

send schedule to Board for Open House

**AMENDED AGENDA
LIBRARY BOARD
Monday, December 4, 2017
6:00 PM**

The Bastrop Public Library Board will meet in a meeting on Monday,
December 4, 2017 at 6:00 PM at the Bastrop Public Library,
1100 Church Street, Bastrop, TX., 78602

- **Call to order**
- **Review and Approval of Minutes for November Meeting**
- **Announcements—**
- **Citizen Comments**
- **Librarian's report—**discussion and possible action
- **Friends of the Library Report**
 - Rob Bigsby was elected Treasurer
 - Discussed the following:
 - i. Friends scholarship
 - ii. Fundraising
 - iii. Friends recruitment
 - iv. Creating a newsletter
 - v. Friends membership incentives
 - vi. Outreach
 - vii. Open House
- **Old business**
 - Brick pavers and tiles update—no bricks of tiles were sold in November—discussion and possible action
 - Mobile Makerspace—cabinet is about 90% complete —discussion and possible action
 - Update—15 Ton A/C unit—Manufacturer delivered the wrong sized curb that the unit sits on—have to wait on the new curb before we can re-schedule the installation of the new 15-ton unit—discussion and possible action
 - Update—Computer and telephone issues—Issues remain the same but the City has hired a new IT employee—he started on November 27—his main responsibilities will include the library—discussion and possible action
 - Update—emergency shelter—Mickey DuVall and Bonnie Pierson continue to work on procedures to open, manage, close, and maintain the new emergency shelter—discussion and possible action
 - Update—tickets have gone on sale for the knife raffle—discussion and possible action
 - Update—Mickey DuVall submitted 2017/2018 library workplan—discussion and possible action
- **New Business**
 - Open House—discussion and possible action
 - MakerSpace Program policy—discussion and possible action
 - Are there any items Board members would like to include on next month's agenda—discussion and possible action

Submitted by:

Mickey DuVall
Mickey DuVall, Library Director

→ Add term limits to next agenda

3D Printer demo — January →
← App → City of Bastrop → Library Info →
send Definit listings of Board purchases every meeting

CERTIFICATION

I, Ann Franklin, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Ann Franklin, City Secretary

Bastrop Public Library

Librarian's Report

December 4, 2017

1. Library Statistics for the month of October. Circulation statistics are down 3% compared to October 2016; gate count is down 10% compared to October 2016; programming is down 9% compared to October 2016; Internet usage is down 20% compared to October 2016; reference requests are down 11% compared to October 2016, and meeting room reservations are up 1% compared to October.
2. In the month of November 237 children and adults attended story time.
3. In the month of November, the Chess Club met three times and a total of twenty-three children, teens, and adults enjoyed playing chess.
4. In the month of November students from the Calvary Episcopal School after school program visited the library three times.
5. On Thursday, November 2, Bonnie Pierson hosted a homeschool class. Eighteen students visited the library.
6. On Thursday, November 2, Bethany Dietrich presented a Teen program. Ten teen's played board games.
7. On Friday, November 3, Bonnie Pierson and Bethany Dietrich attended a Performer's Showcase at the Georgetown Public Library.
8. On Monday, November 6, Elizabeth Lewey, a teacher from BISD, presented a Wee Do STEM program. Ten children participated in the program and made robots out of LEGOs.
9. On Monday, November 6, Mickey DuVall and Cookie Adkins interviewed an AARP Foundation prospective employee.
10. On Tuesday, November 7, Mickey DuVall attended the monthly Friends of the Bastrop Public Library meeting.
11. On Thursday, November 9, Bonnie Pierson read stories to two different groups of Mina Elementary Kindergarten students. 112 students and teachers enjoyed listening to stories.
12. On Thursday, November 9, Bethany Dietrich presented a Teen Movie Night program. Sixteen teens watched the movie.
13. On Thursday, November 9, Mickey DuVall attended the City's Board and Commissions Banquet.
14. On Friday, November 10, the library was closed for the Veteran's Day holiday.
15. On Tuesday, November 14, Bethany Dietrich hosted a Tween program. Six tweens participated in a Scavenger Hunt.
16. On Tuesday, November 14, Mickey DuVall attended an emergency management shelter meeting.
17. On Thursday, November 16, Bethany Dietrich hosted a Teen 3D printer program. Twelve teens learned about 3D printers.
18. On Thursday, November 16, the library began to sell knife raffle tickets.
19. On Thursday, November 16, library staff attended a quarterly employee luncheon.
20. On Saturday, November 18, Mickey DuVall presented the inaugural MakerSpace program. Fourteen people attended this program and learned about 3D printing and CNC vinyl cutting.

