

**Bastrop Public Library Board Meeting
AGENDA**

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602



November 1, 2021, at 6:00 P.M.

Bastrop Public Library Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. PRESENTATIONS

- 2A. Announcements from the Library Director.
- 2B. Announcements from individual Library Board members.

3. STAFF AND BOARD REPORTS

- 3A. Monthly report on Library activities.
- 3B. Monthly report on Friends of the Bastrop Public Library.
- 3C. Monthly statistical and financial report.
- 3D. Report on Fiscal year 2021.
- 3E. Ladd and Katherine Hancher Foundation grant report

4. CITIZEN COMMENTS

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

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

of existing policy in response to the inquiry. Issues may be referred to City staff for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the City's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.

5. CONSENT AGENDA

- 5A. Consider action to approve Bastrop Public Library Board minutes from the October 4, 2021, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 6A. Discussion, nomination, and election of officers.
- 6B. Discussion and possible actions concerning the charter and bylaws.
- 6C. Discussion and reporting concerning a memorial for Dr. Neil Gurwitz.
- 6D. Discussion and reporting concerning the Holiday Open House.
- 6E. Individual requests from Library Board members for items to be listed on future agendas.

7. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: Wednesday, October 27, 2021 at 11:30 a.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

October 4, 2021

Call to Order:

The meeting was called to order at 6 pm.

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

Citizen Comments:

There were none.

Announcements:

Mayor Connie Schroeder introduced new board members Meagan Webb and Laura Goodwin. Meagan is the director of the Children's Advocacy Center and Laura works in home health care. Both are active outdoors. Director Bonnie Pierson announced that Ashley Guerrero has resigned. Her last day was Sept. 28. She is now the library director at Martindale Public Library. Bonnie and her staff are sad to see her go but very happy for this opportunity for her.

Staff Report:

Activities -

The self-check continues to be very popular. The Lego Club met in person for the first time since the pandemic started. Thirty-seven people attended. The Housing Authority would like the Library to offer some outreach to their residents, so the staff delivered some fliers and may make a visit with more information for the residents. Two student clerks were recently hired. Bonnie said that they are doing a wonderful job. The Hancher Grant final report is due at the end of October. The City Boards and Commissions dinner is set for Oct. 14. The second grade from Calvary school recently visited the Library, and one student commented, "The library is my happy place."

Friends of the Library –

The Friends held their annual meeting and welcomed several new members and elected new officers. The sale went well. The Garden Club reported \$3000 revenue for their one-day sale, and the Friends reported their revenue as \$1500 for the weekend.

Statistical Report –

No discussion.

Financial Report –

Non-resident fees so far this fiscal year are \$33,050. Bonnie will present a total for the entire fiscal year. The BISD ACE program has changed leadership, so the Friends have postponed the start of their non-resident fee subsidies until later in October.

Consent Agenda:

Becky Bennett noted one typo in the minutes: In the Activities paragraph, “and” should be “an.” Jennifer Leisure moved and Barbara Clemons seconded to approve the Sept. 13, 2021 minutes as corrected. The motion carried.

Items for Individual Consideration and Discussion:

Executive Positions –

The Board will elect officers at the next meeting. President Mary Jo Jenkins read the description for each of the positions available: Chair, Vice Chair, and Secretary. Mary Jo appointed Barbara Clemons and Becky Bennett as the Nomination Committee. Becky asked that anyone interested in serving to remain after the meeting. Mary Jo explained that the Board needs to begin working on new bylaws since they were lost in a computer crash in 2012.

Memorial for Neil Gurwitz –

Dr. Neil Gurwitz served on the Library Board 1977-1988. Bonnie suggested that the Board purchase a plaque recognizing him for his service as they have done for other deceased Board members and donors. Sally Keinarth moved that the Board commission a plaque; Jennifer Leisure seconded the motion, and the motion carried. Sally volunteered to gather information and prices from vendors.

