

**Bastrop Public Library  
Board Meeting AGENDA**

Bastrop Public Library  
1100 Church Street  
Bastrop, TX 78602



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**December 7, 2020 at 6:00 P.M.**

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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 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.*

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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. 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.*

**3. ANNOUNCEMENTS**

**4. STAFF REPORT**

4A. Monthly report on Library activities.

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4B. Monthly report on Friends of the Bastrop Public Library.

4C. Annual statistical report for FY20.

4D. Monthly financial report.

**5. CONSENT AGENDA**

5A. Consider action to approve Bastrop Public Library Board minutes from the November 2, 2020, regular meeting.

**6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION**

6A. Discussion of 2020 Holiday Open House.

6B. Discussion of staff appreciation.

**7. UPDATES**

7A. 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 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](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: Wednesday, December 2, 2020, at 11:00 a.m. and will remain posted for at least two hours after said meeting has convened.

*Ann Franklin*

Ann Franklin, City Secretary

## **Bastrop Public Library Board Meeting Minutes**

November 2, 2020

### **Call to Order:**

The meeting was called to order at 6:00 p.m.

Members present were Library Director Becca Sexton, President Mary Jo Jenkins, Jennifer Leisure, Barbara Clemons, Lesa Neese, Jaime McDonald, Sally Keinarth, Becky Bennett, and Mayor Connie Schroeder.

### **Citizen Comments:**

There were none.

### **Announcements:**

Ms. Sexton announced that she has resigned from the Library effective November 13. She thanked the Board for their support, and said that she has enjoyed working in Bastrop. Bonnie Pierson will become the interim Director.

### **Staff Report:**

#### **Activities -**

Ms. Sexton said that the staff is very happy to have patrons return to the library. There have been very few problems. Although curbside requests have fallen to just one or two a week, the library will continue to offer the service. So far, the Library has not reached capacity, so the staff has not had to turn anyone away.

The Library received a \$12,000 grant on October 23. The funds will be used to purchase laptops and internet hotspots.

The self-check station has been deployed and the second one should be ready soon.

Hundreds of people attended the Halloween Drive By Trick or Treat at Mayfest Park.

Two Library staff members have been selected for the city-wide cross-functional teams established by the City Manager.

Ms. Sexton reviewed November closures and positive patron feedback.

#### **Friends of the Library –**

The Book Nook has brought in \$250 in revenue in two weeks. Ms. Sexton commented that she has observe some patrons come to the library for the Book Nook only.

#### **Statistical Report –**

The staff has been working hard to update the collection and remove “dead” items, those that have not circulated in two years or more.

**Consent Agenda:**

The minutes for the October 5, 2020 meeting were approved as written.

**Items for Individual Consideration and Discussion:**

Ms. Sexton presented a sheet to sign up to volunteer at the Holiday Open House.

**Updates:**

There were none.

**The meeting adjourned at 6:18 p.m.**

Respectfully submitted \_\_\_\_\_

Rebecca Bennett, Secretary

Approved \_\_\_\_\_

Mary Jo Jenkins, President

# **Bastrop Public Library**

## **Librarian's Report**

### **December 7, 2020**

#### **1. Statistics Highlights**

- Appointments for computer use during Phase Two, June 22— October 31: 815
- Number of materials checked out in October: 6,497
- Number of visitors in October: 3,305

#### **2. Programs**

On Tuesday, November 10, Bethany Dietrich hosted the BISD Social hour for the intermediate school. She and the kids laughed as they tried out a variety of tongue twisters.

#### **3. Noteworthy Items**

The annual Boards & Commissions Volunteer Appreciation Banquet was Thursday, November 12, from 6:30—8:30pm. Bonnie Pierson and Barbara Clemons attended.

Library and city staff completed Position Analysis Questionnaires as part a citywide Classification and Compensation study.

City Manager Paul Hoffman has proposed a reorganization plan for the city. Under this plan, we will report to Rebecca Gleason and be part of the Community Development arm of the city.

Our Annual Open House will take place on Saturday, December 12. Graham Cracker House kits will be reserved for pick-up on that Saturday. Two musicians will perform holiday music. Cheer bags will be given to patrons as they leave the building. All safety current safety measure will be enforced. Patron must wear a masks and temperature checks will be done before entering the building.

#### **Coming Soon**

The Library will be closed Thursday, December 24 to Saturday, December 26 for Christmas and Friday, January 1, 2021 for New Year's Day.

