

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



November 07, 2022

Agenda - Public Library Board at 5:30 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. PRESENTATIONS

2A. Mary Jo Jenkins Award Presentation.

3. 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. Alternately, if you are unable to attend the Board/Commission meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform at least two hours before the meeting starts on the requested date. Comments submitted by this time will be given to the Board/Commission during the meeting and included in the public record, but not read aloud. 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.

4. ANNOUNCEMENTS

- 4A. The library will be closed Friday, November 11th for Veteran's Day and Saturday, November 12th for the annual Veteran's Day Car Show.
- 4B. November's City Friends Storytime will take place on Wednesday, November 16th with Director of Engineering and Capital Project Management Fabiola De Carvalho as the special guest.
- 4C. Students from Mina Elementary will be attending a tour at the library on Thursday, November 17th.
- 4D. The library will be closed Thursday, November 24th, Friday, November 25th, and Saturday, November 26th for Thanksgiving.
- 4E. Children's Library Associate Carmen Serna is slated to return to the library Tuesday, November 29th.
- 4F. Announcements from the Library Director.
- 4G. Announcements from individual Library Board members.

5. REPORTS

- [5A.](#) Library Director report.
- [5B.](#) Statistical Comparison report.
- [5C.](#) Financial report.
- [5D.](#) Material Reconsideration Policy Committee report presented by Sally Keinarth, Rebecca Bennett, and Barbara Clemons.
- [5E.](#) Fiscal Year 2022 Recap report.
- [5F.](#) Open House report.

6. WORKSHOP

7. ITEMS FOR INDIVIDUAL CONSIDERATION

- [7A.](#) Discussion and possible action on Bastrop Public Library's Circulation Policy
- [7B.](#) Consider action to approve Bastrop Public Library Board minutes from September 12, 2022 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: Thursday, November 3, 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: November 7, 2022

AGENDA ITEM: 5A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

On Wednesday, October 12th and Friday, October 14th, The Bastrop Public Library teamed up with the Bastrop Fire Department to educate young Bastropians about the importance of fire safety during National Fire Prevention Week. Captain Chris Stone; Firefighters Ethan Perry, Ben Gonser, Wayne Arnold, Aaron Stradling, and Luke Wobus; and Cadet Nicki were present. Attendees learned about firefighting gear, how much it weighs (40-50lbs), and how fast a firefighter needs to be able to put on the gear in order to pass the certification test (90 seconds!). They also learned about the fire trucks and all the tools and gear that help firefighters save lives.

Through the library partnership with the Family Crisis Center and Senior Center for Domestic Violence Awareness Month, a total of 110 care kits were assembled. All kits included items donated to the library and Senior Center from the community. The partnership was a massive success, and all entities are happy to be able to provide those in need with essential items.

Capital IDEA was set-up in the lobby on Monday, October 31st. Capital IDEA is a nonprofit that raises money to provide funding for tuition and textbook expenses for adult pursuing higher education. The nonprofit had an information table in the lobby from 11:30 am to 6 pm, informing patrons about the service they provide.

The library and the Bastrop County Museum and Visitors Center partnered for Halloween programming on Monday, October 31, with Halloween stories presented by Library Director Bonnie Pierson and a scavenger hunt furnished by the museum that led the participants through the exhibits and around downtown. A total of fifty-five children and adults attended the program.

NOTEWORTHY:

Circulation and Technical Services Librarian Amie Cuvelier has been a part of the library for 180 days as of October 23rd.

Mango Languages has been purchased by the library, courtesy of the Friends of the Library, and is ready for public use.

FOLLOW-UP INFORMATION:

Information about a standard rate of loss in libraries was requested at the October meeting after reporting on our September inventory. The American Library Association website had the following information about loss rates:

There is no "standard" rate of book loss, not that ALA has established--and we don't believe that any other organizations have attempted to create such a figure. The reasoning and extent in reporting library theft varies, and so a national figure might not be reliable. Such statistics are only collected locally, and not on a national basis, so we must rely on general articles to describe the extent of the problem.

There are various surveys that have been performed over the years, but without any regularity or periodicity. *Circulation, Interlibrary Loan, Patron Use, and Collection Management: A Handbook for Library Management*, by David F. Kohl (Santa Barbara, Calif: ABC-CLIO, 1986) reports a range of research studies relating to loss rates. While no rate is "acceptable," what is typical, based on these studies is a loss of .15% to .5% per year; or overall loss rates of 4-8% when an inventory, or inventory sample, is conducted periodically.

This page was last modified on 28 April 2011, at 07:28.

Update on photo ID library cards.

Update on RFID feasibility.



COMMUNITY FEEDBACK:



Ivri Messinger <ivrimark@gmail.com>

To: Bethany Dietrich



Tue 10/25/2022 3:15 PM

Wow, that's great. Thank you so much. I love the Bastrop Library!!

Ivri

Sent from my iPhone

On 25 Oct 2022, at 3:13 pm, Bethany Dietrich <bdietrich@bastroplibrary.org> wrote:

Hi Ivri,

Thanks for submitting an item request for *The Song of the Cell*. We'll get it ordered next month and let you know when it's ready for you to borrow and read!

Thank you,
Bethany

“I really appreciate that y’all put up flyers in not just the women’s bathroom, but also the men’s bathroom for Domestic Violence Awareness Month. Not everyone is so considerate.”

-Philip Lawrence, Patron

Why I love BPL



April Lewandowski <alewand1@gmail.com>
To Bastrop Library Info



Sun 7:01 PM

[Follow up.](#) Start by Monday, October 3, 2022. Due by Monday, October 3, 2022.

