

Bastrop Public Library Board Meeting Agenda

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602
(512) 332-8880



May 2, 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, 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

- 3A. The City of Bastrop will have Movies in the Park in May. The library has committed to participating in the pre-movie activities.

- 3B. Partnering with ACC, Bastrop Public Library will hold an event Thursday, May 5th from 6:30 – 7:00 to inform and help those applying for FASFA.
- 3C. The library will be closed Monday, May 30th for Memorial Day.
- 3D. 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, the End of Summer Reading Program party is scheduled for Saturday, July 23rd.
- 3E. Announcements from the Library Director.
- 3F. 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. Library Focus Area—Culture of Service.
- 6B. Library censorship discussion.

7. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 7A. Consider action to approve Bastrop Public Library Board minutes from the April 4, 2022, regular meeting.
- 7B. Consider action to approve the proposal to the City Manager regarding changes to the current fee schedule and circulation policy.
- 7C. 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: Wednesday, April 27, 2022 at 1:30 p.m. and will remain posted for at least two hours after said meeting has convened.



Victoria Psencik, Deputy City Secretary



STAFF REPORT

MEETING DATE: May 2, 2022

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

After a two-year hiatus, the annual Storytime Egg Hunt was held at Bob Bryant Park on Wednesday, April 13th. Despite the threat of rain, ninety people showed up to celebrate Easter with the library.

Another presentation of City Friends Storytime took place on Wednesday, April 20th, with special guest Kimberly Hanley from Water and Wastewater. Kimberley read a story and talked to the children about the water cycle and water conservation. She engaged the children with questions during the story and with an activity where they helped her collect and save all the raindrops. The next City Friends Storytime will take place in June, with Recreation Manager Terry Moore as the featured guest.

Preparation for Summer Reading Program continues. Publicity went out on Monday, April 18th. An official calendar of events and program descriptions are included in the packet.

NOTEWORTHY:

The library participated in the City of Bastrop's Easter in the Park on Saturday, April 2nd. The library's booth offered an opportunity to play an easy game to receive treat filled eggs provided by the City. In total, the library engaged with 293 people that evening.

International Walking Day was Wednesday, April 6th. The library was the starting point of two tours. One took place after Storytime and the other in tandem with Coffee with Catherine. Those present at the Storytime walk read a story before walking to Fisherman's Park, and those present at the Coffee walk took a tour of the Bastrop Christian Church Garden.

As part of National Child Abuse Prevention month, the Child Advocacy Center and CASA hosted Springfest in Fisherman's Park on Saturday, April 23rd. Library staff participated with the Recreation Center to provide information about regular and upcoming programs and events, such as Storytime, the Book and Plant Sale, and SRP. Additionally, children were offered the opportunity to create seed starter pots and plant some seeds to nurture at home.

Bethany Dietrich attended the annual Texas Library Association Conference in Fort Worth from Monday, April 25th to Thursday, April 28th.

Amie Cuvelier accepted the Librarian position. Her first day was Wednesday, April 27th.

The Friends of the Library and Lost Pines Garden Club's Spring Book and Plant Sale took place on Friday, April 29th and Saturday, April 30th.

The Friends of the Library announced the two winners of their two \$300 scholarships—Jackeline Albiter and Carlton Talley.

COMMUNITY FEEDBACK:



Re: Summer Reading 2022: Ocean of Possibilities

 Gloria <gloria@bchs1832.org>
To Bastrop Library Info

 This is the most recent version, but you made changes to another copy. [Click here](#) if there are problems with how this message is displayed, [click here](#) to view it in a Click here to download pictures. To help protect your privacy, Outlook prevented

Some people who received this message don't often get email from gloria@bchs1832.org
Great offerings! Summer is going to be so much fun with you folks!

Can't wait to meet Kat and have her visit the Museum as our guest.

Thank you one and all for serving our youth all-year-round.

Gloria

Gloria Perkins
Manager
Bastrop Visitor Center
904 Main Street
Bastrop, TX 78602
512-303-0904
Gloria@bchs1832.org
bastropcountyhistoricalsociety.com

In response to Carmen's tour for the Founder's Academy 3rd and 4th graders:

"Hi Carmen,

Thank you for another wonderful day!! The kids were saying it was 'the best day ever!'"

-Jenny Murray, Founders Academy Secretary

From: Kimberly Hanly <khanly@cityofbastrop.org>
Sent: Wednesday, April 20, 2022 1:33 PM
To: Carmen Serna <cserna@bastroplibrary.org>
Cc: Bonnie Ueckert Pierson <bonnie@bastroplibrary.org>
Subject: THANK-YOU!

