

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



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**January 08, 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. MINUTES APPROVAL**

**3A.** Consider action to approve Bastrop Public Library minutes from December 4, 2023, regular meeting.

**4. ANNOUNCEMENTS**

- 4A. The library will be closed Monday, January 15th in observance of Martin Luther King Day.
- 4B. Library Associate Sheila Bowman will soon retire from the library after 20 years of service. Her last day is Wednesday, January 31st.
- 4C. Announcements from the Library Director.
- 4D. Announcements from individual board members.

**5. REPORTS**

- [5A.](#) Library Director's report.
- [5B.](#) Statistics report.
- [5C.](#) Financial report.
- [5D.](#) Quarterly Overdue Notice Statistics report.

**6. PRESENTATIONS**

**7. WORKSHOP**

- [7A.](#) Library Board Work Plan workshop.

**8. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 8A. 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: 01/02/2024 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

## City of Bastrop Public Library Board

## Meeting Minutes

December 04, 2023

## 1. Call to Order

The meeting was called to order by President Rebecca Bennett at 6:00 pm.

The members present were Lisa Gossett, Sally Keinarth, Jennifer Leisure, Laura Goodwin, Nancy Wood, Bonnie Pierson Library Director, and Cheryl Lee City Council Vice- President Meagan Webb was not present with an excused absence.

## 2. Citizen Comments – None

## 3. Announcements

- a. The library's annual open house will take place on Saturday, December 9<sup>th</sup>.
- b. The library will be closed for the following holidays: for Christmas Friday, December 22<sup>nd</sup> through Monday, December the 25<sup>th</sup> and for New Year's Day Monday, January 1<sup>st</sup>2024.
- c. Due to the library being closed on Monday, January 1<sup>st</sup> the monthly board meeting will be held on Monday, January the 8<sup>th</sup>.
- d. There will be no programs between Christmas and New Year's.
- e. Reminder that an email was sent out to the board members about the current History Preservation Project. This email includes information on fundraising to purchase the needed equipment to digitalize documents.
- f. Starting Tuesday, January the 2<sup>nd</sup> the library will open at noon versus 1 pm. This schedule will continue and include Thursdays as well.
- g. There is some research being done to possibly start a pilot program in the summer of 2024 to open on some days at 10 am. A temporary staff person will be needed to help with these added hours of the library being open.
- h. Announcements from individual board members – none

## 4. Reports

## a. Director's report

## i. Programming:

- The last group session of Quilting with Mary was held on Friday, November 17<sup>th</sup>. During this session Helen Taylor from Project Linus was present and gave information about this group and how the quilters could be involved with donating handmade blankets.

- Youth Services Librarian Eva Bernal has officially started teen programming. One of the programs being introduced on Teen Thursdays is Dungeon and Dragons.
- Beginning in January 2024 the library is planning to add a variety of adult programs. Some of the programs will be due to the popularity of the quilting and sewing groups. Due to interest a knitting group has been added. Other programming includes History Talks and Meet At The Library. The latter will be held weekly with varied health education discussions, board game time, and matinee movies.

ii. Noteworthy:

- Jackie Baez, Children's Service Associate had to resign her position unexpectedly. Her last day was Wednesday, November 1<sup>st</sup>. An updated job description for this position was posted to the public on Wednesday, November 22<sup>nd</sup>.
- Karen Caldera-Martinez was hired for 90 days as a temporary library clerk. Her first day was Thursday, November 22<sup>nd</sup>.
- Catherine Lombardo, Library Services Circulation Associate is on medical leave and working from home starting Monday, November 16<sup>th</sup>. She is expecting to return to work in full-time capacity in six weeks.
- Catherine Lombardo, Library Services Circulation Associate celebrated her 5<sup>th</sup> anniversary with Bastrop Public Library on Sunday, December 3<sup>rd</sup>.

iii. Updates:

- Work continues to be done on Photo ID library cards.
- Research continues for RFID (Radio-Frequency identification) tags.
- Community feedback continues to be positive and varied. A local quilter said the new quilting group helped her finish a quilt project that she started 18 years ago, the Elgin Courier had an article about the November History Fair.

b. Statistical Comparison Report:

The full report is available in the agenda packet. Noted increases in the number of programs and attendance continues. Adult programming has increased year to date (YTD) from 4 to 11. The YTD door count showed a significant increase and part of this explanation was the Solar Day Program which had 500 attendees. A new category under History and Culture includes partnerships. A

new partner is St. Davids Libraries For Health. Overdrive E-Books total checkouts has increased.

