March 7, 2022

Regular Meeting 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. 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, honestly, 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

3A. March 14-18 is BISD’s Spring Break. The library has special programming planned for the week, including opinion polls, Take-And-Make crafts, puzzle packs for adults. The passive activities will be similar to the ones provided during Winter Break. On March 15, the library will host a LEGOrama in the afternoon.
3B. The Book and Plant sale will take place Friday, April 29th and Saturday, April 30th.

3C. Summer Reading Program will begin Tuesday, May 31st and run through Saturday, July 23rd. Because of last year's successful opening week activities, a similar week is planned for this year. At this time, a closing day party is scheduled for Saturday, July 23rd.

3D. Announcements from the Library Director.

3E. Announcements from individual Library Board members.

4. REPORTS

4A. Library Director Report

4B. Statistical comparison report

4C. Financial update

5. PRESENTATIONS - NONE

6. WORKSHOP

6A. Presentation and discussion of fine free libraries.

7. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

7A. Consider action to approve Bastrop Public Library Board minutes from the February 7, 2022, 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 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: Tuesday, March 1, 2022 at 4:00 p.m. and will remain posted for at least two hours after said meeting has convened.

Victoria Psencik, Deputy City Secretary
City of Bastrop Public Library Board

Meeting Minutes

February 7, 2022

1. **Call to Order**
   a. Meeting was called to order by President Mary Jo Jenkins at 5:58 pm. Members present were President Mary Jo Jenkins, Barbara Clemons, Meagan Webb, Laura Goodwin, Jennifer Leisure, Rebecca Bennett, Library Director Bonnie Pierson, and Mayor Connie Schroeder.

2. **Presentations**
   a. Announcements from Library Director: the library will be closed on March 2\textsuperscript{nd} in observation of Texas Independence Day, and the library is currently interviewing for the open associate position

3. **Staff and Board Reports**
      i. The library currently has a Black History Month display in place
      ii. Coffee with Catherine was recently held and included a special guest talk about ballroom dancing, which created a lot of interest from participants
      iii. City Friends story time in March will be presented by Ann Franklin
      iv. A tour was given recently to a group of 7\textsuperscript{th} and 8\textsuperscript{th} graders from Founders Classical Academy, led by Carmen. One of the school’s leadership gave very positive feedback about the experience
      v. Shelia Bowman has celebrated 18 years with the library
      vi. There have been over 7 applications submitted for the librarian position and more than 17 for the associate position
      vii. The library submitted its quarterly report to the Bastrop City Council, including information about the library’s involvement in several interdepartmental teams, like the admin team, the employer of choice team, and the CSET team. The library will also soon join the newly formed technology team
      viii. The Friends of the Bastrop Public Library met and provided their quarterly donation of $3,000, as well as over $3,000 from the plant sale. Their next book and plant sale will take place on April 29\textsuperscript{th} and 30\textsuperscript{th}
   b. Monthly Statistical Report
      i. The presentation of statistics was aligned with the strategic focus areas:
         1. Community Engagement: Circs by Patron – non-resident usage has increased over last year, strengthening the idea that patrons are willing to pay for the library’s services; door count is also up, as is programming
         2. Lifelong Learning: total public computer use is up from last year
      i. Year to Date Revenue: $12,677.17
      ii. December 2021 Revenue: $3,055.57
iii. First Quarter Budget Update
   1. Book budget expenses are slightly ahead of the 25% guideline, at 34%; Audio Visuals are on track at 26%: book spending typically happens more in the earlier part of the year in order to ensure books are received before the end of the fiscal year
   2. Supply budget is on track at 22%: more supply spending occurs during the summer months when programs are being run
   3. Dues, Subscriptions, and Publications spending is at 30% due to recent annual renewal of magazine/newspaper subscriptions

4. Citizen Comments
   a. No citizen comments

5. Consent Agenda
   a. Jennifer Leisure made a motion to approve the minutes with no corrections noted and Barbara Clemons seconded; minutes were approved

6. Items for Individual Consideration and Discussion
   a. A discussion was had concerning informational marketing materials, titled “Five Things to Know”. Board members provided suggestions for getting materials to new Bastrop residents through home builders and relators and to current citizens through Visit Bastrop and the visitor center

7. Adjournment
   a. Meeting was adjourned at 6:26 pm.

Respectfully Submitted,

________________________________________

Meagan Webb, Secretary

________________________________________

Mary Jo Jenkins, President
MEETING DATE: March 7, 2022

TITLE:
Library Director’s Report

AGENDA ITEM SUBMITTED BY:
Bonnie Pierson, Library Director

PROGRAMMING:

City Friends Storytime took place on February 16, 2022, with City Secretary Ann Franklin present as guest. She explained her role as the “big sister” of the City, who doesn’t make rules but helps enforce them once in place. Additionally, she spoke to the audience about voting and allowed the children to vote on a Storytime Mayor. Her willingness to participate has brought more attention to the City Friends Storytime program and has inspired many other prominent City employees to show interest in being involved with the program in the future.

