Goodwin, and they will need to reapply or decline a second term.

7. Workshop- None
8. Items for Individual Consideration- Discussion about the Bastrop Public Library TTY (teletypewriter) communication device.
9. Adjournment of meeting at 7:04 pm

Respectfully submitted.

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Laura Goodwin, Secretary

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Rebecca Bennett, President





# STAFF REPORT

**MEETING DATE:** August 5, 2024

**AGENDA ITEM:** 5A

**TITLE:**

Library Director's Report

**AGENDA ITEM SUBMITTED BY:**

Bonnie Pierson, Library Director

**PROGRAMMING:**

With both relaxing and competitive programs, Teen Thursdays have been full of fun and excitement this summer. On June 20<sup>th</sup>, a total of twenty teens sampled tropical fruits and snacks and participated in trivia during the Tropical Treats program. Additionally, a collaboration with AgriLife on July 11<sup>th</sup> introduced teens to the local resource and the opportunity to make acai bowls and smoothies.

The 2024 Summer Reading Storytime programs have been full of fun, excitement, and connection within the community. The library has seen our regulars in attendance each week, as well as many new faces. Storytime with a Cop drew in a huge crowd both times, and the police officers that did a fantastic job reading to and interacting with the kids. The program has also received great feedback from Storytime families this summer.

The library's Sewing and Quilting Group visited Coffee & Friends--formerly Coffee with Catherine—to share some of the quilts they have made. Coffee attendees were encouraged to bring family and heirloom quilts to discuss as well.

June's Meet at the Library: Games program had a total of twelve attendees, the largest attendance yet. The program targets adults, however, a few kids attended as well. Patrons had a particularly good time competing in UNO against Library Media Specialist Cary Kittrell.

The library's quarterly History Talk took place on Saturday, July 27<sup>th</sup> with two presenters, Dock Jackson, chairperson of the Kerr Community Center Board of Directors, and Clint Howard, owner of Pyrology Foundry & Studio. Dock Jackson spoke about the history of The Kerr Center and the integral role it served in Bastrop's history as the community center for African Americans. The Kerr Center is currently hosting "The Journey to Freedom" statue of Harriet Tubman by Wesley Wexford. Clint Howard explained the creation process of the statue and how the statue not only represents the role Harriet Tubman is known for in the underground railroad, but also how, in helping others, Harriet reclaimed her power and freed herself.

The movie programs of Meet at the Library have been showing the first three Star Wars movies this summer, one in June, July, and August. Attendees at the three summer showings have also

been able to enter a drawing for a forty-ounce tumbler. The drawing will be held after the final movie. On average, the programs have been seeing twenty people, which is a major increase from when the program started.

A complete report of the 2024 Summer Reading Program will be provided at the meeting. Highlighted programs will include Bilingual Storytime, Plática con Cafecito, Time for Play, Lost in the Woods Escape Room, Read with a Friend, Silent Reading Club, and the Reader's Jubilee.

**NOTEWORTHY:**

During June, the City of Bastrop worked to collect food for the Bastrop Count Emergency Food Pantry. There were five collection bins throughout the city, with departments grouped off for counting. At the end of the month, the Library and Water and Wastewater had collected a total of 398 pounds of donations.

As of Monday, July 8<sup>th</sup>, Executive Administrative Assistant Veronica Nunez began working thirty hours a week.

On Friday, July 12<sup>th</sup>, the library finished vetting all the solar glasses that were collected after the total solar eclipse in April. Glasses that meet the requirements put in place by Astronomer's Without Borders have been boxed up and are ready to be shipped off when need arises.

A survey polling community preference for the organization of the Adult Fiction section was conducted from Monday, June 17<sup>th</sup> through Friday, July 12<sup>th</sup>. The survey found that 57% of those who completed the survey wanted the Adult Fiction section to stay organized by genre. As such, the Adult Fiction section will keep its current organization. However, patrons did note that they would like to see better signage for the section.

The library submitted the final reimbursement claim for eRate's 2023 year on Friday, July 26<sup>th</sup>.

**UPDATES ON THE FOLLOWING:**

Personnel update.

Monday, July 22<sup>nd</sup> - Boards & Commissions Fair update.

Friends of the Library update.

- October Author – Brian Porter
- Annual meeting

Photo ID library cards update.

**COMMUNITY FEEDBACK:**

"I use Libby for my insomnia. I just use the sleep timer, and I don't have to work hard the next day to figure out where I fell asleep."

- Sylvia, patron

"Summer reading is one of our favorite programs that y'all do!"

- Mary, patron



“Thank you for always being so helpful and kind. I am not computer savvy, but I know I can always come in here and get the help I need. I truly appreciate it.”

- Patron

“This was great for my daughter. She has dyslexia and reading has been a struggle. Having something like this really helps her confidence.”

- Patron, who brought daughter to Read with a Friend

“It’s always a struggle to get my grandson to read. He only wants to read Minecraft books. I am shocked he was able to sit for an hour and read different books with David [a teen volunteer]. This is great!”

- Patron, who brought her grandson to Read with a Friend

“It’s well worth the \$25 membership fee to read all of the Bridgerton books—and the Queen Charlotte spin-off book, too!”