21. On Tuesday, November 21, Carmen Serna hosted the LEGO club. Twelve children attended and built items out of LEGOs.
22. On Tuesday, November 21, library staff attended a mandatory supplemental insurance information meeting.
23. On Tuesday, November 21, Kathy Argenta, a new AARP employee started work at the library.
24. The library was closed November 23 through November 25 for the Thanksgiving holiday.
25. On Monday, November 27, Mickey DuVall presented a MakerSpace program. Seven people attended the program and created items on the 3D printer.
26. On Tuesday, November 28, Bonnie Pierson presented a Story and Craft program. Three children enjoyed listening to stories and making crafts.
27. On Tuesday, November 28, Mickey DuVall attended a county-wide emergency management meeting that covered cooperation between Bastrop County and the cities of Bastrop, Smithville, and Elgin.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY

BOARD OF DIRECTORS

NOVEMBER 6, 2017

CALL TO ORDER--President Mary Jo Jenkins called the meeting to order at 6:00 pm. Members present were as follows: Becky Schaefer, Barbara Clemons, Rebecca Bennett, Dixie West, Lesa Neese, Jamie McDonald and Carolyn Wiginton. Librarian Mickey DuVall and President of the Friends of the Library-Grace Dacy were also in attendance. Willie Schlickeisen sent an email to Mickey to let him know that he would not be able to attend.

MINUTES--October minutes were read and approved

CITIZEN COMMENTS--None

ANNOUNCEMENTS--Mickey has all the entertainment and Santa booked for the Open House (harpist, Honor Choir and Gary and Donna Taylor). The Library Board made a volunteer work schedule for Open House and it will be given to the Friends Group. Each board member will provide 4 dozen cookies and they can be delivered on Friday December 8

LIBRARIAN'S REPORT--written report provided

FRIENDS OF THE LIBRARY REPORT--President Grace Darcy attended the Board Meeting. The Friends will also volunteer at the Open House

OLD BUSINESS--3 bricks were sold. The Maker Space cabinet should be ready soon. It is being built by Smithville ISD students. The stand for the AC unit was not the right size so the installation of the unit is on hold for now. A Staff Development Day was held to discuss the future of the library. Staff members were able to add input and the group did good job. This event will be held again. There are still computer and phone issues. A new IT person has been hired and they will start on 11-27. They will provide service to the Police Department and the Library. The computers are old and beyond maintenance. By the first of December they could install 21 new computers. We have already lost over 1 year on the 3 year maintenance contract. WiFi is still real slow. We are paying for 1 G and we are not getting this. The new computers should resolve this. There are problems with the network printers. They are not receiving info and the staff is having to set them up manually by entering IP address on a daily basis. The new Emergency Shelter on Hill Street should be ready soon. The Senior Citizen Group

will be housed there. Tickets for the knife raffles will be sold during the car show but not at the venue.

NEW BUSINESS--Library goals are listed as follows:

- arrange books by genre
- working on the Maker Space
- new program for Tweens
- provide STEM (Science, Technology, Engineering and Math) programming
- Start a Chess Club
- Establish operating rules for the new FEMA shelter
- Workplan objectives

Other new business:

- There will be a banquet held on 11-9-17 for City of Bastrop Board Members.
- A draft will be sent out on the Maker Space Policy. The age limit on the use of 3D printer and CNC vinyl cutter will be revisited. Prices will be posted (and subject to change) Patrons will be charged by the gram and it will be added in that they patron will need to pay regardless if they like their product or not.
- A joint work session with the City Council will be held on 2-15-18 (Thursday). Mickey will get more information on the format.
- Annual Statistics Review--Circulation is down. Library use is dropping. Visitor count was up. Changes seem to go in cycles
- Casey Wilhelm will do marketing for the Library. She will try to get information out about the Library. The front page of the Bastrop Advertiser has a column that announces weekly events.

ADJOURN--the meeting was adjourned at 6:50 pm

Respectfully submitted, _____

Becky Schaefer, Secretary

Approved, _____

Mary Jo Jenkins, President

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	18												18
100-199	38												38
200-299	40												40
300-399	85												85
400-499	13												13
500-599	65												65
600-699	260												260
700-799	118												118
800-899	27												27
900-999	139												139
92-920	56												56
Adult Book Club Bag	0												0
Adult DVD's	1,692												1,692
Adult Fiction	1,770												1,770
Adult Fiction CD's	531												531
Adult Genealogy	0												0
Adult Historical File	0												0
Adult Large Print	658												658
Adult Microfilm	0												0
Adult MP3 Book	23												23
Adult Music on CD	150												150
Adult Nonfiction CD'S	0												0
Adult Overdrive e-book	961												961
Adult Pro Col	0												0
Adult Reference	0												0
Adult Reference Desk	0												0
Adult Spanish DVD's	5												5
Adult Spanish Fiction	12												12
Adult Spanish Nonfictio	8												8
Adult Texana	16												16
Adult Videocassettes	33												33
Cake Pans	7												7
Subtotal Adult:	6,725												6,725