The library has partnered with BISD Bastrop Works to give special needs participants the opportunity to develop real-world skills. One student began working on February 21, 2022. At the moment, Bastrop Works participants will only be working at the library Mondays from 10-11 am and will be accompanied by a work coach at all times. They will be doing tasks such as sorting donations, shredding papers, straightening shelves, and boxing books for the FOL.

Bethany visited the Bastrop Founders Classical Academy Campus on Friday, February 25, 2022, and celebrated Black History Month with the 7th and 8th graders. She read “My People” by Langston Hughes, which talked about how beautiful Black people are. The students then learned about a variety of Black musicians, athletes, inventors, government leaders, writers, and more and identified what makes them beautiful—beyond physical beauty.

The library will participate with the Recreation Center and the Parks Board for International Walking Day, Wednesday, April 6, 2022. The library will be a gathering location.

The City of Bastrop will have Movies in the Park in March, April, and May. The library has committed to participating in the pre-movie activities for April and May.

The Children’s Advocacy Center (CAC) and Court Appointed Special Advocation (CASA) are hosting Springfest Saturday, April 23, 2022, in Fisherman’s Park. The library will participate and share information about our services and the Summer Reading Program.
NOTEWORTHY:

The library was closed Thursday, February 3, 2022, and Friday, February 4, 2022, due to bad weather.

Terry Carwell celebrated his 3rd anniversary on February 4, 2022.

The last air conditioning unit was installed Thursday, February 17, 2022. This completes the replacements of the three units that stopped working last summer.

Rhonda Helm from Redeemed Treasures Thrift Store reached out to offer a promotional opportunity for the library. She will highlight the library for one month and a percentage of the proceeds from the store will be donated to the library. The month is to be determined.

The Library Associate job opening was offered to Kathryn Durham. She is expected to join the library staff mid-March.

Three applicants have been selected to be interviewed for the open Librarian position. Interviews are scheduled to take place in the next few weeks.

The library was closed Wednesday, March 2, 2022, for Texas Independence Day.

FRIENDS OF THE LIBRARY:

The Friends held their monthly meeting on February 1, 2022. The Book Nook revenue for January was $833.55, with a fiscal year-to-date revenue of $2,461.30. One new member joined the Friends bringing them to forty-one annual members and fourteen life members, with a total of fifty-five members in all.

New member, Martha Gonzalez, is taking responsibility for the little library in Bob Bryant Park.

The Friends confirmed the Spring Book and Plant sale dates with the Lost Pines Garden Club. The sale will take place April 29, 2022, and April 30, 2022, with plants only being sold on Saturday. The sale will run from 9 am to 6 pm on Friday and from 10 am to 3 pm on Saturday.

Tammy Johnson at Bastrop High School will be promoting the FOL scholarship to all BISD high schools. Applications are due in March.

COMMUNITY FEEDBACK:

Two patrons expressed their love for the Honor Paperbacks. They said they plan to recommend the idea to other libraries closer to where they live.
A patron stated that she believes the circulation of hotspots are the best thing the library has added in recent time. She said that she cancelled her spotty country Wi-Fi because we always have hotspots available, and they work so well.

Thank you Mr. Terry!

We really appreciate you helping us find our way when we first arrived in Eastrop!
The library is really nice and everyone’s
Very friendly! We appreciate the warm welcome from you! Thank you

- Generation Peace Academy
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<th>MAR</th>
<th>Q2</th>
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<th>YTD 21</th>
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<th>FEB</th>
<th>MAR</th>
<th>Q2</th>
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<th>YTD 21</th>
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<td>MAR</td>
<td>Q2</td>
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<td>34</td>
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| **Collection**               |     |     |     |     |     |        |        |                |
| Items Added - E, 1st Readers | 137 | 25  | 25  | 162 |     | 721    |        |                |
| Items Added - Board Books    | 17  | 0   | 0   | 17  |     | 54     |        |                |
| Items Added - J              | 237 | 82  | 82  | 319 |     | 738    |        |                |
| Items Added - Teens          | 60  | 27  | 27  | 87  |     | 192    |        |                |
| Items Added - Adults         | 511 | 125 | 125 | 636 |     | 1,382  |        |                |
| Items Added - Magazines      | 137 | 44  | 44  | 181 |     | 645    |        |                |
| Items Withdrawn              | 759 | 616 | 616 | 1375|     | 4,230  |        |                |
| Missing Items                | 147 | 17  | 17  | 164 |     | 191    |        |                |
| **Total Items Added**        | 1,527 | 936 |     | 2,463 |       | 6,169  |        |                |

