

Bastrop Public Library Board Meeting Agenda

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



March 7, 2022

Regular Meeting at 6:00 P.M.

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific information or a recitation of existing policy in response to the inquiry. Issues may be referred to City staff for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, 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. March 14-18 is BISD's Spring Break. The library has special programming planned for the week, including opinion polls, Take-And-Make crafts, puzzle packs for adults. The passive activities will be similar to the ones provided during Winter Break. On March 15, the library will host a LEGOrama in the afternoon.

- 3B. The Book and Plant sale will take place Friday, April 29th and Saturday, April 30th.
- 3C. Summer Reading Program will begin Tuesday, May 31st and run through Saturday, July 23rd. Because of last year's successful opening week activities, a similar week is planned for this year. At this time, a closing day party is scheduled for Saturday, July 23rd.
- 3D. Announcements from the Library Director.
- 3E. Announcements from individual Library Board members.

4. REPORTS

- 4A. Library Director Report
- 4B. Statistical comparison report
- 4C. Financial update

5. PRESENTATIONS - NONE

6. WORKSHOP

- 6A. Presentation and discussion of fine free libraries.

7. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 7A. Consider action to approve Bastrop Public Library Board minutes from the February 7, 2022, regular meeting.
- 7B. Individual requests from Library Board members for items to be listed on future agendas.

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: Tuesday, March 1, 2022 at 4:00 p.m. and will remain posted for at least two hours after said meeting has convened.


Victoria Psencik, Deputy City Secretary

City of Bastrop Public Library Board

Meeting Minutes

February 7, 2022

1. Call to Order

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

2. Presentations

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

3. Staff and Board Reports

- a. Monthly Report on Library Activities
 - i. The library currently has a Black History Month display in place
 - ii. Coffee with Catherine was recently held and included a special guest talk about ballroom dancing, which created a lot of interest from participants
 - iii. City Friends story time in March will be presented by Ann Franklin
 - iv. A tour was given recently to a group of 7th and 8th graders from Founders Classical Academy, led by Carmen. One of the school's leadership gave very positive feedback about the experience
 - v. Shelia Bowman has celebrated 18 years with the library
 - vi. There have been over 7 applications submitted for the librarian position and more than 17 for the associate position
 - vii. The library submitted its quarterly report to the Bastrop City Council, including information about the library's involvement in several interdepartmental teams, like the admin team, the employer of choice team, and the CSET team. The library will also soon join the newly formed technology team
 - viii. The Friends of the Bastrop Public Library met and provided their quarterly donation of \$3,000, as well as over \$3,000 from the plant sale. Their next book and plant sale will take place on April 29th and 30th
- b. Monthly Statistical Report
 - i. The presentation of statistics was aligned with the strategic focus areas:
 1. Community Engagement: Circs by Patron – non-resident usage has increased over last year, strengthening the idea that patrons are willing to pay for the library's services; door count is also up, as is programming
 2. Lifelong Learning: total public computer use is up from last year
- c. Monthly Financial Report
 - i. Year to Date Revenue: \$12,677.17
 - ii. December 2021 Revenue: \$3,055.57

iii. First Quarter Budget Update

1. Book budget expenses are slightly ahead of the 25% guideline, at 34%; Audio Visuals are on track at 26%: book spending typically happens more in the earlier part of the year in order to ensure books are received before the end of the fiscal year
2. Supply budget is on track at 22%: more supply spending occurs during the summer months when programs are being run
3. Dues, Subscriptions, and Publications spending is at 30% due to recent annual renewal of magazine/newspaper subscriptions

4. Citizen Comments

- a. No citizen comments

5. Consent Agenda

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

6. Items for Individual Consideration and Discussion

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

7. Adjournment

- a. Meeting was adjourned at 6:26 pm.