- c. Monthly Financial Report: See agenda packet for Financial Report.
  - d. 2023 Open House Report: See agenda packet for Open House Report. As of the board meeting the library was looking to find more volunteers for the open house.
5. Presentation-none
6. Workshop- None
7. Items for Individual Consideration
- a. Consider action to approve the Bastrop Public Library Minutes from November 06, 2023. Sally Keinarth moved to approve the minutes. Jennifer Leisure seconded the motion, and it was carried.
8. Adjournment of meeting at 6:30 pm

Respectfully submitted.

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Laura Goodwin, Secretary

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Rebecca Bennett, President



# STAFF REPORT

**MEETING DATE:** Jan. 8, 2024

**AGENDA ITEM:** 4A

**TITLE:**

Library Director's Report

**AGENDA ITEM SUBMITTED BY:**

Bonnie Pierson, Library Director

**PROGRAMMING:**

Bastrop Public Library's annual Open House was, once again, a big success. 822 people attended, and just under 300 graham cracker houses were given away that day, with 306 people choosing to decorate a house in the library. Additionally, 110 Take Home Kits were given away. Six live musicians performed holiday music throughout the day. The Friends of the Library provided refreshments. The Library is beyond grateful for the Friends, Library Board, and community members who volunteered their time to prepare and execute the event.

On December 12th, Bluebonnet Trails hosted their Community Services Parents as Teachers Information Fair at the Bastrop Hampton Inn and Suites. Youth Services Librarian Eva Bernal represented the Bastrop Public Library at the fair to provide information on library resources and programs that would help parents become better educators for their children. A total of 111 attendees visited the library's booth.

The annual Elves Workshop event took place on December 14<sup>th</sup>, during the library's weekly Teen Thursday program. A total of 7 teens participated this year and had a chance to make a variety of handmade Christmas gifts for their loved ones. The handmade gifts included a Christmas card, painted terracotta pots, customized tea towels, lavender sugar hand scrub, and a cookie mix jar.

Adult Programs beginning in January 2024.

- Knitting Group: Begins weekly starting Friday, January 5<sup>th</sup> from 2:45 pm to 5:15 pm.
- Meet at the Library: Every other Thursday in the Pressley Meeting Room from 1:00 to 3:00 pm starting January 11<sup>th</sup>.
- Beginning Sewing with Mary: Begins weekly starting Saturday, January 13<sup>th</sup> from 9:30 am to 12:30 pm and runs through Saturday, March 24<sup>th</sup>.
- Sewing & Quilting Group: Begins weekly starting Monday, January 22<sup>nd</sup> from 1:00 pm to 3:30 pm.
- History Talks: The first program of this quarterly series will be taking place on Saturday, January 27<sup>th</sup> from 12:30 pm to 2:30 pm. Robbie Sanders, chair of the Fairview Cemetery Advisory Board, will be presenting on Fairview Cemetery.

**NOTEWORTHY:**

Birdhouses provided by the Lost Pine Garden Club were installed at the library on Tuesday, December 19th. These birdhouses complement others installed in Fisherman's Park and show collaboration between the Lost Pines Garden Club and the City of Bastrop to support the natural environment as a Texas Bird City.



Library Services Circulation Associate Catherine Lombardo returned from medical leave on Wednesday, December 27<sup>th</sup>.

The Library Associate Children's Services position is still open. As of Friday, December 29<sup>th</sup>, nine applications have been received and reviewed. Interviews have not been scheduled.

Over ten new security cameras were installed in and around the library in the second half of December. These cameras will provide staff with more visibility of the building, particularly areas hard to see from the front desks, such as the Reading Room.

New library hours were approved by the City Manager. Since Tuesday, January 2<sup>nd</sup>, the Bastrop Public Library is now open from 12:00 pm to 9:00 pm on Tuesdays and Thursdays.

**UPDATES ON THE FOLLOWING:**

Photo ID library cards update.

RFID feasibility update.

## COMMUNITY FEEDBACK:



**Isaac Archer**

1 review • 0 photos

★★★★★ 3 days ago

It's an amazing place for anyone wanting a little peace and quiet.

The staff is great and very friendly.

You can check out a ton of other things than books including movies, tv shows, board games, puzzles, cake pans and I just learned that you can check out wifi hotspots!

There's a room devoted to teenagers where you can just hang out with your friends.



**Erin Baldwin Chandler**

The take home kits are amazing! Thank you for offering them as an option!

29m [Love](#) [Reply](#) [Send message](#) [Hide](#)



**Hanna Little-Neuhaus**

1 review • 0 photos

★★★★★ 11 hours ago

i attended the teen night program from 2020-2023(14-17). i've yet to turn 18 but this summer a lot happened and i'm unlikely to be able to attend before then, so i'd just like to say how much the program helped me. bethany, who ran the program while i attended, is an incredible person, as are all other staff.

thank you to the library for providing books and incredible experiences over the last three years.

editing to sign:

H. "Zee" Little-Neuhaus



# Statistics - November 2023

Item 5B.

