

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



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**February 06, 2023**

**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. ANNOUNCEMENTS**

3A. The library will be closed Thursday, March 2nd for Texas Independence Day.

3B. The annual Texas State Library and Archives Commission report portal will be opening in early February. The report is due May 1st and will determine Bastrop Public Library's accreditation status for Fiscal Year 2024.

3C. The Bastrop Public Library's Collection Development policy is scheduled to go before the Bastrop City Council on Tuesday, February 14th.

3D. Announcements from the Library Director.

3E. Announcements from individual Library Board members.

#### **4. REPORTS**

4A. Library Director's report.

4B. Statistics report.

4C. Financial report.

#### **5. PRESENTATIONS**

#### **6. WORKSHOP**

6A. Programming workshop.

#### **7. ITEMS FOR INDIVIDUAL CONSIDERATION**

7A. Consider action to approve Bastrop Public Library Board minutes from January 9, 2023 regular meeting.

7B. Individual requests from Library Board members for items to be listed on future agendas.

#### **8. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: 02/02/2023 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:** February 6, 2023

**AGENDA ITEM:** 4A

**TITLE:**

Library Director's Report

**AGENDA ITEM SUBMITTED BY:**

Bonnie Pierson, Library Director

**PROGRAMMING:**

Technical Services & Circulation Librarian Amie Cuvelier presented to the Genealogical Society on Saturday, January 14<sup>th</sup>. She introduced the finding aids she created and discussed the potential organizational changes to make information in the Local History Room more accessible.

The library hosted City Friends Storytime on Wednesday, January 18<sup>th</sup>, with City Manager Sylvia Carrillo as the featured guest. The stories introduced the families to words in different languages, and Ms. Carrillo read *Con Pollo: a bilingual playtime adventure* by Jimmy Fallon and Jennifer Lopez to support the theme. There were forty-four people in attendance. It was a very lively time!

Dr. Allison Bumstead has contacted the library expressing an interest in running another music program during the 2023 Summer Reading Program, just like she did in 2022. Cary Kittrell is working with her to determine when would be the best time for this program to take place. The library is excited to be able to partner with Dr. Bumstead for the second year in a row.

In an effort to further diversify programming, Public Services Associate Kat Durham has written an article in the February newsletter asking willing members of the Bastrop community to share their skills at the library. Programs run by community members will be a part of the Community Skillshare series during the 2023 Summer Reading Program.

**NOTEWORTHY:**

The Bastrop Public Library's updated Circulation Policy was approved by Bastrop City Council Tuesday, January 10<sup>th</sup>.

On January 10<sup>th</sup>, Technical Services & Circulation Librarian Amie Cuvelier met with the Historic Education and Resources Taskforce (HEART) to discuss and create a guide for historical resources in Bastrop County. Their next meeting will be on February 14<sup>th</sup>.

The library has hired a new Student Clerk, Patricia Norton. Her first day of work was Thursday, January 12<sup>th</sup>.

On January 12<sup>th</sup>, Library Director Bonnie Pierson was interviewed by the Bastrop Guide regarding basic information about the Bastrop Public Library on. A release date for the video interview will be provided when known.

Sheila Bowman celebrated 19 years at the Bastrop Public Library on Monday, January 23<sup>rd</sup>.

For Black History Month, the Bastrop Public Library has created two displays, one for adults and one for children. Both displays celebrate books that feature black authors, illustrators, or characters.

The Family Crisis Center has partnered with the Bastrop Public Library to bring awareness to teen dating violence. Books relating to the topic and information, courtesy of the Family Crisis Center, are displayed in the teen room.

**NO UPDATES ON THE FOLLOWING:**

Libra-Tech furniture and shelf movement update.

Photo ID library cards update.

RFID feasibility update.

**COMMUNITY FEEDBACK:**

"I heard about Mango Languages, and I wanted a library card to try it so that I could learn Croatian! I want to visit my daughter, and that's where she lives!"

-Carol Spencer, patron

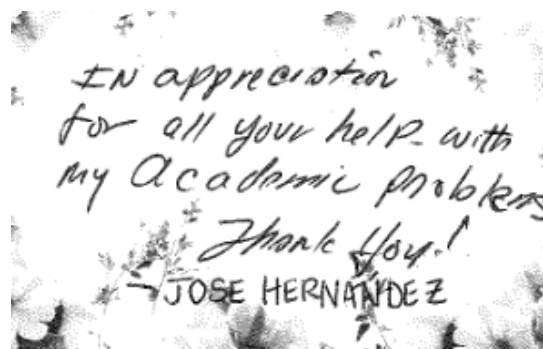
"Man! You made that so easy! I've been trying for three days to get this done!"