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvenile and children's:													
Child Braille Picture Bk	4												4
Child Spanish 1st R	11												11
Child Spanish Easy	104												104
Child Spanish Easy NF	1												1
Child Storytime box	0												0
Easy Nonfiction	138												138
Easy Picture Books	1,511												1,511
First Readers	474												474
J 000 - J 099	20												20
J 100 - J 199	5												5
J 200 - J 299	8												8
J 300 - J 399	44												44
J 400 - J 499	2												2
J 500 - J 599	150												150
J 600 - J 699	69												69
J 700 - J 799	139												139
J 800 - J 899	12												12
J 900 - J 999	101												101
J 92 - J 920	31												31
Juvy Braille	0												0
Juvy CD'S	85												85
Juvy DVD	414												414
Juvy Fiction	1,054												1,054
Juvy Graphic Novels	196												196
Juvy Oversize	6												6
Juvy Reference	0												0
Juvy Spanish Fiction	11												11
Juvy Spanish Nonfiction	33												33
Subtotal Juv. & child.	4,623												4,623
Young Adult:													
Young Adult Fiction	228												228
YA Graphic Novels	264												264
Subtotal Young Adult	492												492

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept	Total
Other:													
Magazines	52												52
Paperbacks	231												231
Subtotal Other	283												283
Grand Total All	12,123												12,123
OTHER SERVICES:													
Total Online Bastrop	4,780												4,780
Advertiser Searches													
Computer Usage:													
Adult	1,133												1,133
Children	224												224
Teen	171												171
Wireless	1,890												1,890
Total Comp. Usage	3,418												3,418
Gifts and Memorials:	\$500.00												\$500.00
Items Processed:													
Items Cataloged:													
Apollo	100												100
Baker & Taylor	41												41
Brodart	0												0
Cat Express--OCLC	18												18
Ingram	154												154
Original	20												20
Recorded Books	11												11
Total items cataloged	344												344
Total items withdrawn	355												355
Total items lost	14												14

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Interlibrary Loan:													
Borrowed	5												5
Loaned	2												2
Total Transactions	7												7
New Library Patrons:													
City	22												22
County	101												101
Total Patrons added	123												123
Patron Usage:													
County	71%												
City	19%												
Faculty	4%												
Other	6%												
Proctored Tests Given	3												3
Programming:													
Children's programs	409												409
Outreach programs	1,268												1,268
Teen programs	67												67
Adult programs	0												0
Total Programming	1,744												1,744
Number of Programs	26												26
Reference Assistance:													
Directional Questions	492												492
Microfilm assistance	0												0
Reference Questions	379												379
Telephone Reference	204												204
Computer Assistance	658												658
Ereader Assistance	10												10
Total Reference	1,743												1,743

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept	Total
Reservations:													
Pressley Meeting Room	44												44
Maynard Board Room	27												27
Study Booths	224												224
Total Reservations	295												295
Visitor Count:													
	9,959												9,959
Volunteer Hours:													
Regular Volunteers	73.25												73.25
Friends volunteers	107.50												107.50
Total Volunteer Hours	180.75												180.75
Website Hits:													
	2,048												2,048
Reserve-A-Librarian													
	7												7

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

Objective # 1: Early Literacy Program

1. Promotes early childhood literacy by providing Story Time and Story Time Plus Programs every Wednesday & Friday Mornings.

RESPONSIBLE PARTIES:

Bonnie Pierson, with assistance from Carmen Serna, creates and presents Story Time and Story Time Plus programs.

OBJECTIVE DESCRIPTION: Story time will provide fun, rich experiences that encourage a love of books and reading, while also promoting engaging activities that build children's reading readiness skills such as letter recognition, vocabulary development, and book handling. In addition, this program will model interactive reading techniques and activities that encourage parents to be an active participant in their child's literacy development.

RESOURCE ALLOCATION: The Cost incurred are Bonnie's and Carmen's salaries; children's books to read from; flannel boards; toys, blocks, and craft materials. Supplies: \$350.00.

TIME ALLOCATION: 1st – 4th

Bonnie spends an estimated six hours per week on preparing and presenting Story Time and Story Time Plus programs. Carmen Serna spends five hours per week on assisting Bonnie in preparing for and presenting Story Time and Story Time Plus programs.

PROGRESS:

1st quarter: Attendance numbers determine Progress. Continued or repeat attendance by parents and children is a noteworthy factor, but it is not tracked. Another measure of progress is the sharing of experiences by parents who then bring new families to the Library. Again, this is another measure of success that is not tracked.