Community Engagement	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Circls By Patron Type</u>							
Juv	552	346		898	898	716	5,209
Teen	73	67		140	140	77	1,338
Adult	2,038	1,899		3,937	3,937	2,662	20,804
Staff	159	143		302	302	170	1,510
NR Juv	401	329		730	730	638	4,163
NR Teen	137	193		330	330	119	1,139
NR Adult	4,973	4,627		9,600	9,600	7,408	51,724
TexShare	25	32		57	57	40	331
<b>Total NR Usage</b>	<b>5,536</b>	<b>5,181</b>		<b>10,717</b>	<b>10,717</b>	<b>8,205</b>	<b>57,357</b>
<b>% NR Usage</b>	<b>66%</b>	<b>68%</b>		<b>67%</b>	<b>67%</b>	<b>69%</b>	<b>67%</b>
<u>Programming</u>							
Early Childhood - # of Programs	8	6		14	14	8	95
Early Childhood - Program Attendance	313	252		565	565	231	2,922
Youth - # of Programs	1	1		2	2	2	31
Youth - Program Attendance	36	50		86	86	73	714
Young Adults - # of Programs	4	4		8	8	7	43
Young Adults - Program Attendance	34	34		68	68	69	397
Adults - # of Programs	11	9		20	20	8	72
Adults - Program Attendance	72	76		148	148	73	554
General - # of Programs	1	1		2	2	0	32
General - Program Attendance	585	72		657	657	0	1,605
Outreach - # of Programs	2	0		2	2	2	9
Outreach - Program Attendance	1,554	0		1,554	1,554	458	1,558
Passive - Coloring Sheets	60	60		120	120	90	1,350
<b>Total # of Programs</b>	<b>27</b>	<b>21</b>		<b>48</b>	<b>48</b>	<b>33</b>	<b>282</b>
<b>Total Program Attendance</b>	<b>2,594</b>	<b>484</b>		<b>3,078</b>	<b>3,078</b>	<b>1,004</b>	<b>7,750</b>
<u>Membership - New Cards</u>							
City	38	25		63	63	81	519
City Renewals	46	43		89	89	87	724
Faculty	0	0		0	0	0	2
Faculty Renewals	1	1		2	2	3	22
Friends	2	0		2	2	0	1
Friends Renewals	2	3		5	5	8	33
Staff	1	1		2	2	1	7
Staff Renewals	1	3		4	4	2	12
Nonresident	47	42		89	89	98	637
Nonresident Renewals	76	57		133	133	130	948
TexShare Visitor	1	1		2	2	1	10
TexShare Visitor Renewals	2	5		7	7	0	6
<b>Total New Registrations</b>	<b>89</b>	<b>69</b>		<b>158</b>	<b>158</b>	<b>181</b>	<b>1,174</b>
<b>Total Renewals</b>	<b>128</b>	<b>112</b>		<b>240</b>	<b>240</b>	<b>230</b>	<b>1,743</b>
TexShare Home New	0	0		0	0	0	2
TexShare Home Renewals	3	5		8	8	3	23
<u>Facility</u>							
Door Count	6,242	4,992		11,234	11,234	9,717	69,478
Study Room Use	168	164		332	332	374	1,930
Pressley Use - Library	18	125		143	143	303	224
Pressley Use - Nonprofit	17	17		34	34	29	108

# Statistics - November 2023

Item 5B.

Pressley Use - Other	0	13	13	13	14	0
Maynard Use - Library	1	0	1	1	0	37
Maynard Use - Nonprofit	16	13	29	29	1	99
Maynard Use - Other	0	7	7	7	19	2
<b>Total Meeting Room Use</b>	<b>220</b>	<b>175</b>	<b>395</b>	<b>395</b>	<b>367</b>	<b>2,400</b>

History & Culture	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
Partnerships	2	1		3	3	No Data	No Data
Special Displays	1	0		1	1	No Data	No Data
Documents Digitized	No Data	No Data		No Data	No Data	No Data	No Data

Lifelong Learning	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Database Use</u>							
Portal to Texas History - Bastrop Advertiser	2,882	3,269		6,151	6,151	11,635	59,346
Heritage Quest	115	101		216	216	192	1,626
Learning Express Library	3	6		9	9	3	149
Gale LegalForms	0	0		0	0	2	14
Gale Presents: Udemy	0	0		0	0	2	2
Small Business Reference Center	0	0		0	0	2	2
Explora Elementary	0	0		0	0	0	5
Explora High School	0	0		0	0	0	0
Recursos Para Hispanohablantes	0	0		0	0	0	0
Mango Languages	43	24		67	67	32	976
<b>Total General Use Databases Sessions</b>	<b>46</b>	<b>30</b>		<b>76</b>	<b>76</b>	<b>41</b>	<b>1,148</b>
<u>Technology</u>							
Kids Computer Use	47	14		61	61	34	321
Teen Computer Use	7	8		15	15	32	178
Adult Computer Use	619	497		1,116	1,116	930	7,459
Wifi Use	1,801	1,673		3,474	3,474	3,102	20,482
Website Visits	4,161	3,525		7,686	7,686	6,575	47,938
3D Prints	0	0		0	0	3	12
<b>Total Public Computer Use</b>	<b>673</b>	<b>519</b>		<b>1,192</b>	<b>1,192</b>	<b>996</b>	<b>7,958</b>