-Patron, after Bethany helped him scan and upload a document to Google Drive.

"You have a very nice library! Thank you so much for being so welcoming to us!"

- Out-of-towners camping at Bastrop State Park

Public Services Associate Kat Durham has been helping a patron regularly via scheduled tech tutor sessions. As a thank you to her, and all the Bastrop Public Library staff, he sent flowers with the following note:



# Statistics - December 2022

Item 4B.

Community Engagement	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
<i>Circs By Patron Type</i>							
Juv	363	353	219	935	935	846	5,028
Teen	33	44	52	129	129	171	769
Adult	1,297	1,365	1,127	3,789	3,789	4,367	18,098
Staff	82	88	102	272	272	305	1,429
NR Juv	337	301	291	929	929	1,320	5,513
NR Teen	46	73	87	206	206	339	1,184
NR Adult	3,848	3,560	3,375	10,783	10,783	10,280	47,108
TexShare	35	5	10	50	50	11	561
<b>Total NR Usage</b>	<b>4,266</b>	<b>3,939</b>	<b>3,763</b>	<b>11,968</b>	<b>11,968</b>	<b>11,950</b>	<b>54,366</b>
<b>% NR Usage</b>	<b>71%</b>	<b>68%</b>	<b>71%</b>	<b>70%</b>	<b>70%</b>	<b>68%</b>	<b>68%</b>
<i>Programming</i>							
Youth - # of Programs	9	7	7	23	23	26	101
Youth - Program Attendance	261	143	91	495	495	910	4,478
Young Adults - # of Programs	4	3	3	10	10	19	75
Young Adults - Program Attendance	37	32	23	92	92	140	625
Adults - # of Programs	4	4	2	10	10	8	41
Adults - Program Attendance	33	33	14	80	80	83	467
General - # of Programs	0	0	1	1	1	0	7
General - Program Attendance	0	0	637	637	637	0	1,089
Outreach - # of Programs	2	0	0	2	2	5	13
Outreach - Program Attendance	458	0	0	458	458	923	1,710
Passive - Coloring Sheets	0	90	90	180	180	270	1,880
<b>Total # of Programs</b>	<b>19</b>	<b>14</b>	<b>13</b>	<b>46</b>	<b>46</b>	<b>61</b>	<b>240</b>
<b>Total Program Attendance</b>	<b>789</b>	<b>208</b>	<b>765</b>	<b>1,762</b>	<b>1,762</b>	<b>2,500</b>	<b>8,813</b>
<i>Membership - New Cards</i>							
City	42	39	23	104	104	70	435
City Renewals	52	35	42	129	129	132	597
Faculty	0	0	0	0	0	1	7
Faculty Renewals	3	0	2	5	5	8	31
Friends	0	0	0	0	0	0	0
Friends Renewals	6	2	4	12	12	8	36
Staff	1	0	0	1	1	1	5
Staff Renewals	0	2	0	2	2	1	11
Nonresident	62	36	42	140	140	116	586
Nonresident Renewals	72	58	44	174	174	179	924
TexShare Visitor	1	0	0	1	1	1	11
TexShare Visitor Renewals	0	0	1	1	1	1	4
<b>Total New Registrations</b>	<b>106</b>	<b>75</b>	<b>65</b>	<b>246</b>	<b>246</b>	<b>189</b>	<b>1,042</b>
<b>Total Renewals</b>	<b>133</b>	<b>97</b>	<b>93</b>	<b>323</b>	<b>323</b>	<b>329</b>	<b>1,608</b>
TexShare Home New	0	0	0	0	0	0	1
TexShare Home Renewals	1	2	3	6	6	10	31
<i>Facility</i>							
Door Count	5,350	4,367	4,809	14,526	14,526	14,038	64,364
Study Room Use	213	176	128	517	517	235	1,404
Pressley Use - Library	14	90	20	124	124	45	172
Pressley Use - Nonprofit	10	15	7	32	32	15	80
Pressley Use - Other	0	4	0	4	4	0	0

# Statistics - December 2022

Item 4B.

