

# Bastrop Public Library Board Meeting AGENDA

Bastrop Public Library  
1100 Church Street  
Bastrop, TX 78602



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**September 13, 2021, 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.

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

4C. Monthly statistical report.

4D. Monthly financial report.

4E. Report on current grants

**5. CONSENT AGENDA**

5A. Consider action to approve Bastrop Public Library Board minutes from the August 2, 2021, regular meeting.

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

6A. Discuss plans for the Library's Holiday Open House

**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, September 8, 2021 at 4:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Victoria Psencik, Deputy City Secretary

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

August 2, 2021

### **Call to Order:**

The meeting was called to order at 6:00 pm.

Members present were President Mary Jo Jenkins, Jaime McDonald, Rebecca Bennett, Barbara Clemons, Sally Keinarth, Jennifer Leisure, and Director Bonnie Pierson.

### **Citizen Comments:**

There were none.

### **Announcements:**

The Library will be closed on Labor Day. The Board will meet Sept. 13.

### **Staff Report:**

#### **Activities -**

Director Bonnie Pierson highlighted items that appear in the Board Packet. Use of the self-check out was up in June (1204) from May (476). In the past, the emphasis on Summer Reading has been to enroll as many patrons as possible. However, since 2018, the emphasis has moved to encouraging enrollees to complete the program. In 2019, the completion rate was 38%; this year it is 53%, a significant increase. Coffee with Catherine was virtual during the pandemic. It moved to in-person in mid-June and has steadily grown. There were 17 participants last week. Ashley Guerrero will return from maternity leave in September. Thirty-three people have applied for the job of Executive Administrative Assistant to the Director. Interviews begin Thursday. The new patron counter was installed. Data include an average of 179 patrons a day and 1113 per month. In July, the Library saw 5562 patrons. Bonnie Pierson has met with Texas Master Naturalist, and they will install a pollinator garden outside the children's area. The City Boards and Volunteer Banquet has been rescheduled to Oct. 14 because of a conflict.

#### **Friends of the Library –**

The Friends will hold a book sale Sept. 24-25.

#### **Statistical Report –**

No discussion.

#### **Financial Report –**

The Library has collected \$26,440 in non-residents fees this fiscal year. New non-resident cards total 292 and renewals total 667 through June. There are 216 new resident cards and 463 renewals in the same period.

#### **Report on current grants –**

The Cares grant will be completed at the end of September. The Library has surveyed patrons about the self-check out and mobile check out. Returned surveys total 267. Most were very positive. Regarding the Hanscher grant, the wifi in the parking lot is working. There was a great deal of usage on Sunday. The mobile hot spots are ready for check out, which begins next Thursday.

**Consent Agenda:**

Barbara Clemons moved and Sally Keinarth seconded to approve the June 7, 2021 minutes as written. The motion carried.

**Items for Individual Consideration and Discussion:**

**Library Open House –**

Because of personnel changes, the Library staff will need help from the Board planning the event, which is scheduled for Dec. 11. Sally Keinarth and Jennifer Leisure volunteered to call performers; Barbara Clemons volunteered to call cookie donors; Jaime and Becky volunteered to make the gingerbread houses. All plans are subject to change because of the pandemic.

**Updates:**

There were none.

**The meeting adjourned at 6:25 p.m.**

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

Rebecca Bennett, Secretary

Approved \_\_\_\_\_

Mary Jo Jenkins, President

# Bastrop Public Library Librarian's Report September 13, 2021

## 1. Statistics Highlights from June & July

	June	July
Appointments for computer use:	475	401
Number of materials checked out:	12,526	12,206
Materials checked out with self-check kiosk:	1,204	1,367
Number of eBooks checked out:	1,282	1,289
Number of visitors:	6,876	5,893
Number of new cards issued:	120	109

## 2. Program Summary:

Coffee with Catherine is still going strong. The program sees an average of 12 people per session and helps to bring together community members and expand social circles. Many attendees have stated they adore the program.

August marked the end of the second quarter of the Teen Bag of Books program. The program has helped to stimulate more interest among teens regarding services available at the library, as proven by a heightened participation and interest from the previous quarter. Participants seemed very excited about their monthly books, and many have already signed up for the third quarter.

The annual Teen Volunteer-A-Thon attracted several participants. This program helped introduce non-regular volunteers to the benefits of community engagement by allowing them to be agents of change in an inviting environment.

## 3. Noteworthy Items

### Personnel:

- Ashley Guerrero is back from maternity leave.
  