Books & Reading	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Material Use</u>							
Check-Outs - Kids	2,735	2,506		5,241	5,241	3,558	26,243
Check-Outs - Tween	2,365	1,988		4,353	4,353	3,086	22,266
Check-Outs - Teen	423	427		850	850	516	4,897
Check-Outs - Adult	2,812	2,690		5,502	5,502	4,633	32,561
Honor Paperbacks	14	8		22	22	90	406
Renewals	3,095	2,957		6,052	6,052	2,437	21,789
In-House Use	3,744	1,400		5,144	5,144	1,642	15,338
Self-Check	1,519	1,419		2,938	2,938	3,036	19,934
Mobile Circ	5	8		13	13	22	54
Hotspots	23	25		48	48	50	301
OverDrive eBooks - Kids	54	81		135	135	221	970
OverDrive eBooks - Teen	56	41		97	97	82	729
OverDrive eBooks - Adults	576	514		1,090	1,090	1,040	7,052

# Statistics - November 2023

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OverDrive eAudio - Kids	92	70	162	162	88	746
OverDrive eAudio - Teen	42	44	86	86	73	541
OverDrive eAudio - Adults	562	576	1,138	1,138	870	5,663
SimplyE	0	2	2	2	0	4
<b>Total Checkouts</b>	<b>13,503</b>	<b>10,380</b>	<b>23,883</b>	<b>23,883</b>	<b>15,949</b>	<b>117,717</b>
<u>Interlibrary Loan</u>						
ILL Borrowed	11	10	21	21	12	94
ILL Lent	8	1	9	9	22	89
<u>Collection</u>						
Items Added - E, 1st Readers	0	72	72	72	239	915
Items Added - Board Books	0	0	0	0	8	21
Items Added - J	1	28	29	29	239	1,222
Items Added - Teens	2	26	28	28	28	170
Items Added - Adults	119	91	210	210	345	1,399
Items Added - Magazines	37	46	83	83	96	491
Items Withdrawn	112	563	675	675	684	4,546
Missing Items	7	3	10	10	13	153
<b>Total Items Added</b>	<b>159</b>	<b>263</b>	<b>422</b>	<b>422</b>	<b>955</b>	<b>4,218</b>

Culture of Service	OCT	NOV	DEC	Q1	YTD 24	YTD 23	TOTAL 23
<u>Reference Transactions</u>							
General Reference Questions	334	311		645	645	741	5,827
Directional Questions	173	144		317	317	341	2,004
Tech Support Questions	689	600		1,289	1,289	1,231	8,585
Phone Reference	391	163		554	554	518	3,187
Tests Proctored	1	3		4	4	2	8
Tech Tutor	32	8		40	40	26	145
<b>Total Reference Transactions</b>	<b>1,620</b>	<b>1,229</b>		<b>2,849</b>	<b>2,849</b>	<b>2,859</b>	<b>19,756</b>
<u>Volunteers</u>							
Volunteer Hours	88.75	97.25		186.00	186.00	273.25	1,739.05
FOL Volunteer Hours	164.50	159.00		323.50	323.50	131.50	757.45
Teen Volunteer Hours	38.00	37.75		75.75	75.75	48.50	544.45
<b>Total Volunteer Hours</b>	<b>291.25</b>	<b>294.00</b>		<b>585.25</b>	<b>585.25</b>	<b>453.25</b>	<b>3,040.95</b>
<u>Social Media</u>							
Facebook Page Likes	3,138	3,170		3,154	3,154	2,383	2,785
Facebook Engaged	2,433	875		3,308	3,308	1,161	16,609
Facebook Reach	6,961	8,962		15,923	15,923	22,208	101,624
Instagram Page Followers	1,204	1,215		1,210	1,210	1,080	1,138
Instagram Impressions	4,027	2,024		6,051	6,051	4,208	33,454
Instagram Reach	616	498		1,114	1,114	837	5,742
<u>Savannah Stats</u>							
# of Emails Composed	31	36		67	67	58	302
# of Messages Sent	4,555	5,072		9,627	9,627	11,638	61,565
Opens	2,601	2,455		5,056	5,056	7,797	61,867
Open %	57%	48%		53%	53%	80%	66%
Clicks	272	196		468	468	253	4,176

## Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2023, through December 20, 2023, is \$8,882.68
  - a. Nonresidential: \$6,275.00
  - b. Material fines, fees, and replacement cards: \$571.48
  - c. Printing: \$1,749.20
  - d. Paypal: \$287.00
  
2. The library's total non-donation revenue from November 1, 2023, through November 30, 2023, is \$2,780.85
  - a. Nonresidential: \$2,030.00
  - b. Material, fines, fees, and replacement cards: \$202.08
  - c. Printing: \$477.85
  - d. Paypal: \$70.92
  
3. Notable library donation revenue from November 1, 2023, through November 30, 2023, is \$1,100.
  - a. 11/13: \$100.00
  - b. 11/20: \$800.00
  - c. 11/30: \$200.00



# STAFF REPORT

MEETING DATE: Jan. 8, 2024

AGENDA ITEM: 4D

**TITLE:**

Overdue Notice Statistics Report

**AGENDA ITEM SUBMITTED BY:**

Bonnie Pierson, Library Director

**RAW DATA:**

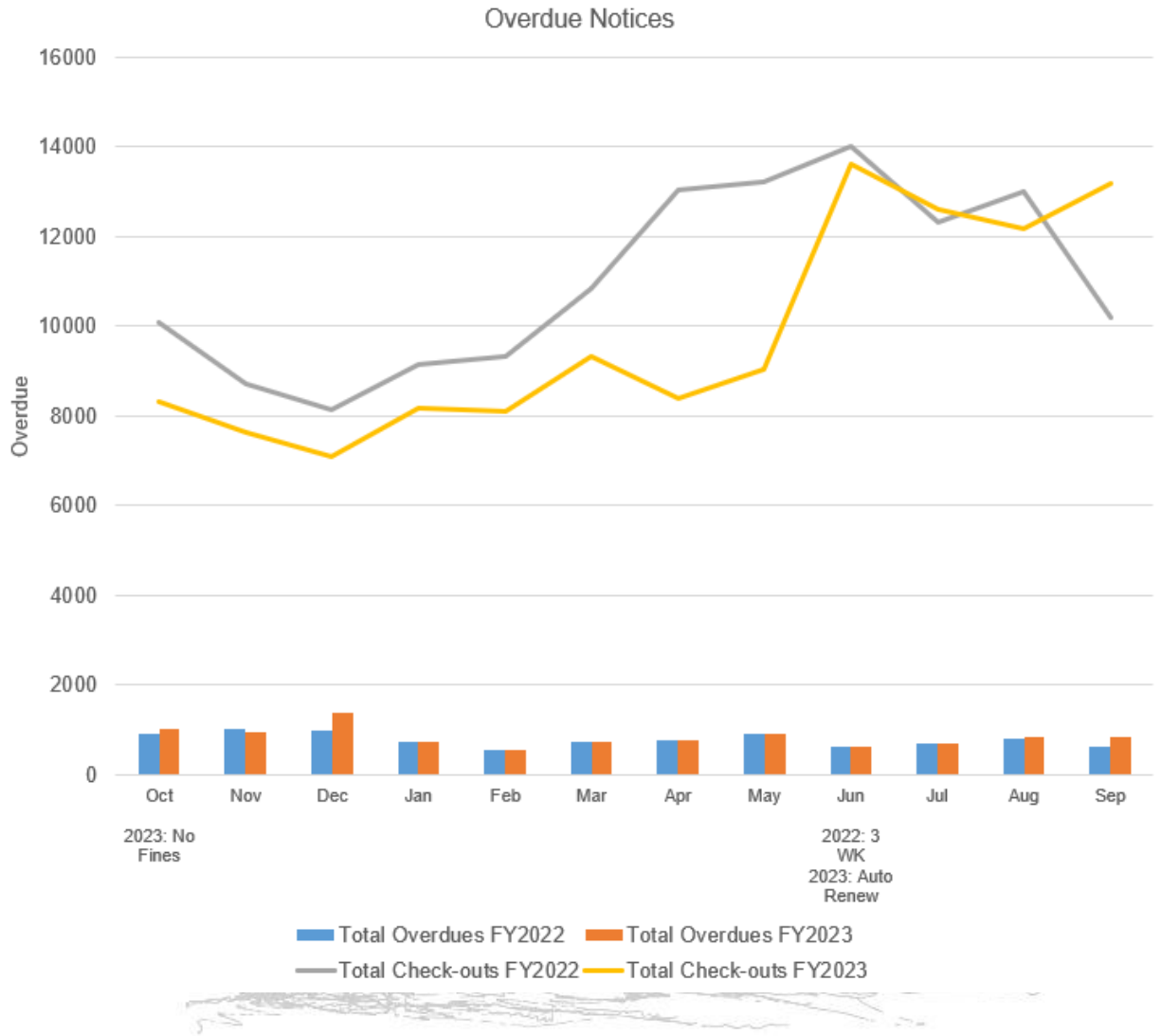
FY2022

Month	Total Overdues	Total Check-Outs	Overdue Percentage	Notes
October	932	10,072	10%	
November	1,030	8,704	11%	
December	1,003	8,128	17%	
January	739	9,141	8%	
February	558	9,334	6%	
March	748	10,831	7%	
April	761	13,045	6%	
May	917	13,218	7%	
June	640	14,028	4%	Three Week Check-Out
July	695	12,317	6%	
August	822	13,021	7%	
September	629	10,180	8%	

FY2023

Month	Total Overdues	Total Check-Outs	Overdue Percentage	Notes
October	1,038	8,317	12%	No Fines
November	950	7,632	12%	
December	1,399	7,088	20%	
January	734	8,179	9%	
February	550	8,108	7%	
March	748	9,331	8%	
April	758	8,379	9%	
May	915	9,056	10%	
June	630	13,611	5%	Auto-Renewals
July	694	12,628	5%	
August	856	12,194	7%	
September	839	13,194	6%	

**GRAPHIC:**





# WORKSHOP

**MEETING DATE:** January 8, 2024

**AGENDA ITEM:** 7A

**TITLE:**

Library Board Work Plan workshop

**STAFF REPRESENTATIVE:**

Bonnie Pierson, Library Director

**BACKGROUND/HISTORY:**

The Library Board was tasked with creating goals and actionable items for a yearly work plan. Accompanying documents are provided for the discussion and possible creation of this plan which should include benchmarks from the previous fiscal year, goals for this fiscal year, actionable items to accomplish the goals, a timeline for success, and resources needed to accomplish the goals. This work plan will support the library's goals and set priorities for the next year.

**ATTACHMENTS:**

1. Work Plan Template
2. FY2023 Banquet Goal Form
3. Initial Board Goal Discussion
4. FY 2023 Library Goals – Accomplished
5. FY 2024 Library Goals – Simplified
6. Board Suggested Ideas

## Work Plan Template

Success for our board can be defined as: (i.e. increase in total park acres, increase in total recreation programs, etc)

### Board Goals:

- 1)
- 2)
- 3)

### Action Plan:

- 1) Goal 1 will be accomplished as follows:
- 2) Goal 2 will be accomplished as follows:
- 3) Goal 3 will be accomplished as follows:

### To succeed, we need the following resources:

- 1) Staff:
- 2) Supplies:
- 3) Other



# BOARDS & COMMISSION BANQUET

## PRESENTATION INFORMATION

Item 7A.

**Board/Commission Name:** Public Library Advisory Board

### Board/Commission Achievements

*(Please list only three (3) achievements from the past year or recent past)*

1. Reviewed, revised, and approved the Collection Development Policy and the Circulation Policy. Both documents are vital to library operations and the careful consideration of the board helps ensure we are enhancing library services for our community.
2. Actively participated in library events and engaged with the community through volunteer opportunities. Board members volunteered during the Halloween Boo Bash, built Graham Cracker Houses and served refreshments for the Annual Library Open House, helped with spring break activities, and working at events during summer reading program.
3. Initiated a planning session for service enhancements and expanded programming for the library. The board identified the desire to provide enhanced library cards (library cards with an individual's picture and permanent address), to extend library hours, to provide adult programs, especially programs of an informational or instructional nature, to establish a library book club, and to increase partnerships to enhance program offerings.

#### Initial Board Goal discussion:

These suggestions came from the initial discussion of goals after meeting with the city secretary. The goals and descriptions are based off the presentation from the October 2023 Boards & Commissions Banquet.

#### Goals:

1. Review, recommend changes, and approve library policies.
  - a. A continual goal of the library is to update and revise its policies to create an inclusive, customer friendly organization that is responsive to the needs of the community. At least 3 policies per year will be reviewed, revised, or updated.
  - b. The board can suggest changes to the review schedule.
  
2. Advocate for the library through volunteer opportunities, community events, appearance at public meetings, or other activities as they present themselves.
  - a. It is the Advisory Board's role to support the library and its goals and educate the public about the library.
  - b. It is the Advisory Board's role to interact with the community and bring suggestions and/or concerns from the public to the library director.
  
3. Work with the library director to formulate goals and strategic direction for the library.
  - a. Review library goals periodically to assess progress and define priorities.
  - b. Bring ideas, suggestions, and concerns to the library director to provide direction for the library that is responsive to the community.