2nd quarter:

3rd quarter:

4th quarter:

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

<i>Objective 2: Teen Programming</i>	
1. Provide weekly library programming for young adults (teens) in the Bastrop community.	
<u>RESPONSIBLE PARTIES:</u>	Bethany Dietrich, Young Adult Librarian, with the assistance from Cary Kittrell and Bonnie Pierson

OBJECTIVE DESCRIPTION: Teen programs provide young adults a venue to socialize with their fellow teens in a public, non-school environment. They enjoy challenging each other and themselves with playing video games, board games, karaoke, eating contests, and other fun and competitive events. Teens also can discuss books they read (they can also recommend new books, DVD's, etc.), movies they see, and other experiences they have had.

RESOURCE ALLOCATION: Costs incurred are Bethany's, Cary's and Bonnie's salaries; all manner of media purchased (books, DVD's, anime movie streaming, video games); board games; craft supplies; pizza and snacks; Christmas decorations and parade float supplies; printing costs for flyers and posters; and other program supplies.

<u>TIME ALLOCATION:</u> 1 st -4 th	2-6 hours per employee that participates in the programming
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<u>PROGRESS:</u> Progress is determined by the number of attendees at teen programs, teens' satisfaction of the programs attended, and teens' active involvement in telling Bethany in what books to buy, DVD's to show, and programs they would like to see in the future. Less tangibly, we want teens to grow comfortable in using the services the library offers and instilling in them a desire to continue to visit the library and use said resources beyond their high school years. This is nearly impossible to gauge, but making sure that they feel heard, respected, and a valuable part of the library community is important.
1 st quarter:
2 nd quarter:
3 rd quarter:
4 th quarter:

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

Objective 3: Gathering Place

1. Provide a welcoming environment where individuals from nonprofit corporations, clubs, government entities, public service agencies, students, entrepreneurs, and the general public can meet in formal or informal gatherings and communicate in a comfortable, safe environment.

RESPONSIBLE PARTIES:

Cary Kittrell is responsible for scheduling the use of the Lina S. Pressley Meeting Room and the Maynard Conference Room. Other library staff, sign people in and out of the library's three two-person study rooms.

OBJECTIVE DESCRIPTION: The library is a meeting place for an assortment of individuals and groups. The library provides meeting space, within the library proper, or in our special Pressley Meeting Room, Maynard Conference Room, or in one of our three two-person study booths. The library encourages the community to use the library as a gathering place to keep informed, socialize, do business, meet and discuss important matters, to use as an open forum, to learn, and to have fun.

RESOURCE ALLOCATION: Staff time. Cary Kittrell expends an estimated 6 hours per month scheduling the meeting rooms. Other staff members sign people in and out of the study rooms. There are utilities and cleaning costs. Individuals and groups use the library's meeting rooms tables and chairs.

TIME ALLOCATION: 1st – 4th

The library is open 46 hours per week. When the library is open all meeting rooms are available. After hours, one can reserve the use of the Pressley Meeting Room.

PROGRESS:

1st quarter: The library collects the number of reservations for each of the meeting rooms. These numbers are collated monthly and published in a monthly statistical report.

2nd quarter:

3rd quarter:

4th quarter:

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

Objective 4: Mobile Makerspace Programming

1. The library is creating a mobile Makerspace. The mobile Makerspace will house a 3D printer, CNC vinyl cutter, three laptops, design software, and a WI-FI router. Library staff and volunteers create and present programs using equipment included in the mobile Makerspace.

<u>RESPONSIBLE PARTIES:</u>	Mickey DuVall is responsible for the designing and overseeing the construction of the mobile Makerspace cabinet. He is also responsible for purchasing the equipment needed to be included in the Makerspace. Mickey DuVall, Cary Kittrell, Bonnie Pierson, other library staff, and volunteers create and present Makerspace programs.
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OBJECTIVE DESCRIPTION: The objective of this project is to allow patrons the opportunity to learn new technology. The programs enable patrons to create and/or innovate working alone or in groups. The library provides the necessary equipment and training for individuals of all ages to design and print objects using the 3D printer and/or CNC vinyl cutter. Library staff and volunteers are going to provide training on software design & the use of the 3D printer and CNC vinyl cutter.

RESOURCE ALLOCATION: Cost incurred include a 3D printer--\$2,374; CNC vinyl cutter--\$250.00; 3 lap-top computers--\$2,150.00; Cabinet materials--\$566; training supplies; and Mickey DuVall's, Cary Kittrell's Ashley Guerrero's and Bonnie Pierson's salaries.

