

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



October 02, 2023

Amendment to add item 3A and change wording of item 7B

Agenda - Public Library Board at 6:00 PM

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. ANNOUNCEMENTS

3A. Receive Training from City Secretary.

3B. Nancy Wood is the Library Board's newest member. Her term will run from October 2023 through September 2026.

- 3C. Eva Bernal has accepted the Youth Services Librarian position. She is scheduled to start Monday, October 16th.
- 3D. The library will be hosting Solar Eclipse Day on Saturday, October 14th to commemorate the 2023 annular eclipse. There will be several eclipse themed crafts and games, and solar eclipse glasses will be provided so everyone can safely watch the event together.
- 3E. The annual Boards & Commissions Banquet will take place at the Convention Center on Thursday, October 26th at 6pm.
- 3F. The library will be participating in the City of Bastrop's Boo Bash on Tuesday, October 31st from 6 - 8 pm. The library's booth will be in front of the building in the parking lot.
- 3G. Multiple streets in downtown will be closed to traffic from 3 pm until after 8 pm on Tuesday, October 31st for Boo Bash preparation, tear-down, and safety. As such, the library will be closing at 4 pm on Tuesday, October 31st.
- 3H. Announcements from the library director.
- 3I. Announcements from individual board members.

4. REPORTS

- [4A.](#) Director's report.
- [4B.](#) Statistics report.
- [4C.](#) Financial report.

5. PRESENTATIONS

- [5A.](#) Museum Fair presentation.

6. WORKSHOP

- [6A.](#) Open House workshop.
- [6B.](#) Fiscal Year 2024 Goals workshop.

7. ITEMS FOR INDIVIDUAL CONSIDERATION

- [7A.](#) Discuss and approve the 2024 regular meeting calendar.
- [7B.](#) Consider action to approve the Nominating Committee's slate of officers for fiscal year 2024.
- [7C.](#) Consider action to approve Bastrop Public Library minutes from September 11, 2023, regular meeting.
- 7D. 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: 09/27/2023 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/BonnieUeckertPierson

Bonnie Ueckert Pierson, Library Director



STAFF REPORT

MEETING DATE: Oct 2, 2023

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

Quilting with Mary started on Friday, September 8th. Both the program and pre-program consults have had a steady number of attendees. Quilting with Mary will run through Friday, November 17th.

The first meeting of the Library Book Club took place on Saturday, September 16th. A total of fourteen people were present and books were chosen for October and November. The club will be reading *The Last House on the Street* by Diane Chamberlain in October and *The Midnight Library* by Matt Haig in November.

LEGO® club and Pajama Time Stories resumed programming after taking a break for the month of August.

- September's LEGO® club theme was "Secret Spots," where builders were tasked to incorporate a hidden passageway, room, or similar feature within their creations. A total of twenty-seven people attended.
- Pajama Time Stories' theme was Dog Days. A total of nine people were in attendance.

On Friday, September 22nd, Children's Services Associate Jackie Baez gave 3rd graders from Calvery Episcopal School a guided tour of the Children's Area. There were seventeen students and two teachers. Students were shown where to find easy, juvenile, 1st reader, bluebonnet, and 2x2 books. They were taught what the different stickers on the spine of books meant and how these stickers could be used to determine if a book was right for them. Students were then given a crash course of the card catalogue and encouraged to ask staff members should they need any help while in the library. The tour ended with a short Q&A session before students were given bookmarks and got to select books to check out.

NOTEWORTHY:

On Monday, September 4th, Jackie Baez was reclassified to a permanent position with the Bastrop Public Library as Children's Services Associate.

Library Director Bonnie Pierson celebrated her 23rd anniversary with the library on Tuesday, September 12th.

The library has been awarded a \$2,500 grant from the Texas Book Festival to refresh and update the 1st Reader collection.

The library spent most of the month preparing for the end of fiscal year 2023 on Saturday, September 30th. All expense accounts managed by the library were spent in their entirety, leaving an overall funds balance of just 5% of the original budget.