Bastrop is blessed to have such an amazing public library; it's one of my favorite places in the whole county! They go above and beyond not only in the variety of services and activities they offer, but also by way of their exceptionally personable and friendly staff. I have never had an interaction at BPL where I wasn't greeted with a smile and provided instant help. Every time I've emailed and asked for book recommendations for my 12 year old, a librarian responds with tailored lists. The summer reading program is something that my whole family enjoys, and I'm constantly blown away by the book walks, interlibrary loan program, book nook and the ability to request books for the library to purchase. I can't say enough about our library; if you haven't been, you're truly missing out!

Thank you for all you do!!

Respectfully,
April Lewandowski



Statistics - September 2022

Item 5B.

Community Engagement	Q1	Q2	Q3	JUL	AUG	SEP	Q4	TOTAL 22	TOTAL 21
Circs By Patron Type									
Juv	846	1,078	1,673	535	498	398	1,431	5,028	4,226
Teen	171	217	217	84	46	34	164	769	1,183
Adult	4,367	4,124	4,654	1,801	1,844	1,308	4,953	18,098	16,198
Staff	305	452	351	64	93	164	321	1,429	1,381
NR Juv	1,320	1,311	1,599	442	581	260	1,283	5,513	4,271
NR Teen	339	306	267	106	79	87	272	1,184	856
NR Adult	10,280	10,785	13,216	4,518	4,560	3,749	12,827	47,108	39,269
TexShare	11	176	168	51	93	62	206	561	54
Total NR Usage	11,950	12,578	15,250	5,117	5,313	4,158	14,588	54,366	44,450
% NR Usage	68%	68%	69%	67%	68%	69%	68%	68%	66%
Programming									
Youth - # of Programs	26	19	31	10	7	8	25	101	65
Youth - Program Attendance	910	870	1,660	509	250	279	1,038	4,478	1,891
Young Adults - # of Programs	19	18	23	6	5	4	15	75	77
Young Adults - Program Attendance	140	127	214	60	45	39	144	625	437
Adults - # of Programs	8	11	12	3	4	3	10	41	54
Adults - Program Attendance	83	85	149	99	29	22	150	467	247
General - # of Programs	0	0	5	2	0	0	2	7	0
General - Program Attendance	0	0	432	657	0	0	657	1,089	0
Outreach - # of Programs	5	4	3	0	1	0	1	13	17
Outreach - Program Attendance	923	76	398	0	313	0	313	1,710	916
Passive - Coloring Sheets	270	524	667	299	120	0	419	1,880	105
Total # of Programs	61	52	74	21	17	15	53	240	223
Total Program Attendance	2,500	1,158	2,853	1,325	637	340	2,302	8,813	4,681
Membership - New Cards									
City	70	87	147	45	52	34	131	435	311
City Renewals	132	142	177	53	46	47	146	597	569
Faculty	1	4	1	0	1	0	1	7	4
Faculty Renewals	8	6	12	1	3	1	5	31	20
Friends	0	0	0	0	0	0	0	0	2
Friends Renewals	8	7	11	5	1	4	10	36	24
Staff	1	1	2	0	1	0	1	5	6
Staff Renewals	1	2	2	2	1	3	6	11	17
Nonresident	116	130	186	49	62	43	154	586	452
Nonresident Renewals	179	252	220	82	108	83	273	924	942
TexShare Visitor	1	5	1	2	0	2	4	11	9
TexShare Visitor Renewals	1	1	0	2	0	0	2	4	0
Total New Registrations	189	225	337	96	116	79	291	1,042	779
Total Renewals	329	415	422	145	159	138	442	1,608	1,572
TexShare Home New	0	1	0	0	0	0	0	1	1
TexShare Home Renewals	10	7	4	2	4	4	10	31	36
Facility									
Door Count	14,038	14,706	18,961	6,412	5,815	4,432	16,659	64,364	51,643
Study Room Use	235	387	408	125	142	107	374	1,404	645
Pressley Use - Library	45	39	46	16	13	13	42	172	101
Pressley Use - Nonprofit	15	22	25	2	6	10	18	80	32

Statistics - September 2022

Item 5B.

Pressley Use - Other	0	0	0	0	0	0	0	0	0
Maynard Use - Library	6	21	22	4	4	0	8	57	16
Maynard Use - Nonprofit	4	6	15	6	8	13	27	52	5
Maynard Use - Other	0	0	0	0	0	0	0	0	0
Total Meeting Room Use	305	475	516	153	173	173	499	1,795	799

Lifelong Learning	Q1	Q2	Q3	JUL	AUG	SEP	Q4	TOTAL 22	TOTAL 21
Database Use									
Portal to Texas History - Bastrop Advertiser	25,450	19,853	16,608	5,211	5,390	6,242	16,843	78,754	68,290
Learning Express Library	994	399	180	33	175	466	674	2,247	1,049
Heritage Quest	180	420	420	107	205	89	401	1,421	3,340
Small Business Reference Center	0	0	0	0	0	466	466	466	0
TeachingBooks	0	0	0	0	0	1	1	1	0
Explora Elementary	0	2	1	0	2	0	2	5	12
Explora High School	0	1	0	0	1	1	2	3	20
Total Use Kids Databases	0	3	1	0	3	1	4	8	32
Technology									
Kids Computer Use	3	0	0	20	27	20	67	70	215
Teen Computer Use	17	0	0	6	8	44	58	75	650
Adult Computer Use	1,125	1,187	880	371	645	323	1,339	4,531	3,603
Wifi Use	3,868	4,039	4,418	1,470	1,474	1,166	4,110	16,435	9,172
Website Visits	9,254	10,521	15,625	5,282	4,444	3,545	13,271	48,671	43,770
3D Prints	0	0	0	2	0	0	2	2	8
Total Public Computer Use	11,497	15,747	20,923	7,151	6,598	5,645	19,394	67,561	57,418