Maynard Use - Library	0	0	1	1	1	6	57
Maynard Use - Nonprofit	12	1	11	24	24	4	52
Maynard Use - Other	1	7	0	8	8	0	0
<b>Total Meeting Room Use</b>	<b>37</b>	<b>27</b>	<b>39</b>	<b>103</b>	<b>103</b>	<b>305</b>	<b>1,765</b>

Lifelong Learning	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
<u>Database Use</u>							
Portal to Texas History - Bastrop Advertiser	6,613	5,022	4,809	16,444	16,444	25,450	78,754
Heritage Quest	88	104	78	270	270	103	1,344
Learning Express Library	1	2	2	5	5	1,071	2,324
Gale LegalForms	2	0	7	9	9	0	0
Gale Presents: Udemy	0	0	0	0	0	0	0
Small Business Reference Center	2	0	0	2	2	0	1
Explora Elementary	0	0	0	0	0	0	6
Explora High School	0	0	0	0	0	0	2
Recursos Para Hispanohablantes	0	0	0	0	0	0	0
Mango Languages	1	31	29	61	61	0	0
<b>Total General Use Databases Sessions</b>	<b>6</b>	<b>33</b>	<b>38</b>	<b>77</b>	<b>77</b>	<b>No Data</b>	<b>No Data</b>
<u>Technology</u>							
Kids Computer Use	20	14	18	52	52	3	<b>68</b>
Teen Computer Use	18	14	20	52	52	17	<b>46</b>
Adult Computer Use	524	406	467	1,397	1,397	1,125	<b>4,620</b>
Wifi Use	1,601	1,501	1,499	4,601	4,601	3,868	<b>16,681</b>
Website Visits	3,575	3,000	3,169	9,744	9,744	9,254	<b>48,914</b>
3D Prints	3	0	0	3	3	0	<b>2</b>
<b>Total Public Computer Use</b>	<b>5,741</b>	<b>4,935</b>	<b>5,173</b>	<b>15,849</b>	<b>15,849</b>	<b>11,497</b>	<b>67,561</b>

Books & Reading	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
<u>Material Use</u>							
Check-Outs - Kids	1,806	1,752	1,411	4,969	4,969	4,751	21,968
Check-Outs - Tween	1,623	1,463	1,187	4,273	4,273	4,405	20,939
Check-Outs - Teen	267	249	264	780	780	841	4,160
Check-Outs - Adult	2,333	2,300	2,382	7,015	7,015	7,717	32,580
Honor Paperbacks	76	14	32	122	122	121	484
Renewals	1,130	1,307	1,322	3,759	3,759	5,230	19,147
In-House Use	960	682	569	2,211	2,211	2,753	19,382
Self-Check	1,633	1,403	1,116	4,152	4,152	2,759	16,743
Mobile Circ	5	17	2	24	24	138	526
Hotspots	23	27	25	75	75	55	257
OverDrive eBooks - Kids	116	105	65	286	286	182	896
OverDrive eBooks - Teen	38	44	51	133	133	135	538
OverDrive eBooks - Adults	537	503	585	1,625	1,625	1,813	7,670
OverDrive eAudio - Kids	54	34	43	131	131	127	758
OverDrive eAudio - Teen	40	33	25	98	98	118	472
OverDrive eAudio - Adults	444	426	449	1,319	1,319	988	4,630
SimplyE	0	0	0	0	0	1	16
<b>Total Checkouts</b>	<b>9,955</b>	<b>9,052</b>	<b>8,206</b>	<b>27,213</b>	<b>27,213</b>	<b>26,904</b>	<b>132,019</b>

# Statistics - December 2022

Item 4B.

Interlibrary Loan							
ILL Borrowed	7	5	1	13	13	22	83
ILL Lent	10	12	5	27	27	30	113
Collection							
Items Added - E, 1st Readers	173	66	124	363	363	137	588
Items Added - Board Books	8	0	4	12	12	17	24
Items Added - J	213	26	140	379	379	237	1,365
Items Added - Teens	2	26	14	42	42	60	220
Items Added - Adults	186	159	109	454	454	511	1,600
Items Added - Magazines	48	48	38	134	134	137	552
Items Withdrawn	314	370	450	1,134	1,134	759	3,402
Missing Items	9	4	1	14	14	147	930
<b>Total Items Added</b>	<b>944</b>	<b>695</b>	<b>879</b>	<b>2,518</b>	<b>2,518</b>	<b>1,099</b>	<b>4,349</b>