Thank-you so much for inviting me to story time today. I had a great time and enjoyed everything about it, especially the children who are just AMAZING and so very smart!

Carmen, you did such a wonderful job with the kiddos. It's been a long time since I've done anything like this and I can't believe how nervous I was! However, watching you with them was truly inspiring and really helped put me at ease.

Have a fabulous day!

Regards,



Kimberly Hanly
Water Conservation and
Special Programs Coordinator
Public Works Department
Water & Wastewater Division
City of Bastrop, TX

Main 512-332-8960 | Fax 512-332-8969
khanly@cityofbastrop.org | www.cityofbastrop.org
P.O. Box 427 - 300 Water Street, Bastrop, Texas 78602



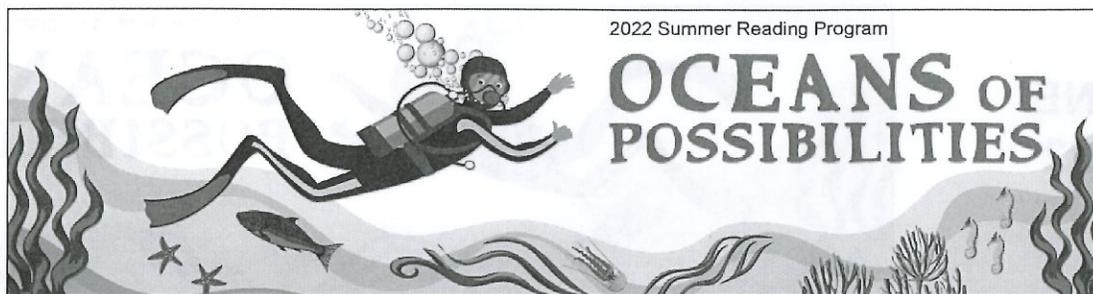
**JUNE
2022**



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	May 31	1	2	3	4
CLOSED	<i>COMMUNITY ADVENTURE BEGINS TODAY!</i>	Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	Teen Thursdays Video Game Tournament 4:45 - 6:15 p.m.	Storytime 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	Rockin' Reading <i>The Beatles</i> 1:00-3:00 p.m.
	OPENING WEEK: JOIN US FOR FUN IN THE LIBRARY EACH DAY THIS WEEK!				
	<i>Make a Mural</i>	<i>Questions of the Day</i>	<i>Activity Stations 1-4pm</i>	<i>Fishing for Time</i>	
6	7	8	9	10	11
	Minute-to-Win-It Games for Elem. Kids 2:00-4:00 p.m.	Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	Teen Thursdays <i>Bermuda Triangle Escape Room</i> 4:45 - 6:15 p.m.	Storytime w/ a Cop 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	Rockin' Reading <i>Dolly Parton</i> 1:00-3:00 p.m.
13	14	15	16	17	18
Movie Mondays 2:00-4:00 p.m.		City Friends Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	Magician Oscar Muñoz 2:00 p.m. at Bastrop Convention Center Teen Thursdays <i>Nailed It Cupcake Contest</i> 4:45 - 6:15 p.m.	Storytime 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	Rockin' Reading <i>Aretha Franklin</i> 1:00-3:00 p.m. Juneteenth
20	21	22	23	24	25
	LEGORAMA 3:00-4:30 p.m.	Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	Teen Thursdays <i>Pirates' Treasure</i> 4:45 - 6:15 p.m.	Storytime 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	Bastrop Patriotic Shoebox Parade Decorating 11:00-2:00 p.m.
27	28	29	30		
Movie Mondays 2:00-4:00 p.m.		Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	Teen Thursdays <i>Box Skits</i> 4:45 - 6:15 p.m.		

When you earn your prize book, we recommend picking up your book as soon as possible because the selection gets low by the end of the summer.