#### **4. Patron Feedback**

- Response to the storywalk: "Y'all are amazing!"
- Response to our twelve Days of Christmas video: "I love this! You guys rock!"
- A Google review: "I love this place. They have a large selection of all kinds of books plus a selection of books for sale. My favorite." Ruben Jimenez

Respectfully submitted: Bonnie Pierson, Interim Library Director

**Bastrop Public Library**  
**Friends of the Bastrop Public Library Report**  
**December 7, 2020**

1. The Friends Book Nook took in \$315.29 during October.
2. Grace Dacy presented the scholarship guidelines. They are as follows:
  - Up to 2-\$300 scholarships may be awarded to Bastrop area students.
  - High school and home school seniors who will attend college in the following school year are eligible.
  - All applicants must have volunteered at the library.
  - A subcommittee of the executive committee will chose the recipients.
  - If there are no qualified candidates no scholarships will be awarded.
  - The two best applicants will receive the scholarships regardless of their school.
  - Applications are due March 1, 2021. High schools will be notified by April 1.

Bastrop Public Library  
Fiscal Year Comparison: October

	Monthly		% Change	YTD		% Change
	FY21	FY20		FY21	FY20	
<b>MATERIAL USE</b>						
Check-Outs - Kids	699	1,730	-60%	699	1,730	-60%
Check-Outs - Tween	660	1,440	-54%	660	1,440	-54%
Check-Outs - Teen	191	228	-16%	191	228	-16%
Check-Outs - Adult	1,854	4,337	-57%	1,854	4,337	-57%
Renewals	809	2,768	-71%	809	2,768	-71%
In-House Use	881	7,516	-88%	881	7,516	-88%
OverDrive eBooks - Kids	84	69	22%	84	69	22%
OverDrive eBooks - Teen	72	77	-6%	72	77	-6%
OverDrive eBooks - Adults	720	652	10%	720	652	10%
OverDrive eAudio - Kids	56	52	8%	56	52	8%
OverDrive eAudio - Teen	52	48	8%	52	48	8%
OverDrive eAudio - Adults	419	452	-7%	419	452	-7%
OverDrive Other - Kids	0	0	#DIV/0!	0	0	#DIV/0!
OverDrive Other - Teen	0	0	#DIV/0!	0	0	#DIV/0!
OverDrive Other - Adults	0	16	-100%	0	16	-100%
SimplyE	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total Checkouts</b>	<b>6,497</b>	<b>19,385</b>	<b>-66%</b>	<b>6,497</b>	<b>19,385</b>	<b>-66%</b>
<b>CIRCS BY PATRON TYPE</b>						
Juv	0	482	-100%	0	482	-100%
Teen	0	44	-100%	0	44	-100%
Adult	0	1,767	-100%	0	1,767	-100%
Staff	0	184	-100%	0	184	-100%
NR Juv	0	1,328	-100%	0	1,328	-100%
NR Teen	0	117	-100%	0	117	-100%
NR Adult	0	5,660	-100%	0	5,660	-100%
TexShare	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total NR Usage</b>	<b>0</b>	<b>7,105</b>	<b>-100%</b>	<b>0</b>	<b>7,105</b>	<b>-100%</b>
<b>% NR Usage</b>	<b>#DIV/0!</b>	<b>74%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>74%</b>	<b>#DIV/0!</b>
<b>Interlibrary Loan</b>						
ILL Borrowed	7	12	-42%	7	12	-42%
ILL Lent	4	9	-56%	4	9	-56%
<b>Programming</b>						
Kids - # of Programs	1	25	-96%	1	25	-96%
Kids - Program Attendance	11	591	-98%	11	591	-98%
Tweens - # of Programs	0	1	-100%	0	1	-100%
Tweens - Program Attendance	0	4	-100%	0	4	-100%
Teens - # of Programs	5	9	-44%	5	9	-44%
Teens - Program Attendance	12	87	-86%	12	87	-86%
Adults - # of Programs	6	7	-14%	6	7	-14%
Adults - Program Attendance	25	19	32%	25	19	32%
Outreach - # of Programs	1	3	-67%	1	3	-67%