Holiday Open House –

Jennifer Leisure has secured performances by cellists and an accordion player. The Honor Choir also confirmed. Bonnie announced plans for the Christmas tree: It will be decorated with ornaments made by children at Story Time. The staff may need the help of volunteers to decorate the Library in preparation of the Open House. There will be no Santa this year. However, there will be some kind of photo booth. The Gingerbread House Contest will be open to City departments only this year. The staff is still working on plans for the Gingerbread House program for the children. Bonnie suggested that the Board take the lead on selecting, ordering, and picking up the refreshments. Several members volunteered for various committees.

Updates:

President Mary Jo Jenkins asked that the next agenda include addressing new Charter and Bylaws.

The meeting adjourned at 6:41 p.m.

Respectfully submitted _____

Rebecca Bennett, Secretary

Approved _____

Mary Jo Jenkins, President

**Bastrop Public Library
Librarian's Report
November 1, 2021**

1. Statistics Highlights from August & September

	August	September
Appointments for computer use:	382	387
Number of materials checked out:	10,096	10,152
Materials checked out with self-check kiosk:	1,248	1,248
Number of eBooks checked out:	1,295	1,303
Number of visitors:	4,911	5,376
Number of new cards issued:	81	84

2. Program Summary:

On October 12th, Bonnie Pierson and Carmen Serna had their first meeting with the Bastrop Housing Authority to encourage the usage of library services.

The library is introducing a new storytime series aiming to educate the public about various jobs within the city. Every other month, a city employee will assist with Storytime, discuss their job responsibilities, and may bring something to show the audience. The first City Storytime was on Wednesday, October 20th, when fire fighters John Kingston and Gilbert Demieville made an appearance with the firetruck..

The BISD ACE Partnership event took place on Saturday, October 23rd. This event aimed to encourage attendees to make use of the various services the library has to offer, as well as help the library staff understand what hinders and what might attract visitors.

The library partnered with Bastrop Museum & Visitor Center to discuss symbols present in quilts that helped safely travel to freedom via the Underground Railroad. The partnership took place in contingency with Coffee with Catherine, so coffee was provided as usual.

The library participated in the Boo Bash, the City's Halloween Celebration, on Saturday, October 30th. The library had a booth in which candy and Bastrop Public Library pencils were handed out.

3. Noteworthy Items

Facebook likes have reached two thousand in one month. There has been a steady growth since Bethany Dietrich took over social media in 2017. At that time Facebook likes were around 800 a month.

As part of the Strategic Plan, the library staff is continuing the policy review started by former Director Becca Sexton. The Collection Development Policy is currently under review.

The library has experienced computer issues since Wednesday, October 13th. All computers and printers were not functioning. IT Director Jesse Miga was able to get the adult computers functioning on Thursday, October 14th. The printers remained a problem until Tuesday, October 19th. The issues were attributed to problems with the library's server. A new server will be purchased.

The Texas Master Naturalists installed plants for the pollinator garden on Monday, October 18th. While the plants are currently small, the library and its patrons are excited to have such a garden started. The Remainder of the plants will be installed in early November.

The final report for the Ladd and Katherine Hancher Library Foundation Grant was turned in on Tuesday, October 19th. The purchase of hotspots and extend external Wi-Fi has been met with overwhelming positive feedback.

Director Bonnie Pierson attended FEMA Shelter training on Tuesday, October 19th and Wednesday, October 20th. This training will help the library be better prepared for opening and running emergency shelters.

Director Bonnie Pierson attended the Women's Leadership Luncheon on Thursday, October 28th. The third annual luncheon, hosted by the Family Crisis Center, aims to gather, inspire and empower community leaders Bastrop Assistant Chief of Police, Vicky Steffanic was the featured speaker.

4. Looking Ahead

Election Day is Tuesday, November 2nd.

The library will be closed Thursday, November 11th for Veteran's Day, and Saturday, November 13th for the Veteran's Day Car Show.

The library will be closed Thursday, November 25th through Saturday, November 27th for Thanksgiving.

The annual Library Open House will be held on Saturday, December 11th.

5. Patron Feedback

A patron was very appreciative that Bethany Dietrich was willing to order some books he requested, and very impressed to learn the requested books were already on the library's purchase list..