UPDATES ON THE FOLLOWING:

Photo ID library cards update.

RFID feasibility update.

COMMUNITY FEEDBACK:

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

-Toni, patron attending Library Book Club



Statistics - August 2023

Item 4B.

Community Engagement	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
Circs By Patron Type										
Juv	935	1,096	1,457	593	510		1,103	4,591	4,630	5,028
Teen	129	308	536	140	152		292	1,265	735	769
Adult	3,789	4,604	5,451	2,442	2,278		4,720	18,564	16,790	18,098
Staff	272	272	457	168	139		307	1,308	1,265	1,429
NR Juv	929	1,015	1,056	399	377		776	3,776	5,253	5,513
NR Teen	206	236	298	170	139		309	1,049	1,097	1,184
NR Adult	10,783	12,215	13,371	5,512	5,062		10,574	46,943	43,359	47,108
TexShare	50	80	50	43	45		88	268	499	561
Total NR Usage	11,968	13,546	14,775	6,124	5,623		11,747	52,036	50,208	54,366
% NR Usage	70%	68%	65%	65%	65%		65%	67%	68%	68%
Programming										
Youth - # of Programs	23	27	36	13	13		26	112	93	101
Youth - Program Attendance	495	826	1,207	399	348		747	3,275	4,199	4,478
Young Adults - # of Programs	10	11	11	3	4		7	39	71	75
Young Adults - Program Attendance	92	93	102	34	39		73	360	586	625
Adults - # of Programs	10	13	19	11	5		16	58	38	41
Adults - Program Attendance	80	100	132	99	43		142	454	445	467
General - # of Programs	1	8	20	3	0		3	32	7	7
General - Program Attendance	637	423	172	373	0		373	1,605	1,089	1,089
Outreach - # of Programs	2	1	5	0	1		1	9	13	13
Outreach - Program Attendance	458	29	568	0	503		503	1,558	1,710	1,710
Passive - Coloring Sheets	180	390	420	120	120		240	1,230	1,880	1,880
Total # of Programs	46	60	91	30	23		53	250	225	240
Total Program Attendance	1,762	1,471	2,181	905	933		1,838	7,252	8,473	8,813
Membership - New Cards										
City	104	135	148	45	48		93	480	401	435
City Renewals	129	155	219	70	78		148	651	550	597
Faculty	0	1	1	0	0		0	2	7	7
Faculty Renewals	5	5	8	3	1		4	22	30	31
Friends	0	0	0	0	0		0	0	0	0
Friends Renewals	12	6	5	3	0		3	26	32	36
Staff	1	2	2	0	2		2	7	5	5
Staff Renewals	2	2	3	1	2		3	10	8	11
Nonresident	140	154	173	57	50		107	574	543	586
Nonresident Renewals	174	242	261	104	80		184	861	841	924
TexShare Visitor	1	2	3	3	0		3	9	9	11
TexShare Visitor Renewals	1	2	1	0	1		1	5	4	4
Total New Registrations	246	294	326	105	100		205	1,071	963	1,042
Total Renewals	323	412	495	181	162		343	1,573	1,470	1,608
TexShare Home New	0	0	1	0	0		0	1	1	1
TexShare Home Renewals	6	3	6	4	1		5	20	27	31
Facility										
Door Count	14,526	16,621	19,320	6,741	6,284		13,025	63,492	59,932	64,364
Study Room Use	517	493	522	173	186		359	1,891	1,297	1,404
Pressley Use - Library	124	57	209	17	18		35	425	159	172
Pressley Use - Nonprofit	32	24	33	7	9		16	105	70	80
Pressley Use - Other	4	0	12	0	0		0	16	0	0

Statistics - August 2023

Item 4B.