- The executive administrative assistant position was filled in mid-August. Veronica Nunez started working on Monday, August 23, 2021.
  
- The position previously held by Cary Kittrell will be filled in the new fiscal year.

The library continues to experience air conditioning issues. In mid-August, extra fans were placed in the building to improve air circulation. A new 10-ton unit was installed in the Adult Fiction Area on Friday, August 20, 2021, thanks to David Juarez. Soon after, an additional unit was purchased, and delivery is still pending.

A flyer has been created for the BISD 1<sup>st</sup> quarter school distribution. This flyer will target parents of Mina and Emile elementary school students with a brief introduction to the services available at the library, intending to increase community engagement.

Reimbursements for the E-rate year 2020 were filed August 18, 2021. The finance department was informed of this and the city receive the funds within six weeks of the filing date.

In mid-August, the library began pairing some children's books with crafts to help kids actively engage with reading by catering to the creative spirit. So far, a total of 10 books with crafts have been checked out.

Hotspots started circulation on August 11, 2021. Through the end of the month, hotspots have been checked out 13 times.

#### **4. Looking Ahead**

The library is hosting an event for the ACE Program in hopes to increase library use from participating families. The event will take place Saturday, September 18, 2021.

The Friends of the Library are holding a book and plant sale at the library on Friday, September 24, 2021 and Saturday, September 25, 2021.

The new fiscal year begins October 1, 2021.

National Night Out is October 5, 2021.

The Boards & Commissions Banquet will be Thursday, October 14, 2021.

#### **5. Patron Feedback**

[Regarding Coffee with Catherine] "Our meetings have turned into celebrations. Those who love to bake bring cookies. The librarian pours coffee. We share life stories and laugh together. It is truly something special. This is a program that, in my opinion (former librarian)

could go national. People who went to the library once a month are now going four times a month (borrowing books and becoming acquainted with programs).” -Ann Yarmal (Email)

[In response to the news the group Texas Master Naturalist will be setting up a pollinator garden by the Children’s Area windows] “What a gorgeous and great idea. Can’t wait to see it.” -Blaze Clay

“Thank you all so much for everything you’ve done! During the summer and the entire crazy time before. Y’all are absolutely amazing.” -Fiona Smith (Facebook)

**Reading**

- 812 people registered for Summer Reading.
- 434 reached their goal of 500 minutes (youth) or 1,000 minutes (adults). That's 53%!!
- 1,334,723 minutes logged reading this summer!



**Community Adventure**

- 76 people completed the Community Adventure.
- 1,818 tasks (we asked for 15!) were accomplished that asked people to practice their literacy skills, their kindness habits, and to just have plain ol' fun!



[View Insights](#) [Promote](#)

♥ ◻ ◻ ◻

4 likes

**bastroppubliclibrary** We are WHALEY proud of all our readers this summer! Give yourselves a pat on the back!

1 hour ago

 **blazekclay** Bravo BPL! You are the best! You rock! ♥

36m 1 like Reply Message

Respectfully submitted: Bonnie Pierson, Library Director

**Bastrop Public Library**  
**Friends of the Bastrop Public Library Report**  
**September 13, 2021**

1. The Friends of the Library met on Tuesday, August 3, at 4:30pm.
2. A new membership was added for a total of 38 members.
3. There was no Book Nook update.
4. The book and plant sale will take place on September 24 -25, 2021. The Lost Pine Garden Club will partner with the Friends for the sale.
5. The Friends will hold their annual membership meeting Thursday, September 23 and allow members to preview the sale books.
6. The Friends agreed to contribute \$15 towards every \$25 ACE membership card purchased during a partnership program with BISD in September.
7. The next meeting will be Tuesday, September 7, 2021.