A patron new to Bastrop Public Library was very impressed with the facility, especially with the number of kids' books available. He said his four-year-old loves to read.



Mary Dudley

★★★★★ 1 week ago

Great variety of books, dvds, specialty cooking utensils (like Halloween cake pans), and cds. Librarians were helpful. 25 non residential card for 1 year.

Respectfully submitted: Bonnie Pierson, Library Director

Bastrop Public Library
Friends of the Bastrop Public Library Report
November 1, 2021

1. The Friends of the Library met on Wednesday, October 6, at 4:30pm for their annual membership meeting.
2. The Friends now have a total of 48 members for 2022.
3. The Friends discussed their high school scholarship. They have submitted it to the high school but have not heard back yet.
4. The Spring Book and Plant Sale is scheduled for March 25th and 26th. The President, Grace Dacy, has some new ideas on how to better advertise.
 - a. The Fall Book and Plant Sale doubled income expectations and had less expenses than anticipated.
5. The Book Nook had a YTD income of \$7,885.88 for Fiscal Year 2020-2021.

Annual Statistical Comparison
September 2021

	Monthly		% Change	YTD		% Change
	FY21	FY20		FY21	FY20	
<u>MATERIAL USE</u>						
Total Checkouts	10,151	3,566	185%	101,872	96,714	5%
<u>CIRCS BY PATRON TYPE</u>						
Total NR Usage	4,418	1,436	208%	44,450	40,303	10%
% NR Usage	68%	67%	-1%	65%	67%	-2%
<u>Interlibrary Loan</u>						
ILL Borrowed	5	0	#DIV/0!	89	79	13%
ILL Lent	14	0	#DIV/0!	109	63	73%
<u>Programming</u>						
Total # of Programs	24	11	118%	213	353	-40%
Total Program Attendance	251	39	544%	3,491	5,593	-38%
<u>Makerspace</u>						
Total # of Programs	0	1	-100%	7	18	-61%
Total Program Attendance	0	3	-100%	22	104	-79%
Total Reference Transactions	912	1,172	-22%	13,489	16,683	-19%
<u>Database Use</u>						
Total Use Kids Databases	1	0	#DIV/0!	32	90	-64%
<u>Facility</u>						
Total Meeting Room Use	132	0	#DIV/0!	799	1,389	-42%
<u>Technology</u>						
Wifi Use	1,166	368	217%	9,172	7,143	28%
Website Visits	3,545	2,512	41%	43,770	26,732	64%
Total Public Computer Use	1,553	576	170%	13,640	12,824	6%
<u>Membership - New Cards</u>						
Total New Registrations	85	15	467%	784	564	39%
Total Renewals	149	99	51%	1,572	1,524	3%
<u>Revenue</u>						
Total Revenue	\$4,388.14	\$1,866.87	135%	\$42,214.02	\$20,713.89	104%
<u>Volunteers</u>						
Total Volunteer Hours	217.75	30.00	626%	1,307.00	1,600.80	-18%
<u>Collection</u>						
Total Items Added	400	294	36%	3,087	2,989	3%

Annual Statistical Comparison
September 2021

<u>Social Media</u>						
Star rating on Google	4	4	0%	53	52	2%
Total Social Media Engagement	35,227	34,813	1%	418,409	458,134	-9%
<u>Finances</u>						
Nondonation Revenue						
10/1-10/25	Total	Non-res	Fees	Printing and Replacement cards		
	45,686.26	36,090.00	4,631.56	4,964.70		
Paypal						
9/25-10/25	210.32					