<u>TIME ALLOCATION:</u>	Mickey DuVall 10hrs. per month. Bonnie and Cary spend 2 hrs. per month aiding Mickey. Ashley Guerrero spends about 4 hrs.
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<u>PROGRESS:</u>	
1 st quarter:	Create the policy to guide staff, patrons, and volunteers in the use of the Makerspace. Construction of mobile cabinet completed at the beginning of November. The mobile Makerspace is introduced at the first program scheduled for Saturday, November 18th.
2 nd quarter:	Staff members & volunteers begin offering classes on CAD (computer aided design) software. The number of students attending classes are collected and tracked in a Statistical monthly report.
3 rd quarter:	Using the same design software individuals and/or groups are challenged to design & manufacture the same item. Staff and volunteers judge the competition and the winning individual or group receives a Walmart gift card.
4 th quarter:	Open session. Encourage adult patrons to participate in the Makerspace Program. Have staff and volunteers on hand to assist new attendees. Advertise on Facebook, library's website, Texas Workforce Center, Chamber of Commerce, City's newsletter, and other outlets.

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

The number of attendees, number of items created using CAD (design) software, and the number of manufactured items created using the 3D printer and the CNC vinyl cutter are collected and included in a monthly report.

<i>Objective 5: Tween Programming</i>	
1. Provide monthly library programming and identify books appropriate for intermediate and middle schoolers ("tweens") in the Bastrop community.	
<u>RESPONSIBLE PARTIES:</u>	Bethany Dietrich, Young Adult Librarian, assisted by Cary Kittrell, Carmen Serna, and Bonnie Pierson.

OBJECTIVE DESCRIPTION: Tween programs provide intermediate and middle school students with a venue to socialize with their peers in a non-school environment. They have the opportunity to build self-esteem, their socialization skills, their (digital and literary) literacy skills, their critical thinking skills, and to have fun in a safe environment. Additionally, tweens are encouraged to find books that fit their interests, whether they are a stronger reader and gravitate towards the Young Adult (YA) collection or are still navigating the Juvenile Fiction collection.

RESOURCE ALLOCATION: Costs incurred are Bethany's, Cary's, Carmen's, and Bonnie's salaries; all manner of media purchased (books, DVD's, video games, etc.); board games; craft supplies; snacks; printing costs for flyers and posters; and other program supplies.

<u>TIME ALLOCATION:</u> 1-4	Bethany spends 3 hours a week preparing and presenting programs in addition, Cary, Carmen, and Bonnie spend an estimated 1hr. per week in assisting Bethany.
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PROGRESS: Progress is determined by the number of attendees at tween programs, tweens' satisfaction of the programs attended, and tweens' active involvement in advising Bethany in what books to purchase and programs they would like to see in the future. Less tangibly, we want tweens to grow comfortable in utilizing the services the library offers and instilling in them a desire to continue to visit the library and use said resources as they grow into adulthood. This is especially important as the middle school years are when students' attention to and predilection towards reading starts to wane as school and extra-curricular commitments demand more time and brainpower. Nearly impossible to gauge, this attention to cultivating lifelong learners and readers helps to insure the continued progress in the Tween's educational future.

1st quarter:

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

2 nd quarter:
3 rd quarter:
4 th quarter:

COM#14: Library Objective #6: Develop an "Librarian on the Loose" outreach program to take library services to nursing homes, correctional institutions, and schools.

- Working with the Friends of the Bastrop Public Library, staff will concentrate on reaching out to the community and informing them of the existence of the library and what services and programs the library provides. Library staff and Friends volunteers create and institute programs at local nursing homes, correctional institutions, and other organizations that can benefit from library programming.

<u>RESPONSIBLE PARTIES:</u>	Mickey DuVall is the lead in this effort and will work closely with the Friends of the Bastrop Public Library and library staff to provide outreach to the Bastrop community. Cassy Wilhelm performs public relations and outreach. Bethany Dietrich aids Cassy by maintaining the library's social media presence. Cary Kittrell assists Cassy Wilhelm by creating graphic materials for distribution.
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OBJECTIVE DESCRIPTION: To communicate with the Bastrop community about the services and programs the library has available to them. Starting a dialog with the business community, reaching out to underserved segments of the community, welcome new residents to the area, and partner with local organizations to enhance current community initiatives, and highlight the resources available to the community from the City of Bastrop and its library. The most important aspect of this objective is to reach out to the community and ask what the community wants and needs from their library. Communication with the community is key to this objective.

RESOURCE ALLOCATION: Library staff salaries. Transportation costs for outreach employee. Printing costs. Graphic art supplies. Promotional materials costs.

