

**Bastrop Public Library Board Meeting
AGENDA**

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602



December 6, 2021, at 6:00 P.M.

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 to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

- 1. CALL TO ORDER**
- 2. PRESENTATIONS**
 - 2A. Announcements from the Library Director.
 - 2B. Announcements from individual Library Board members.
- 3. STAFF AND BOARD REPORTS**
 - 3A. Monthly report on Library activities.
 - 3B. Monthly report on Friends of the Bastrop Public Library.
 - 3C. Monthly statistical and financial report.
 - 3D. Monthly focus areas report.
 - 3E. By-law committee update.
- 4. CITIZEN COMMENTS**

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the meeting.

In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific information or a recitation

of existing policy in response to the inquiry. Issues may be referred to City staff 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 to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the City's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.

5. CONSENT AGENDA

- 5A. Consider action to approve Bastrop Public Library Board minutes from the November 1, 2021, regular meeting.
- 5B. Consider action to approve Library Board Bylaw Committee minutes from the November 15, 2021, work session.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 6A. Discussion of future agenda reports.
- 6B. Discussion of Annual Library Open House.
- 6C. Establish meeting dates for calendar year 2022.
- 6D. Individual requests from Library Board members for items to be listed on future agendas.

7. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is 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 convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: Wednesday, December 1, 2021 at 12:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Victoria Psencik, Deputy City Secretary

Bastrop Public Library Librarian's Report December 6, 2021

1. Statistics Highlights from September & October

	September	October
Appointments for computer use:	387	437
Number of materials checked out:	10,152	12,723
Materials checked out with self-check kiosk:	1,087	961
Number of eBooks checked out:	1,303	1,282
Number of visitors:	5,376	5,165
Number of new cards issued:	84	91

2. Program Summary:

The library is working on the preparing for the next City Storytime on Wednesday, December 15. Community Impact Manager Candice Butts and Bastrop Convention and Exhibition Center Director Kathy Danielson will make a special appearance.

Much of November was spent preparing for Open House. As December 11th draws nearer, the library has worked on obtaining decorations and goodie bag materials, making graham cracker houses, organizing a house decorating contest, and preparing for the excitement Open House is sure to bring.

Many programs are in development for Winter Break. While children are out of school, the library offers Take and Make crafts, Puzzle Packets, and Movie Binge Boxes for in-home fun. At the library, children will find interactive questions and teens have polls to respond to. There will be a photo scavenger hunt around the library from Dec. 29-30. Board games will also be available to play in the library.

3. Noteworthy Items

The Pollinator Garden is now completely planted. The remainder of the seedlings were planted on November 3.

Computer access in the library is slowly returning to normal. IT Director Jesse Miga has gotten the study booth computers working. A new server has been ordered, and the library cannot expect computer service until March 2022.

Bonnie Pierson and Bethany Dietrich attended Texas State Library's "Resources for Book Challenges" webinar on Thursday, November 18. The webinar discussed the rise

of book challenges in the state of Texas and gave participants the opportunity to discuss concerns and procedures for handling reconsideration of materials.

The job descriptions for both the open Librarian and Library Associate positions have been turned into HR. The library looks forward to welcoming new staff members in the near future.

The Library Annual report is nearly finished. It will be available for patrons to peruse at the Library's Annual Open House. A draft copy of the report is included.

4. Looking Ahead

The Library's Annual Open House will be held on Saturday, December 11, 2021.

The library will be closed Friday, December 24 and Saturday, December 25, 2021, for Christmas Eve and Christmas Day.

The library will be closed Saturday, January 1, 2022, for New Year's Day.

5. Patron Feedback

"Great place to study and get work done. For the size, book selection is pretty good. Overall, great library."

-Patron

"Bethany is THE BEST person to ask for recommendations on books! We love her ♥"
"She has helped me a few times! With great suggestions!"