FY 2021 Stat: A Year In Review

<u>01. Material Use</u>	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Total
Total Checkouts	6,550	6,958	6,493	6,728	6,447	7,500	7,767	8,450	12,526	12,206	10,096	10,152	101,872
<u>02. Circs by Patron Type</u>													
Total NR Usage	2,383	2,772	2,657	2,796	2,852	3,526	3,513	3,962	5,302	5,835	4,434	4,418	44,450
% NR Usage	58%	62%	63%	64%	65%	67%	68%	69%	65%	69%	67%	68%	66%
<u>03. Interlibrary Loan</u>													
Total ILLs	11	15	15	18	17	18	24	9	17	21	14	19	198
<u>04. Programming</u>													
Total # of Programs	13	8	9	10	8	21	27	19	39	24	21	24	223
Total Program Attendance	548	44	50	40	39	431	1,022	161	1,077	613	405	251	4,681
<u>Makerspace</u>													
Total # of Programs	1	1	1	1	0	1	0	0	1	1	0	0	7
Total Program Attendance	3	2	1	5	0	4	0	0	2	5	0	0	22
<u>05. Reference Transactions</u>													
Total Reference Transactions	1,328	863	959	1,149	899	1,203	1,234	913	1,498	1,303	1,228	912	13,489
<u>06. Database Use</u>													
Total Use Kids Databases	29	0	0	2	0	0	0	0	0	0	0	1	32
<u>07. Facility</u>													
Total Meeting Room Use	0	0	0	0	0	35	126	102	126	154	124	132	799
<u>08. Technology</u>													
Wifi Use	550	587	628	601	569	714	759	743	741	1029	1085	1166	9,172
Total Public Computer Use	3,405	3,452	3,970	4,094	3,624	4,503	4,606	5,483	7,280	6,771	5,132	5,098	57,418
<u>09. Membership</u>													
Total New Registrations	49	31	32	50	30	51	67	75	120	109	81	84	779
Total Renewals	193	114	88	189	120	100	93	80	153	167	126	149	1,572
<u>10. Revenue</u>													
Total Revenue	\$4,117.66	\$2,676.31	\$2,267.70	\$3,836.02	\$2,558.32	\$3,051.98	\$3,128.82	\$3,217.01	\$4,519.89	\$4,586.79	\$3,865.38	\$4,388.14	\$42,214.02
<u>11. Volunteers</u>													
Total Volunteer Hours	28.50	68.00	103.25	68.00	66.75	77.75	117.00	103.50	126.50	136.00	194.00	217.75	1,307.00
<u>12. Collection</u>													
Total Items Added	246	286	265	191	199	461	321	1,250	790	743	422	995	6,169
<u>13. Social Media</u>													
Total Engagement	41193	33147	38574	30029	25142	30037	24887	28269	52618	41903	37383	35227	418409



October 18,2021

Ladd and Katherine Hancher Foundation
Attn: Charlotte Tilotta
P.O. Box 878
Columbus, Texas 78934

Grant Report from the Bastrop Public Library

Intent of the grant:

This funding was requested to increase technology access and connectivity in our community. The original plan for the funds included purchasing laptops for use in our building and mobile hotspots to circulate. This plan was modified in May; to better serve our community after the library had completely reopened to the public, the Wi-Fi was extended into the parking lot instead of purchasing laptops.

What was purchased:

The Wi-Fi extension required Omni directional antennas both on the exterior of the building and on a light pole in the parking lot. Cost associated with the project included cables, materials, and labor for installation, as well as an increase to the library's yearly internet contract.

A total of 14 hotspots with a yearly service contract were purchased. Additionally, cases, extra charging cords, and a charging station were bought to aid the circulation and maintenance of the hotspots. Both services were publicized through the library's physical and electronic newsletters, paid boosted social media posts on the library's Facebook page and Instagram account, the Bastrop Independent School District's parent information network, and printed flyers and posters available in the library. Additional publicity was posted on the library website and the City of Bastrop's website and social media platforms.

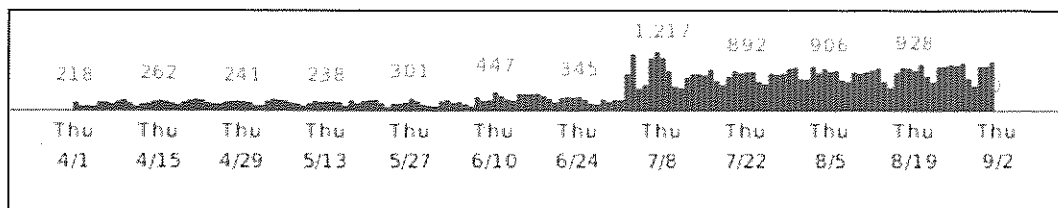
Value to our community:

In the grant proposal, the aim of the project was stated to serve the rural and low-income members of our community who are less likely to have internet access at home. In providing these services, we have found community members from all socioeconomic groups have trouble accessing fast, reliable internet. Both external Wi-Fi and circulating hotspots have had a favorable response from the community.