<u>TIME ALLOCATION:</u> 1-4	Mickey DuVall an estimated 4 hrs. month; Cassy Wilhelm 16 hrs. per week; Bethany Dietrich 2 hrs. per month; and Cary Kittrell 4 hrs. per month.
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LIBRARY DEPARTMENTAL WORK PLAN

FY2018

PROGRESS:

1st quarter: Cassy reaches out to Sarah at Main Street. Cassy begins attending meetings held by local businesses, organizations, and clubs. Bethany introduces the library's outreach program on social media. Cary works with Cassy to start creating flyers and brochures introducing the library and highlighting the services and programs the library provides. Cassy creates a database of businesses, organizations, clubs, and individuals contacted. Includes contact information and organization function. Cassy compiles a list of news agencies, email lists, Internet agencies, church lists, school contacts, social networks, web sites, where the library can advertise an upcoming program or event.

2nd quarter: Cassy continues to attend business, organization, and club meetings. Cassy joins and/or participates in organizations and attends businesses meetings. Cassy reaches out to businesses, organizations, clubs, and BISD. Bethany updates Cassy's outreach efforts on social media. Cary assists Cassy with creating graphic material targeted at different groups and organizations. Cassy contacts and identifies the needs of local nursing homes, correctional institutions, and partners with BISD to promote library services and programs.

3rd quarter: Cassy continues to attend business, organization, and club meetings. Cassy investigates and tries to identify underserved populations in Bastrop County. She reaches out to engage different groups, churches, or other organizations that may include or represent an underserved population. Cassy continues to update contacts database. Cassy enlists Friends volunteers in the creation and instituting of programs at different organizations, institutions, and schools.

4th quarter: Cassy reaches out to the Bastrop, Smithville, and Elgin School Districts. Cassy continues to attend business, organization, and club meetings. Cassy updates the contacts database and starts calling the people on the list to find out if there is anything the library can do for them or to update them on the status of a service or program that they had suggested earlier. Bethany continues to update social media. Cassy works with Cary to create new flyers and brochures. Cassy monitors Friends outreach projects and provides assistance as needed.

Collect and compile monthly statistics of the number of people who participate in the library's outreach programs. In addition, compare monthly patron library visits to the previous year to determine if the library's outreach efforts are increasing the number of people visiting the library.

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

CS #6: Library Objective #7: Complete FEMA Shelter and develop countywide shelter guidelines.

1. To open the new FEMA emergency shelter.

<u>RESPONSIBLE PARTIES:</u>	Mickey DuVall, Shelter Officer Bonnie Pierson, Shelter Manager. Entire library staff.
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OBJECTIVE DESCRIPTION: Using FEMA money, the City of Bastrop is building a new building to be used as an emergency shelter. As each Readiness Level is announced, and depending on the emergency, Mickey DuVall and Bonnie Pierson will identify the steps needed to be taken to open a shelter at each Readiness Level. In preparation of opening the shelter, library staff will purchase and have installed appliances, equipment, and supplies. Mickey DuVall, with Bonnie Pierson's assistance, will create procedures for opening, managing, and closing the shelter. Also, Mickey and Bonnie will write procedures on managing inventory and maintaining readiness of the shelter.

RESOURCE ALLOCATION: Library staff salaries. General fund budgeted monies to purchase appliances, equipment, and supplies.

<u>TIME ALLOCATION:</u> 1-4	Mickey DuVall, until writing procedures are completed, 8 hours a week; Bonnie Pierson, 1 hour per week; and Cary Kittrell, 1 hour per week; and other library staff, an estimated eight hours per month.
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<u>PROGRESS:</u>	
1 st quarter:	Readiness Levels defined for each identified emergency. Complete procedures for opening, managing, and closing, shelter. Mickey DuVall meets and confers with Senior Center representative to discuss the operation of the shelter.
2 nd quarter:	In February, purchase appliances, equipment and supplies. Install all appliances and equipment. Purchase and store all supplies. Provide shelter training for staff and Senior Center volunteers. In January, provide two shelter opening exercises.
3 rd quarter:	At the first of April have an open house. Inventory supplies and check the building for livability and safety. Continue to provide training for new volunteers and staff.
4 th quarter:	Review procedures. Update as needed. Inspect building and check inventory (these tasks are performed quarterly).

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

Objective 8: Special Event Programming: Halloween

1. Plan and implement a family friendly event as part of the Bastrop community's Halloween Trick or Treat Trail event.

RESPONSIBLE PARTIES:

Bonnie Pierson, with assistance from Carmen Serna, Cary Kittrell, Bethany Dietrich and the entire Library staff.

OBJECTIVE DESCRIPTION: The Halloween event will position the Library as a partner within the overall community Trick or Treat Trail event as we provide a fun, energetic, safe and family friendly Halloween experience. This event will expose those unfamiliar with our Library facility to the location, services and opportunities we provide.