Books & Reading	Q1	Q2	Q3	JUL	AUG	SEP	Q4	TOTAL 22	TOTAL 21
Material Use									
Check-Outs - Kids	4,751	5,355	5,710	2,065	2,192	1,895	6,152	21,968	11,572
Check-Outs - Tween	4,405	4,259	6,382	2,235	2,135	1,523	5,893	20,939	11,274
Check-Outs - Teen	841	934	1,338	399	395	253	1,047	4,160	3,128
Check-Outs - Adult	7,717	7,972	8,512	2,900	3,059	2,420	8,379	32,580	25,137
Honor Paperbacks	121	107	143	53	34	26	113	484	262
Renewals	5,230	4,747	4,826	1,438	1,648	1,258	4,344	19,147	16,860
In-House Use	2,753	3,537	8,737	1,483	1,729	1,143	4,355	19,382	11,366
Self-Check	2,759	3,456	5,134	1,795	1,981	1,618	5,394	16,743	7,021
Mobile Circ	138	173	154	25	15	21	61	526	187
Hotspots	55	55	73	20	28	26	74	257	36
OverDrive eBooks - Kids	182	278	211	82	63	80	225	896	736
OverDrive eBooks - Teen	135	140	131	54	46	32	132	538	652
OverDrive eBooks - Adults	1,813	1,792	2,138	627	731	569	1,927	7,670	8,376
OverDrive eAudio - Kids	127	152	254	85	75	65	225	758	655
OverDrive eAudio - Teen	118	112	105	47	46	44	137	472	465
OverDrive eAudio - Adults	988	979	1,268	439	491	465	1,395	4,630	4,594
SimplyE	1	5	1	8	1	0	9	16	1
Total Checkouts	26,904	29,306	40,291	12,317	13,021	10,180	35,518	132,019	102,321

Statistics - September 2022

Item 5B.

Interlibrary Loan									
ILL Borrowed	22	20	26	13	2	0	15	83	89
ILL Lent	30	22	24	9	15	13	37	113	109
Collection									
Items Added - E, 1st Readers	137	156	192	27	36	40	103	588	721
Items Added - Board Books	17	0	7	0	0	0	0	24	54
Items Added - J	237	281	437	136	181	93	410	1365	738
Items Added - Teens	60	63	58	14	14	11	39	220	192
Items Added - Adults	511	321	392	164	111	101	376	1600	1,382
Items Added - Magazines	137	134	153	35	45	48	128	552	645
Items Withdrawn	759	791	600	129	546	577	1252	3402	4,230
Missing Items	147	57	101	55	101	469	625	930	191
Total Items Added	1,099	955	512	376	387	293	2,933	4,349	6,169

Culture of Service	Q1	Q2	Q3	JUL	AUG	SEP	Q4	TOTAL 22	TOTAL 21
Reference Transactions									
General Reference Questions	764	1,011	1,235	371	494	298	1,163	4,173	2,785
Directional Questions	268	270	580	154	156	88	398	1,516	1,339
Tech Support Questions	1,366	1,633	1,741	545	672	424	1,641	6,381	4,997
Phone Reference	815	873	829	237	291	194	722	3,239	4,307
Tests Proctored	3	11	12	1	4	0	5	31	24
Tech Tutor	9	13	24	15	13	6	34	80	37
Total Reference Transactions	3,225	3,811	4,421	1,323	1,630	1,010	3,963	15,420	13,489
Volunteers									
Volunteer Hours	288	251.75	262.5	134.5	120.8	123.8	379.1	1181.3	540.50
FOL Volunteer Hours	147.5	171.75	235.5	54.75	64.75	55.75	175.3	730	513.75
Teen Volunteer Hours	108.5	82.75	140.25	88	19.75	12	119.8	451.25	252.75
Total Volunteer Hours	544.0	506.3	638.3	277.3	205.3	191.6	674.1	2,362.6	1,307.0
Social Media									
Facebook Likes	6,101	6,216	6,551	2,290	2,309	2,326	6,925	25,793	23,043
Facebook Engaged	2,012	1,470	4,319	1,741	601	662	3,004	10,805	9,770
Facebook Reach	33,607	32,617	63,069	31,671	10,875	9,499	52,045	181,338	167,019
Instagram Followers	3,000	3,037	3,081	1,049	1,061	1,070	3,180	12,298	10,405
Instagram Impressions	7,813	7,542	9,457	2,284	1,555	1,419	5,258	30,070	24,008
Instagram Reach	1,937	1,294	1,392	417	323	433	1,173	5,796	8,611
Savannah Stats									
# of Emails Composed	8	56	89	29	36	20	85	238	28
# of Messages Sent	13,785	17,124	25,796	5,914	5,808	5,629	17,351	74,056	78,128
Opens	6,477	7,032	14,651	3,565	3,556	3,711	10,832	38,992	78,156
Open %	47%	51%	60%	60%	61%	66%	62%	60%	47%
Clicks	367	418	712	211	230	361	802	2299	4400

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through October 20, 2022, is \$3,008.40
 - a. Nonresidential: \$1,990.00
 - b. Material fines, fees, and replacement cards: \$419.23
 - c. Printing: \$449.30
 - d. Paypal: \$149.87

2. The library's total non-donation revenue from September 1, 2022, through September 30, 2022, is \$3,748.77
 - a. Nonresidential: \$2,895.00
 - b. Material, fines, fees, and replacement cards: \$319.06
 - c. Printing: \$419.90
 - d. Paypal: \$114.81

3. The library's total non-donation revenue for Fiscal Year 2022, from October 1, 2021, through September 30, 2022, is \$47,049.16
 - e. Nonresidential: \$34,490.00
 - f. Material fines, fees, and replacement cards: \$5,966.69
 - g. Printing: \$5,481.05
 - h. Paypal: \$1,111.42

Bastrop Public Library Board
Materials Reconsideration Committee Workshop
October 19, 2022

Background:

1. Bastrop Public Library develops its collection based on the Collection Development Policy adopted September 12, 2022.
2. According to the Policy, reconsideration of library materials provides for Bastrop County residents to present written objections to materials using the Request for Reconsideration Form located in the index of the Policy. The form should be submitted to the Library Director.
3. If the Bastrop County resident is not satisfied with the Director's decision, the resident may appeal to the Library Board.
4. The Library Director will form a reconsideration committee of library board members and staff to review and present the reconsideration to the Library Board.
5. The Library Board members who serve on the Reconsideration Committee shall follow the review procedure stated on the Bastrop Library Board Reconsideration of Materials Procedure Form.
6. The Library Board may vote to uphold or override the decision of the Director.