Bastrop Public Library  
Fiscal Year Comparison: October

Outreach - Program Attendance	500	604	-17%	500	604	-17%
Passive - Coloring Sheets	0	60	-100%	0	60	-100%
Virtual - # of Programs	5	0	#DIV/0!	5	0	#DIV/0!
Virtual - Program Attendance	227	0	#DIV/0!	227	0	#DIV/0!
<b>Total # of Programs</b>	<b>13</b>	<b>45</b>	<b>-71%</b>	<b>13</b>	<b>45</b>	<b>-71%</b>
<b>Total Program Attendance</b>	<b>548</b>	<b>1,305</b>	<b>-58%</b>	<b>548</b>	<b>1,305</b>	<b>-58%</b>
<u>Makerspace</u>						
Kids - # of Programs	0	1	-100%	0	1	-100%
Kids - Program Attendance	0	9	-100%	0	9	-100%
Tweens - # of Programs	0	0	#DIV/0!	0	0	#DIV/0!
Tweens - Program Attendance	0	0	#DIV/0!	0	0	#DIV/0!
Teens - # of Programs	0	0	#DIV/0!	0	0	#DIV/0!
Teens - Program Attendance	0	0	#DIV/0!	0	0	#DIV/0!
Adults - # of Programs	1	1	0%	1	1	0%
Adults - Program Attendance	3	7	-57%	3	7	-57%
<b>Total # of Programs</b>	<b>1</b>	<b>2</b>	<b>-50%</b>	<b>1</b>	<b>2</b>	<b>-50%</b>
<b>Total Program Attendance</b>	<b>3</b>	<b>16</b>	<b>-81%</b>	<b>3</b>	<b>16</b>	<b>-81%</b>
<u>Reference Transactions</u>						
General Reference Questions	303	560	-46%	303	560	-46%
Directional Questions	126	630	-80%	126	630	-80%
Tech Support Questions	291	769	-62%	291	769	-62%
Phone Reference	606	256	137%	606	256	137%
Tests Proctored	1	1	0%	1	1	0%
Tech Tutor	1	2	-50%	1	2	-50%
<b>Total Reference Transactions</b>	<b>1,328</b>	<b>2,218</b>	<b>-40%</b>	<b>1,328</b>	<b>2,218</b>	<b>-40%</b>
<u>Database Use</u>						
Portal to Texas History - Bastrop Adve	5,929	10,582	-44%	5,929	10,582	-44%
Heritage Quest	30	32	-6%	30	32	-6%
Learning Express Library	0	192	-100%	0	192	-100%
Small Business Reference Center	0	0	#DIV/0!	0	0	#DIV/0!
TeachingBooks	0	0	#DIV/0!	0	0	#DIV/0!
Explora Elementary	11	0	#DIV/0!	11	0	#DIV/0!
Explora High School	18	2	800%	18	2	800%
<b>Total Use Kids Databases</b>	<b>29</b>	<b>2</b>	<b>1350%</b>	<b>29</b>	<b>2</b>	<b>1350%</b>
<u>Facility</u>						
Door Count	3,305	8,490	-61%	3,305	8,490	-61%
Hours Open	216	210	3%	216	210	3%
Study Room Use	0	245	-100%	0	245	-100%
Pressley Use - Library	0	24	-100%	0	24	-100%
Pressley Use - Nonprofit	0	19	-100%	0	19	-100%
Pressley Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
Maynard Use - Library	0	11	-100%	0	11	-100%
Maynard Use - Nonprofit	0	22	-100%	0	22	-100%

Bastrop Public Library  
Fiscal Year Comparison: October

Maynard Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total Meeting Room Use</b>	<b>0</b>	<b>321</b>	<b>-100%</b>	<b>0</b>	<b>321</b>	<b>-100%</b>
<u>Technology</u>						
Kids Computer Use	9	90	-90%	9	90	-90%
Teen Computer Use	49	72	-32%	49	72	-32%
Adult Computer Use	235	941	-75%	235	941	-75%
Wifi Use	550	1,044	-47%	550	1,044	-47%
Website Visits	2,561	2,200	16%	2,561	2,200	16%
3D Prints	1	3	-67%	1	3	-67%
<b>Total Public Computer Use</b>	<b>843</b>	<b>2,147</b>	<b>-61%</b>	<b>843</b>	<b>2,147</b>	<b>-61%</b>
<u>Membership - New Cards</u>						
City	17	42	-60%	17	42	-60%
City Renewals	76	63	21%	76	63	21%
Faculty	1	0	#DIV/0!	1	0	#DIV/0!
Faculty Renewals	0	11	-100%	0	11	-100%
Friends	0	0	#DIV/0!	0	0	#DIV/0!
Friends Renewals	1	3	-67%	1	3	-67%
Staff	1	0	#DIV/0!	1	0	#DIV/0!
Staff Renewals	3	0	#DIV/0!	3	0	#DIV/0!
Nonresident	29	99	-71%	29	99	-71%
Nonresident Renewals	113	214	-47%	113	214	-47%
TexShare Visitor	1	0	#DIV/0!	1	0	#DIV/0!
TexShare Visitor Renewals	0	8	-100%	0	8	-100%
<b>Total New Registrations</b>	<b>49</b>	<b>141</b>	<b>-65%</b>	<b>49</b>	<b>141</b>	<b>-65%</b>
<b>Total Renewals</b>	<b>193</b>	<b>299</b>	<b>-35%</b>	<b>193</b>	<b>299</b>	<b>-35%</b>
<u>TexShare Home</u>						
TexShare Home New	0	4	-100%	0	4	-100%
TexShare Home Renewals	8	8	0%	8	8	0%
<u>Revenue</u>						
Nonresident Annual	\$3,400.00	\$0.00	#DIV/0!	\$3,400.00	\$0.00	#DIV/0!
Nonresident 6 Months	\$240.00	\$0.00	#DIV/0!	\$240.00	\$0.00	#DIV/0!
Meeting Rooms	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
Materials Fines & Fees	\$248.98	\$837.71	-70%	\$248.98	\$837.71	-70%
Other	\$228.68	\$670.30	-66%	\$228.68	\$670.30	-66%
<b>Total Revenue</b>	<b>\$4,117.66</b>	<b>\$1,508.01</b>	<b>173%</b>	<b>\$4,117.66</b>	<b>\$1,508.01</b>	<b>173%</b>
<u>Volunteers</u>						
Volunteer Hours	6	130.5	-95%	6	130.5	-95%
FOL Volunteer Hours	23	155.75	-85%	23	155.75	-85%
Teen Volunteer Hours	0	23.5	-100%	0	23.5	-100%
<b>Total Volunteer Hours</b>	<b>29.00</b>	<b>309.75</b>	<b>-91%</b>	<b>29.00</b>	<b>309.75</b>	<b>-91%</b>
<u>Collection</u>						
Items Added - E, 1st Readers	14	47	-70%	14	47	-70%