**JULY
2022**



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Storytime 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	2 Patriotic Fest
4 CLOSED	5	6 Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	7 Teen Thursdays Board Games 4:45 - 6:15 p.m.	8 Storytime w/ a Cop 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	9 Family LEGO Fun 1:00-3:00
<i>Pick up your shoebox parade creations by the end of the week.</i>					
11 Movie Mondays 2:00 - 4:00 p.m.	12	13 Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	14 Sky Kings Falconry 10:30 a.m. at Fisherman's Park Teen Thursdays Friendship Bracelets 4:45 - 6:15 p.m.	15 Storytime 10:30 a.m. Teen D&D 4:45 - 5:45 p.m.	16
18	19 LEGORAMA 3:00 - 4:30 p.m.	20 Storytime 10:30 a.m. Coffee w/ Catherine 3:00 p.m.	21 Teen Thursdays Statues and Strawberry Ice Cream 4:45 - 6:15 p.m.	22 Storytime 10:30 a.m. Teen D&D 4:45 - 5:45 p.m. <i>Tickets must be turned in online by 11:59 p.m.!</i>	23 Tropical End of Summer Party 11:00-2:00 Prizes will be drawn at 1:30pm
25	26	27	28	29 Teen D&D 4:45 - 5:45 p.m.	30
-----NO PROGRAMS-----					

When you earn your prize book, we recommend picking up your book as soon as possible because the selection gets low by the end of the summer.

SUMMER PROGRAMS

Opening Week Fun at the Library:

Tuesday: Make a Mural

Wednesday: Question of the Day

Thursday: Activity Stations 1:00 - 4:00 p.m.

Friday: Fishing for Time 11:00 a.m.- 2:00 p.m.

Saturday: Rockin' Reading: The Beatles



Storytime: Join us in the Meeting Room on Wednesday and Friday mornings for stories, rhymes, songs, and early literacy learning

Teen Thursdays: Join Bethany and other 13-17 year olds for fun.

Rockin' Reading: Join Dr. Allison Bumsted for a story and activity that will get your toes tapping! There are three musical programs for you to enjoy.

Magician Oscar Munoz: As part of Summer Reading 2022, Magician Oscar Munoz is performing at the Bastrop Convention Center! The Bastrop Convention Center is located at 1408 Chestnut St. Right across the street from City Hall. You won't want to miss out on his fun show! We'll see you there!

LEGO®rama: We supply the Legos. You supply the creativity! Building challenges, group interaction, and more. Geared toward elementary kids, tween, and families, however everyone is welcome. Children under 8 years of age must be supervised by an adult.

Shoebox Parade: Decorate a shoebox at the library to participate in our miniature version of the Patriotic Parade! Library visitors will vote on which float they like the best! Let's celebrate Independence Day with some extra sparkle!

Family LEGO® Fun: An opportunity for moms, dads, grandmas, grandpas, uncles, aunts, and the whole family to join the building fun. Bring all your great ideas and be ready for a few challenges.

Sky King Falconry at Fisherman's Park: Come see owls, falcons, raptors and other birds with Sky Kings Falconry! Bring your own blankets and/or lawnchairs. The team at Sky Kings has been working with raptors and other animals for more than 15 years, and have adapted their skills to fit many situations and venues.

Community Adventure: Community Adventure is back again this summer with different activities to do as a family. Participants of all ages are welcome, and those who complete 15 tasks will be entered into a drawing for a school supply basket. Register online through the website, the Beanstack app or at the library.

Bastrop Public Library
2020 Summer Reading Program

OCEANS OF POSSIBILITIES

May 31 - July 23



Activities, Challenges, Prizes, & More

Visit the library's website to sign-up.