Maynard Use - Library	1	1	15	5	4		9	26	57	57
Maynard Use - Nonprofit	24	22	13	7	10		17	76	39	52
Maynard Use - Other	8	1	8	0	0		0	17	0	0
Total Meeting Room Use	534	598	899	209	227		436	2,467	1,622	1,765

Lifelong Learning	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
<u>Database Use</u>										
Portal to Texas History - Bastrop Advertiser	16,444	16,620	14,265	4,447	4,288		8,735	56,064	72,512	78,754
Heritage Quest	270	584	263	406	47		453	1,570	1,255	1,344
Learning Express Library	5	32	53	33	6		39	129	1,858	2,324
Gale LegalForms	9	4	1	0	0		0	14	0	0
Gale Presents: Udemy	2	0	0	0	0		0	2	0	0
Small Business Reference Center	2	0	0	0	0		0	2	0	1
Explora Elementary	0	1	0	2	2		4	5	0	6
Explora High School	0	0	0	0	0		0	0	5	2
Recursos Para Hispanohablantes	0	0	0	0	0		0	0	0	0
Mango Languages	61	144	240	57	56		113	558	0	0
Total General Use Databases Sessions	79	181	294	92	64		156	710	No Data	No Data
<u>Technology</u>										
Kids Computer Use	52	52	98	49	30		79	281	50	68
Teen Computer Use	52	56	47	7	9		16	171	31	46
Adult Computer Use	1,397	1,891	2,030	711	728		1,439	6,757	4,208	4,620
Wifi Use	4,601	4,799	5,522	1,830	1,905		3,735	18,657	15,269	16,681
Website Visits	9,744	11,725	15,791	5,333	2,706		8,039	45,299	45,126	48,914
3D Prints	3	5	4	0	0		0	12	2	2
Total Public Computer Use	1,501	1,999	2,175	767	767		1,534	7,209	4,289	4,734

Books & Reading	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
<u>Material Use</u>										
Check-Outs - Kids	4,969	5,615	6,976	2,917	2,925		5,842	23,402	20,073	21,968
Check-Outs - Tween	4,273	4,774	5,998	2,681	2,218		4,899	19,944	19,416	20,939
Check-Outs - Teen	780	1,246	1,442	599	455		1,054	4,522	3,907	4,160
Check-Outs - Adult	7,015	8,121	8,185	3,248	3,097		6,345	29,666	30,160	32,580
Honor Paperbacks	122	69	128	32	32		64	383	458	484
Renewals	3,759	4,061	5,260	3,227	2,846		6,073	19,153	17,889	19,147
In-House Use	2,211	1,977	4,132	1,610	2,018		3,628	11,948	18,239	19,382
Self-Check	4,152	4,634	5,423	2,097	1,835		3,932	18,141	15,125	16,743
Mobile Circ	24	13	8	6	3		9	54	505	526
Hotspots	75	80	75	22	28		50	280	231	257
OverDrive eBooks - Kids	286	174	315	93	54		147	922	816	896
OverDrive eBooks - Teen	133	191	232	61	59		120	676	506	538
OverDrive eBooks - Adults	1,625	1,661	1,835	722	650		1,372	6,493	7,101	7,670
OverDrive eAudio - Kids	131	208	218	71	46		117	674	693	758
OverDrive eAudio - Teen	98	115	161	59	56		115	489	428	472
OverDrive eAudio - Adults	1,319	1,387	1,345	513	556		1,069	5,120	4,165	4,630
SimplyE	0	0	4	0	0		0	4	16	16
Total Checkouts	23,037	25,618	31,046	12,628	12,194		24,822	104,523	106,714	115,276

Statistics - August 2023

Item 4B.