Bastrop Public Library Board
Reconsideration of Materials Procedure Form

Date: _____

Title of Material: _____

Call # of item: _____

In the event of an appeal of the Director's decision regarding a request for reconsideration of materials, the Library Board members on the Reconsideration Committee appointed by the Director shall examine the following:

1. The background information presented by the Library Director
2. The relevant Request for Reconsideration form
3. The Board members on the Reconsideration Committee shall review the subject material in its entirety. Board committee members shall inform the entire Board of the Reconsideration Request so that they may elect to reviewing the subject material.
4. Has the request been handled by the staff in accordance with the stated policies and procedures in the Collection Development Policy?
5. Has the Board considered the best interests of the community as a whole?

Recommendation to the Library Board:

_____ Uphold the Director's decision

_____ Override the Director's decision

_____ Uphold the Director's decision with amendment(s)

Library Board Approved: _____

Thank you for all you do for the Library!



A Service of the City of Bastrop

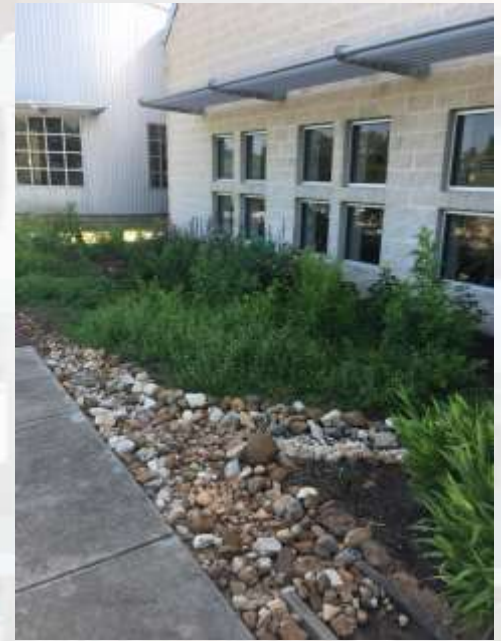
Fiscal Year 2022 in Review

- Hired two new staff members:
Kathryn Durham (Kat)
Amie Cuvelier



Fiscal Year 2022 in Review

- Building and Grounds improvements
 - Pollinator Garden and front landscaping refresh with the Texas Master Naturalists
 - Increase outlets and added USB ports
 - Added blinds to the LCRA Reading Room
 - Moved computers to improve customer experience



Fiscal Year 2022 in Review

- Collection & Service

Massive collection refresh for Juvenile non-fiction

Items Added: 684

Items Weeded: 1,240

Added 10 new hotspots for circulation bringing our total to 20

257 total check-outs

Changed our lending policy, 20 items for 3 weeks

Have puzzles available for check-out



Fiscal Year 2022 in Review

- Programming

Very successful Holiday Open House

Coffee with Catherine

City Friends Storytime

Increase in program participation

Summer Reading Program: Oceans of Possibilities

Total Programs: 240

Total Program Attendance: 8,813



Fiscal Year 2022 in Review

Summer Reading Program: Oceans of Possibilities



Fiscal Year 2022 in Review

Summer Reading Program: Oceans of Possibilities

Year	Total Registrations	Total Completions	% Completed	Minutes Logged
2022	869	489	56.27%	1,780,998
2021	812	434	53.45%	1,334,723
2020	373	190	50.94%	689,966
2019	1104	433	39%	1,128,027

	Total Youth		Total Adult	
	Earned	Redeemed	Earned	Redeemed
2022	787	526	385	187
2021	624	402	197	91
2020	330	125	192	27
2019	424	397	250	195

Year	Youth & All ages		Adult		Total		People per program
	# of Programs	Attendance	# of Programs	Attendance	# of Programs	Attendance	
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
2019	72	2,764	2	11	74	2,775	37.5



Fiscal Year 2022 in Review

- Inventory

Overall

Total items inventoried: 48,058

Total items declared Lost: 595

Total percentage lost: 1.22



Fiscal Year 2022 Stats

Total New Cards: 1,042

New Non-Res: 586

Total Renewals: 1,608

Non-Res Renewals: 924

Percentage of Non-Res: 68%

Total Door Count: 64,364

Total Meeting Room Use: 1,765

Total Checkouts: 132,019

Fiscal Year 2023

Mango Languages

Fine Free for materials other the electronic devices

Improve database publicity and tracking

Library furniture and acoustics plan

Continue updating policies

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



Thank you for all you do for the Library!