1100 Church Street

512-332-8880

bastroplibrary.org

A service of the City of Bastrop

Statistics - March 2022

Community Engagement	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
<u>Circs By Patron Type</u>								
Juv	846	316	260	502	1,078	1,924	1,664	4,226
Teen	171	95	53	69	217	388	578	1,183
Adult	4,367	1,322	1,236	1,566	4,124	8,491	7,059	16,198
Staff	305	119	164	169	452	757	576	1,381
NR Juv	1,320	406	444	461	1,311	2,631	1,591	4,271
NR Teen	339	123	100	83	306	645	195	856
NR Adult	10,280	3,214	3,618	3,953	10,785	21,065	15,169	39,269
TexShare	11	37	58	81	176	187	31	54
Total NR Usage	11,950	3,780	4,220	4,578	12,578	24,528	16,986	44,450
% NR Usage	68%	67%	71%	67%	68%	68%	63%	66%
<u>Programming</u>								
Kids - # of Programs	26	9	1	10	20	46	5	65
Kids - Program Attendance	910	234	304	332	870	1780	48	1,891
Young Adults - # of Programs	19	7	5	6	18	37	25	77
Young Adults - Program Attendance	140	48	37	42	127	267	95	437
Adults - # of Programs	8	4	4	3	11	19	27	54
Adults - Program Attendance	83	29	31	25	85	168	107	247
General - # of Programs	0	0	0	0	0	0	0	0
General - Program Attendance	0	0	0	0	0	0	0	0
Outreach - # of Programs	5	1	2	1	4	9	7	17
Outreach - Program Attendance	923	12	49	15	76	999	556	916
Passive - Coloring Sheets	270	134	180	210	524	794	3,467	105
Total # of Programs	61	21	12	20	53	114	69	223
Total Program Attendance	2,500	323	421	414	1,158	3,658	1,152	4,681
<u>Membership - New Cards</u>								
City	70	23	19	45	87	157	91	311
City Renewals	132	62	36	44	142	274	308	569
Faculty	1	2	0	2	4	5	1	4
Faculty Renewals	8	2	4	0	6	14	10	20
Friends	0	0	0	0	0	0	0	2
Friends Renewals	8	4	2	1	7	15	10	24
Staff	1	1	0	0	1	2	2	6
Staff Renewals	1	0	0	2	2	3	7	17
Nonresident	116	41	29	60	130	246	145	452
Nonresident Renewals	179	111	70	71	252	431	466	942
TexShare Visitor	1	5	0	0	5	6	4	9
TexShare Visitor Renewals	1	1	0	0	1	2	0	0
Total New Registrations	189	72	48	105	225	414	243	779
Total Renewals	329	184	114	117	415	744	804	1,572
TexShare Home New	0	1	0	0	1	1	1	1
TexShare Home Renewals	10	4	2	1	7	17	22	36
<u>Facility</u>								
Door Count	14,038	4,592	4,393	5,721	14,706	28,744	20,670	51,643
Study Room Use	235	124	118	145	387	622	24	645
Pressley Use - Library	45	13	12	14	39	84	11	101
Pressley Use - Nonprofit	15	8	8	6	22	37	0	32

Statistics - March 2022

Pressley Use - Other	0	0	0	0	0	0	0	0
Maynard Use - Library	6	5	8	8	21	27	0	16
Maynard Use - Nonprofit	4	1	2	3	6	10	0	5
Maynard Use - Other	0	0	0	0	0	0	0	0
Total Meeting Room Use	305	151	148	176	475	780	35	799

Lifelong Learning	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
<u>Database Use</u>								
Portal to Texas History - Bastrop Advertiser	25,450	8,225	5,037	6,591	19,853	45,303	32,112	68,290
Learning Express Library	159	285	82	32	399	558	776	1,049
Heritage Quest	1,015	53	341	26	420	1,435	193	3,340
Small Business Reference Center	84	0	0	0	0	84	0	0
TeachingBooks	0	0	0	0	0	0	0	0
Explora Elementary	0	0	0	1	1	1	11	12
Explora High School	0	0	0	0	0	0	20	20
Total Use Kids Databases	0	0	0	1	1	1	31	32
<u>Technology</u>								
Kids Computer Use	3	0	0	0	0	3	75	215
Teen Computer Use	17	0	0	0	0	17	412	650
Adult Computer Use	1125	410	345	432	1187	2312	1618	3,603
Wifi Use	3868	1256	1309	1474	4039	7907	3649	9,172
Website Visits	9254	3423	3228	3870	10521	19775	17287	43,770
3D Prints	0	0	0	0	0	0	7	8
Total Public Computer Use	11,497	5,089	4,882	5,776	15,747	27,244	23,048	57,418

Books & Reading	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
<u>Material Use</u>								
Check-Outs - Kids	4,751	1,568	1,799	1,988	5,355	10,106	3,762	11,572
Check-Outs - Tween	4,405	1,227	1,300	1,732	4,259	8,664	3,979	11,274
Check-Outs - Teen	841	317	272	345	934	1,775	1,073	3,128
Check-Outs - Adult	7,717	2,659	2,549	2,764	7,972	15,689	11,431	25,137
Honor Paperbacks	121	45	35	27	107	228	No Data	262
Renewals	5,230	1,410	1,624	1,713	4,747	9,977	7,239	16,860
In-House Use	2,753	873	1,269	1,395	3,537	6,290	4,370	11,366
Self-Check	2,759	1,087	972	1,397	3,456	6,215	1,148	7,021
Mobile Circ	138	65	56	52	173	311	17	187
Hotspots	55	21	15	19	55	110	0	36
OverDrive eBooks - Kids	182	84	94	100	278	460	331	736
OverDrive eBooks - Teen	135	46	49	45	140	275	308	652
OverDrive eBooks - Adults	1,813	736	520	536	1,792	3,605	4,145	8,376
OverDrive eAudio - Kids	127	45	46	61	152	279	368	655
OverDrive eAudio - Teen	118	35	35	42	112	230	235	465
OverDrive eAudio - Adults	988	333	318	328	979	1,967	2,287	4,594
SimplyE	1	0	5	0	5	6	0	1
Total Checkouts	21,674	9,141	9,334	10,831	29,306	56,210	40,693	102,321