The external Wi-Fi now extends to all corners of our parking lot and is available, without a password, 24 hours a day. The staff reports they no longer see people sitting in our doorways or on the front porch attempting to access the internet when the building is closed. Instead, people are using the internet from their cars. One enthusiastic patron left an anonymous comment card expressing her appreciation: "Bless y'all! Y'all have turned out to be such a valuable asset! But especially the internet out in the parking lot. I can get internet better in your parking lot than in my own living room. It's like I'm in a dead zone! Bless y'all!" Another patron and City of Bastrop employee Cary Kittrell, uses the parking lot internet during her lunch break. Her comment was, "It's the best free Wi-Fi in town!"

The Wi-Fi extension was completed June 28, 2021. The first chart below shows eight months of internet session data for randomly selected Sundays. This data represents exterior usage only since the library is closed on Sunday. The second chart shows data usage from March through the beginning of September.

Month/date	03/21	04/11	05/16	06/06	07/04	08/1	09/19	10/10
Sessions	148	130	143	129	521	734	839	796



This data is received from monthly wireless network summary reports provided by Cisco Meraki.

The hotspots were a much-anticipated addition to the library's circulating collection. The devices began circulating on August 11, 2021, and three devices went out that day. Since the introduction, the word has spread about the hotspots and the public response has been overwhelmingly favorable. Patron

Eileen Collins, a homeschooling parent, stated, "This is better (internet) service than we've ever had!" Another patron commented, "I'll happily pay (a late fee) just so I can get another one. These are great." As of this writing, we have had no problems with patrons following our hotspot policies, returning the devices, or being unwilling to pay late fees.

The hotspots can be checked out for two weeks and must be returned at that time. Additionally, patrons can not reserve a hotspot if they have a device checked out. Because of these two policies, and the late start to this portion of the project, our reporting stats are not substantial. The hotspots have circulated 40 times through October 11, 2021. Currently all devices are either checked-out, reserved, or waiting to be picked-up.

The publicity for this project included internal posters, newsletters, posts on both library and City of Bastrop social media platforms, Library website promotion, information sent to the school district's parent information network, and targeted fliers to the Bastrop Housing Authority and the school district's Afterschool Centers for Education (ACE) program. Because of this promotion, staff member Carmen Serna began fielding an increased number of calls from our Spanish speaking population. She quickly realized we had neglected to provide our information in Spanish and began translating the materials. Correcting this oversight gave us additional feedback concerning the need for these devices and provided an example of needs being met that we might not have recognized.

Conclusion:

Despite the late start to these initiatives, the value to the community can clearly be seen. In the grant proposal, three outcomes to measure success were provided. Outcome one addressed increasing connectivity for our community through circulating hotspot devices at least 100 times in the first year. In eight weeks, the hotspots have circulated 40 times. We are well on our way to the 100 circulations goal. Outcomes two and three pertained to accessing technology safely on library grounds with in-house use laptops. Although we did not purchase laptops, our community can now access free Wi-Fi with any portable device, at any time, on any part of the library property. The sizable increase in Wi-Fi sessions after the parking lot Wi-Fi extension was complete, shows the service is wanted and needed in our community. We will continue to track hotspot circulation and Wi-Fi use to monitor this project and to determine the need for additional hotspot devices for our community.

I would like to thank the Ladd and Katherine Hancher Library Foundation for funding our project and for allowing the modification of the original proposal. It has been exciting to offer these additional services to our community and to receive the positive feedback from our patrons. Your generosity has allowed the Bastrop Public Library the ability to improve access to reliable internet for our community.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bonnie Pierson". The signature is written in black ink and is positioned above the typed name.

Bonnie Pierson
Director
Bastrop Public Library