Interlibrary Loan										
ILL Borrowed	13	25	33	11	7		18	89	83	83
ILL Lent	27	36	18	3	0		3	84	100	113
Collection										
Items Added - E, 1st Readers	363	97	184	62	130		192	836	548	588
Items Added - Board Books	12	3	3	3	0		3	21	24	24
Items Added - J	379	182	222	124	152		276	1,059	1,272	1,365
Items Added - Teens	42	35	40	18	18		36	153	209	220
Items Added - Adults	454	338	293	149	127		276	1,361	1,499	1,600
Items Added - Magazines	134	120	118	39	36		75	447	504	552
Items Withdrawn	1,134	1,068	1,597	358	297		655	4,454	2,825	3,402
Missing Items	14	76	31	13	9		22	143	461	930
Total Items Added	1,384	775	860	395	463		858	3,877	4,056	4,349

Culture of Service	Q1	Q2	Q3	JUL	AUG	SEP	Q4	YTD 23	YTD 22	TOTAL 22
Reference Transactions										
General Reference Questions	1,135	1,705	1,662	574	420		994	5,496	3,875	4,173
Directional Questions	503	483	515	184	157		341	1,842	1,428	1,516
Tech Support Questions	1,772	1,960	2,428	827	851		1,678	7,838	5,957	6,381
Phone Reference	705	750	855	350	277		627	2,937	3,045	3,239
Tests Proctored	2	1	2	0	1		1	6	31	31
Tech Tutor	34	32	26	15	16		31	123	74	80
Total Reference Transactions	4,151	4,931	5,488	1,950	1,722		3,672	18,242	14,410	15,420
Volunteers										
Volunteer Hours	403.50	365.75	458.25	157.75	156.75		314.50	1,542.00	1,057.50	1,181.30
FOL Volunteer Hours	223.50	151.50	170.75	59.50	82.95		142.45	688.20	674.25	730.00
Teen Volunteer Hours	168.00	100.50	132.00	109.25	10.00		119.25	519.75	439.25	451.25
Total Volunteer Hours	795.00	617.75	761.00	326.50	249.70		576.20	2,749.95	2,171.00	2,362.55
Social Media										
Facebook Page Likes	2,394	2,764	2,922	3,014	3,067		3,041	2,757	2,133	2,149
Facebook Engaged	2,144	3,054	7,396	1,472	728		2,200	14,794	10,143	10,805
Facebook Reach	36,060	11,535	16,912	17,192	10,847		28,039	92,546	171,839	181,338
Instagram Page Followers	1,085	1,120	1,159	1,185	1,188		1,187	1,133	1,021	1,025
Instagram Impressions	8,428	7,872	11,567	2,686	964		3,650	31,517	28,651	30,070
Instagram Reach	1,515	1,382	1,697	443	287		730	5,324	5,363	5,796
Savannah Stats										
# of Emails Composed	90	88	88	38	40		78	344	218	238
# of Messages Sent	17,538	17,636	19,505	7,322	6,694		14,016	68,695	68,427	74,056
Opens	11,470	10,209	12,846	6,082	4,485		10,567	45,092	35,281	38,992
Open %	74%	58%	65%	83%	67%		75%	67%	54%	55%
Clicks	503	923	1,443	867	409		1,276	4,145	1,938	2,299

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through September 20, 2023, is \$45,164.59
 - a. Nonresidential: \$34,415.00
 - b. Material fines, fees, and replacement cards: \$2,548.96
 - c. Printing: \$6,586.70
 - d. Paypal: \$1,612.93

2. The library's total non-donation revenue from August 1, 2023, through August 31, 2023, is \$4,021.75
 - a. Nonresidential: \$3,015.00
 - b. Material, fines, fees, and replacement cards: \$173.94
 - c. Printing: \$702.60
 - d. Paypal: \$130.21



PRESENTATION

MEETING DATE: Oct 2, 2023

AGENDA ITEM: 5A

TITLE:

Museum Fair Presentation

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

One of the Bastrop Public Library's focus areas for 2021 – 2025 is "History and Culture" where the library aims to "[c]elebrate Bastrop's rich heritage, facilitate experiences to make art and history accessible, share knowledge, and build relationships."

PROPOSAL AND PURPOSE:

The Bastrop Public Library plans to hold a Museum Fair to promote information about museums and historical organizations in Bastrop. Organizations will set up booths in the Bastrop Public Library's Pressley Meeting Room for community members to explore at their leisure.