Respectfully Submitted,

Meagan Webb, Secretary

Mary Jo Jenkins, President



STAFF REPORT

MEETING DATE: March 7, 2022

AGENDA ITEM: 4A

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

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

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

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

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

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

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

NOTEWORTHY:

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

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

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

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

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

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

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

FRIENDS OF THE LIBRARY:

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

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

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

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

COMMUNITY FEEDBACK:

Two patrons expressed their love for the Honor Paperbacks. They said they plan to recommend the idea to other libraries closer to where they live.

A patron stated that she believes the circulation of hotspots are the best thing the library has added in recent time. She said that she cancelled her spotty country Wi-Fi because we always have hotspots available, and they work so well.



Thank
you!

A hand-drawn graphic featuring the words "Thank you!" in a large, bubbly, pink font. The text is surrounded by several stylized pink flowers with black outlines. The background is white.



Thank you Mr. Terry!

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

- Generation Peace Academy

Statistics - February 2022

Community Engagement	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
Circs By Patron Type								
Juv	846	316			316	1162		4,226
Teen	171	95			95	266		1,183
Adult	4367	1322			1322	5689		16,198
Staff	305	119			119	424		1,381
NR Juv	1320	406			406	1726		4,271
NR Teen	339	123			123	462		856
NR Adult	10280	3214			3214	13494		39,269
TexShare	11	37			37	48		54
Total NR Usage	11,950	3,780			3,780	15,730		44,450
% NR Usage	68%	67%			22%	90%		66%
Programming								
Kids - # of Programs	26	9			9	35		65
Kids - Program Attendance	910	234			234	1144		1,891
Teens - # of Programs	19	7			7	26		77
Teens - Program Attendance	140	48			48	188		437
Adults - # of Programs	8	4			4	12		54
Adults - Program Attendance	83	29			29	112		247
General - # of Programs	0	0			0	0		0
General - Program Attendance	0	0			0	0		0
Outreach - # of Programs	5	1			1	6		17
Outreach - Program Attendance	923	12			12	935		916
Passive - Coloring Sheets	270	134			134	404		105
Total # of Programs	61	21			21	82		223
Total Program Attendance	2,500	323			323	2,823		4,681
Membership - New Cards								
City	70	23			23	93		311
City Renewals	132	62			62	194		569
Faculty	1	2			2	3		4
Faculty Renewals	8	2			2	10		20
Friends	0	0			0	0		2
Friends Renewals	8	4			4	12		24
Staff	1	1			1	2		6
Staff Renewals	1	0			0	1		17
Nonresident	116	41			41	157		452
Nonresident Renewals	179	111			111	290		942
TexShare Visitor	1	5			5	6		9
TexShare Visitor Renewals	1	1			1	2		0
Total New Registrations	189	72			72	261		779
Total Renewals	329	184			184	513		1,572
TexShare Home New	0	1			1	1		1
TexShare Home Renewals	10	4			4	14		36
Facility								
Door Count	14038	4592			4592	18630		51,643
Study Room Use	235	124			124	359		645
Pressley Use - Library	45	13			13	58		101
Pressley Use - Nonprofit	15	8			8	23		32

Statistics - February 2022

Pressley Use - Other	0	0			0	0		0
Maynard Use - Library	6	5			5	11		16
Maynard Use - Nonprofit	4	1			1	5		5
Maynard Use - Other	0	0			0	0		0
Total Meeting Room Use	305	151			151	456		799

Lifelong Learning	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
Database Use								
Portal to Texas History - Bastrop Advertiser	25450	8225			8225	33675		68,290
Learning Express Library	159	285			285	444		1,049
Heritage Quest	1015	53			53	1068		3,340
Small Business Reference Center	84	0			0	84		0
TeachingBooks	0	0			0	0		0
Explora Elementary	0	0			0	0		12
Explora High School	0	0			0	0		20
Total Use Kids Databases	0	0			0	0		32
Technology								
Kids Computer Use	3	0			0	3		215
Teen Computer Use	17	0			0	17		650
Adult Computer Use	1125	410			410	1535		3,603
Wifi Use	3868	1256			1256	5124		9,172
Website Visits	9254	3423			3423	12677		43,770
3D Prints	0	0			0	0		8
Total Public Computer Use	11,497	5,089			5,089	16,586		57,418