-Patron exchange under Facebook post promoting book recommendations

Patron email:

As a taxpayer, long-time educator, and now a newly returning student after post-covid professional reshuffling, I am most thankful to have the invaluable resource of EBSCO Learning Express.

Please keep investing in this phenomenal resource. It's making a difference in my life! Here's how:

1. EBSCO Learning Express has helped me effectively study for and pass CLEP exams. That alone has saved me ~\$800 on tuition prerequisites.

2. EBSCO Learning Express has all the different subjects of each major admissions diagnostic broken down into individual study exams, which makes learning dense, new material manageable. Of course, EBSCO also has full diagnostic tests, so when you take the real thing you are as prepared as possible. As a result, I have now passed both TEAS and HESI exams, and am awaiting nursing school admissions results.

3. EBSCO Learning Express has flash cards, which are full-scope study materials designed for visual/tactile learners (a substantial portion of the population). Currently, these are helping me become a Pharmacy Tech, which will help me pay for nursing school.

You did that.

You have made my success possible. Thank you for granting library users access to this resource, and thank you, Bonnie of Bastrop Public Library, for telling me *how* and *that* I should use it.

Lovely librarians, keep up the good work. What you do matters. Thank you for investing in your communities - we are grateful.

Kind regards,

Johanna Campbell
Bastrop TX

P.s. Oh - and did you know there's a Scholarships Finder on the EBSCO Learning Express dashboard? You get how valuable that is, right? How absolutely invaluable?

Respectfully submitted: Bonnie Pierson, Library Director



City of Bastrop Annual Report

A REVIEW OF 2021



Wow! What a year it has been at the Bastrop Public Library! We welcomed a new director, the pandemic continued to shape our lives, and long-time staff members left the library to pursue new opportunities. Yet despite some challenges, this has been a year full of success. Strict pandemic protocols were loosened, and we were again able to provide in-person service and interact with the community face-to-face.

We received two grants that improved our check-out processes and access to the internet. We made new friends with partnerships, programs, community outreach, and social media engagement. We gained 779 new members and renewed 1,572 memberships. We had an amazing Summer Reading Program and had the highest number of youth and adult completions in library history. It truly has been an eventful year. The library staff, the Library Board, and the Friends of the Library wish to say "Thank You" for helping make this year a success, and we hope you enjoy our quick trip through the highlights of 2021.





Participants in Bastrop ISD's ACE (Afterschool Centers on Education) had fun with library staff on a regular basis during the 2020-2021 school year. Because of this active participation, the library was named ACE Partner of the Year.

The library was awarded a grant from the Ladd and Katherine Hancher Library Foundation to increase accessibility to the internet in our community. This grant extended free wifi into the parking lot and funded ten hotspots that are available for check-out.



Selfcheck and touchless circulation came to the library through a grant from the Institute of Museum and Library Services, Texas State Library and Archives Commission, and CARES. People can now check-out materials without visiting the circulation desk at the two selfcheck stations or through the CloudLibrary app on their phones.

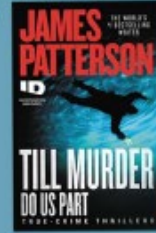
Library staff had a great time spreading a bit of holiday cheer by creating videos of the "Turkey Chant" for Thanksgiving and a library version of "The 12 Days of Christmas." Both videos were posted on Facebook and YouTube and received lots of love from the community.



The library's Holiday Open House was a festive occasion, even with pandemic limitations. Graham cracker house kits were taken home for decorating, music was enjoyed, goodie bags were given out, and the public voted for their favorite house that was decorated by City departments and community leaders. What a fantastic day!

Books and more!

50,141 items
Valued at \$1,076,314.66
Patrons saved \$1,008,979.56



Circulation

51,111 items checked out
7,021 checkouts using self-check
15,479 ebooks checked out

Most popular checkout!



