

# Bastrop Public Library Board Meeting AGENDA

Bastrop Public Library  
1100 Church Street  
Bastrop, TX 78602



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**October 4, 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.

**5. CONSENT AGENDA**

- 5A. Consider action to approve Bastrop Public Library Board minutes from the September 13, 2021, regular meeting.

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

- 6A. Discussion of Library Board executive positions and consider action to fill the positions.
- 6B. Discussion and action of appropriate memorial for Dr. Neil Gurwitz.
- 6C. Discussion of plans for the 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 29, 2021 at 3:00 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**

September 13, 2021

### **Call to Order:**

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

Members present were Vice President Barbara Clemons, Jamie McDonald, Lesa Neese, Rebecca Bennett, Jennifer Leisure, Director Bonnie Pierson, and Mayor Connie Schroeder.

### **Citizen Comments:**

There were none.

### **Announcements:**

The Library will be getting a new air conditioning unit tomorrow. Once it is installed, three of the four units will be working. The fourth unit is still on order. Ashley Guerrero returned from maternity leave and has resigned to become the library director at the Martindale Public Library. The Master Naturalists have begun work on the pollinator garden. Director Bonnie Pierson thanked Jamie McDonald and Lesa Neese for their many years of service to the board.

### **Staff Report:**

#### **Activities -**

Use of the self-check continues to increase. The Library issued 109 new cards in July. Veronica Nunez was hired as the Executive Administrative Assistant. She is a graduate of the Colorado River Collegiate Academy. The E-rate reimbursement for 2020 has been filed. The books with crafts have become popular. The Library is hosting an event with the ACE program. The Friends of the Library will sponsor part of the non-resident fees for families in the program that do not live in the City.

#### **Friends of the Library –**

Plans for the book sale are moving ahead. The plant sale will be held on Saturday only.

#### **Statistical Report –**

The total number of volunteer hours in July was 136, much more than in previous months.

#### **Financial Report –**

Since October 2020, the Library has issued 397 new non-resident cards and 844 renewals of non-resident cards.

#### **Report on current grants –**

The CARES grant is completed. The final report was submitted September 3. The self-check is very popular. Patrons have made many positive comments about it. Since it began in October 2020, there have been 5,519 items checked through it. Although there were some problems initially with the mobile circulation, those have been addressed, and 154 items have been checked or renewed through its use. According to a public survey, the patrons that have used the mobile circulation have

found it very easy to use. Others were eager to try it. Overall, most patrons believe it is an improvement to the Library. The Hancher grant is almost completed. The final report is due at the end of September. The parking lot wireless has become popular. The mobile hot spots are in high demand, with all of them being checked out almost all of the time. All the related forms have now been translated to Spanish.

**Consent Agenda:**

The August 2 minutes were approved with two corrections: "Hanscher" should be "Hancher" and "Jaime McDonald" should be "Jamie McDonald."

**Items for Individual Consideration and Discussion:**

Jennifer Leisure has secured a performance by a cellist for the Holiday Open House. The Library team has met and decided to purchase pre-packaged cookies again this year as a health precaution. They are still working on a plan for the graham cracker houses.

**Updates:**

There were none.

**The meeting adjourned at 6:35 p.m.**

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

Rebecca Bennett, Secretary

Approved \_\_\_\_\_

Mary Jo Jenkins, President

# Bastrop Public Library Librarian's Report October 4, 2021

## 1. Statistics Highlights from July & August

	<b>July</b>	<b>August</b>
Appointments for computer use:	401	382
Number of materials checked out:	12,206	10,096
Materials checked out with self-check kiosk:	1,367	1,248
Number of eBooks checked out:	1,289	1,295
Number of visitors:	5,893	4,911
Number of new cards issued:	109	81

## 2. Program Summary:

Storytime attendance has remained steady after the initial drop from the end of the summer reading program.

Officer Tamera McIntyre was a guest at Storytime on Wednesday, September 22, 2021 as part of Child Passenger Safety Week.

After being virtual for over a year, the first in-person LEGO® Club was held on September 21, 2021. The number of attendees was more than double that of the last virtual LEGO® Club. All 37 people attending were very excited to build things in the company of others and have their builds displayed within the library.

Registration for the Teen Bag-o-Books declined sharply after summer. A decision was made to run this program only during summer reading.

The second graders from Calvary Episcopal School visited the library for a short tour and card catalog lesson. The class will be visiting the library on a weekly basis.

Initial steps were taken to provide outreach to the Bastrop Housing Authority facilities. Informational flyers were provided, and a meeting was set up to discuss future programs.

## 3. Noteworthy Items

Ashley Guerrero has taken the position of Director of the Martindale Public Library. Her last day at the Bastrop Public Library was September 28, 2021. Her positive attitude, excellent customer service, and knowledge will be greatly missed.