Annual Statistical Comparison  
July 2021

	Monthly		% Change	YTD		% Change
	FY21	FY20		FY21	FY20	
<u>MATERIAL USE</u>						
Check-Outs - Kids	1,700	236	620%	9,073	8,345	9%
Check-Outs - Tween	1,447	286	406%	9,092	7,694	18%
Check-Outs - Teen	358	105	241%	2,371	1,450	64%
Check-Outs - Adult	2,464	978	152%	20,724	23,709	-13%
Renewals	1,884	612	208%	13,522	15,064	-10%
In-House Use	1,697	47	3511%	9,277	17,841	-48%
OverDrive eBooks - Kids	1,367	174	686%	4,686	1,003	367%
OverDrive eBooks - Teen	64	69	-7%	542	732	-26%
OverDrive eBooks - Adults	72	966	-93%	548	8,172	-93%
OverDrive eAudio - Kids	706	67	954%	6,935	683	915%
OverDrive eAudio - Teen	40	52	-23%	562	557	1%
OverDrive eAudio - Adults	26	442	-94%	397	4,262	-91%
OverDrive Other - Kids	381	0	#DIV/0!	3,896	20	19380%
OverDrive Other - Teen	0	0	#DIV/0!	0	45	-100%
OverDrive Other - Adults	0	0	#DIV/0!	0	21	-100%
SimplyE	0	0	#DIV/0!	0	1	-100%
<b>Total Checkouts</b>	<b>12,206</b>	<b>4,034</b>	<b>203%</b>	<b>81,625</b>	<b>89,598</b>	<b>-9%</b>
<u>CIRCS BY PATRON TYPE</u>						
Juv	500	59	747%	3,481	2,491	40%
Teen	118	32	269%	1,029	393	162%
Adult	1,811	517	250%	13,080	10,757	22%
Staff	139	45	209%	1,143	859	33%
NR Juv	964	255	278%	3,653	6,467	-44%
NR Teen	74	37	100%	524	869	-40%
NR Adult	4,797	1,219	294%	31,378	30,228	4%
TexShare	0	0	#DIV/0!	43	13	231%
<b>Total NR Usage</b>	<b>5,835</b>	<b>1,511</b>	<b>286%</b>	<b>35,598</b>	<b>37,577</b>	<b>-5%</b>
<b>% NR Usage</b>	<b>69%</b>	<b>70%</b>	<b>0%</b>	<b>65%</b>	<b>67%</b>	<b>-2%</b>
<u>Interlibrary Loan</u>						
ILL Borrowed	11	0	#DIV/0!	79	79	0%
ILL Lent	10	0	#DIV/0!	86	63	37%
<u>Programming</u>						
Kids - # of Programs	11	15	-27%	47	165	-72%
Kids - Program Attendance	498	70	611%	1438	3697	-61%
Tweens - # of Programs	0	0	#DIV/0!	0	6	-100%
Tweens - Program Attendance	0	0	#DIV/0!	0	35	-100%
Teens - # of Programs	9	4	125%	60	72	-17%
Teens - Program Attendance	75	19	295%	320	535	-40%
Adults - # of Programs	4	12	-67%	45	80	-44%
Adults - Program Attendance	40	35	14%	181	574	-68%
Outreach - # of Programs	0	0	#DIV/0!	16	9	78%

Annual Statistical Comparison  
July 2021

Outreach - Program Attendance	0	0	#DIV/0!	896	681	32%
Passive - Coloring Sheets	0	0	#DIV/0!	0	710	-100%
Virtual - # of Programs	3	10	-70%	44	82	-46%
Virtual - Program Attendance	450	131	244%	5796	1103	425%
<b>Total # of Programs</b>	<b>24</b>	<b>31</b>	<b>-23%</b>	<b>168</b>	<b>332</b>	<b>-49%</b>
<b>Total Program Attendance</b>	<b>613</b>	<b>124</b>	<b>394%</b>	<b>2,835</b>	<b>5,522</b>	<b>-49%</b>
<u>Makerspace</u>						
Kids - # of Programs	0	2	-100%	0	7	-100%
Kids - Program Attendance	0	9	-100%	0	47	-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%	7	9	-22%
Adults - Program Attendance	5	3	67%	22	49	-55%
<b>Total # of Programs</b>	<b>1</b>	<b>3</b>	<b>-67%</b>	<b>7</b>	<b>16</b>	<b>-56%</b>
<b>Total Program Attendance</b>	<b>5</b>	<b>12</b>	<b>-58%</b>	<b>22</b>	<b>96</b>	<b>-77%</b>
<u>Reference Transactions</u>						
General Reference Questions	220	25	780%	2,247	3,064	-27%
Directional Questions	191	0	#DIV/0!	1,086	2,728	-60%
Tech Support Questions	528	20	2540%	4,197	3,217	30%
Phone Reference	358	967	-63%	3,767	5,377	-30%
Tests Proctored	1	0	#DIV/0!	19	37	-49%
Tech Tutor	5	20	-75%	33	46	-28%
<b>Total Reference Transactions</b>	<b>1,303</b>	<b>1,032</b>	<b>26%</b>	<b>11,349</b>	<b>14,469</b>	<b>-22%</b>
<u>Database Use</u>						
Portal to Texas History - Bastrop Adver	5,128	5,587	-8%	52,613	76,495	-31%
Heritage Quest	0	165	-100%	619	1,148	-46%
Learning Express Library	364	87	318%	2,020	912	121%
Small Business Reference Center	0	0	#DIV/0!	0	0	#DIV/0!
TeachingBooks	0	32	-100%	0	62	-100%
Explora Elementary	0	0	#DIV/0!	11	9	22%
Explora High School	0	0	#DIV/0!	20	19	5%
<b>Total Use Kids Databases</b>	<b>0</b>	<b>32</b>	<b>-100%</b>	<b>31</b>	<b>90</b>	<b>-66%</b>
<u>Facility</u>						
Door Count	5,893	148	3882%	41,356	41,544	0%
Hours Open	198	200	-1%	1,914	1,587	21%
Study Room Use	127	0	#DIV/0!	445	1,016	-56%
Pressley Use - Library	16	0	#DIV/0!	69	138	-50%
Pressley Use - Nonprofit	6	0	#DIV/0!	19	95	-80%
Pressley Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
Maynard Use - Library	3	0	#DIV/0!	8	47	-83%
Maynard Use - Nonprofit	2	0	#DIV/0!	2	93	-98%