IMPORTANT DATES:

Registration Deadline: Saturday, September 30, 2023

- If more than five organizations outside of the City of Bastrop and Bastrop Public Library register by September 30th, registration will be extended to Saturday, October 28th.

Event: Saturday, November 4, 2023, from 11:00 am – 3:00 pm.

KEY DETAILS:

- If less than five organizations outside of the City of Bastrop and Bastrop Public Library register, the event will be postponed to Spring 2024.
- If less than three museums register, the event will be renamed.
- There is no participation fee.
- The library will provide each organization with a table for set-up.
- There will be an hour before and after for set-up and tear-down.
- Twenty-two organizations received a formal invitation, but there is an open invitation to all historic organizations.

INVITED ORGANIZATIOINS, LISTED IN ALPHABETICAL ORDER:

- Bastrop County African American Cultural Center (BCAACC) & Foundation Christian Ministries (FCM)
- Bastrop County Clerk
- Bastrop County Genealogical Society
- Bastrop County Historical Society
- Bastrop County Visitor Center and Museum
- City of Bastrop - Bastrop Public Library
- City of Bastrop - Planning - Historic Homes
- Daughters of the American Revolution (DAR)
- Elgin Genealogy Society
- Elgin Historical Association
- Elgin Main Street
- Elgin Public Library
- Halloween Museum
- McDade Historical Museum
- McDade Historical Society
- Rockne Historical Association
- Rockne Museum
- Smithville Depot Museum
- Smithville Genealogy Society
- Smithville Heritage Society/Museum
- Smithville Public Library
- Visit Bastrop

REGISTERED ORGANIZATIONS, LISTED IN ALPHABETICAL ORDER:

- Bastrop County African American Cultural Center (BCAACC) & Foundation Christian Ministries (FCM)
- Bastrop County Genealogical Society
- Bastrop County Visitor Center and Museum
- City of Bastrop - Bastrop Public Library
- City of Bastrop - Planning - Historic Homes
- Daughters of the American Revolution (DAR)



WORKSHOP

MEETING DATE: October 2, 2023

AGENDA ITEM: 6A

TITLE:

Open House Workshop

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Bastrop Public Library's 2023 Open House will take place Saturday, December 9th.

DISCUSSION POINTS:

1. Update from Music Committee
2. Update on House Building Schedule



Graham Cracker house volunteers: 2023

Maynard Conference Room

Wednesday Nov. 15

Staff Member

10:00 Set-up

11:00

12:00

1:00

2:00

3:00

4:00

5:00 Clean up

Thursday Nov. 16

Staff Member

10:00 Set-up

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00 Clean up

Monday Nov. 20

Staff Member

10:00 Set-up

11:00

12:00

1:00

2:00

3:00

4:00

5:00 Clean up

Tuesday	Nov. 21				Staff Member
10:00	Set-up				
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00	Clean up				

Wednesday	Nov. 22				Staff Member
10:00	Set-up				
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00	Clean up				

Thanksgiving Holiday

Monday	Nov. 27				Staff Member
10:00	Set-up				
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00	Clean up				

Tuesday Nov. 28

10:00 Set-up

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00 Clean up

Staff Member

Wednesday Nov. 29

10:00 Set-up

11:00

12:00

1:00

2:00

3:00

4:00

5:00 Clean up

Staff Member



WORKSHOP

MEETING DATE: Oct 2, 2023

AGENDA ITEM: 6B

TITLE:

Fiscal Year 2024 Goals Workshop

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

BASTROP PUBLIC LIBRARY FISCAL YEAR 2023 GOALS:

Community Engagement

- Increase awareness
- Develop new resident information that can be given to the Chamber of Commerce, apartment complexes and realtors.
- Create and maintain crates with branded books and magazines for people to take. These will be placed in a variety of locations throughout Bastrop.