Bethany Dietrich and Terry Carwell were recognized for their contributions to the interdepartmental CSET and Administrative teams.

Two student clerks, Sheccid Valdez-Martinez and Catherine “Cat” Morales were hired.

A new AC unit was installed in the front west section of the building, cooling the children’s area. There is one unit left to replace.

Statistical data for the extended Wi-Fi and hotspot circulation are being collected for the final report to the Ladd & Katherine Hancher Library Foundation. The final report is due October 20, 2021.

#### 4. Looking Ahead

National Night Out is October 5, 2021.

The Boards & Commissions Banquet will be Thursday, October 14, 2021, at 5pm.

Fire Fighter Story Time is Wednesday October 20 and Friday, October 22, 2021.

The Halloween Boo Bash is Saturday, October 30, 2021, from 5-7pm at Mayfest Park.

#### 5. Patron Feedback

“If y’all [Bastrop Public Library] hadn’t been here, I wouldn’t have made it through COVID.” -Linda Deviney

“The library is my happy place.” -Calvary 2<sup>nd</sup> grader

Two teens came up to the Circulations Desk and asked for YA book recommendations. After Bethany talked to them about what they were looking for and book-talked several titles, they said, “I’m never this excited about books! I can’t wait to read these!”



**Robin Lacey Doty**

Local Guide • 6 reviews • 10 photos

★★★★★ 4 weeks ago

All Of The People That Work At The Library Are So Helpful And Kind

Respectfully submitted: Bonnie Pierson, Library Director

**Bastrop Public Library**  
**Friends of the Bastrop Public Library Report**  
**October 4, 2021**

1. The Friends of the Library met on Thursday, September 23, at 4:30pm for their annual membership meeting.
2. The meeting focused on electing officers and members at large.
  - a. Their VP Membership/Volunteers officer and Treasurer is now Claire Maciques.
  - b. Their VP Outreach Publicity officer is now Maxine Davenport.
3. The Friends now have a total of 46 members and anticipate more members to join at the book sale.
  - a. Their newest members are Claire Maciques, Martha Gonzalez, Pat Grant, and Laszlo Perlaky.
4. The Friends had a final group discussion about the book and plant sale taking place on Friday, September 24 and Saturday, September 25, 2021.
5. Bonnie Pierson gave an overview of programs held during the 2021 Fiscal year and gave a summary of programs planned for the 2022 Fiscal year.

Annual Statistical Comparison  
August 2021

	Monthly		% Change	YTD		% Change
	FY21	FY20		FY21	FY20	
<u>MATERIAL USE</u>						
Check-Outs - Kids	1,149	173	564%	10,222	8,518	20%
Check-Outs - Tween	1,075	248	333%	10,167	7,942	28%
Check-Outs - Teen	384	59	551%	2,755	1,509	83%
Check-Outs - Adult	2,308	1,013	128%	23,032	24,722	-7%
Renewals	1,757	480	266%	15,279	15,544	-2%
In-House Use	867	27	3111%	10,144	17,868	-43%
Self-Check	1,248		#DIV/0!	5,934		#DIV/0!
Hotspots	13		#DIV/0!	13		#DIV/0!
OverDrive eBooks - Lids	105	102	3%	647	1,105	-41%
OverDrive eBooks - Teen	46	52	-12%	594	784	-24%
OverDrive eBooks - Adults	739	836	-12%	7,674	9,008	-15%
OverDrive eAudio - Lids	37	62	-40%	599	745	-20%
OverDrive eAudio - Teen	33	43	-23%	430	600	-28%
OverDrive eAudio - Adults	335	455	-26%	4,231	4,717	-10%
OverDrive Other - Lids	0	0	#DIV/0!	0	20	-100%
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>10,096</b>	<b>3,550</b>	<b>184%</b>	<b>91,721</b>	<b>93,148</b>	<b>-2%</b>
<u>CIRCS BY PATRON TYPE</u>						
Juv	375	43	772%	3,856	2,534	52%
Teen	85	22	286%	1,114	415	168%
Adult	1,593	527	202%	14,673	11,284	30%
Staff	84	88	-5%	1,227	947	30%
NR Juv	310	186	67%	3,963	6,653	-40%
NR Teen	111	9	1133%	635	878	-28%
NR Adult	4,006	1,095	266%	35,384	31,323	13%
TexShare	7	0	#DIV/0!	50	13	285%
<b>Total NR Usage</b>	<b>4,434</b>	<b>1,290</b>	<b>244%</b>	<b>40,032</b>	<b>38,867</b>	<b>3%</b>
<b>% NR Usage</b>	<b>67%</b>	<b>65%</b>	<b>-2%</b>	<b>65%</b>	<b>67%</b>	<b>-2%</b>
<u>Interlibrary Loan</u>						
ILL Borrowed	5	0	#DIV/0!	84	79	6%
ILL Lent	9	0	#DIV/0!	95	63	51%
<u>Programming</u>						
Kids - # of Programs	8	0	#DIV/0!	55	165	-67%
Kids - Program Attendance	297	0	#DIV/0!	1735	3697	-53%
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%	69	76	-9%
Teens - Program Attendance	70	11	536%	390	546	-29%
Adults - # of Programs	4	6	-33%	49	86	-43%