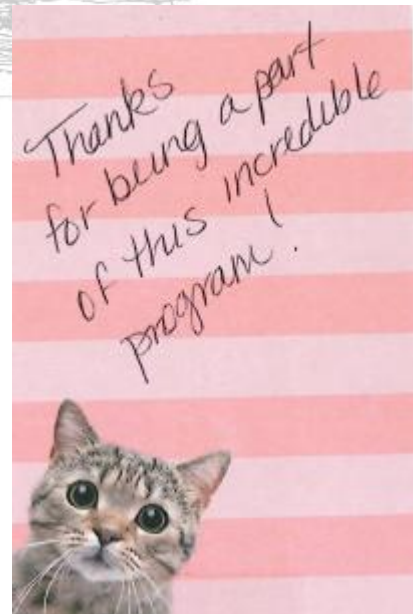
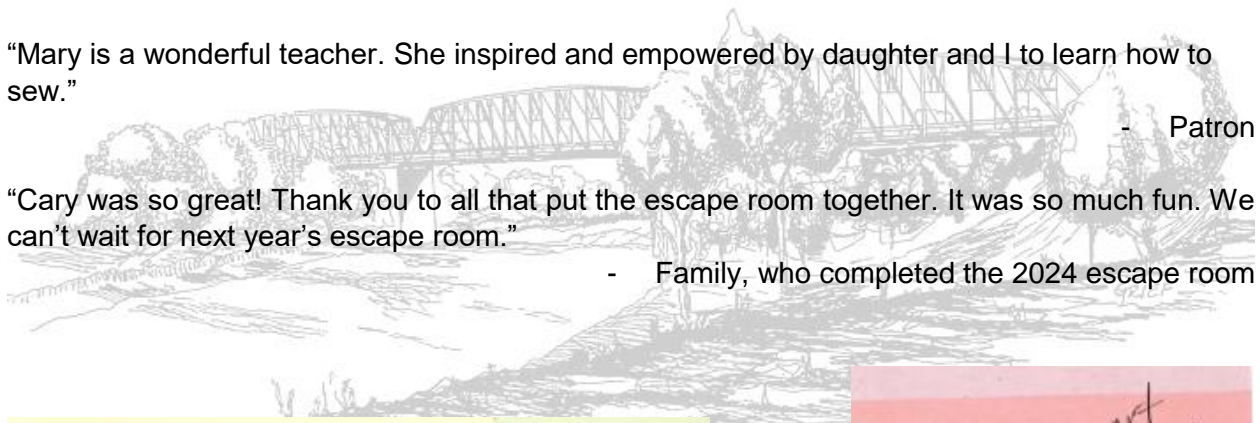
- Abigail, patron

“Mary is a wonderful teacher. She inspired and empowered by daughter and I to learn how to sew.”

- Patron

“Cary was so great! Thank you to all that put the escape room together. It was so much fun. We can’t wait for next year’s escape room.”

- Family, who completed the 2024 escape room



A sample of notes from community members who donated solar glasses.



# Statistics - May 2024

Item 5B.