13,489 questions answered by staff

4,468 computer sessions

9,172 wifi sessions

43,770 website hits

2014 Facebook likes



995 Instagram followers

Programs

233 virtual and in-person programs



6,332 participants

Summer Reading Program

1,334,723 minutes logged
54% completion rate
493 book prizes given away



Library Love

"I'm so glad you guys are open again!! I am thankful for all you have done to assist the reading public to have access to books during the epidemic."

- Sue C.

"Just finished the first book in [my Bag o' Books]! It was absolutely EPIC!

- Zee L.

"Thank you, Bastrop Library! We had so much fun making our [graham cracker] house!"

- Jennifer B.

"So very grateful for each of you - your care and service that you share with our community is so appreciated - thank you for being wonderful ambassadors for the City and for creating such a welcoming library for the folks."

-Lesia N.

"Thank you to all of you who make our library a welcoming place to browse, relax, and find good books."

-Renate S.

"My kid loved [the StoryWalk™]!"
Thank you, Bastrop Library! What a wonderful story!"

- Lili F.

Beginning fall 2020, StoryWalk™ went up in Fisherman's Park. These walk-and-read picture books have been a much loved opportunity for families to engage in reading together.



Teens signed up to receive Bag o' Books each month, which consisted of three books chosen specifically for each participant and goodies. Sixteen teens received this service during the summer, and we look forward to doing it again next summer!

Summer Reading 2021 was a WHALEY good time! Opening Week invited readers to visit the library each day to log minutes, participate in an activity, and connect with others. In-person Storytimes, Teen Thursdays, and other programs were enjoyed by over 1,400 people.



By the end of July, 812 individuals had participated in logging minutes, and 54% of them had reached their goal of 500 minutes for youth and 1,000 minutes for adults! We gave away nearly 500 prize books. Summer Reading ended with huge fun and A Whale of Scavenger Hunt, which lead participants through Fisherman's Park and down Main Street using clues to find big and small items along the way.

Coffee with Catherine, a weekly social hour program, was the biggest hit of the summer. The participants continually rave about this on-going program that provides a place to "share our lives and our concerns and become acquainted with each other to the point of becoming true friends."





Great magazines



Calvary Artwork



Enjoying a book



Picture books



Puzzle fun



Picking out books



Utilizing the wifi



Chalk art

Looking to the Future

The library looks to 2022 with vision and purpose. We plan to improve our facility, strengthen and build community partnerships that support learning and celebrate Bastrop, continue to update and diversify our collection, and emphasize the personal connections that are the foundation of our service. As we strive to be a vital part of the community, we ask you, our friends and supporters, to join the journey. Bring us your ideas, your concerns, your dreams, or your wishes and help us create a library that truly enhances our community.



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512-332-8880 / BASTROPLIBRARY.ORG



Bastrop Public Library
Friends of the Bastrop Public Library Report
December 6, 2021

1. The Friends of the Library met on Tuesday, November 2, at 4:30pm.
2. The Friends now have 37 annual members and 14 Lifetime members for a total of 51 members for 2022.
3. The Friends discussed the Book Nook and how Nook funds are received from the City.
4. Barbara Durkin was appointed to Membership Chair and Kate Fullilove to Member-At-Large. All Board positions are now filled!
5. Director Bonnie Pierson reported on the ACE Event and discussed future events that the Friends might be interested in.
6. The Friends discussed the Holiday Open House, specifically volunteer opportunities and clearing out the shelves to store Gingerbread Houses.
7. The Friends will not meet in December. The next meeting will be January 4, 2022.