Books & Reading	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
Material Use								
Check-Outs - Kids	3471	1242			1242	4713		11,572
Check-Outs - Tween	2908	907			907	3815		11,274
Check-Outs - Teen	559	215			215	774		3,128
Check-Outs - Adult	5645	1997			1997	7642		25,137
Honor Paperbacks	121	45			45	166		262
Renewals	5230	1410			1410	6640		16,860
In-House Use	5474	873			873	6347		11,366
Self-Check	2759	1087			1087	3846		7,021
Mobile Circ	138	65			65	203		187
Hotspots	55	21			21	76		36
OverDrive eBooks - Kids	182	84			84	266		736
OverDrive eBooks - Teen	135	46			46	181		652
OverDrive eBooks - Adults	1813	736			736	2549		8,376
OverDrive eAudio - Kids	127	45			45	172		655
OverDrive eAudio - Teen	118	35			35	153		465
OverDrive eAudio - Adults	988	333			333	1321		4,594
SimplyE	1	0			0	1		1
Total Checkouts	29,724	9,141			9,141	38,865		102,321

Statistics - February 2022

Interlibrary Loan							
ILL Borrowed	22	12			12	34	89
ILL Lent	30	4			4	34	109
Collection							
Items Added - E, 1st Readers	137	25			25	162	721
Items Added - Board Books	17	0			0	17	54
Items Added - J	237	82			82	319	738
Items Added - Teens	60	27			27	87	192
Items Added - Adults	511	125			125	636	1,382
Items Added - Magazines	137	44			44	181	645
Items Withdrawn	759	616			616	1375	4,230
Missing Items	147	17			17	164	191
Total Items Added	1,527	936				2,463	6,169

Culture of Service	Q1	JAN	FEB	MAR	Q2	YTD 22	YTD 21	YEAR TOTAL 21
Reference Transactions								
General Reference Questions	764	289			289	1053		2,785
Directional Questions	268	84			84	352		1,339
Tech Support Questions	1366	437			437	1803		4,997
Phone Reference	815	253			253	1068		4,307
Tests Proctored	3	4			4	7		24
Tech Tutor	9	4			4	13		37
Total Reference Transactions	3,225	1,071			1,071	4,296		13,489
Volunteers								
Volunteer Hours	288	104			104	392		540.50
FOL Volunteer Hours	147.5	66.75			66.75	214.25		513.75
Teen Volunteer Hours	108.5	32			32	140.5		252.75
Total Volunteer Hours	544	202.75			202.75	746.75		1,307.00
Social Media								
Facebook Likes	6101	2058			2058	8159		23,043
Facebook Engaged	2012	414			414	2426		9,770
Facebook Reach	33607	8263			8263	41870		167,019
Instagram Followers	3000	1013			1013	4013		10,405
Instagram Impressions	7813	2800			2800	10613		24,008
Instagram Reach	1937	471			471	2408		8,611
Savannah Stats								
# of Emails Composed	8	8			8	16		28
# of Messages Sent	13785	5116			5116	18901		78128
Opens	6477	2569			2569	9046		78156
Open %	47%	50%			50%	48%		47%
Clicks	367	163			163	530		4400

Monthly Financial Report

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

2. The library's total non-donation revenue from January 1, 2022, through January 31, 2022, is \$4,398.32
 - a. Nonresidential: \$3,345.00
 - b. Material, fines, fees, and replacement cards: \$450.35
 - c. Printing: \$465.50
 - d. Paypal: \$137.47