Community Engagement	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
<u>Circs By Patron Type</u>									
Juv	1,180	1,067	450	459		909	3,156	2,725	5,209
Teen	173	198	62	107		169	540	785	1,338
Adult	5,519	5,538	2,100	2,108		4,208	15,265	11,483	20,804
Staff	492	415	119	163		282	1,189	796	1,510
NR Juv	925	695	224	266		490	2,110	2,512	4,163
NR Teen	462	502	102	93		195	1,159	587	1,139
NR Adult	13,452	14,407	5,285	5,275		10,560	38,419	30,611	51,724
TexShare	99	167	39	51		90	356	166	331
<b>Total NR Usage</b>	<b>14,938</b>	<b>15,771</b>	<b>5,650</b>	<b>5,685</b>		<b>11,335</b>	<b>42,044</b>	<b>33,876</b>	<b>57,357</b>
<b>% NR Usage</b>	<b>67%</b>	<b>69%</b>	<b>67%</b>	<b>67%</b>		<b>67%</b>	<b>68%</b>	<b>68%</b>	<b>67%</b>
<u>Programming</u>									
Early Childhood - # of Programs	8	24	10	8		18	50	8	95
Early Childhood - Program Attendance	313	934	379	323		702	1,949	231	2,922
Youth - # of Programs	4	4	2	2		4	12	11	31
Youth - Program Attendance	414	171	29	206		235	820	310	714
Young Adults - # of Programs	11	26	10	11		21	58	27	43
Young Adults - Program Attendance	92	187	60	71		131	410	234	397
Adults - # of Programs	24	58	23	18		41	123	29	72
Adults - Program Attendance	187	561	209	113		322	1,070	261	554
General - # of Programs	2	3	2	2		4	9	10	32
General - Program Attendance	657	497	135	217		352	1,506	1,098	1,605
Outreach - # of Programs	3	4	1	0		1	8	7	9
Outreach - Program Attendance	1,665	274	65	0		65	2,004	1,037	1,558
Passive - Coloring Sheets	420	676	401	387		788	1,884	870	1,350
<b>Total # of Programs</b>	<b>64</b>	<b>119</b>	<b>48</b>	<b>41</b>		<b>89</b>	<b>272</b>	<b>145</b>	<b>282</b>
<b>Total Program Attendance</b>	<b>3,833</b>	<b>2,624</b>	<b>877</b>	<b>930</b>		<b>1,807</b>	<b>8,264</b>	<b>4,480</b>	<b>7,750</b>
<u>Membership - New Cards</u>									
City	93	142	41	86		127	362	314	519
City Renewals	132	164	52	81		133	429	385	724
Faculty	0	0	0	0		0	0	1	2
Faculty Renewals	4	4	1	2		3	11	12	22
Friends	2	1	0	0		0	3	0	1
Friends Renewals	6	7	0	1		1	14	20	33
Staff	2	2	0	2		2	6	4	7
Staff Renewals	4	3	0	2		2	9	6	12
Nonresident	131	182	65	56		121	434	407	637
Nonresident Renewals	187	274	95	103		198	659	557	948
TexShare Visitor	2	1	0	2		2	5	5	10
TexShare Visitor Renewals	7	1	0	1		1	9	3	6
<b>Total New Registrations</b>	<b>230</b>	<b>328</b>	<b>106</b>	<b>146</b>		<b>252</b>	<b>810</b>	<b>731</b>	<b>1,174</b>
<b>Total Renewals</b>	<b>340</b>	<b>453</b>	<b>148</b>	<b>190</b>		<b>338</b>	<b>1,131</b>	<b>981</b>	<b>1,743</b>
TexShare Home New	0	1	2	2		4	5	1	2
TexShare Home Renewals	9	3	1	1		2	14	12	23
<u>Facility</u>									
Door Count	16,403	18,726	7,278	8,173		15,451	50,580	43,022	69,478
Study Room Use	423	463	209	141		350	1,236	1,272	1,930
Pressley Use - Library	159	88	193	22		215	462	140	524
Pressley Use - Nonprofit	44	48	23	24		47	139	72	108

# Statistics - May 2024

Item 5B.

Pressley Use - Other	13	2	16	0		16	31	0	0
Maynard Use - Library	13	40	0	28		28	81	7	37
Maynard Use - Nonprofit	36	20	22	6		28	84	67	99
Maynard Use - Other	7	0	4	1		5	12	2	2
<b>Total Meeting Room Use</b>	<b>531</b>	<b>661</b>	<b>665</b>	<b>222</b>		<b>887</b>	<b>2,079</b>	<b>1,560</b>	<b>2,400</b>

History & Culture	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
Partnerships	4	7	8	2		10	21	No Data	No Data
Special Displays	2	3	0	0		0	5	No Data	No Data
Documents Digitized	No Data	No Data	No Data	No Data		No Data	No Data	No Data	No Data

Lifelong Learning	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
Database Use									
Portal to Texas History - Bastrop Advertiser	9,123	15,224	4,592	3,663		8,255	32,602	42,923	59,346
Heritage Quest	442	161	21	12		33	636	1,064	1,626
Learning Express Library	31	19	0	1		1	51	76	149
Gale Databases	68	399	192	190		382	849	No Data	No Data
Mango Languages	98	138	38	36		74	310	391	976
<b>Total General Use Databases Sessions</b>	<b>197</b>	<b>556</b>	<b>230</b>	<b>227</b>		<b>457</b>	<b>1,210</b>	<b>486</b>	<b>1,148</b>
Technology									
Kids Computer Use	84	110	18	55		73	267	136	<b>321</b>
Teen Computer Use	22	28	15	3		18	68	140	<b>178</b>
Adult Computer Use	1,611	2,071	632	679		1,311	4,993	4,586	<b>7,459</b>
Wifi Use	4,971	4,616	1,639	1,520		3,159	12,746	13,087	<b>20,482</b>
Website Visits	11,694	15,530	3,674	6,047		9,721	36,945	31,196	<b>47,938</b>
3D Prints	0	0	0	0		0	0	12	<b>12</b>
<b>Total Public Computer Use</b>	<b>1,717</b>	<b>2,209</b>	<b>665</b>	<b>737</b>		<b>1,402</b>	<b>5,328</b>	<b>4,862</b>	<b>7,958</b>