Annual Statistical Comparison  
July 2021

Maynard Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total Meeting Room Use</b>	<b>154</b>	<b>0</b>	<b>#DIV/0!</b>	<b>543</b>	<b>1,389</b>	<b>-61%</b>
<u>Technology</u>						
Kids Computer Use	33	2	1550%	168	550	-69%
Teen Computer Use	23	25	-8%	575	365	58%
Adult Computer Use	345	82	321%	2,956	4,436	-33%
Wifi Use	1,029	302	241%	6,921	6,407	8%
Website Visits	5,341	3,123	71%	36,560	21,579	69%
3D Prints	0	6	-100%	8	95	-92%
<b>Total Public Computer Use</b>	<b>1,430</b>	<b>411</b>	<b>248%</b>	<b>10,620</b>	<b>11,758</b>	<b>-10%</b>
<u>Membership - New Cards</u>						
City	44	6	633%	244	169	44%
City Renewals	64	42	52%	490	376	30%
Faculty	0	0	#DIV/0!	4	3	33%
Faculty Renewals	4	5	-20%	18	35	-49%
Friends	1	0	#DIV/0!	1	0	#DIV/0!
Friends Renewals	3	3	0%	15	14	7%
Staff	0	0	#DIV/0!	5	1	400%
Staff Renewals	4	5	-20%	15	9	67%
Nonresident	65	4	1525%	357	363	-2%
Nonresident Renewals	92	67	37%	759	839	-10%
TexShare Visitor	0	0	#DIV/0!	7	3	133%
TexShare Visitor Renewals	0	0	#DIV/0!	0	15	-100%
<b>Total New Registrations</b>	<b>110</b>	<b>10</b>	<b>1000%</b>	<b>618</b>	<b>539</b>	<b>15%</b>
<b>Total Renewals</b>	<b>167</b>	<b>122</b>	<b>37%</b>	<b>1,297</b>	<b>1,288</b>	<b>1%</b>
<u>TexShare Home</u>						
TexShare Home New	0	0	#DIV/0!	1	5	-80%
TexShare Home Renewals	2	0	#DIV/0!	30	25	20%
<u>Revenue</u>						
Nonresident Annual	\$3,400.00	\$1,550.00	119%	\$23,175.00	\$8,300.00	179%
Nonresident 6 Months	\$410.00	\$195.00	110%	\$3,890.00	\$945.00	312%
Meeting Rooms	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
Materials Fines & Fees	\$276.89	\$106.80	159%	\$3,420.92	\$3,623.57	-6%
Other	\$499.90	\$123.50	305%	\$3,474.58	\$3,280.40	6%
<b>Total Revenue</b>	<b>\$4,586.79</b>	<b>\$1,975.30</b>	<b>132%</b>	<b>\$33,960.50</b>	<b>\$16,148.97</b>	<b>110%</b>
<u>Volunteers</u>						
Volunteer Hours	45.5	0	#DIV/0!	341	703.8	-52%
FOL Volunteer Hours	48	0	#DIV/0!	385.25	641.75	-40%
Teen Volunteer Hours	42.5	0	#DIV/0!	169	201.25	-16%
<b>Total Volunteer Hours</b>	<b>136.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>895.25</b>	<b>1,546.80</b>	<b>-42%</b>
<u>Collection</u>						
Items Added - E, 1st Readers	37	26	42%	494	386	28%