A Service of the City of Bastrop



STAFF REPORT

MEETING DATE: November 7, 2022

AGENDA ITEM: 5F

TITLE:

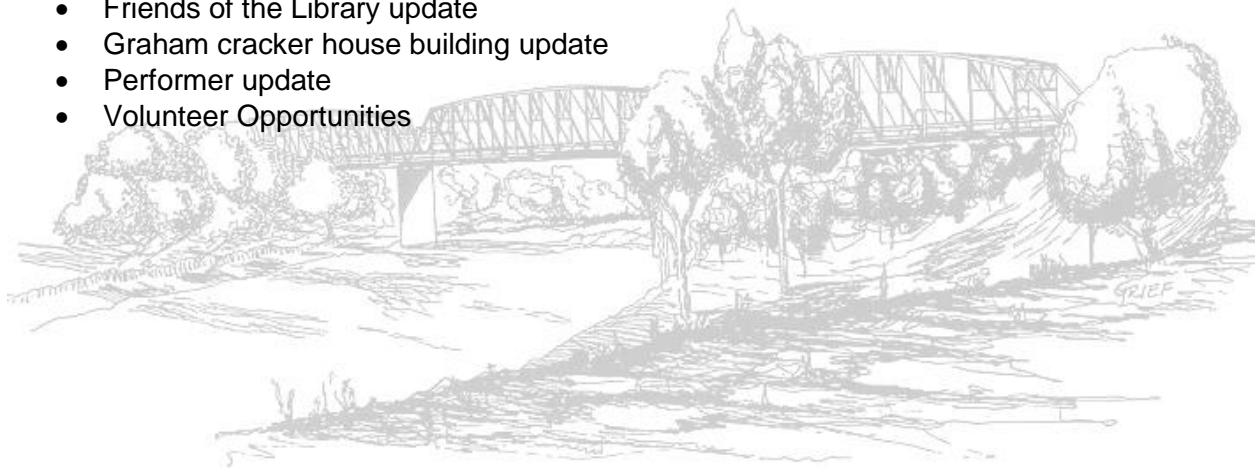
Open House Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

CATEGORIES:

- Friends of the Library update
- Graham cracker house building update
- Performer update
- Volunteer Opportunities





Circulation Policy

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

Purpose of the Circulation Policy

The library's circulation policy is intended for use by the library staff, library advisory board, governing officials, and community members.

Library Circulation Goals

- Provide high-quality accounts maintenance
- Ensure the smooth circulation of materials
- Encourage the return of materials in a timely manner to guarantee equal access for all parties
- Support TexShare and Interlibrary Loan Program
- Provide equitable access of materials

Principles and Objectives

- The Bastrop Public Library supports “equal and equitable access to all library resources and services by users of all ages,” outlined by the American Library Association’s Bill of Rights.
- This document serves to provide transparency on the library’s process for accounts management.
- This document serves to clearly communicate possible means of acquiring materials not held or owned by the Bastrop Public Library.

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.

Library Card Requirements

Requirements for borrowing materials or equipment from the library:

- A person must obtain a library card and present it at the circulation desk at the time of the loan transaction
- Once registered, a person may use a photo ID in place of a library card
- A user's account must be in good standing (See [Account Standing/Suspension](#))

Library accounts/cards are available to anyone who meets the following requirement. The user must be 18 years of age, agree to accept full financial responsibility for all library materials loaned out on their account, and provide verification of identity and address. Current employees of the City of Bastrop are eligible for a Bastrop Public Library card. Users residing outside the city limits are subject to a non-resident fee. See fee schedule for details, the [Appendix](#), or [City of Bastrop Municipal Code Fee Schedule](#).

Parents or legal guardians may obtain a card for their children under the age of 18. Parents/guardians are responsible for all materials checked out by their children.

Habitual or severe abuse of library policies, non-payment of fines or fees, and other abuses may result in denial of library services, as determined by the Library Director or a Library Supervisor.

Verification of Address and Identity

Applicants for library cards must provide photo ID and verification of both their mailing address and their physical address. An applicant may provide a current government issued ID card with their photo and address, or they may provide one of the sets of items listed below.

- Valid driver's license
- Water or utility bill and picture ID
- Personal check and picture ID
- Lease agreement and picture ID
- Other proof of residence as determined by the Library Director.

User Information

Anyone may come into the library and use materials on the premises. In-house use of materials are tracked and used when making collection development decisions.

New Users

New users are subject to a three-week introductory period during which time the following applies:

- Check-out limit is 5 items
- User is ineligible to apply for a TexShare card
- User is ineligible to submit Interlibrary Loan requests
- User may not borrow electronic devices

Account Standing/Suspension

Accounts are in good standing if they are not expired and the user does not owe more than \$30. If a user's account does not meet these standards, borrowing privileges may be suspended. Once the account is renewed and/or the account is cleared of all charges, borrowing privileges may be re-instated.

Account Expiration

City resident accounts expire yearly. Non-resident accounts expire subject to the library account fee period (six months or one year). To renew accounts, contact the library.

User accounts are deleted from the library system three years after they expire unless they have an outstanding account balance. Anyone wishing to renew after their account has been deleted will be treated as a new user and subject to the new user introductory period (See [New User](#)).

User Privacy

The library stores check-out information for two years. Users can choose to opt out by logging into their library account and adjusting the settings. When using a third party system such as Libby/Overdrive or SimplyE, it is the responsibility of the user to know the third parties' privacy policies.

Institutional Cards

Bastrop Public Library will issue institutional cards at the discretion of the Library Director. Alternative borrowing limits and non-resident fee may apply.

General Circulation

Material Limits

A total of 20 circulating items can be checked out on a library card. Non-circulating items are unavailable for loan. Non-circulating items are primarily reference and local history materials but may include other material types as decided by the Library Director. Individual item limits may apply to some items. For more details, please contact a library employee.

Loan Periods

The loan period for all circulating library material is three weeks.

Renewals

Items may be renewed twice unless a reserve has been placed on the material. The total check-out period will not exceed nine weeks for any item. Presentation of a library card is not required for renewal of materials.

Items may be ineligible for renewal for the following reasons:

- User's library card is expired
- Item is reserved by another User
- Item is overdue
- User has met or exceeded the \$30.00 fine/fee limit
- Item renewal limit has been reached

Re-Check

If an item is no longer eligible for renewal, it must be returned to the library. Users may check the item out again after 24 hours has passed.