Books & Reading	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
Material Use									
Check-Outs - Kids	7,024	6,513	3,118	2,536		5,654	19,191	14,320	26,243
Check-Outs - Tween	6,073	6,222	2,651	2,301		4,952	17,247	12,224	22,266
Check-Outs - Teen	1,216	1,439	452	468		920	3,575	2,894	4,897
Check-Outs - Adult	7,917	8,751	3,500	3,197		6,697	23,365	20,052	32,561
Honor Paperbacks	40	95	26	34		60	195	268	406
Renewals	8,566	7,044	3,003	2,697		5,700	21,310	10,203	21,789
In-House Use	6,299	4,436	1,363	1,891		3,254	13,989	6,158	15,338
Self-Check	4,145	4,729	1,434	1,604		3,038	11,912	12,044	19,934
Mobile Circ	16	18	1	0		1	35	40	54
Hotspots	72	64	23	20		43	179	204	301
OverDrive eBooks - Kids	188	190	59	49		108	486	634	970
OverDrive eBooks - Teen	157	184	49	38		87	428	496	729
OverDrive eBooks - Adults	1,620	1,821	634	654		1,288	4,729	4,487	7,052
OverDrive eAudio - Kids	219	221	98	94		192	632	465	746
OverDrive eAudio - Teen	132	176	61	56		117	425	318	541
OverDrive eAudio - Adults	1,687	1,768	542	674		1,216	4,671	3,570	5,663
SimplyE	3	0	0	0		0	3	0	4
<b>Total Checkouts</b>	<b>32,663</b>	<b>31,898</b>	<b>12,577</b>	<b>12,012</b>		<b>24,589</b>	<b>89,150</b>	<b>66,090</b>	<b>121,177</b>

# Statistics - May 2024

Item 5B.

## Interlibrary Loan

ILL Borrowed	27	16	13	16	29	72	59	94
ILL Lent	18	31	19	5	24	73	78	89
<b>Collection</b>								
Items Added - E, 1st Readers	191	251	75	74	149	591	615	915
Items Added - Board Books	0	3	0	0	0	3	17	21
Items Added - J	112	173	54	58	112	397	734	1,222
Items Added - Teens	33	56	7	21	28	117	100	170
Items Added - Adults	414	369	86	96	182	965	992	1,399
Items Added - Magazines	108	91	33	33	66	265	333	491
Items Withdrawn	881	1,156	116	435	551	2,588	3,660	4,546
Missing Items	21	44	12	11	23	88	119	153
<b>Total Items Added</b>	<b>858</b>	<b>1,085</b>	<b>255</b>	<b>282</b>	<b>537</b>	<b>2,480</b>	<b>2,791</b>	<b>4,218</b>

## Culture of Service

	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
<b>Reference Transactions</b>									
General Reference Questions	1,024	1,188	472	856		1,328	3,540	3,778	5,827
Directional Questions	441	521	144	188		332	1,294	1,272	2,004
Tech Support Questions	1,804	2,285	858	1,046		1,904	5,993	5,283	8,585
Phone Reference	747	807	272	181		453	2,007	1,969	3,187
Tests Proctored	6	1	0	0		0	7	4	8
Tech Tutor	44	72	29	21		50	166	80	145
<b>Total Reference Transactions</b>	<b>4,066</b>	<b>4,874</b>	<b>1,775</b>	<b>2,292</b>		<b>4,067</b>	<b>13,007</b>	<b>12,386</b>	<b>19,756</b>
<b>Volunteers</b>									
Volunteer Hours	249.50	298.25	101.60	119.00		220.60	768.35	1,082.25	1,739.05
FOL Volunteer Hours	429.50	392.00	145.50	239.75		385.25	1,206.75	505.25	757.45
Teen Volunteer Hours	123.25	80.70	48.00	61.30		109.30	313.25	326.00	544.45
<b>Total Volunteer Hours</b>	<b>802.25</b>	<b>770.95</b>	<b>295.10</b>	<b>420.05</b>		<b>715.15</b>	<b>2,288.35</b>	<b>1,913.50</b>	<b>3,040.95</b>
<b>Social Media</b>									
Facebook Page Likes	3,178	3,382	3,517	3,606		3,562	3,350	2,658	2,785
Facebook Engaged	6,026	7,121	1,449	2,682		4,131	17,278	8,678	16,609
Facebook Reach	45,541	59,450	25,175	30,517		55,692	160,683	57,298	101,624
Instagram Page Followers	1,213	1,236	1,268	1,276		1,272	1,236	1,114	1,138
Instagram Impressions	7,738	6,470	2,400	2,245		4,645	18,853	23,293	33,454
Instagram Reach	1,507	1,448	544	572		1,116	4,071	4,027	5,742
<b>Savannah Stats</b>									
# of Emails Composed	102	96	36	32		68	266	240	302
# of Messages Sent	10,424	18,611	5,083	5,355		10,438	39,473	48,290	61,565
Opens	5,494	8,094	1,396	2,660		4,056	17,644	30,501	61,867
Open %	53%	43%	27%	50%		39%	46%	66%	66%
Clicks	521	578	106	143		249	1,348	2,508	4,176

# Statistics - June 2024

Item 5B.