Statistics - March 2022

<u>Interlibrary Loan</u>								
ILL Borrowed	22	12	4	4	20	42	45	89
ILL Lent	30	4	8	10	22	52	49	109
<u>Collection</u>								
Items Added - E, 1st Readers	137	25	71	60	156	293	291	721
Items Added - Board Books	17	0	0	0	0	17	0	54
Items Added - J	237	82	127	72	281	518	257	738
Items Added - Teens	60	27	19	17	63	123	94	192
Items Added - Adults	511	125	93	103	321	832	675	1,382
Items Added - Magazines	137	44	41	49	134	271	331	645
Items Withdrawn	759	616	141	34	791	1550	1446	4,230
Missing Items	147	17	5	35	57	204	76	191
Total Items Added	1,527	936	497	370	1,803	3,330	1,648	6,169

<u>Culture of Service</u>	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
<u>Reference Transactions</u>								
General Reference Questions	764	289	325	397	1,011	1,775	1,328	2,785
Directional Questions	268	84	90	96	270	538	532	1,339
Tech Support Questions	1,366	437	516	680	1,633	2,999	2,015	4,997
Phone Reference	815	253	332	288	873	1,688	2,498	4,307
Tests Proctored	3	4	5	2	11	14	8	24
Tech Tutor	9	4	4	5	13	22	20	37
Total Reference Transactions	3,225	1,071	1,272	1,468	3,811	7,036	6,401	13,489
<u>Volunteers</u>								
Volunteer Hours	288	104	70.25	77.5	251.75	539.75	182.25	540.50
FOL Volunteer Hours	147.5	66.75	52	53	171.75	319.25	198.5	513.75
Teen Volunteer Hours	108.5	32	22.75	28	82.75	191.25	31.5	252.75
Total Volunteer Hours	544	202.75	145.00	158.50	506.25	1050.3	412.25	1,307.00
<u>Social Media</u>								
Facebook Likes	6,101	2,058	2,070	2,088	6,216	12,317	11,233	23,043
Facebook Engaged	2,012	414	424	632	1,470	3,482	4,844	9,770
Facebook Reach	33,607	8,263	11,376	12,978	32,617	66,224	74,530	167,019
Instagram Followers	3,000	1,013	1,011	1,013	3,037	6,037	4,737	10,405
Instagram Impressions	7,813	2,800	1,876	2,866	7,542	15,355	6,825	24,008
Instagram Reach	1,937	471	362	461	1,294	3,231	3,937	8,611
<u>Savannah Stats</u>								
# of Emails Composed	8	8	12	36	56	64	5	28
# of Messages Sent	13,785	5,116	870	11,138	17,124	30,909	25,828	78,128
Opens	6,477	2,569	582	3,881	7,032	13,509	10,981	78,156
Open %	47%	50%	67%	35%	76%	73%	52%	47%
Clicks	367	163	56	199	418	785	1,963	4400

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2021, through April 20, 2022, is \$24,143.91
 - a. Nonresidential: \$16,905.00
 - b. Material fines, fees, and replacement cards: \$3,273.97
 - c. Printing: \$2,958.20
 - d. Paypal: \$556.74

2. The library's total non-donation revenue from March 1, 2022, through March 31, 2022, is \$3,996.48
 - a. Nonresidential: \$2,945.00
 - b. Material, fines, fees, and replacement cards: \$466.01
 - c. Printing: \$579.20
 - d. Paypal: \$6.27