Culture of Service	OCT	NOV	DEC	Q1	YTD 23	YTD 22	TOTAL 22
Reference Transactions							
General Reference Questions	388	353	394	1,135	1,135	764	4,173
Directional Questions	207	134	162	503	503	268	1,516
Tech Support Questions	724	507	541	1,772	1,772	1,366	6,381
Phone Reference	298	220	187	705	705	815	3,239
Tests Proctored	0	2	0	2	2	3	31
Tech Tutor	13	13	8	34	34	9	80
<b>Total Reference Transactions</b>	<b>1,630</b>	<b>1,229</b>	<b>1,292</b>	<b>4,151</b>	<b>4,151</b>	<b>3,225</b>	<b>15,420</b>
Volunteers							
Volunteer Hours	126.75	146.50	130.25	403.50	403.50	288.00	1,181.30
FOL Volunteer Hours	53.50	78.00	92.00	223.50	223.50	147.50	730.00
Teen Volunteer Hours	25.50	23.00	119.50	168.00	168.00	108.50	451.25
<b>Total Volunteer Hours</b>	<b>205.75</b>	<b>247.50</b>	<b>341.75</b>	<b>795.00</b>	<b>795.00</b>	<b>544.00</b>	<b>2,362.55</b>
Social Media							
Facebook Page Likes	2,376	2,390	2,415	2,394	2,394	2,034	2,149
Facebook Engaged	1,128	33	983	2,144	2,144	2,012	10,805
Facebook Reach	16,435	5,773	13,852	36,060	36,060	33,607	181,338
Instagram Page Followers	1,076	1,083	1,096	1,085	1,085	1,000	1,025
Instagram Impressions	3,693	515	4,220	8,428	8,428	7,813	30,070
Instagram Reach	608	229	678	1,515	1,515	1,937	5,796
Savannah Stats							
# of Emails Composed	31	27	32	90	90	8	238
# of Messages Sent	337	11,301	5,900	17,538	17,538	13,785	74,056
Opens	313	7,484	3,673	11,470	11,470	6,477	38,992
Open %	93%	66%	62%	74%	74%	47%	55%
Clicks	10	243	250	503	503	367	2,299

## Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2022, through January 20, 2023, is \$12,954.97
  - a. Nonresidential: \$9,650.00
  - b. Material fines, fees, and replacement cards: \$923.73
  - c. Printing: \$1,834.70
  - d. Paypal: \$546.54
  
2. The library's total non-donation revenue from December 1, 2022, through December 31, 2022, is \$2,535.00
  - a. Nonresidential: \$1,950.00
  - b. Material, fines, fees, and replacement cards: \$132.93
  - c. Printing: \$381.15
  - d. Paypal: \$70.92





# STAFF REPORT

**MEETING DATE:** February 6, 2023

**AGENDA ITEM:** 6A

**TITLE:**

Programming Ideas Workshop

**AGENDA ITEM SUBMITTED BY:**

Bonnie Pierson, Library Director

**BACKGROUND/HISTORY:**

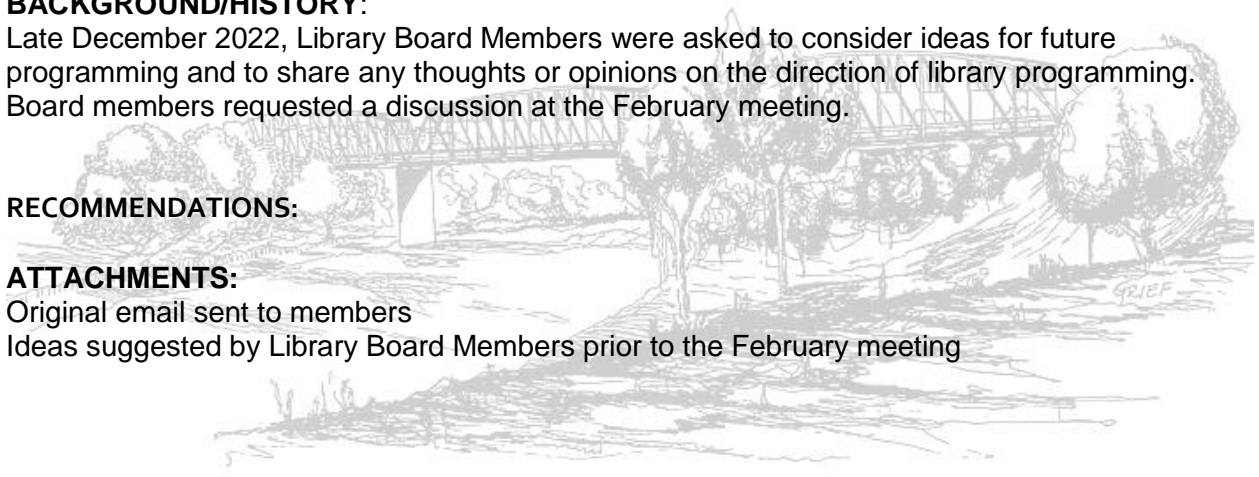
Late December 2022, Library Board Members were asked to consider ideas for future programming and to share any thoughts or opinions on the direction of library programming. Board members requested a discussion at the February meeting.