RESOURCE ALLOCATION: Main personnel involved: Bonnie Pierson, Carmen Serna, Cary Kittrell, and Bethany Dietrich. The event is staged in the Pressley Meeting room. The room is reserved for the Library a total of three days. Supplies for decorations, crowd control, and safety run approximately \$700.00.

TIME ALLOCATION:

Planning, preparation, and completion take place during the 3rd and 4th quarters of the year with a concentration of the workload during the end of September and October.

PROGRESS:

1st quarter: Attendance is measured by the electronic counter at the main entrance to the Library.

2nd quarter:

3rd quarter: Attend planning meetings with Main Street, Parks and Recreation, YMCA, Police Department and the Bastrop Ministerial Alliance. Coordinate with the groups to compile a list of activities for distribution on social media and print sources. Plan Library activities and decorations. Create a work plan, supply list, safety plan and distribution of responsibilities for the Library staff.

4th quarter: Quarter: Order supplies, prep decorations, and schedule staff and volunteers for night of the event. Two days prior to the event stage meeting room and prep the Library for large crowds.

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

Objective 9: Special Event Programming: Summer Reading Program

1. Plan and implement a series of activities and events that take place during a seven-week time period during the summer months which encourage and motivate children and families to read for pleasure and use the resources of the Library

RESPONSIBLE PARTIES:

Bonnie Pierson, with assistance from Carmen Serna, Cary Kittrell, Bethany Dietrich, and the entire Library staff.

OBJECTIVE DESCRIPTION: Summer Reading Program Objectives:

1. Encourage children to read over the summer months to help them maintain or improve their reading skills.
2. Provide educational and entertaining programs to support summer learning.
3. Encourage parents to read to their children. Parents who read are the best example for encouraging the reading habits in their children.
4. Bring quality programs and entertainment to our community for all families.
5. Partner with organizations and groups outside the Library to increase awareness of the Library and its programs and resources.
6. Maintain a high-quality standard for the programs we provide.
7. Partner with the Bastrop Parks and Recreation Department to provide joint summer programming.
8. Maintain or exceed participation year to year.

RESOURCE ALLOCATION: Time and Salaries of the key staff, and approximately 10,000.00. The majority of funding is provided by donations from Lost Pines Garden Club, Friends of the Bastrop Public Library, and local businesses.

TIME ALLOCATION: 2-3

Planning, preparation, and completion take place during the entire year with a concentration of the workload during the 2nd & 3rd quarters of the year. May, June and July are the peak months for activity.

PROGRESS:

1st quarter:

- Finalize performers & budget
- Contact possible partners & businesses for donations

LIBRARY DEPARTMENTAL WORK PLAN

FY2018

<ul style="list-style-type: none">• Contact schools for visits and tours• Begin creating marketing materials for distribution.• Create programming plan.
<p>2nd quarter:</p> <ul style="list-style-type: none">• Finalize calendar, promotional materials, volunteer needs• Order materials and book prizes• Post publicity in the library, on the web and on social media• Create displays in the Library• Visit schools to promote the Summer Reading Program and host school tours of the Library• Hire temporary summer workers• Train staff and volunteers on program• Prep activities• Implement programs
<p>3rd quarter:</p> <ul style="list-style-type: none">• Prep activities• Implement programs• compile statistics for reports / presentations to Library Board, Friends of the Library, Library Director• Have a staff wrap-up meeting• Set tentative dates for next summer
<p>4th quarter:</p> <ul style="list-style-type: none">• Receive / Review / order materials for following summer from Texas State Library• Initial program planning: performers, publicity, calendar, events and activities• Hire major performers

Attendance is collected at each individual event Statistics are collected for:

- Number of children, teens and adults registered
- Number of children, teens, adults reaching completion of the program (a predetermined number of minutes read during the seven-week period)

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

Objective 10: Special Event Programming: Graham Cracker Houses

1. Create a memorable event for families with children during the Library's Annual Open House.

<u>RESPONSIBLE PARTIES:</u>	Bonnie Pierson, with assistance from Carmen Serna. Library staff and community volunteers.
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OBJECTIVE DESCRIPTION: The Graham Cracker House event will provide an enjoyable family friendly seasonal activity during Open House. Our program will be a relaxed social and creative way for parents, grandparents, and children to interact together.

RESOURCE ALLOCATION: Bonnie Pierson's and Carmen Serna's salaries. The total cost is approximately \$500.00 to build 300 graham cracker houses and have supplies for families to decorate the houses.