Community Engagement	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
<u>Circs By Patron Type</u>									
Juv	1,180	1,067	450	459	657	1,566	3,813	3,488	5,209
Teen	173	198	62	107	133	302	673	973	1,338
Adult	5,519	5,538	2,100	2,108	2,075	6,283	17,340	13,844	20,804
Staff	492	415	119	163	79	361	1,268	1,001	1,510
NR Juv	925	695	224	266	419	909	2,529	3,000	4,163
NR Teen	462	502	102	93	100	295	1,259	740	1,139
NR Adult	13,452	14,407	5,285	5,275	5,854	16,414	44,273	36,369	51,724
TexShare	99	167	39	51	37	127	393	180	331
<b>Total NR Usage</b>	<b>14,938</b>	<b>15,771</b>	<b>5,650</b>	<b>5,685</b>	<b>6,410</b>	<b>17,745</b>	<b>48,454</b>	<b>40,289</b>	<b>57,357</b>
<b>% NR Usage</b>	<b>67%</b>	<b>69%</b>	<b>67%</b>	<b>67%</b>	<b>69%</b>	<b>68%</b>	<b>68%</b>	<b>68%</b>	<b>67%</b>
<u>Programming</u>									
Early Childhood - # of Programs	8	24	10	8	11	29	61	8	95
Early Childhood - Program Attendance	313	934	379	323	558	1,260	2,507	231	2,922
Youth - # of Programs	4	4	2	2	12	16	24	17	31
Youth - Program Attendance	414	171	29	206	857	1,092	1,677	517	714
Young Adults - # of Programs	11	26	10	11	11	32	69	32	43
Young Adults - Program Attendance	92	187	60	71	84	215	494	287	397
Adults - # of Programs	24	58	23	18	25	66	148	43	72
Adults - Program Attendance	187	561	209	113	211	533	1,281	330	554
General - # of Programs	2	3	2	2	2	6	11	29	32
General - Program Attendance	657	497	135	217	13	365	1,519	1,232	1,605
Outreach - # of Programs	3	4	1	0	1	2	9	8	9
Outreach - Program Attendance	1,665	274	65	0	70	135	2,074	1,055	1,558
Passive - Coloring Sheets	420	676	401	387	441	1,229	2,325	990	1,350
<b>Total # of Programs</b>	<b>64</b>	<b>119</b>	<b>48</b>	<b>41</b>	<b>62</b>	<b>151</b>	<b>334</b>	<b>200</b>	<b>282</b>
<b>Total Program Attendance</b>	<b>3,833</b>	<b>2,624</b>	<b>877</b>	<b>930</b>	<b>1,793</b>	<b>3,600</b>	<b>10,057</b>	<b>5,433</b>	<b>7,750</b>
<u>Membership - New Cards</u>									
City	93	142	41	86	62	189	424	387	519
City Renewals	132	164	52	81	100	233	529	503	724
Faculty	0	0	0	0	0	0	0	2	2
Faculty Renewals	4	4	1	2	2	5	13	18	22
Friends	2	1	0	0	0	0	3	0	1
Friends Renewals	6	7	0	1	1	2	15	23	33
Staff	2	2	0	2	0	2	6	5	7
Staff Renewals	4	3	0	2	1	3	10	7	12
Nonresident	131	182	65	56	74	195	508	467	637
Nonresident Renewals	187	274	95	103	131	329	790	677	948
TexShare Visitor	2	1	0	2	1	3	6	6	10
TexShare Visitor Renewals	7	1	0	1	1	2	10	4	6
<b>Total New Registrations</b>	<b>230</b>	<b>328</b>	<b>106</b>	<b>146</b>	<b>137</b>	<b>389</b>	<b>947</b>	<b>866</b>	<b>1,174</b>
<b>Total Renewals</b>	<b>340</b>	<b>453</b>	<b>148</b>	<b>190</b>	<b>236</b>	<b>574</b>	<b>1,367</b>	<b>1,230</b>	<b>1,743</b>
TexShare Home New	0	1	2	2	3	7	8	1	2
TexShare Home Renewals	9	3	1	1	5	7	19	15	23
<u>Facility</u>									
Door Count	16,403	18,726	7,278	8,173	7,993	23,444	58,573	50,467	69,478
Study Room Use	423	463	209	141	143	493	1,379	1,428	1,930
Pressley Use - Library	159	88	193	22	37	252	499	170	824
Pressley Use - Nonprofit	44	48	23	24	4	51	143	77	148

# Statistics - June 2024

Item 5B.

Pressley Use - Other	13	2	16	0	0	16	31	0	0
Maynard Use - Library	13	40	0	28	19	47	100	19	37
Maynard Use - Nonprofit	36	20	22	6	0	28	84	72	99
Maynard Use - Other	7	0	4	1	0	5	12	2	2
<b>Total Meeting Room Use</b>	<b>531</b>	<b>661</b>	<b>665</b>	<b>222</b>	<b>203</b>	<b>1,090</b>	<b>2,282</b>	<b>1,768</b>	<b>2,400</b>

History & Culture	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
Partnerships	4	7	8	2	2	12	23	No Data	No Data
Special Displays	2	3	0	0	0	0	5	No Data	No Data
Documents Digitized	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data	No Data