**RECOMMENDATIONS:**

**ATTACHMENTS:**

Original email sent to members

Ideas suggested by Library Board Members prior to the February meeting



**Bonnie Ueckert Pierson**

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**From:** Bonnie Ueckert Pierson  
**Sent:** Monday, December 19, 2022 1:10 PM  
**To:** Rebecca Bennett [REDACTED] bgclem3 [REDACTED]  
 [REDACTED] Meagan Webb; [REDACTED]  
 [REDACTED] Lisa Gossett  
**Cc:** Veronica Nunez  
**Subject:** Library Board things to think about

Hello ladies & Happy Holidays,

The City Manager has asked city staff to encourage and ask for participation and input from our Boards regularly. She believes our board members are the best way to hear what the community wants and that they can be the leaders for positive community change.

I feel as a board we have made so many positive strides in the last few years that I wanted to give you all a chance to share your thoughts with me about a few items.

1. Book Clubs: Currently we do not have a library book club or even a club that just meets at the library. What are your thoughts on starting one, recruiting members, and maintaining it? Are there groups who could help with this? Could it be run by someone other than staff?
2. Budget: Budget prep for next fiscal year will start soon. What are things you would like to see prioritized? Do you have suggestions for new services or programs? Do you know organizations we could partner with to increase our reach? What would make you want to come to the library?
3. Customer Service: We like to think we offer great customer service. Could we find/create a customer service/facility survey and then recruit folks who don't ordinarily come to the library to visit and fill it out? I'm thinking this would be in the vein of a secret shopper type thing and I wouldn't want the staff to be aware that is was happening.
4. Ideas: Have you seen or heard of great things happening at other libraries? Please share!

I know you are all busy and it is the holiday season, so please do not think an immediate response is needed. These are things rolling around in my head that I wanted to share and we can always put items on the agenda at a later time if you want to discuss together.

Thank you all for being on the Library Board! I wish you a very Merry Christmas and a Happy New Year full of laughter and good cheer!  
 Bonnie

## City of Bastrop Public Library Board

## Meeting Minutes

January 09, 2023

## 1. Call to Order

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

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

## 2. Citizen Comments – None

## 3. Announcements

- a. The library will be closed for Martin Luther King Jr. Day, Monday, January 16<sup>th</sup>.
- b. The special guest for January's City Friends will be Bastrop's City Manager Sylvia Carrillo. This will take place on Wednesday, January 18<sup>th</sup>.
- c. Binders were passed out to all Bastrop Library Board members. The binders contained information about the board, Library information, governing and policies.

## 4. Reports

- a. Programming:
  - i. The annual Bastrop Public Library open house was again a great success. 704 people attended this event. The Friends of the Library refreshment table was given many compliments.
  - ii. Coffee with Catherine has had a good year with many great gatherings and activities.
- b. Noteworthy:
  - i. Thursday, November 17<sup>th</sup> was the last day for student clerk Cat Morales. The new student clerk will be Patricia Jones and she will start January 11<sup>th</sup>.
  - ii. Library Associate Catherine Lombardo celebrated her 4<sup>th</sup> anniversary with the library on Saturday, December 3<sup>rd</sup>.
  - iii. Children's Associate Carmen Serna returned from maternity leave on Tuesday, November the 29<sup>th</sup>.
  - iv. The Annual Report Marketing Magazine has been completed and is ready for distribution. This report will be available all year long.
- c. Updates:
  - i. The new furniture for the library has been ordered and is being manufactured.
- d. Community Feedback: See agenda packet
- e. Statistical Comparison Report:
  - i. Increases noted in city renewals, door count, use of hot spots, and OverDrive eBooks used by Kids and Adults. The Mango Languages Data base has been accessed 32 times YTD 2023.
- f. Monthly Financial Report: See agenda packet

- g. Material Reconsideration Committee report, presented by Rebecca Bennett, Sally Keinarth, and Barbara Clemons. Presented was the document: Reconsideration of Materials. Meagan Webb made a motion to approve the document. Jennifer Liesure seconded the motion. The motion passed.
  
- 5. Workshop presented by Bonnie Pierson Library Director
  - a. Open House – Discussion of highlights of the 2022 open house, possible changes, and ideas for future open houses.
  - b. Discussion points- Possibly adding an area where a Santa Claus could be present for photos, other music ideas, the board agreed to help with finding other music possibilities.
  
- 6. Consent Agenda

Sally Keinarth moved to approve the December 05, 2022, minutes with corrections made. Barbara Clemons seconded the motion, and it was carried.
  
- 7. Individual requests from Library Board members for items to be listed in future agendas. Discussion of ideas for book clubs.
  
- 8. Adjournment of meeting at 7:00 pm.

Respectfully submitted

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Laura Goodwin, Secretary

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Rebecca Bennett, President