Extend library services outside the walls of the building

- Focus our partnership efforts to engage with people who are not regular library users. Suggested partnerships this year:
 - Mina ACE program, Compass Rose Charter School, Founders Classical Academy, the Bastrop Senior Center, Bastrop County Historical Museum, and the Bastrop Recreation Center
- Invest to create a safe and welcoming destination for our community
 - Continue to work with the Texas Master Naturalists to improve the landscaping around the building and parking lot.
 - Continue with the building updates by rearranging the adult fiction area, adding acoustical improvements in the children's area, and purchasing a new podium and microphone system for the meeting room.

History & Culture

- Expand collaborations with historical, cultural, and artistic organizations
 - Support and promote the Bastrop County Genealogical Society and their programs.
 - Support, promote, and collaborate with the Bastrop County Historical Museum.
 - Collaborate with the Bastrop Art Center to host exhibits and highlight local artists.
- Encourage curiosity and exploration of our city
 - Share publicity about local events on the library's social media channels, in our newsletter, and in the building.
 - Provide passes and/or tickets to local events or exhibits as part of our circulating collection or as prizes during events.
- Increase knowledge of our collections and resources

- Audit our history collection.
- Create collection goals and criteria to improve our collection.
- Scan original historical documents for patrons to access digitally.
- Promote new and digitized materials to our community.
- Train staff about our history collection.

Lifelong Learning

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

Books & Reading

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

Culture of Service

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

Administrative

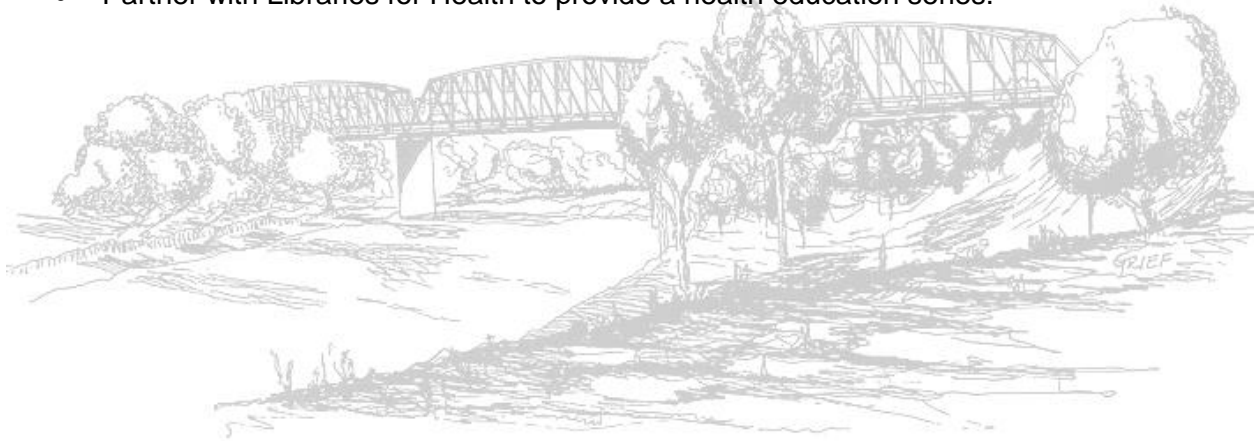
- Involve relevant staff members in purchasing and inventory tracking, and budget tracking and planning
- Move III retention files to Laserfiche
- Continue to identify documents and information for retention in Laserfiche
- Continue with systematic decluttering of storage spaces and files
- Create a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

A review of achievements regarding fiscal year 2023 goals will be provided during the November 2023 Library Board meeting.