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2022

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>LIBRARY</u>						
<u>00-NON-PROGRAM</u>						
<u>PERSONNEL COSTS</u>						
21-00-5101 OPERATIONAL SALARIES	174,666.24	388,465.50	25,483.02	148,675.94	239,789.56	38.27
21-00-5116 LONGEVITY	2,632.75	3,937.50	0.00	3,383.75	553.75	85.94
21-00-5117 OVERTIME	0.00	600.00	0.00	0.00	600.00	0.00
21-00-5150 SOCIAL SECURITY	12,695.88	30,137.00	1,920.11	11,450.61	18,686.39	38.00
21-00-5151 RETIREMENT	19,809.95	42,828.00	2,792.32	16,595.22	26,232.78	38.75
21-00-5155 GROUP INSURANCE	36,780.50	82,229.00	4,247.96	29,617.22	52,611.78	36.02
21-00-5156 WORKERS COMPENSATION	655.24	1,088.00	0.00	641.34	446.66	58.95
TOTAL PERSONNEL COSTS	247,240.56	549,285.00	34,443.41	210,364.08	338,920.92	38.30
<u>SUPPLIES & MATERIALS</u>						
21-00-5201 SUPPLIES	6,165.09	16,390.00	1,724.34	6,360.19	10,029.81	38.81
21-00-5203 POSTAGE	195.50	1,100.00	37.53	607.89	492.11	55.26
21-00-5206 OFFICE FURNITURE	0.00	0.00	0.00	327.59	(327.59)	0.00
21-00-5210 SMALL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5217 JANITORIAL	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5231 BOOKS	15,799.86	41,560.00	4,857.14	24,449.40	17,110.60	58.83
21-00-5232 AUDIO VISUALS	2,640.08	9,000.00	1,093.81	4,418.95	4,581.05	49.10
21-00-5299 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES & MATERIALS	24,800.53	68,050.00	7,712.82	36,164.02	31,885.98	53.14
<u>MAINTENANCE & REPAIRS</u>						
21-00-5302 BOOK MAINTENANCE	336.34	1,500.00	0.00	0.00	1,500.00	0.00
21-00-5320 EQUIPMENT MAINTENANCE	147.50	280.00	82.50	82.50	197.50	29.46
21-00-5325 COMPUTER MAINTENANCE	3,074.00	3,100.00	0.00	3,074.00	26.00	99.16
21-00-5345 BUILDING MAINTENANCE	0.00	400.00	0.00	0.00	400.00	0.00
TOTAL MAINTENANCE & REPAIRS	3,557.84	5,280.00	82.50	3,156.50	2,123.50	59.78
<u>OCCUPANCY</u>						
21-00-5401 COMMUNICATION	7,570.51	16,920.00	875.18	7,398.37	9,521.63	43.73
21-00-5403 UTILITIES	5,423.27	15,500.00	1,280.39	5,550.48	9,949.52	35.81
TOTAL OCCUPANCY	12,993.78	32,420.00	2,155.57	12,948.85	19,471.15	39.94

C I T Y O F B A S T R O P
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2022

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>						
21-00-5505 PROFESSIONAL SERVICES	0.00	2,000.00	0.00	0.00	2,000.00	0.00
21-00-5507 CREDIT CARD PROCESSING FEES	485.22	2,500.00	176.48	983.73	1,516.27	39.35
21-00-5531 COMPUTER TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5533 LIBRARY AUTOMATION	0.00	4,500.00	0.00	3,405.00	1,095.00	75.67
21-00-5544 UNEMPLOYMENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5561 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	485.22	9,000.00	176.48	4,388.73	4,611.27	48.76
<u>OTHER CHARGES</u>						
21-00-5601 ADVERTISING	8.00	1,250.00	0.00	0.00	1,250.00	0.00
21-00-5605 TRAVEL & TRAINING	148.00	4,150.00	0.00	390.00	3,760.00	9.40
21-00-5615 DUES, SUBSCRIPTIONS & PUB	5,965.67	6,170.00	20.00	4,360.09	1,809.91	70.67
21-00-5655 EQUIPMENT RENTAL	2,074.31	5,970.00	586.91	2,734.51	3,235.49	45.80
21-00-5680 OVER/SHORT	0.00	25.00	0.00	0.00	25.00	0.00
TOTAL OTHER CHARGES	8,195.98	17,565.00	606.91	7,484.60	10,080.40	42.61
<u>CAPITAL OUTLAY</u>						
21-00-6010 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
21-00-6015 COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
21-00-6021 OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
21-00-6050 BUILDING	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	297,273.91	681,600.00	45,177.69	274,506.78	407,093.22	40.27
TOTAL LIBRARY	297,273.91	681,600.00	45,177.69	274,506.78	407,093.22	40.27
*** TOTAL EXPENSES ***	297,273.91	681,600.00	45,177.69	274,506.78	407,093.22	40.27

*** END OF REPORT ***



WORKSHOP

MEETING DATE: May 2, 2022

AGENDA ITEM: 6A

TITLE:

Library Focus Area—Culture of Service

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

CULTURE OF SERVICE:

Focus Area Description: Commit to helping individuals, perpetuate personal connection and growth, enhance the library for our community, build trust and an inclusive culture

Identified Needs:

- Meet and exceed customer needs and expectations
 - Continually assess community needs and interests
 - Prioritize consistent and reliable communication and information
 - Continue commitment to personal engagement with patrons
 - Provide meaningful work for volunteers
- Ensure equitable and inclusive access to library services
 - Audit and improve policies to align with the library mission
 - Audit policies, procedures, and physical space for equitable and inclusive access
 - Seek upgrades and new technology to increase digital accessibility
- Create a plan for future needs and growth
 - Empower staff with opportunities for growth and education
 - Embody a culture of flexibility and adaptability as a staff
 - Embody a culture of flexibility and adaptability in the physical space
 - Explore options for reconfiguring or expanding physical space

THE WORK OF THE ADVISORY BOARD:

The essential business of an advisory board includes advocacy, communicating needs, persuasion, influence and promotion, and awareness. An advisory board helps the director develop budget priorities, the long-range plan, and library policies. The library director and the advisory board must work in equal partnership to provide the very best services and resources for the community. A good working relationship is essential.

- Promote library services and programs
- Assist library management to develop policies and budget proposals
- Provide support for library management initiatives and decisions
- Assisting the library director in determining the library's mission and vision
- Participating in short and long-range strategic planning
- Assisting in managing resources effectively and efficiently by providing guidance and recommendations to the library director
- Being familiar with and assist the library in communicating about the library's resources, services, and public image
- Providing a forum for public communication on library issues
- Assisting the library in assessment
- Being knowledgeable about existing and new populations in the community
- Being familiar with the library and its policies and procedures
- Review library decisions on patron concerns and indicate support, as appropriate
- Review and participate in strategic planning to assist the library in identifying strategic directions and development

THE ADVISORY BOARD'S CULTURE OF SERVICE WORK:

- Assess community needs and interests
- Assist in development and review of policies
- Explore ideas to improve the library services and spaces

QUESTIONS TO STIMULATE CONVERSATION:

- How can we assess community needs and interests?
- What concerns can we identify?
- What dreams do we have for the library?





WORKSHOP

MEETING DATE: May 2, 2022

AGENDA ITEM: 6B

TITLE:

Library censorship discussion

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

Discussion of current censorship challenges and the webinar from Thursday, April 28, 2022.



City of Bastrop Public Library Board

Meeting Minutes

April 4, 2022

1. Call to Order

- a. Meeting was called to order by President Mary Jo Jenkins at 5:57 pm. Members present were President Mary Jo Jenkins, Barbara Clemons, Meagan Webb, Laura Goodwin, Jennifer Leisure, Sally Keinarth, Mayor Connie Schroeder, and Library Director Bonnie Pierson.

2. Citizen Comments

- a. No citizen comments

3. Announcements

- a. Library staff will be participating with the Bastrop Rec Center and the Parks Board for International Walking Day on April 6th, hosting two different walking tours that day.
- b. Kimberly Hanley will be the guest at April's City Friends Story Time, presenting on water conservation
- c. The library will participate in Spring Fest, a public event hosted by the CAC and CASA on April 23rd at Fisherman's Park
- d. The book and plant sale will take place on April 29th and 30th
- e. The library has committed to participating in April and May's pre-movie activities for the City of Bastrop's Movies in the Park
- f. The library's Summer Reading Program will begin on May 31st and run through July 23rd, with an End of Summer Reading Program party scheduled for July 23rd
- g. Library Director Announcements
 - i. National Library Week is April 4th to 8th
 - ii. The CAC will chalk the sidewalk of the library on April 21st for Child Abuse Prevention Month
 - iii. On April 30th, The Colorado River Walkers will host a Volksmarch that will begin at the library
 - iv. The library will host a story time egg hunt on April 13th
- h. Board Member Announcements
 - i. None

4. Reports

- a. Library Director Report
 - i. The library is participating in a project by students from CRCA called the Period Poverty Project; materials are located in the library's restrooms
 - ii. Over 50 people participated in the March Lego project
 - iii. 149 Kindergarten students toured the library in March
 - iv. Coffee with Catherine partnered with the Bastrop Rec Center to give a demonstration of a new class they've started called A Matter of Balance