Annual Statistical Comparison  
July 2021

Items Added - Board Books	47	0	#DIV/0!	53	50	6%
Items Added - J	49	37	32%	567	570	-1%
Items Added - Teens	15	15	0%	147	173	-15%
Items Added - Adults	106	116	-9%	1,189	1,247	-5%
Items Added - Magazines	50	45	11%	543	452	20%
Items Withdrawn	406	55	638%	3,590	5,225	-31%
Missing Items	33	7	371%	153	83	84%
<b>Total Items Added</b>	<b>254</b>	<b>194</b>	<b>31%</b>	<b>2,450</b>	<b>2,426</b>	<b>1%</b>
<u>Social Media</u>						
Facebook Likes	1,973	1,813	9%	19,036	16,723	14%
Facebook Engaged	936	601	56%	8,527	12,684	-33%
Facebook Reach	19,160	9,033	112%	139,870	173,550	-19%
Instagram Followers	973	649	50%	8,426	5,499	53%
Instagram Impressions	3,180	645	393%	16,733	10,274	63%
Instagram Reach	816	517	58%	6,861	9,026	-24%
# of people found you on Google	13,800	15,557	-11%	138,159	149,166	-7%
Asked for directions on Google	228	84	171%	1,505	1,851	-19%
Visited website via Google	698	582	20%	5,079	5,897	-14%
Called you via Google	139	211	-34%	1,603	1,796	-11%
Star rating on Google	4	4	2%	44	43	2%

**Bastrop Public Library  
Monthly Financial Report  
September 6, 2021**

1. The Library's total, non-donation revenue from October 1, 2020 through August 28, 2021 is \$37,843.00
  - a. \$29,800.00 is from nonresident fees.
  - b. \$3,895.20 is from material fines & fees.
  - c. \$4,147.80 is from printing and replacement card fees.
  
2. The Library has brought in \$53.44 via PayPal from July 26, 2021 through August 28, 2021.

# **Bastrop Public Library Report on Current Grants September 13, 2021**

## **1. Texas State Archive and Commission CARES grant**

This grant was to provide contactless and touchless self-checkout options for patrons. The final report for the grant has been submitted with all statistical, promotional, and survey data required.

### Self-Check:

- The self-check module for Apollo has been in use since October 22, 2020. In the period of March through August 2021, 5108 items have been checked out using the system. There has been a total of 5,919 items checked out during the grant period.

### Mobile Circulation via the Cloud Library app.

- The Bibliotheca mobile check out app was available for patrons on February 22, 2021. In the period of March through August 2021, 137 items were checked out or renewed using the app. There has been a total of 154 items checked out or renewed during the grant period.
- A survey was sent out via email, at the end of July to assess the success of this implementation.
- A total of 295 survey responses were received. Most respondents had not heard of Mobile check-out and but those who had, found it easy to use. Those who had not tried mobile check-out, were interested in learning to use it. Overall, Mobile check-out is considered to be an improvement to the library and over half of the respondents stated they are likely to use it again.
- We received very few comments during the survey.
  - “I like mobile circ!” -Patron excitedly after a staff member introduced him to the service.
  - “ I just want to know about Mobile Circ, oes that mean a cart on wheels? ...Please explain.” – Judy Singleton, responding to the email announcing the survey.

## **2. Ladd and Katherine Hancher Library Foundation grant**

The intent of this grant was to provide access to the internet during the COVID-19 pandemic. The original proposal was for ten laptops to use in the building and ten hotspots to circulate. After the library reopened to the public, the original proposal was modified and approved to provide Wi-Fi in the library parking lot and purchase ten hotspots for circulation.

### Parking lot Wi-Fi:

- The wireless in the parking lot has been a tremendous success. Looking at the use on Sundays since March, we have seen more than double the number of sessions

per day since the wireless became active. Sundays were chosen because the library is closed so data is only for exterior use.

- This is a list of random Sundays, March through August.

Date	Sessions
21-Mar	148
11-Apr	130
16-May	143
6-Jun	129
4-Jul	521
1-Aug	734
22-Aug	667

Hotspots:

- Hotspots began circulating on August 11, 2021. Since that date, 13 hotspots have been checked out in August.
- Patrons are pleased with this service, and so far, we have not received any complaints.
- After the hotspots began circulating, Carmen Serna realized we did not have the instructions or agreements in Spanish. She has translated the documents.