# Fiscal Year 2023 Library Accomplishments

## Community Engagement

- Increase awareness
  - Professionally print annual report
  - Purchase promotional items to give away at outreach events
- 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:
    - The Bastrop Senior Center, Bastrop County Historical Museum, and the Bastrop Recreation Center, Prairies and Pines Land Trust
      - Care kit supply donations and assembly
      - Halloween stories, scavenger hunt
      - Recreation Month
- 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
    - Rearranged adult fiction shelving
    - Added benches and desk space within the adult fiction shelves
    - Replaced blackout curtains in the meeting room
    - Created seating area near art work
    - Replaced self-check station with larger movable cart
    - Removed privacy barrier from circulation desk
  - Developed an internal policy/procedure for Service Animals
  - NARCAN training

## History & Culture

- Expand collaborations with historical, cultural, and artistic organizations
  - Support and promote the Bastrop County Genealogical Society and their programs.
    - Publicize meetings, building membership, coordinating programs
  - Support, promote, and collaborate with the Bastrop County Historical Museum.
  - Collaborate with the Bastrop Art Center to host exhibits and highlight local artists.
    - Coffee with Catherine programs
    - Jana Lynch, Laslo Persky
  - Freedom Colonies Talk with BCAACC & FCM
  - Daughters of the American Revolution presentation

- 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.
    - Bastrop Area Pickleball publicity for winning SRP 2022's Shoebox Parade
  - Provide passes and/or tickets to local events or exhibits as prizes during events.
    - Opera House passes as SRP prize
- Increase knowledge of our collections and resources
  - Audit our history collection.
  - Scan original historical documents for patrons to access digitally.
    - Preservica, access through catalog
  - Promote new and digitized materials to our community.
    - HEART
    - Genealogical society
    - City of Bastrop

## Lifelong Learning

- Increase accessibility to technology tools and support
  - 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.
  - Mango Languages launch (Oct 27, 2023)
- Provide meaningful and enjoyable learning experiences
  - Promote database use with promotions and individualized learning sessions 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.
    - Family LEGO Club
    - UNO Challenge
    - Escape room
  - Provide self-directed activities at various times throughout the year.
    - Map of Where Did You Go to the Library as a Kid
    - Voting with GCDC
  - Increase program opportunities for adults through partnerships and outreach.
    - Sewing
    - Quilting
    - Composting
    - Coffee with Catherine – Police Dept.
    - Friends author visit
    - Library Book Club
  - Started Pajama Time Stories, an evening storytime
- Partner with educational resources
  - Connect with Calvary Episcopal School, Compass Rose Charter School, Colorado River Collegiate Academy, to connect with their students.
    - Tours and school visits

- Connect with local nonprofits and organizations for program collaborations, especially those for adults.
  - Bastrop County Animal Services
  - Bastrop Lions Club
  - Bastrop County Emergency Food Pantry

## Books & Reading

- Foster a love of reading and a culture of curiosity
  - Connect with Compass Rose Charter School, to provide experiences for their students.
    - Listed in previous goal
  - 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
    - Juvenile nonfiction project
    - Easy nonfiction project
  - 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
    - Domestic Violence Awareness Month display
    - Teen Dating Violence Awareness Month display
    - Mental health display
    - Audubon Day display
    - BCAACC display
    - *Delgado v. Bastrop* display
  - Seek opportunities to share books with youth and/or their families
    - Early Headstart visit
    - Pines & Prairies storytime
    - BISD Multilingual family group
  - Promote collections in Newsletter and targeted email messages sent through Savannah/OrangeBoy

## Culture of Service

- Meet and exceed customer needs and expectations
  - 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
    - Collection Development
    - Circulation – combined Interlibrary Loan, TexShare, Electronic Device policies into Circulation
  - Update Circulation, Interlibrary loan, and TexShare procedures
    - Started project to update all procedures, 80% completed
  - Created Inmate Reference Services procedures

- Updated Institutional card forms and procedures
  - Issued 2 Institutional memberships
- Create a plan for future growth
  - Update, streamline, and create a uniform format for all job descriptions
    - In process, will complete in FY24
  - Create a plan for staff advancement and employee growth
    - In process, will need assistance from Human Resources and outside agencies

## Administrative

- Involve relevant staff members in purchasing and inventory tracking and budget tracking and planning
- Move ILL retention files to Laserfiche
  - Completed, and procedures created for sustainability and destruction
- Continue to identify documents and information for retention in Laserfiche
  - Historical Library Board files completed
  - 10 years of Erate files completed, and procedures created for sustainability and destruction
  - Historical grant files, started
- Continue with systematic decluttering of storage spaces and files