Annual Statistical Comparison
October 2021

	Monthly		% Change	YTD		% Change
	FY21	FY22		FY21	FY22	
<u>MATERIAL USE</u>						
Total Checkouts	6,550	12,722	94%	6,550	12,722	94%
<u>CIRCS BY PATRON TYPE</u>						
Total NR Usage	2,383	4,438	86%	2,383	4,438	86%
% NR Usage	58%	68%	19%	58%	68%	19%
<u>Interlibrary Loan</u>						
ILL Borrowed	7	5	-29%	7	5	40%
ILL Lent	4	13	225%	4	13	-69%
<u>Programming</u>						
Total # of Programs	13	24	85%	13	24	85%
Total Program Attendance	548	1,399	155%	548	1,399	155%
<u>Reference Transactions</u>						
Total Reference Transactions	1,328	1,203	-9%	1,328	1,203	-9%
<u>Database Use</u>						
Portal to Texas History - Bastrop Adver	5,929	9,938	68%	5,929	9,938	68%
Heritage Quest	30	54	80%	30	54	80%
Learning Express Library	0	945	#DIV/0!	0	945	#DIV/0!
Small Business Reference Center	0	0	#DIV/0!	0	0	#DIV/0!
Total Use Kids Databases	29	0	-100%	29	0	-100%
<u>Facility</u>						
Door Count	3,305	5,165	56%	3,305	5,165	56%
Hours Open	216	198	-8%	216	198	-8%
Study Room Use	0	100	#DIV/0!	0	100	#DIV/0!
Total Meeting Room Use	0	122	#DIV/0!	0	122	#DIV/0!
<u>Technology</u>						
Wifi Use	550	1,229	123%	550	1,229	123%
Website Visits	2,561	3,704	45%	2,561	3,704	45%
Total Public Computer Use	843	1,666	98%	843	1,666	98%
<u>Membership - New Cards</u>						
Total New Registrations	49	91	86%	49	91	86%
Total Renewals	193	136	-30%	193	136	-30%
TexShare Home New	0	0	#DIV/0!	0	0	#DIV/0!
TexShare Home Renewals	8	3	-63%	8	3	-63%
<u>Revenue</u>						
Total Revenue	\$4,117.66	\$4,024.92	-2%	\$4,117.66	\$4,024.92	-2%

Annual Statistical Comparison
October 2021

<u>Volunteers</u>						
Total Volunteer Hours	28.50	179.00	528%	28.50	179.00	528%
<u>Collection</u>						
Items Withdrawn	95	387	307%	95	387	307%
Missing Items	8	46	475%	8	46	475%
Total Items Added	163	359	120%	163	359	120%
<u>Social Media</u>						
Facebook Likes	1,820	2,023	11%	1,820	2,023	11%
Facebook Engaged	705	629	-11%	705	629	-11%
Facebook Reach	11,711	10,856	-7%	11,711	10,856	-7%
Instagram Followers	723	995	38%	723	995	38%
Instagram Impressions	596	3,107	421%	596	3,107	421%
Instagram Reach	663	497	-25%	663	497	-25%
<u>Savannah Stats</u>						
# of Emails Composed	0	2	#DIV/0!	0	2	#DIV/0!
# of Messages Sent	0	4577	#DIV/0!	0	4577	#DIV/0!
Opens	0	2326	#DIV/0!	0	2326	#DIV/0!
Open %	0%	51%	#DIV/0!	0%	51%	#DIV/0!
Clicks	0	185	#DIV/0!	0	185	#DIV/0!
<u>Finances 10/1/21 - 11/28/21</u>						
Paypal	\$168.25					
Nonresident fees	\$4,635.00					
Material fines & fees	\$912.54					
Printing and Replacement card fees	\$691.30					
Nondonation Revenue	\$6,238.84					

Bastrop Public Library Board Meeting Minutes

November 1, 2021

Call to Order:

The meeting was called to order at 6 p.m.

Members present were President Mary Jo Jenkins, Barbara Clemons, Rebecca Bennett, Sally Keinarth, Jennifer Leisure, Meagan Webb, Laura Goodwin, Director Bonnie Pierson, and Mayor Connie Schroeder.

Announcements:

State Rep. Krause has sent a 16-page list of 814 book titles to large, urban school districts, requesting information on these titles. As of now, there has been no similar request of libraries. Director Bonnie Pierson is planning upgrades to the meeting room, including speakers and a new screen. Mayor Connie Schroeder commended the library staff for the Boo Bash.