BASTROP PUBLIC LIBRARY FISCAL YEAR 2024 SUGGESTED GOALS:

- Include the Bastrop County Visitor Center and Museum in organizations to receive information from the Bastrop Public Library curated for residents.
- Participate in community events and activities to share information about the library.
- Create targeted marketing materials for outreach participation.
- Build community relationships by looking for opportunities to promote community organizations, events, activities, and programs through displays and promotional materials.
- Include Bastrop Independent School District (BISD) elementary schools in focused partnership organizations.
- Invest in ways to improve the building to enhance the customer experience, such as upgrading equipment available in the Pressley Meeting Room and Maynard Conference Room.
- Work with the Historic Education and Resources Taskforce (HEART) to improve communication and resource sharing.
- Partner with organizations to include the library in community activities.
- Promote Mango Languages with targeted publicity, both internal and through social media.
- Prioritize expanding the variety of programming provided for the community.
- Provide family-centered activities periodically throughout the year.

- Include Headstart and Bastrop Independent School District (BISD) elementary schools in student-connection efforts.
- Expand and diversify youth organizational connections to further provide positive experiences for students.
- Provide interactive and engaging displays in the Children's area.
- Adjust hours to better serve the community.
- Adopt an alternative credit card system to increase transaction efficiency.
- Provide enhanced library cards.
- Reorganize and reconfigure spaces to accommodate future staff growth.
- Shuffle the Juvenile collection to improve accessibility.
- Continue digitizing paper patron cards.
- Find an alternative to the video phone for deaf patrons.
- Partner to offer a seed library.
- Transition Storytime boxes into literacy bags.
- Plan for the transition of adult fiction into an alphabetical-order arrangement.
- Explore the idea of a free-standing privacy booth.
- Move to one library card for all patrons, with the exception of enhanced cards.
- Partner with Libraries for Health to provide a health education series.





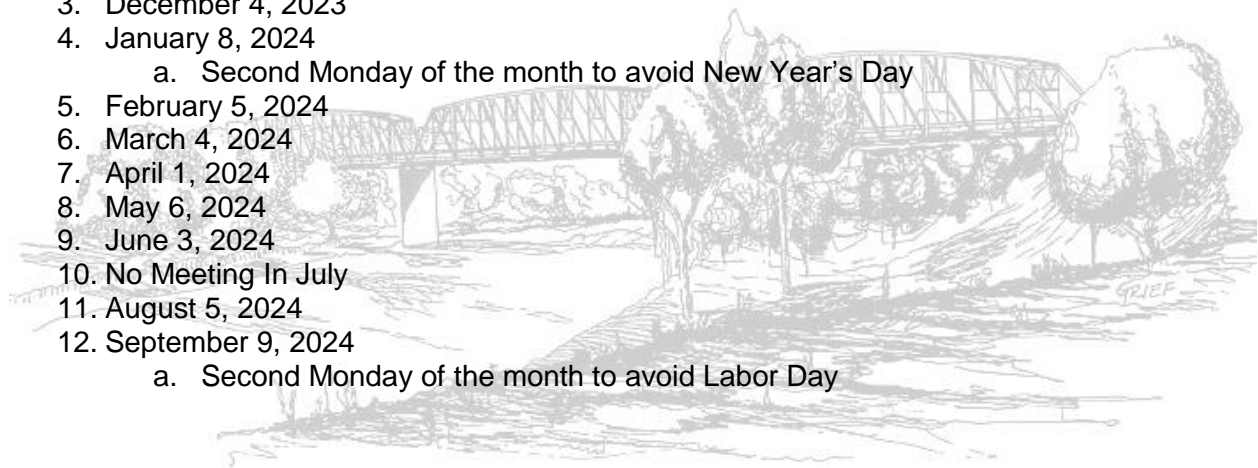
MEETING DATE: Oct 2, 2023

AGENDA ITEM: 7A

AGENDA ITEM SUBMITTED BY:
Bonnie Pierson, Library Director

RECOMMENDED MEETING DATES:

1. October 2, 2023
2. November 6, 2023
3. December 4, 2023
4. January 8, 2024
 - a. Second Monday of the month to avoid New Year's Day
5. February 5, 2024
6. March 4, 2024
7. April 1, 2024
8. May 6, 2024
9. June 3, 2024
10. No Meeting In July
11. August 5, 2024
12. September 9, 2024
 - a. Second Monday of the month to avoid Labor Day



City of Bastrop Public Library Board

Meeting Minutes

September 11, 2023

1. Call to Order

The meeting was called to order by President Rebecca Bennett at 6:01 pm.