Lifelong Learning	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
Database Use									
Portal to Texas History - Bastrop Advertiser	9,123	15,224	4,592	3,663	4,941	13,196	37,543	47,329	59,346
Heritage Quest	442	161	21	12	123	156	759	1,117	1,626
Learning Express Library	31	19	0	1	8	9	59	90	149
Gale Databases	68	399	192	190	188	570	1,037	No Data	No Data
Mango Languages	98	138	38	36	49	123	359	445	976
<b>Total General Use Databases Sessions</b>	<b>197</b>	<b>556</b>	<b>230</b>	<b>227</b>	<b>245</b>	<b>702</b>	<b>1,455</b>	<b>554</b>	<b>1,148</b>
Technology									
Kids Computer Use	84	110	18	55	57	130	324	202	<b>321</b>
Teen Computer Use	22	28	15	3	15	33	83	155	<b>178</b>
Adult Computer Use	1,611	2,071	632	679	671	1,982	5,664	5,318	<b>7,459</b>
Wifi Use	4,971	4,616	1,639	1,520	1,442	4,601	14,188	14,922	<b>20,482</b>
Website Visits	11,694	15,530	3,674	6,047	5,953	15,674	42,898	37,260	<b>47,938</b>
3D Prints	0	0	0	0	0	0	0	12	<b>12</b>
<b>Total Public Computer Use</b>	<b>1,717</b>	<b>2,209</b>	<b>665</b>	<b>737</b>	<b>743</b>	<b>2,145</b>	<b>6,071</b>	<b>5,675</b>	<b>7,958</b>

Books & Reading	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
Material Use									
Check-Outs - Kids	7,024	6,513	3,118	2,536	2,713	8,367	21,904	17,560	26,243
Check-Outs - Tween	6,073	6,222	2,651	2,301	2,835	7,787	20,082	15,045	22,266
Check-Outs - Teen	1,216	1,439	452	468	655	1,575	4,230	3,468	4,897
Check-Outs - Adult	7,917	8,751	3,500	3,197	3,127	9,824	26,492	23,321	32,561
Honor Paperbacks	40	95	26	34	24	84	219	319	406
Renewals	8,566	7,044	3,003	2,697	2,833	8,533	24,143	13,080	21,789
In-House Use	6,299	4,436	1,363	1,891	2,465	5,719	16,454	8,320	15,338
Self-Check	4,145	4,729	1,434	1,604	1,922	4,960	13,834	14,209	19,934
Mobile Circ	16	18	1	0	2	3	37	45	54
Hotspots	72	64	23	20	24	67	203	230	301
OverDrive eBooks - Kids	188	190	59	49	66	174	552	775	970
OverDrive eBooks - Teen	157	184	49	38	44	131	472	556	729
OverDrive eBooks - Adults	1,620	1,821	634	654	640	1,928	5,369	5,121	7,052
OverDrive eAudio - Kids	219	221	98	94	184	376	816	557	746
OverDrive eAudio - Teen	132	176	61	56	66	183	491	374	541
OverDrive eAudio - Adults	1,687	1,768	542	674	614	1,830	5,285	4,051	5,663
SimplyE	3	0	0	0	0	0	3	4	4
<b>Total Checkouts</b>	<b>32,663</b>	<b>31,898</b>	<b>12,577</b>	<b>12,012</b>	<b>13,459</b>	<b>38,048</b>	<b>102,609</b>	<b>79,701</b>	<b>15 7</b>

# Statistics - June 2024

Item 5B.

## Interlibrary Loan

ILL Borrowed	27	16	13	16	12	41	84	71	94
ILL Lent	18	31	19	5	14	38	87	81	89
<b>Collection</b>									
Items Added - E, 1st Readers	191	251	75	74	43	192	634	644	915
Items Added - Board Books	0	3	0	0	0	0	3	18	21
Items Added - J	112	173	54	58	67	179	464	783	1,222
Items Added - Teens	33	56	7	21	5	33	122	117	170
Items Added - Adults	414	369	86	96	32	214	997	1,085	1,399
Items Added - Magazines	108	91	33	33	27	93	292	372	491
Items Withdrawn	881	1,156	116	435	225	776	2,813	3,799	4,546
Missing Items	21	44	12	11	0	23	88	121	153
<b>Total Items Added</b>	<b>858</b>	<b>1,085</b>	<b>255</b>	<b>282</b>	<b>174</b>	<b>711</b>	<b>2,654</b>	<b>3,019</b>	<b>4,218</b>