Self-Checkout

Items, in the general collection, may be checked out via the self-checkout stations in the library if the user's account is in good standing. Users are responsible for ensuring all items are checked out correctly. Electronic devices and reserve items may only be checked out at the circulation desk.

Returning Materials

Items (excluding electronic devices) should be returned on or before the due date in one of the following ways:

- Inside drop box during normal business hours
- Outside drive-up drop box available 24/7
- Electronic devices must be returned to the Circulation desk

If a user is unable to return materials to the building, materials may be mailed to the library.

Reserves

All users, in good standing, may request an unlimited number of reserves for circulating materials. Reserves will be processed in the order they are received.

Users will be notified when a reserve is available and will have three business days to pick-up the item. After this time, the item will be returned to the collection or placed on reserve for the next user. Extension of reserve requests will be handled on a case-by-case basis.

Patrons may choose to enroll in reserve express for available authors. Reserve express is handled in the same manner as all other reserves. Expired users will be automatically removed from reserve express 30+ days after account expiration.

Fines and Fees

The City Council establishes, by ordinance, the fees for non-resident library cards, replacement cards, overdue fines, processing fees for lost and damaged materials, and municipal court fees.

- Effective October 3, 2022, late fines will no longer be charged or collected by the Bastrop Public Library for materials, excluding electronic devices.

The Library Director establishes the replacement or repair fees which will be charged for lost or damaged materials and equipment

See fee schedule for fee amounts ([Appendix](#)). A payment plan may be worked out at the discretion of the Library Director or Library Supervisor for fees associated with lost or damaged items. In some cases, fees may be waived.

Lost or Damaged Items (excluding electronic devices)

Fines associated with late materials will be forgiven when the item is returned.

Materials not returned after thirty days from the due date will be considered lost and the account will be billed up to the item's Manufacturer's Suggested Retail Price (MSRP).

Per City of Bastrop Ordinance No. 2011-5, a user who has unreturned items valuing \$100 or more may be charged with a Class C Misdemeanor. This individual may be charged a fine up to or equaling \$500.

Lost/damaged and paid-for items are eligible for a full refund if the item is returned in good condition with a receipt.

Items damaged during check-out may be billed to the user's account. Damage level is determined by library staff. The library does not accept replacement copies of lost or damaged items. The library will not charge for normal wear of library materials.

Electronic devices

Users must meet the following requirements to check-out an electronic device:

- A library account in good standing
- Age 18 or older

The term electronic device, in this policy, includes the main device, any accessories that accompany the device, the carrying case, and any informational material that goes with the device. All items must be present and in good condition for materials to be checked out or returned. See fee schedule for information about fees and late fines ([Appendix](#)).

Electronic Device Circulation

User must fill out all necessary forms for borrowing or returning an Electronic Device ([Appendix](#)). Electronic devices are not eligible for renewal.

TexShare Cards

Bastrop Public Library participates in the TexShare card program ([Appendix](#)) and adheres to the policies set by the program.

TexShare Cards-Bastrop Public Library Users

Cards are available to all Bastrop Public Library users with accounts in good standing who are at least 18 years of age. TexShare Cards will expire at the same time as the user's library account.

TexShare cards may be used in participating libraries in accordance with their policies and procedures. It is the cardholder's responsibility to be aware of policies for all libraries where they use their TexShare card.

All materials must be returned directly to the library they were borrowed from.

TexShare-Visitor Cards

Visitors with a valid TexShare card and photo ID will be granted a library account and a TexShare visitor card.

Visiting TexShare users are subject to the following terms:

- Checkout limit is 5 items
- Checkout period is 3 weeks
- Books are the only materials for checkout.
- Users are subject to the fee schedule ([Appendix](#))

TexShare user accounts will expire when the TexShare card expires. TexShare accounts may be renewed if the visiting user presents a new valid TexShare Card and valid photo ID.

Interlibrary Loan

Interlibrary loan (ILL) is the process by which the Bastrop Public Library requests materials from, or supplies materials to, other libraries.

Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the United States copyright law, and the United States commission on new technological uses of copyrighted works guidelines ([Appendix](#)).

Borrowing

Users, in good standing, may submit an ILL request through Bastrop Public Library by submitting an ILL request form ([Appendix](#)). Users will be charged an ILL processing fee at the time of pick-up (see fee schedule in the [Appendix](#)).

The following limitations apply to ILL borrow requests:

- Requests are limited to 5 items per patron
- Requested materials with an MSRP of \$100.00 or greater will be denied
- Only print materials are eligible for ILL

Check-out period, renewals, and replacement fees may vary and are dependent upon the lending library. Failure to comply with due dates may result in the loss of ILL privileges.

ILL items borrowed through Bastrop Public Library must be returned to Bastrop Public Library and not to the lending library.

If an ILL item is lost, stolen, or damaged, the user is responsible for the cost of the item (to be determined by the lending library) and any processing fees charged by the lending library.

Lending

Bastrop Public Library will lend materials to all accredited libraries. Individuals wishing to borrow materials via ILL from the Bastrop Public Library must initiate their request through a participating library. Any decision to loan materials is made at the discretion of the Library Director or designated staff member.

Bastrop Public Library limits the loan of materials via ILL to circulating print materials.

If materials loaned through ILL are lost, then a fee equal to the MSRP of the item will be charged to the borrowing library.

Digital Materials and eResource Circulation

Circulation rules, including check-out period, renewals, and availability, for digital materials and eResources is not determined by the Bastrop Public Library and may vary depending on each provider.

Library Emergency Closure

In the event of an unexpected library closure, due dates will be pushed to the next open day. Late fees will be waived for any items unable to be checked in due to library closure.

Reevaluation of Circulation Policy

The Bastrop Public Library Circulation Policy is reviewed every two years so that it adequately reflects changes in the library's goals and 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.