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: JANUARY 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>=====</u>						
<u>00-NON-PROGRAM</u>						
<u>=====</u>						
<u>PERSONNEL COSTS</u>						
21-00-5101 OPERATIONAL SALARIES	119,369.61	388,465.50	24,438.29	98,721.26	289,744.24	25.41
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	8,754.75	30,137.00	1,840.20	7,687.77	22,449.23	25.51
21-00-5151 RETIREMENT	13,606.55	42,828.00	2,665.08	11,134.58	31,693.42	26.00
21-00-5155 GROUP INSURANCE	27,363.38	82,229.00	5,539.84	21,128.78	61,100.22	25.70
21-00-5156 WORKERS COMPENSATION	655.24	1,088.00	320.67	641.34	446.66	58.95
TOTAL PERSONNEL COSTS	172,382.28	549,285.00	34,804.08	142,697.48	406,587.52	25.98
<u>SUPPLIES & MATERIALS</u>						
21-00-5201 SUPPLIES	4,462.61	16,390.00	771.67	4,309.72	12,080.28	26.29
21-00-5203 POSTAGE	111.24	1,100.00	345.52	501.99	598.01	45.64
21-00-5206 OFFICE FURNITURE	0.00	0.00	191.61	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	10,822.51	41,560.00	1,401.11	15,704.37	25,855.63	37.79
21-00-5232 AUDIO VISUALS	1,722.58	9,000.00	29.98	2,402.10	6,597.90	26.69
21-00-5299 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES & MATERIALS	17,118.94	68,050.00	2,739.89	23,245.77	44,804.23	34.16
<u>MAINTENANCE & REPAIRS</u>						
21-00-5302 BOOK MAINTENANCE	61.45	1,500.00	0.00	0.00	1,500.00	0.00
21-00-5320 EQUIPMENT MAINTENANCE	65.00	280.00	0.00	0.00	280.00	0.00
21-00-5325 COMPUTER MAINTENANCE	3,074.00	3,100.00	0.00	1,574.00	1,526.00	50.77
21-00-5345 BUILDING MAINTENANCE	0.00	400.00	0.00	0.00	400.00	0.00
TOTAL MAINTENANCE & REPAIRS	3,200.45	5,280.00	0.00	1,574.00	3,706.00	29.81
<u>OCCUPANCY</u>						
21-00-5401 COMMUNICATION	2,208.48	16,920.00	2,163.19	5,648.01	11,271.99	33.38
21-00-5403 UTILITIES	2,621.94	15,500.00	785.63	3,359.75	12,140.25	21.68
TOTAL OCCUPANCY	4,830.42	32,420.00	2,948.82	9,007.76	23,412.24	27.78

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: JANUARY 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	350.87	2,500.00	183.88	654.39	1,845.61	26.18
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	350.87	9,000.00	183.88	4,059.39	4,940.61	45.10
<u>OTHER CHARGES</u>						
21-00-5601 ADVERTISING	0.00	1,250.00	0.00	0.00	1,250.00	0.00
21-00-5605 TRAVEL & TRAINING	50.00	4,150.00	20.00	40.00	4,110.00	0.96
21-00-5615 DUES, SUBSCRIPTIONS & PUB	5,779.69	6,170.00	2,250.23	4,090.96	2,079.04	66.30
21-00-5655 EQUIPMENT RENTAL	1,383.05	5,970.00	561.37	1,822.23	4,147.77	30.52
21-00-5680 OVER/SHORT	0.00	25.00	0.00	0.00	25.00	0.00
TOTAL OTHER CHARGES	7,212.74	17,565.00	2,831.60	5,953.19	11,611.81	33.89
<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	205,095.70	681,600.00	43,508.27	186,537.59	495,062.41	27.37
TOTAL LIBRARY	205,095.70	681,600.00	43,508.27	186,537.59	495,062.41	27.37
*** TOTAL EXPENSES ***	205,095.70	681,600.00	43,508.27	186,537.59	495,062.41	27.37

*** END OF REPORT ***