## Culture of Service

	Q1	Q2	APR	MAY	JUN	Q3	YTD 24	YTD 23	TOTAL 23
<b>Reference Transactions</b>									
General Reference Questions	1,024	1,188	472	856	1,338	2,666	4,878	4,502	5,827
Directional Questions	441	521	144	188	246	578	1,540	1,501	2,004
Tech Support Questions	1,804	2,285	858	1,046	989	2,893	6,982	6,160	8,585
Phone Reference	747	807	272	181	0	453	2,007	2,310	3,187
Tests Proctored	6	1	0	0	2	2	9	5	8
Tech Tutor	44	72	29	21	26	76	192	92	145
<b>Total Reference Transactions</b>	<b>4,066</b>	<b>4,874</b>	<b>1,775</b>	<b>2,292</b>	<b>2,601</b>	<b>6,668</b>	<b>15,608</b>	<b>14,570</b>	<b>19,756</b>
<b>Volunteers</b>									
Volunteer Hours	249.50	298.25	101.60	119.00	121.10	341.70	889.45	1,227.50	1,739.05
FOL Volunteer Hours	429.50	392.00	145.50	239.75	111.10	496.35	1,317.85	545.75	757.45
Teen Volunteer Hours	123.25	80.70	48.00	61.30	88.10	197.40	401.35	400.50	544.45
<b>Total Volunteer Hours</b>	<b>802.25</b>	<b>770.95</b>	<b>295.10</b>	<b>420.05</b>	<b>320.30</b>	<b>1,035.45</b>	<b>2,608.65</b>	<b>2,173.75</b>	<b>3,040.95</b>
<b>Social Media</b>									
Facebook Page Likes	3,178	3,382	3,517	3,606	3,644	3,589	3,383	2,693	2,785
Facebook Engaged	6,026	7,121	1,449	2,682	3,410	7,541	20,688	12,594	16,609
Facebook Reach	45,541	59,450	25,175	30,517	29,965	85,657	190,648	64,507	101,624
Instagram Page Followers	1,213	1,236	1,268	1,276	1,283	1,276	1,242	1,121	1,138
Instagram Impressions	7,738	6,470	2,400	2,245	2,666	7,311	21,519	27,867	33,454
Instagram Reach	1,507	1,448	544	572	687	1,803	4,758	4,594	5,742
<b>Savannah Stats</b>									
# of Emails Composed	102	96	36	32	34	102	300	266	302
# of Messages Sent	10,424	18,611	5,083	5,355	6,276	16,714	45,749	54,679	61,565
Opens	5,494	8,094	1,396	2,660	2,405	6,461	20,049	34,525	61,867
Open %	53%	43%	27%	50%	38%	38%	45%	66%	66%
Clicks	521	578	106	143	177	426	1,525	2,869	4,176





# FINANCIAL REPORT

**MEETING DATE:** August 5, 2024

**AGENDA ITEM:** 5C

**TITLE:**

Monthly Financial report

**AGENDA ITEM SUBMITTED BY:**

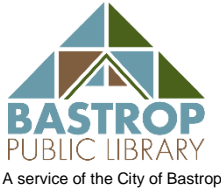
Bonnie Pierson, Library Director

**MAY/JUNE**

1. The library's total non-donation revenue from October 1, 2023, through June 20, 2024, is \$35,245.47
  - a. Nonresidential: \$26,475.00
  - b. Material fines, fees, and replacement cards: \$2,277.55
  - c. Printing: \$5,791.30
  - d. Paypal: \$701.62
2. The library's total non-donation revenue from May 1, 2024, through May 31, 2024, is \$4,394.72
  - a. Nonresidential: \$3,390.00
  - b. Material, fines, fees, and replacement cards: \$184.44
  - c. Printing: \$773.00
  - d. Paypal: \$47.28
3. Notable library donation revenue from May 1, 2024, through May 31, 2024, is \$0.00

**JUNE/JULY**

1. The library's total non-donation revenue from October 1, 2023, through July 20, 2024, is \$39,804.35
  - e. Nonresidential: \$30,310.00
  - f. Material fines, fees, and replacement cards: \$2,491.83
  - g. Printing: \$6,282.10
  - h. Paypal: \$720.42
2. The library's total non-donation revenue from June 1, 2024, through June 30, 2024, is \$5,493.11
  - a. Nonresidential: \$4,465.00
  - b. Material, fines, fees, and replacement cards: \$386.05
  - c. Printing: \$582.30
  - d. Paypal: \$59.76
3. Notable library donation revenue from June 1, 2024, through June 30, 2024, is \$0.00



# Public Services Policy

Empower curiosity, discovery, and learning; provide space and opportunity for study; commit to positive customer service

## Purpose of the Public Services Policy

The library's Public Services Policy is intended for use by the library staff, library advisory board, governing officials, and community members to provide guidance and clarification about the informational and technical support services available to the public.

## Public Services Goals

- Provide general information services
- Empower patrons to search for information and use technology successfully
- Support users' educational and informational goals
- Provide spaces for small groups and individuals to access resources and meet their learning needs

## Principles and Objectives

- Service to the public is a priority.
- All library users will be treated with respect.
- All users are entitled to confidentiality pursuant to Government Code Section 552.124, unless otherwise excepted.
- Library staff will provide engaging and supportive customer service.
- Library staff will provide assistance and instruction to build user confidence and foster self-reliance.
- Library staff will provide information without offering opinions or advice.

## Contact Us

- In person at the check-out or information desks
- Via telephone at 512-332-8880
- Via email at [info@bastroplibrary.org](mailto:info@bastroplibrary.org)
- Online at [www.bastroplibrary.org](http://www.bastroplibrary.org)
- Via mailing address:  
Bastrop Public Library  
P.O. Box 670  
Bastrop, Texas, 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.*

## Information Requests

Bastrop Public Library provides general information services, including but not limited to, connecting users to requested information, assisting with and demonstrating search and retrieval techniques, providing support with basic technical operations, explaining systems to enable the user to find needed resources, helping evaluate information sources for accuracy and appropriateness, and offering instruction to encourage independent library use. Queries are answered in-house, over the phone, through written communication, and via electronic channels, such as email. Library cards are not required to access any services in this policy.