Bastrop Public Library  
Fiscal Year Comparison: October

Items Added - Board Books	0	15	-100%	0	15	-100%
Items Added - J	0	54	-100%	0	54	-100%
Items Added - Teens	17	11	55%	17	11	55%
Items Added - Adults	132	163	-19%	132	163	-19%
Items Added - Magazines	83	0	#DIV/0!	83	0	#DIV/0!
Items Withdrawn	95	1,391	-93%	95	1,391	-93%
Missing Items	8	11	-27%	8	11	-27%
<b>Total Items Added</b>	<b>163</b>	<b>290</b>	<b>-44%</b>	<b>163</b>	<b>290</b>	<b>-44%</b>
<u>Social Media</u>						
Facebook Likes	1,820	1,596	14%	1,820	1,596	14%
Facebook Engaged	705	1,672	-58%	705	1,672	-58%
Facebook Reach	11,711	23,170	-49%	11,711	23,170	-49%
Instagram Followers	723	466	55%	723	466	55%
Instagram Impressions	596	X	#VALUE!	596	X	#VALUE!
Instagram Reach	663	X	#VALUE!	663	X	#VALUE!
# of people found you on Google	24,054	8,524	182%	24,054	8,524	182%
Asked for directions on Google	181	282	-36%	181	282	-36%
Visited website via Google	523	497	5%	523	497	5%
Called you via Google	217	159	36%	217	159	36%
Star rating on Google	4	4	5%	4	4	5%



		BEGINNING BALANCE	0.00
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00-00-4506	GRANT PROCEEDS	BEGINNING BALANCE	0.00
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00-00-4536	MISCELLANEOUS	BEGINNING BALANCE	0.00
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00-00-4560	MEETING ROOM DEPOSIT	BEGINNING BALANCE	0.00
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00-00-4709	TRANS IN - DESIGNATED FUND	BEGINNING BALANCE	0.00
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DEPT: 00	** INVALID DEPT **		
00-00-5601	ADVERTISING	BEGINNING BALANCE	0.00
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DEPT: 81	** INVALID DEPT **		
81-00-5101	OPERATION SALARIES	BEGINNING BALANCE	0.00
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81-00-5117	OVERTIME	BEGINNING BALANCE	0.00
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81-00-5150	SOCIAL SECURITY	BEGINNING BALANCE	0.00
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81-00-5201	SUPPLIES	BEGINNING BALANCE	0.00
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81-00-5203	POSTAGE	BEGINNING BALANCE	0.00
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\*\*\* GRAND TOTALS \*\*\*

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	66,841.82CR
REPORTED ACTIVITY:	0.00	3,359.54CR
ENDING BALANCES:	0.00	70,201.36CR
GRAND TOTAL ENDING BALANCE:		70,201.36CR

SELECTION CRITERIA

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FISCAL YEAR: Oct-2020 / Sep-2021  
FUND: Include: 505  
PERIOD TO USE: Oct-2020 THRU Sep-2021  
TRANSACTIONS: BOTH

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ACCOUNT SELECTION

ACCOUNT RANGE: 00-00-3000 THRU 81-00-5655  
DEPARTMENT RANGE: - THRU -  
ACTIVE FUNDS ONLY: NO  
ACTIVE ACCOUNT ONLY: NO  
INCLUDE RESTRICTED ACCOUNTS: NO  
DIGIT SELECTION:

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PRINT OPTIONS           DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO  
PRINT ENCUMBRANCES: NO  
PRINT VENDOR NAME: NO  
PRINT PROJECTS: NO  
PRINT JOURNAL ENTRY NOTES: NO  
PRINT MONTHLY TOTALS: YES  
PRINT GRAND TOTALS: YES  
PRINT: INVOICE #  
PAGE BREAK BY: NONE

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\*\*\* END OF REPORT \*\*\*