Staff Report:

Activities -

The Library has begun a new storytime series, "City Friends Storytime." Every other month, a city employee talks with the children about his or her job. The next program is Dec. 15. The Library held the ACE partnership program. Sixty-two people attended and four signed up for library cards. Twenty-two people attended the quilt code program that was presented in partnership with the Bastrop History Museum. Saturday's Boo Bash brought 875 attendees. There have been computer problems since Oct. 13. The adult computers are the only ones currently working. A request for a new server, which should solve the problem, has been submitted. The Master Naturalists planted the pollinator garden Oct. 18. They will complete the garden this week. They will maintain the garden and the Library will purchase books on nature and pollinators. The Library will be closed Nov. 11 for Veterans Day and on the Saturday of the car show.

Friends of the Library –

The Friends met Oct. 6 with 48 members attending. The book and plant sale went very well. The tentative date for the spring sale is March 25-26.

Statistical and Financial Reports and Report on Fiscal 2021 –

Non-resident circulation is 66% of total circulation. Reference transactions are down from last year. However, this category includes phone calls, where the Library saw a high volume when they were closed last year due to the pandemic. Meeting room use is also down, also because of the pandemic, but is increasing. Wifi use is up; website visits are up; and general computer use is up this year. Registrations are up, as are renewals. Social media engagement is down, likely also due to the very high volume during the pandemic closure.

Ladd and Katherine Hancher Foundation Grant Report

In the section on value to the community, the report cites patron praise for the parking lot wifi. Data and wifi use has increased dramatically since the parking lot wifi was installed. Several patrons have praised the hotspots. In eight weeks, the hotspots have been checked out 40 times.

Citizen Comments:

There were none.

Consent Agenda:

The minutes from the Oct. 4 meeting were approved as written.

Items for Individual Consideration and Discussion:

Election of Officers

Barbara Clemons and Rebecca Bennett presented the slate of officers. Chair: Mary Jo Jenkins; Vice Chair: Rebecca Bennett; Secretary: Meagan Webb. Mary Jo called for nominations from the floor. There were none. The slate was approved by acclamation.

Charter and Bylaws

The Charter needs revision. The bylaws include procedures. The Library Board is governed by "Rules and Procedures for the City Council and Boards & Commissions of the City of Bastrop."

Memorial Plaque for Dr. Gurwitz

Sally Keinarth reported on two vendors and recommended that the Board purchase a plaque from The Living Room book store. All Board members were in agreement.

Holiday Open House

Last year the Library purchased 200 cookies for the Open House. Bonnie said that we will probably need 300 this year. Meagan Webb reported that Tough Cookie could supply the cookies at a cost of \$1 per cookie. Bonnie and Jennifer Leisure discussed details about the performers. Bonnie will send an email this week to those who have volunteered to assemble the graham cracker houses.

Individual Requests for future addenda

There were none.

Adjournment:

Sally Keinarth moved and Barbara Clemons seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 6:40 p.m.

Respectfully submitted _____

Rebecca Bennett, Secretary

Approved _____

Mary Jo Jenkins, President

City of Bastrop Library Board

Minutes: Board Committee Regarding Bylaws

November 15, 2021

1. **Call to Order**

- a. Meeting was called to order by at 3:03 pm. Committee members present were President Mary Jo Jenkins, Sally Keinarth, Meagan Webb, and Laura Goodwin.

2. **Discussion Items**

- a. Board Bylaws: Committee members discussed options for form and content of bylaws. Members agreed that Meagan Webb would create a draft of proposed bylaws and submit to the committee by email for review and revision. Members also agreed that discussion of bylaws would be included on the agenda for the December full Board meeting.

3. **Adjournment**

- a. Meeting was adjourned at 3:37 pm.

Respectfully submitted: _____
Meagan Webb, Secretary

Approved: _____
Mary Jo Jenkins, Chairperson