Annual Statistical Comparison  
August 2021

Adults - Program Attendance	38	21	81%	219	595	-63%
Outreach - # of Programs	0	0	#DIV/0!	16	9	78%
Outreach - Program Attendance	0	0	#DIV/0!	896	681	32%
Passive - Coloring Sheets	60	0	#DIV/0!	60	710	-92%
Virtual - # of Programs	2	4	-50%	46	86	-47%
Virtual - Program Attendance	166	536	-69%	5962	1639	264%
<b>Total # of Programs</b>	<b>21</b>	<b>10</b>	<b>110%</b>	<b>189</b>	<b>342</b>	<b>-45%</b>
<b>Total Program Attendance</b>	<b>405</b>	<b>32</b>	<b>1166%</b>	<b>3,240</b>	<b>5,554</b>	<b>-42%</b>
<u>Makerspace</u>						
Kids - # of Programs	0	0	#DIV/0!	0	7	-100%
Kids - Program Attendance	0	0	#DIV/0!	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	0	1	-100%	7	10	-30%
Adults - Program Attendance	0	5	-100%	22	54	-59%
<b>Total # of Programs</b>	<b>0</b>	<b>1</b>	<b>-100%</b>	<b>7</b>	<b>17</b>	<b>-59%</b>
<b>Total Program Attendance</b>	<b>0</b>	<b>5</b>	<b>-100%</b>	<b>22</b>	<b>101</b>	<b>-78%</b>
<u>Reference Transactions</u>						
General Reference Questions	285	22	1195%	2,532	3,086	-18%
Directional Questions	157	3	5133%	1,243	2,731	-54%
Tech Support Questions	478	32	1394%	4,675	3,249	44%
Phone Reference	304	979	-69%	4,071	6,356	-36%
Tests Proctored	1	0	#DIV/0!	20	37	-46%
Tech Tutor	3	6	-50%	36	52	-31%
<b>Total Reference Transactions</b>	<b>1,228</b>	<b>1,042</b>	<b>18%</b>	<b>12,577</b>	<b>15,511</b>	<b>-19%</b>
<u>Database Use</u>						
Portal to Texas History - Bastrop Adver	6,860	6,211	10%	59,473	82,706	-28%
Heritage Quest	414	197	110%	1,033	1,345	-23%
Learning Express Library	794	25	3076%	2,814	937	200%
Small Business Reference Center	0	0	#DIV/0!	0	0	#DIV/0!
TeachingBooks	0	0	#DIV/0!	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>0</b>	<b>#DIV/0!</b>	<b>31</b>	<b>90</b>	<b>-66%</b>
<u>Facility</u>						
Door Count	4,911	152	3131%	46,267	41,696	11%
Hours Open	200	200	0%	2,114	1,787	18%
Study Room Use	98	0	#DIV/0!	543	1,016	-47%
Pressley Use - Library	15	0	#DIV/0!	84	138	-39%
Pressley Use - Nonprofit	4	0	#DIV/0!	23	95	-76%
Pressley Use - Other	0	0	#DIV/0!	0	0	#DIV/0!