The availability of information services may vary according to the:

- Number of users in need of assistance
- Staff availability
- Complexity of request or materials involved
- Amount of information required
- Level of staff expertise required

Staff will support users with research. However, lengthy internet searches, in-depth research, and complex technical tasks are the responsibility of the patron.

### **Tech Tutor Sessions**

To better assist users, staff may recommend making an appointment through Tech Tutor. These are 20-minute, one-on-one sessions with a library staff member that support learning a new skill or accomplishing a specific task. These are limited to one appointment per week, however additional appointments can be made based on staff availability.

Staff may recommend other resources, organizations, or entities to provide supplemental information and support.

### **Genealogy Requests**

Staff will provide general assistance in genealogical research, guidance in locating items in the collection and online, and help in obtaining resources through interlibrary loan (ILL).

### **Medical, Legal, and Tax Questions**

Staff will provide general assistance to locate factual information, definitions, and forms to print. Staff are not legal, tax, or medical professionals and will not interpret, offer an opinion, or give advice on these matters.

### **Proctor Requests**

Bastrop Public Library offers [test proctoring services](#).

An effort will be made to work with students' schedules, and requests will be fulfilled based on staff availability. It is the responsibility of the student to ensure all the requirements set out by the testing institution are communicated to the staff member assisting them.

### **Study Rooms**

Bastrop Public Library has several study rooms available for public use.

Study rooms are available on a first-come, first-served basis with reservations available on a limited basis.

Study rooms are to be utilized in a manner similar to the general use of the library. They are not available for social, self-promotional, or commercial purposes.

### **Exceptions and Accommodations**

Exceptions/Accommodations to the Public Services 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.

### **Reevaluation of Public Services Policy**

The Bastrop Public Library Public Services Policy is reviewed every three years so that it adequately reflects changes in the library's goals and the community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.

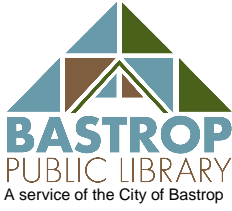
### **Appendix**

- Tech Tutor Form: page 4
- [Proctor Request Form](#)

Legal Review: 06/10/24

Library Board Approval:

City Council Approval:



# Tech Tutor

*A 20-minute one-on-one session with a library staff member where the staff member will help the user learn a new skill or how to accomplish a task.*

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### I need help with...

- Social media (Facebook, Instagram, etc.)
- Zoom, video-based interactions
- Google Drive
- Microsoft Suite (Word, Excel, etc.)
- Device assistance (tablet, phone)
- Ebooks and/or ereader (Kindle, etc.)
- Resume
- Job applications
- Filling out government forms (i.e. unemployment)
- Other: \_\_\_\_\_
- I need assistance in Spanish.

### Please share with us your technology comfort level:

- Level 1: I am not comfortable using technology, and I have a specific task I need to accomplish.
- Level 2: I am not comfortable using technology, but I want to learn.
- Level 3: I am semi-comfortable navigating around the device (e.g. using the mouse, printing), and I can access my email without trouble.
- Level 4: I can access my email without trouble, but I need help with Microsoft Suite (Word, Excel) or something on the internet.
- Level 5: I use my email regularly, as well as other internet-based programs, like Facebook, YouTube, and other social media.
- Level 6: I use Google Drive, as well as email, Microsoft Suite, and more, comfortably.
- Level 7: I regularly and comfortably use a variety of technology devices and programs.
- Level 8: I am comfortable teaching others to use various technology and programs.
- Level 9: I regularly write code, design websites, and consider myself more than technologically capable.
- Level 10: I'm the next Bill Gates/Steve Jobs.

*A librarian will contact you within two business days to schedule a mutually convenient meeting date and time.*

Office only:

Today's date: \_\_\_\_\_ Staff assigned: \_\_\_\_\_ Session date: \_\_\_\_\_



# Proctor Request

*Supporting lifelong learning with technology and personal interaction.*

Students should keep in mind the following requirements and guidelines:

- The Library requires requests to be submitted at least **one week** in advance of the preferred test date.
- A photo I.D. is required at the time of testing.
- The Bastrop Public Library has a small pool of librarians and library associates who may proctor a test. It is the student’s responsibility to confirm with their institution if this arrangement is acceptable.
- Proctoring services are provided free of charge. The Library will not incur expenses related to proctoring of tests such as photocopying, postage, etc.
- While the Library does accommodate online testing, it does not permit the downloading of specialized software to the library computers, to enable a test.
- Proctor times are only available when the library is open:  
Mondays, Wednesday, Fridays: 10am-6pm  
Tuesdays, Thursdays: 12pm-9pm  
The Library does **not** proctor exams on Saturdays due to limited staffing.

Submitting a form means you have read and agreed to the conditions listed above. Upon receiving a completed form, a staff member will reach out to you shortly.

First and Last Name:

\_\_\_\_\_

Email:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Date of Exam:

\_\_\_\_\_

Name of College, University, or Certification Program:

\_\_\_\_\_

Is this a one-time test or will you need multiple tests?

- One-time  
 Multiple tests

Approximate length of the test:

\_\_\_\_\_