Members present were Barbara Clemons, Lisa Gossett, Sally Keinarth, Jennifer Leisure, Laura Goodwin, Meagan Webb, Cheryl Lee City Council Liaison, and Bonnie Pierson Library Director.

2. Presentations

2A. Barabara Clemons Appreciation of Service Presentation. Barabara has been an active board member for 9 years.

3. Citizen Comments – None

4. Announcements

- a. Jackie Baez was hired September 04, 2023, for the full-time position as Library Assistant.
- b. Some library patrons have complained to library staff about what they feel is an issue with people experiencing homelessness' using the library. Access to the library resources and services are open and available to the public. The library staff ensures no patrons are loitering or sleeping.
- c. The library was awarded a grant of \$2,500.00 dollars from the Texas Library Grants.

5. Reports

a. Director's report

- i. On Wednesday, August the 2nd, Carmen Serna Children's Services Associate and Jackie Baez Library Assistant attended the Cedar Creek High School Back to School Bash. During this event the staff interacted with over 500 people.
- ii. The recent sewing class at the library received a lot of positive feedback and interest in further programming of this type. In response to this interest Mary Smith will return with a fall quilting class. This program required pre-registration and the spots quickly filled up. A waitlist has been started. Classes will be held on Fridays from 1:00 pm to 3:00 pm. The quilt class will run from Friday, September 8th through Friday, November 17th.
- iii. The library will be starting the Bastrop Public Library's Book Club for adults. The club will take place every 3rd Saturday of the month from 11:00 am -12:30 am.

b. Noteworthy:

- i. Bethany Dietrich, Public Services Librarian celebrated her 6th year anniversary with the Bastrop Public Library on Monday, August the 14th.
- ii. Veronica Nunez, Executive Administrative Assistant celebrated her 2nd anniversary with the Bastrop Public Library on Wednesday, August 23rd.
- iii. The annual Bastrop Public Library Volunteer Luncheon took place on Tuesday, August 15th. Friends of the Bastrop Public Library provided the lunch.
- iv. Public Services Librarian Bethany Dietrich participated with the Family Crisis Center in sharing her personal experience on how to handle a bully. This was recorded and posted on the Facebook page of the Family Crisis Center.
- v. The position of the Youth Services Librarian has been filled. The new hire will now go through the City of Bastrop new hire procedures.
- vi. This month of positive feedback included a person enjoying the library's collection of bake pans.
- vii. Introduction and use of RFID is on track for a goal to begin this year.

c. Statistical Comparison Report:

July 2023 statistical report is included in the Bastrop Library Board packet. Total new registrations and renewals have increased from last year. Tech Tutor support (15 minutes or more of support) has increased as have general reference questions.

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

e. Overdue Notice Statistics Report:

Bonnie Pierson, Library Director shared requested information with the board regarding statistical changes since the library made changes to the circulation policy. This raw data is available in the agenda packet.

6. Workshop:

The Bastrop Public Library's 2023 Open House which will take place on Saturday, December 9th. The Friends of the Library will take care of providing cookies. Sally Keinarth and Lisa Gossett will help with planning the open house.

7. Consent Agenda

- a. Jennifer Leisure moved to approve the August 7, 2023, Bastrop Library Board Meeting minutes. Sally Keinarth seconded the motion, and it was carried.
- b. Rebecca made a motion for the formation of a Nominating Committee for executive positions elections. Sally Keinarth and Lisa Gossett volunteered to be on this committee. The formation of this committee and the 2 positions was approved by Meagan Webb and Jennifer Leisure seconded the motion and it was carried.

8. Adjournment of meeting at 6:45 pm

Respectfully submitted.

Laura Goodwin, Secretary

Rebecca Bennett, President