Annual Statistical Comparison  
August 2021

Maynard Use - Library	7	0	#DIV/0!	15	47	-68%
Maynard Use - Nonprofit	0	0	#DIV/0!	2	93	-98%
Maynard Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total Meeting Room Use</b>	<b>124</b>	<b>0</b>	<b>#DIV/0!</b>	<b>667</b>	<b>1,389</b>	<b>-52%</b>
<u>Technology</u>						
Kids Computer Use	27	0	#DIV/0!	195	550	-65%
Teen Computer Use	31	20	55%	606	385	57%
Adult Computer Use	324	102	218%	3,280	4,538	-28%
Wifi Use	1,085	368	195%	8,006	6,775	18%
Website Visits	3,665	2,641	39%	40,225	24,220	66%
3D Prints	0	0	#DIV/0!	8	95	-92%
<b>Total Public Computer Use</b>	<b>1,467</b>	<b>490</b>	<b>199%</b>	<b>12,087</b>	<b>12,248</b>	<b>-1%</b>
<u>Membership - New Cards</u>						
City	41	3	1267%	285	172	66%
City Renewals	33	38	-13%	523	414	26%
Faculty	0	0	#DIV/0!	4	3	33%
Faculty Renewals	1	3	-67%	19	38	-50%
Friends	0	0	#DIV/0!	1	0	#DIV/0!
Friends Renewals	7	13	-46%	22	27	-19%
Staff	0	0	#DIV/0!	5	1	400%
Staff Renewals	0	1	-100%	15	10	50%
Nonresident	40	7	471%	397	370	7%
Nonresident Renewals	85	82	4%	844	921	-8%
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>81</b>	<b>10</b>	<b>710%</b>	<b>699</b>	<b>549</b>	<b>27%</b>
<b>Total Renewals</b>	<b>126</b>	<b>137</b>	<b>-8%</b>	<b>1,423</b>	<b>1,425</b>	<b>0%</b>
<u>TexShare Home</u>						
TexShare Home New	0	0	#DIV/0!	1	5	-80%
TexShare Home Renewals	0	0	#DIV/0!	30	25	20%
<u>Revenue</u>						
Nonresident Annual	\$2,650.00	\$2,300.00	15%	\$25,825.00	\$10,600.00	144%
Nonresident 6 Months	\$300.00	\$90.00	233%	\$4,190.00	\$1,035.00	305%
Meeting Rooms	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
Materials Fines & Fees	\$311.38	\$143.95	116%	\$3,732.30	\$3,767.52	-1%
Other	\$604.00	\$164.10	268%	\$4,078.58	\$3,444.50	18%
<b>Total Revenue</b>	<b>\$3,865.38</b>	<b>\$2,698.05</b>	<b>43%</b>	<b>\$37,825.88</b>	<b>\$18,847.02</b>	<b>101%</b>
<u>Volunteers</u>						
Volunteer Hours	120	0	#DIV/0!	461	703.8	-34%
FOL Volunteer Hours	44	24	83%	429.25	665.75	-36%
Teen Volunteer Hours	30	0	#DIV/0!	199	201.25	-1%
<b>Total Volunteer Hours</b>	<b>194.00</b>	<b>24.00</b>	<b>708%</b>	<b>1,089.25</b>	<b>1,570.80</b>	<b>-31%</b>

Annual Statistical Comparison  
August 2021

<u>Collection</u>						
Items Added - E, 1st Readers	83	83	0%	577	469	23%
Items Added - Board Books	0	1	-100%	53	51	4%
Items Added - L	15	64	-77%	582	634	-8%
Items Added - Teens	31	4	675%	178	177	1%
Items Added - Adults	108	117	-8%	1,297	1,364	-5%
Items Added - Magazines	40	45	-11%	583	497	17%
Items Withdrawn	117	145	-19%	3,707	5,370	-31%
Missing Items	28	5	460%	181	88	106%
<b>Total Items Added</b>	<b>237</b>	<b>269</b>	<b>-12%</b>	<b>2,687</b>	<b>2,695</b>	<b>0%</b>
<u>Social Media</u>						
Facebook Likes	1,993	1,813	10%	21,029	18,536	13%
Facebook Engaged	611	834	-27%	9,138	13,518	-32%
Facebook Reach	13,550	12,181	11%	153,420	185,731	-17%
Instagram Followers	984	675	46%	9,410	6,174	52%
Instagram Impressions	4,188	589	611%	20,921	10,863	93%
Instagram Reach	1,247	460	171%	8,108	9,486	-15%
# of people found you on Google	13,943	19,264	-28%	152,102	168,430	-10%
Asked for directions on Google	245	105	133%	1,750	1,956	-11%
Visited website via Google	483	589	-18%	5,562	6,486	-14%
Called you via Google	139	345	-60%	1,742	2,141	-19%
Star rating on Google	4	4	2%	48	47	2%
<u>Savannah Stats</u>						
# of Emails Composed	3		#DIV/0!	25		#DIV/0!
# of Messages Sent	4,917		#DIV/0!	73114		#DIV/0!
Opens	2,315		#DIV/0!	32825		#DIV/0!
Open %	47%		#DIV/0!	437%		#DIV/0!
Clicks	201		#DIV/0!	4212		#DIV/0!

## **Bastrop Public Library Monthly Financial Report**

1. The Library's total non-donation revenue from October 1, 2020 through September 25, 2021 is \$41,857.94.
  - a. \$33,050.00 is from nonresident fees.
  - b. \$4,265.84 is from material fines & fees.
  - c. \$4,542.10 is from printing and replacement card fees.
  
2. The Library has brought in \$126.10 via PayPal from August 29, 2021 through September 25, 2021.