Appendix

- American Library Association's [Bill of Rights](#)
- American Library Association's [Professional Ethics](#)
- [TexShare Card Program](#)
- [ALA interlibrary Loan Code](#)
- [Texas State Library and Archives commission Interlibrary Loan protocol](#)
- United States copyright law
- United States commission on new technological uses of copyrighted works guidelines
- Texas State Library and Archive Commission- [ILL](#)
- Bastrop Public Library Fee Schedule: page 8
- Hotspot Lending Guideline and Agreement: page 9
- Electronic Device Borrowing Agreement: page 11
- Interlibrary Loan Request Form: page 12

DRAFT

Bastrop Public Library Fee Schedule*

<i>Description</i>	<i>Amount of fee/ Deposit</i>
Membership Fees	
Annual Membership	Resident**: \$0.00 Non-Resident: \$25.00
Six-month Membership	Resident**: \$0.00 Non-Resident: \$15.00
Electronic devices returned after Due Date	\$1.00 per item per day, no grace period, \$30.00 cap per item.
Replacement of Bastrop Public Library materials or electronic devices lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
Interlibrary Loan return shipping costs	\$3.00 per item
Meeting Rooms	
Maynard Conference Room	General: \$25.00 per hour
Pressley Meeting Room	General: \$50.00 per hour
Supply and Equipment Fees	
Printing - Black & White, Letter-sized paper	\$0.10 per page
Printing - Color, Letter-sized paper	\$1.00 per page
Printing - Black & White, Ledger-sized paper (11X17")	\$0.20 per page
Printing - Color, Ledger-sized paper (11x17")	\$1.20 per page
3D Printing, except as part of an official Library program	\$0.10 per gram
Replacement library card	\$1.00
Electronic devices returned via exterior book drop	\$5.00

*Fee Schedule is subject to change. For most up to date version see [The City of Bastrop's municipal code.](#)

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APXAFESC_SA1.12LI

**Resident is defined as residing in or owning real property located in the City of Bastrop. Post office boxes cannot be used as proof of residence in the City of Bastrop.



Hotspot Lending Guidelines and Agreement

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

The Hotspot Lending Guidelines and Agreement must be completed before any device is checked out. The Hotspot Borrowing Agreement must be completed *each time* a device is checked out.

Guidelines for Borrowing and Use

Patron Initials _____

- The Hotspot Borrowing Agreement must be signed each time a hotspot is checked out.
- Borrowers must have an active Bastrop Public Library card in good standing.
 - Card must be active for at least two weeks.
 - Account has no outstanding fines or fees.
- Borrowers must be 18 years or older.
- A valid government-issued ID with picture and current address is required at checkout.
- Borrowers can only check out one hotspot per household.
- Hotspots may be checked out for 21 days.
- Hotspots may not be renewed.
- Hotspots and accessories must be returned to the circulation desk during operating hours.
- Service to the hotspot will be terminated 24 hours past the due date, and the hotspot will not work at that time.
- Hotspots may be placed on reserve unless the household currently has a device checked out.
- The library may, at any time, refuse checkout to patrons returning hotspots late or damaged.
- Failure to return a hotspot by the due date three times will result in suspension of hotspot borrowing privileges for six months.

Care and Operation

Patron Initials _____

- By checking out the item, the patron is certifying that they can and will use the hotspot in a manner consistent with its intended design and purpose.
- If the hotspot becomes unsafe or in a state of disrepair, the patron should discontinue use and notify the library as soon as possible.
- The hotspot should not be altered by attempting to open, repair, or modify it in any way.
- Only the borrower's household is authorized to use the hotspot.
- A brief instruction card is included for use of the hotspot. Library staff does not provide extensive instruction for the use of the device.

Fines and Liability

Patron Initials _____

- The borrower is solely responsible for the hotspot and will be billed for the replacement cost associated with damage or loss of the device and/or accessories as a result of neglect or abuse. Damage or loss fees may be incurred up to one week after check in.
- Hotspot and accessories replacement costs:
 - Hotspot: \$100.00
 - Power cord: \$25.00

- Device case: \$15.00
- Hotspots and accessories must be returned to the library circulation desk. A \$5.00 fee will be charged for devices returned in the book drop.
- The overdue fine for hotspots is \$1 per day with no grace period.
- If a hotspot is more than 30 days overdue, it is considered lost, and the borrower will receive a bill to cover the replacement cost. If the hotspot is returned in good condition within 90 days of the due date, the bill will be removed, but overdue fines will be charged.
- The hotspots run on the T-Mobile network. The speed and availability of the Wi-Fi connection will be dependent on the service area of T-Mobile’s towers. Service connection is not guaranteed in all areas.
- There is no Internet filtering software on the hotspots. Use of the hotspot is subject to T-Mobile’s Acceptable Use Policy, Privacy Policy, and Terms of Use.
- The Bastrop Public Library is not responsible for any liability, damages, or expenses resulting from the use or misuse of the hotspot device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not guaranteed. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, expressed or otherwise.
- The Bastrop Public Library is not responsible for any information a user accesses and encounters using a hotspot nor any actions a user takes while online.

Privacy Terms

Patron Initials _____

- Borrowers’ internet usage is not tracked by the Bastrop Public Library or the Internet service provider.
- The library does not have access to or collect specific usage data.
- The library does not provide patron information to the service provider.
- The only data the library collects about the hotspots are the following:
 - Total amount of data transmitted and received by each device during a billing cycle.
 - Anonymous circulation data related to the number of checkouts of each device.
- The library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., usernames, passwords, credit card information, etc.).

I accept the above **Hotspot Lending Guidelines and Agreement** and am responsible for returning borrowed hotspots to the library in good working condition and free from damage.