- v. Austin Public Health and CARTS came to the library on separate days to provide information (APH on COVID-19 and CARTS on their Rides on Demand service)
 - vi. Carmen Serna celebrated her 7th anniversary with the library on March 16th
 - vii. The new Library Associate, Kathryn Durham, started on March 28th
 - viii. The Tech Services and Circulation Librarian position has been hired: the new hire's name is Amy Cuellar
- b. Statistical Comparison Report
 - i. The presentation of statistics was aligned with the strategic focus areas:
 - 1. Community Engagement: the door count year to date through February is already at 50% of last year's total, showing an increase; nonresident users accounted for 71% of patrons in the reporting period
 - c. Monthly Financial Report
 - i. Year to Date Revenue: \$20,016.89
 - ii. December 2021 Revenue: \$3,361.82
- 5. Presentations – None**
- 6. Workshop**
- a. Board discussed fine free libraries: Bonnie provided the Board with several articles related to fine free libraries; the Board decided to decline the current fee schedule in favor of the different recommendations for items such as fines, check out times, and items checked out per card. Bonnie will write up the recommendations discussed so that the Board can vote on them at the next meeting
- 7. Consent Agenda**
- a. Jennifer Leisure made a motion to approve the minutes with no corrections noted and Sally Keinarth seconded; minutes were approved
- 8. Items for Individual Consideration and Discussion**
- a. None
- 9. Adjournment**
- a. Meeting was adjourned at 6:39 pm.

Respectfully Submitted,

Meagan Webb, Secretary

Mary Jo Jenkins, President

April 26, 2022

City of Bastrop
City Manager Paul Hofmann
P.O. Box 427
Bastrop, TX 78602



PROPOSED CHANGES TO CURRENT FEE SCHEDULE AND CIRCULATION POLICY

Dear Mr. Hofmann,

We, the members of the Bastrop Public Library Board, in an effort to provide excellent customer service to the citizens of Bastrop, propose the following changes to the current fee schedule and circulation policy:

- Increase the number of items allow for check-out per card from fifteen to twenty.
- Increase the check-out time for items from two weeks to three weeks.
- Items not on reserve can be renewed twice. Allowable check-out period will increase to a total of nine weeks.
- No late fines will be collected, excluding electronic materials.
- Fines associated with late materials will be forgiven when the item is returned. Electronic devices are excluded.
- Materials not returned after thirty days from the due date will be considered missing and the account will be billed for the item at MSRP.
- Accounts with \$30.00 or more in fines will be considered suspended. Materials cannot be checked-out until the account is clear of charges.
- Lost and paid for items are eligible for a full refund if returned to the library within thirty days of payment, with a receipt, and in good condition.
- Lost and paid for items are not eligible for a full refund after thirty days of payment or without a receipt.

For ease of understanding, a chart depicting these changes is included.

Thank you for your consideration. We feel this is moves us towards realizing our vision of being a vital resource that enhances the quality of life for the citizens of our community.

Sincerely,

Bastrop Public Library Advisory Board

Proposed Changes to Circulation Policy and Fee Schedule

Old Policy	New Policy
New members have an introduction period of two weeks. A total of five items can be checked out per card at any given time during the introduction period.	No change.
A total of fifteen items can be checked out on a library card at any given time.	A total of twenty items can be checked out on a library card at any given time.
The check-out time for any item is two weeks.	The check-out time for any item is three weeks.
Items not on reserve can be renewed twice for a total of six weeks.	Items not on reserve can be renewed twice for a total of nine weeks
Electronic devices cannot be renewed.	No change.
Late fines are collected at \$0.10 per day per item, excluding electronic devices.	No late fines will be collected, excluding electronic materials.
Late fines are collected at \$1.00 per day for electronic devices.	No change.
Patrons receive a five-day grace period where fines are accrued but not collected. Electronic devices are excluded.	No grace period.
Items returned late are charged fines that remain on the patron's account until paid.	Fines associated with late materials will be forgiven when the item is returned. Electronic devices are excluded.
Materials not returned after sixty days from the due date will be considered missing and the account will be billed for the item at MSRP.	Materials not returned after thirty days from the due date will be considered missing and the account will be billed for the item at MSRP.
Accounts with \$5.00 or more in fees will be considered suspended. Materials cannot be checked-out until the account is clear of charges.	Accounts with \$30.00 or more in fees will be considered suspended. Materials cannot be checked-out until the account is clear of charges.

Lost and paid for items are considered property of the patron and are not eligible for a refund if returned.

Lost and paid for items are eligible for a full refund if returned to the library within thirty days of payment, with receipt, and in good condition.

Lost and paid for items are not eligible for a full refund after thirty days of payment or without a receipt.