## Additional Accomplishments

- Fine free and automatic renewals
- Digital library card applications
- Initiated project to digitize all paper library card applications.
- HEART membership
- Circulating puzzles
- Die cut machine available for the public
- Improved access to public-viewing documents
- Hired Youth Services Librarian
- Improved the overall age of the collection
- Texas Book Festival grant
- Program partnerships with:
  - Empty Bowl Project
  - Stem & Stone
  - Bastrop Police Department
  - Bastrop Fire Department
- Great Library Organization Project
  - Better allocation of space
  - We know what we have and where it is
  - Supports programming
- Institutional Accounts Form
- Updated Reserve Express to reflect current popular authors
- Circulation/Reference Desk - Standardized each workstation to increase efficiency and foster a better patron experience
- Library supervisor promotion

- Hired a temporary employee for summer reading to support staff and programming
- ILL reimbursement through the Texas State Library
- Developed a new call number system for genealogy to promote access to materials
- Catalog maintenance projects
  - Ensured all materials have a copyright date where possible
  - Removed repetitive information from the graphic novel titles.
  - Designated primary authors in the item record to ensure all items would have an author listed in the catalog



# Fiscal Year 2024 Library Goals Discussion

## Community Engagement

- Increase awareness
  - Develop new resident information that can be given to the Chamber of Commerce, [Visitor's Center](#), apartment complexes and realtors.
  - [Participate in community events and activities to share information about the library.](#)
  - [Create targeted marketing materials for outreach participation.](#)
- Build community relationships
  - [Look for opportunities to promote community organizations, events, activities, and programs through displays and promotional materials.](#)
- 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 and BISD elementary schools](#), [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](#) and/or other entities to improve the landscaping around the building and parking lot.
  - [Invest to improve the building and the customer experience.](#)
    - [Equipment for the Pressley Meeting Room and Maynard Conference room](#)
    - [Reorganize the materials in the juvenile collection to improve access](#)
    - [Create a plan to transition the adult fiction section away from a genre based organization.](#)

## 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.
  - [Work with HEART to improve communication and resource sharing.](#)
- 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.
  - [Partner with organizations to include the library in community activities.](#)



- Increase knowledge of our collections and resources
  - 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 expand the 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.
  - 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.
  - Provide self-directed activities at various times throughout the year.
  - Increase program opportunities for adults through partnerships and outreach.
    - Connect with local organizations and individuals to provide quarterly history programs.
- Partner with educational resources
  - Contact Compass Rose Charter School, Founders Classical Academy, Headstart, BISD elementary schools, 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.
    - Provide programs through the Libraries for Health Initiative.
    - Work to create a seed library through a partner collaboration.

## 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 other youth organizations to provide positive experiences for students.
  - Increase literacy components of programs by incorporating material displays as part of the program.
  - Provide interactive and engaging displays in the Children's area.
  - Transition noncirculating Storytime Boxes to circulating literacy backpacks.

- Increase the quality and depth of the collection
  - Identify and remove outdated and noncirculating materials
  - Survey patrons for author suggestions and collection building information
  - [Create a collection of local author materials](#)
  - 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
  - Provide consistent, reliable, accurate, and engaging content and information through email marketing, social media and print materials
  - Explore ways to improve our customer service
    - [Adjust hours to better serve the community](#)
    - [Adopt a alternative credit card system to increase transaction efficiency](#)
    - [Provide enhanced library cards](#)
    - [Explore alternatives to video phone for deaf patrons.](#)
    - [Consider shelving reserves for self-service](#)
- Ensure equitable and inclusive access to library services
  - Update and evaluate at least three policies
  - [Continue and complete internal procedure update](#)
- 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
  - [Explore the possibility for additional individual or small group workspaces including a free standing booth options.](#)

## Administrative

- Involve relevant staff members in purchasing and inventory tracking, and budget tracking and planning
- Continue to identify documents and information for retention in Laserfiche
- Continue with systematic decluttering of storage spaces and files
  - [Continue digitization of paper patron card files](#)
- [Reorganize and reconfigure spaces to accommodate future staff growth](#)
- [Create a uniform onboarding plan and procedures to ensure consistent staff orientation and training.](#)
- Update Emergency Management plans

Suggested Ideas from spring workshop discussion:

More adult programming

Literacy components

Cultural Art Board

Salinas Art Contest

Empty Bowl painting

Rec Center- Discovery Program

David Hardwell – Science

Picking circle

Partnerships-

Writing- community maybe we can find someone from the community that is published  
(Ryan Holiday, Carolyn Banks, Ken Kesselus)  
Angela Castillo

Creative writing- Creative writing for teens or tweens. The high school eliminated this  
(very popular) class several years ago.

Bilingual Section- looking good

Bilingual

ID lib card →

50 and older, like coffee but later

Tech

No pressure book club- bring what you're reading

Open Mic Party

Drones info class

Evening music

Partner with Art Center

DEI Board community survey \*

Multiple things in one evening

Beginning quilters, knitters, crocheters, etc.