| **Culture of Service**       |     |     |     |     |     |        |        |                |
| Reference Transactions       |     |     |     |     |     |        |        |                |
| General Reference Questions  | 764 | 289 | 289 | 1053|     | 2,785  |        |                |
| Directional Questions        | 268 | 84  | 84  | 352 |     | 1,339  |        |                |
| Tech Support Questions       | 1366| 437 | 437 | 1803|     | 4,997  |        |                |
| Phone Reference              | 815 | 253 | 253 | 1068|     | 4,307  |        |                |
| Tests Proctored              | 3   | 4   | 4   | 7   |     | 24     |        |                |
| Tech Tutor                   | 9   | 4   | 4   | 13  |     | 37     |        |                |
| **Total Reference Transactions** | 3,225 | 1,071 | 1,071 | 4,296 |   | 13,489 |        |                |

| Volunteers                   |     |     |     |     |     |        |        |                |
| Volunteer Hours              | 288 | 104 | 104 | 392 |     | 540.50 |        |                |
| FOL Volunteer Hours          | 147.5 | 66.75 | 66.75 | 214.25 |   | 513.75 |        |                |
| Teen Volunteer Hours         | 108.5 | 32  | 32  | 140.5|     | 252.75 |        |                |
| **Total Volunteer Hours**    | 544 | 202.75 | 202.75 | 746.75 |   | 1,307.00 |        |                |

| Social Media                 |     |     |     |     |     |        |        |                |
| Facebook Likes               | 6101 | 2058 | 2058 | 8159|     | 23,043 |        |                |
| Facebook Engaged             | 2012 | 414  | 414  | 2426|     | 9,770  |        |                |
| Facebook Reach               | 33607 | 8263 | 8263 | 41870|   | 167,019 |        |                |
| Instagram Followers          | 3000 | 1013 | 1013 | 4013|     | 10,405 |        |                |
| Instagram Impressions        | 7813 | 2800 | 2800 | 10613|   | 24,008 |        |                |
| Instagram Reach              | 1937 | 471  | 471  | 2408|     | 8,611  |        |                |

| Savannah Stats               |     |     |     |     |     |        |        |                |
| # of Emails Composed         | 8   | 8   | 8   | 16  |     | 28     |        |                |
| # of Messages Sent           | 13785 | 5116 | 5116 | 18901|   | 78128  |        |                |
| Opens                        | 6477 | 2569 | 2569 | 9046|     | 78156  |        |                |
| Open %                       | 47%  | 50%  | 50%  | 48% |     | 47%    |        |                |
| Clicks                       | 367  | 163  | 163  | 530 |     | 4400   |        |                |
Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2021, through February 20, 2022, is $16,805.12
   a. Nonresidential: $11,950.00
   b. Material fines, fees, and replacement cards: $2,462.88
   c. Printing: $1,881.90
   d. Paypal: $510.34

2. The library's total non-donation revenue from January 1, 2022, through January 31, 2022, is $4,398.32
   a. Nonresidential: $3,345.00
   b. Material, fines, fees, and replacement cards: $450.35
   c. Printing: $465.50
   d. Paypal: $137.47
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<td>SUPPLIES &amp; MATERIALS</td>
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<td>21-00-5201 SUPPLIES</td>
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# Financial Statement

**City of Bastrop**  
**General Fund**  
**As of: January 31st, 2022**

## Expenditures

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<tr>
<th>Contractual Services</th>
<th>Prior Y-T-D</th>
<th>Current Budget</th>
<th>M-T-D Actual</th>
<th>Y-T-D Actual</th>
<th>Budget Balance</th>
<th>% of Budget</th>
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**Total Contractual Services**  
350.87 | 9,000.00 | 183.88 | 4,059.39 | 4,940.61 | 45.10 |

## Other Charges

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<th>Prior Y-T-D</th>
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<th>M-T-D Actual</th>
<th>Y-T-D Actual</th>
<th>Budget Balance</th>
<th>% of Budget</th>
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**Total Other Charges**  
7,212.74 | 17,565.00 | 2,031.60 | 5,953.19 | 11,611.81 | 33.89 |

## Capital Outlay

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<th>Current Budget</th>
<th>M-T-D Actual</th>
<th>Y-T-D Actual</th>
<th>Budget Balance</th>
<th>% of Budget</th>
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**Total Capital Outlay**  
0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

## Total General Fund

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<th>Prior Y-T-D</th>
<th>Current Budget</th>
<th>M-T-D Actual</th>
<th>Y-T-D Actual</th>
<th>Budget Balance</th>
<th>% of Budget</th>
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## Total Expenses

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>Prior Y-T-D</th>
<th>Current Budget</th>
<th>M-T-D Actual</th>
<th>Y-T-D Actual</th>
<th>Budget Balance</th>
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<tr>
<td>Total Library</td>
<td>205,095.70</td>
<td>681,600.00</td>
<td>43,508.27</td>
<td>186,537.59</td>
<td>495,062.41</td>
<td>27.37</td>
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*** End of Report ***