Print Name

Date

Signature

Bastrop Public Library Staff Signature

Approved June 2021
Formatting updated October 2022



Electronic Device Borrowing Agreement

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

The Electronic Device Borrowing Agreement must be completed each time a device is checked out. Use of a library hotspot is subject to the terms and conditions of this agreement. By checking out the device, you have agreed to the following:

- Electronic devices can only be checked out by a Bastrop Public Library cardholder in good standing, age 18 or older.
- A current, valid government-issued ID with picture and current address is required at checkout.
- Electronic devices can be checked out for 21 days and may not be renewed.
- Electronic devices should not be altered by attempting to open, repair, or modify it in any way.
- Electronic devices must be returned to the circulation desk during operating hours. A \$5.00 fee will be charged for devices returned in the book drops.
- Electronic devices are subject to late fines. See circulation policies for details.
- A fee will be charged to the cardholder's account for lost or damaged electronic devices.
- There is no Internet filtering software on Electronic Devices.
- The library is not responsible for any files, data, or personal information accessed, transmitted, lost, or damaged while accessing the Internet via electronic devices.

I accept the above checkout agreement and am responsible for returning the equipment to the library in good working condition and free from damage.

Patron Name (please print): _____ Library Card #: _____

Patron Signature: _____ Date: _____

Email: _____ Phone Number: _____

Hotspot. Material number: _____ Call Number: _____

Check Out: All equipment is present. Patron Initials: _____ Staff Initials: _____ Date: _____

_____ Hotspot _____ Power cable _____ Carrying case _____ Instruction card

Check In: All equipment is present. Patron Initials: _____ Staff Initials: _____ Date: _____

_____ Hotspot _____ Power cable _____ Carrying case _____ Instruction card



Interlibrary Loan Request

Date due: _____ Date due: _____ ONE RENEWAL ONLY

Date: _____

Staff: _____

Patron name: _____

Library card #: _____

Verified: _____

Daytime phone: _____

Email: _____

I understand that the \$3.00 fee is required when the item is picked up.

Signature: _____

Title: _____

Author: _____

Subject: _____

Publisher and date: _____

Cost of book: _____ ISBN: _____

STAFF USE ONLY

Date sent: _____

Date ret'd: _____

Date rec'd: _____

Date shipped: _____

Amount paid: _____

Cash: _____ Check # _____

Staff initials: _____

Patron's card is at least 2 weeks old: Yes No

Refunded: Date: _____

Staff Initials: _____

DRAFT

City of Bastrop Public Library Board

Meeting Minutes

October 10, 2022

1. Call to Order
 - a. Meeting was called to order by President Rebecca Bennett at 6:00 pm. Members present were President Rebecca Bennett, Barbara Clemons, Jennifer Leisure, Sally Keinarth, Lisa Gossett, Laura Goodwin, City Council Liaison Cheryl Lee, and Library Director Bonnie Pierson.
Also in attendance were Bastrop City Manager Sylvia Carrillo and Friends of The Bastrop Library President Lori Marler.
2. Presentations – None
3. Citizen Comments- None
4. Library Director Announcements
 - a. During the time Children’s Library Associate Carmen Serna is out for maternity leave Kat Durham will take over the youth programming. She is the Public Services Library Associate. Carmen Serna is slated to return on December 9, 2022.
 - b. Boo Bash was on Saturday, October 1st. It was a great success. Over 400 people visited the booth for the library.
 - c. The library, the Family Crisis Center, and the Senior Center have partnered for Domestic Violence Awareness Month. Donations to create hygiene kits are being accepted through Tuesday, October 26th. The library donations will be assembled into the kits during the Coffee with Catherine participants on Wednesday, October 27th.
 - d. The library will have a book display for Domestic Violence Awareness Month for all ages. There will be information available online and brochures from the Family Crisis Center.
 - e. The Bastrop Area Pickleball Association won this year’s Patriotic Shoebox Parade. This has given them a month (In October) of publicity from the Bastrop Public Library.
 - f. The Friends of The Library held their annual meeting on September 29th at 6 p.m. They elected their officers for the upcoming fiscal year.
 - g. The Friends of the Library will now take care of the annual open house refreshments for the Bastrop Public Library.
 - h. The Fiends of the Library are setting up boxes at various areas in the community with free magazines and journals. Part of this campaign will include placing QR Code stickers onto the magazines. This sticker, when scanned, will give information about Bastrop Public Library and the resources the library offers.

- i. Starting November, the Bastrop Public Library will have Mango, a new language database available.
- j. Cary Kittrell will be returning full time to the library in the beginning of the fiscal year 2023. Her title will be Library Media Specialist.
- k. The fee schedule passed as presented and went into effect on Monday, October 3rd.

5. Reports

a. Library Director Report

- i. Statistical Comparison Report per agenda packet
- ii. Monthly Financial Report
 - a. The library's total non-donation revenue from October 1, 2021, through September 20, 2022: \$46,673.12
 - b. The library's total non-donation revenue from August 1, 2022, through August 31, 2022: \$5,168.09
- iii. The Bastrop Public Library Inventory took place Monday, September 12, 2022, through Friday, September 16, 2022. Total items inventoried numbered 48,058. A total of 595 items were declared lost. This represents 1.22% lost from the collection. There is no data available from past inventories. There was some discussion on how to decrease lost items and the methods of replacement. Further research will be considered such as RFID (Radio-frequency identification) system.

b. Material Reconsideration Policy Committee Report

- i. presentation will be moved to the November Bastrop Library Board Meeting.

6. Workshop- None

7. Consent Agenda

- a. Rebecca Bennett moved to approve the September 12, 2022, minutes with corrections to spelling of Lisa Gossett's name and that Jennifer Leisure was not present at the September meeting. Barbara Clemons seconded the motion. The motion passed.

8. Items for individual Consideration and Discussion

- a. none

9. Adjournment

- a. meeting was adjourned 6:40 pm.

Respectfully Submitted

Laura Goodwin, Secretary

Rebecca Bennett, President