<u>TIME ALLOCATION:</u>	Planning preparation, and completion take place 1 st quarter of the year.
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<u>PROGRESS:</u>
1 st quarter: In November: <ul style="list-style-type: none"> • Review summary from last year and plan for current event • Purchase supplies • Ask for volunteers to help make houses and assist staff the day of the event • Start building houses after Thanksgiving Holiday In December: <ul style="list-style-type: none"> • finish building houses • prep and implement program
2 nd quarter:
3 rd quarter:
4 th quarter:

LIBRARY DEPARTMENTAL WORK PLAN
FY2018

People are counted as they enter the Pressley Meeting Room. Success is measured by attendance and if supplies meet the demand during the program.

Com #10: Library Objective #11: Create an annual Calendar of City Organizational Events for leveraging the Event Bulletin Board on BTXN.

1. Implement a process for Library staff to give information to the Hospitality & Downtown department of all library events.

<u>RESPONSIBLE PARTIES:</u>	Bonnie Pierson, Cary Kittrell, and Bethany Dietrich.
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OBJECTIVE DESCRIPTION: Provide information to the Hospitality & Downtown department to assist in creating a citywide event bulletin board.

RESOURCE ALLOCATION: Library staff salaries.

<u>TIME ALLOCATION:</u> Two hours per month	2 nd
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<u>PROGRESS:</u>
1 st quarter: Submit annual event calendar
2 nd quarter: Update calendar as needed
3 rd quarter: Update calendar as needed
4 th quarter: Update calendar as needed

BASTROP PUBLIC LIBRARY MOBILE MAKERSPACE POLICY

The Bastrop Public Library has created a mobile MakerSpace to introduce new technology to the community. The Library provides the necessary equipment and training for individuals of all ages to design and print objects using a 3D printer and CNC vinyl cutter.

- I. 3D printing is available to patrons of all ages. Children eight years old or younger must be accompanied by a parent or guardian.
- II. CNC vinyl cutter is available to patrons of all ages. Children under eight years old or younger must be accompanied by a parent or guardian.
- III. The 3D printer and vinyl cutter can only be used when a library staff member or Library approved volunteer is present.
- IV. Patrons can only use Library computers to connect to the 3D printer or CNC vinyl cutter.
- V. Scheduling and submitting
 - a. Patrons must schedule print time with library staff.
 - b. Printing priority is based on a first-come, first-served basis.
 - c. Patrons may submit only one file at a time for printing. Patrons may not schedule consecutive print times.
 - d. The Library reserves the right to delay or change the printing order of projects depending on how long a project may take to print.
 - e. The Library reserves the right to refuse any 3D print request. Including, but not limiting to, a job that is too large or complex.
- VI. Filament and Vinyl
 - a. The library charges .10 per gram for 3D filament or CNC vinyl used.
- VII. Restrictions
 - a. The Library's 3D printer and CNC vinyl cutter can only be used for lawful purposes. Users will not be permitted to use the equipment to create material that is:
 - i. Prohibited by local, state or federal law.
 - ii. Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment (such use may also violate the terms and use of the manufacturer).
 - iii. Violate another's intellectual property rights. For example, the printers will not be used to reproduce materials that are subject to copyright, patent or trademark protection.
 - b. Objects unclaimed after 7 days may be discarded.

The Library Director or his or her designee is responsible for administering this Policy. The Library Director may refuse a library patron's request to use the 3D printer or CNC vinyl cutter at any time. Failure to abide by this Policy may result in revocation of the library patron's privileges to use the 3D printer or CNC vinyl cutter.

00-00-3000 UNASSIGNED FUND BALANCE
 B E G I N N I N G B A L A N C E 0.

00-00-3200 RESTRICTED FUND BALANCE
 B E G I N N I N G B A L A N C E 21,680.

00-00-4400 INTEREST
 B E G I N N I N G B A L A N C E 0.

10/31/17 11/08 B28380 03690 CD INT EARNED JE# 013946 8.10CR 8
 10/31/17 11/08 B28381 03691 Mthly Interest Alloc JE# 013947 3.80CR 11
 10/31/17 11/08 B28398 03694 TEXPOOL MTHLY INT ALLOC JE# 013951 1.75CR 13
 10/31/17 11/14 B28476 03712 Mthly Interest Alloc JE# 014005 0.83CR 14
 ===== ACCOUNT TOTAL DB: 0.00 CR: 14.48CR

00-00-4504 LIBRARY DONATIONS
 B E G I N N I N G B A L A N C E 0.

POST DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	AMOUNT	BALANCE				
10/02/17	11/02	C28354	RCPT	00986911			31953	LIBRARY DEPOSIT	10.61CR	10		
10/02/17	11/02	C28354	RCPT	00986916			31953	LIBRARY DEPOSIT	2.88CR	13		
10/05/17	10/05	C28191	RCPT	00982962			31833	LIBRARY DEPOSIT	15.83CR	29		
10/05/17	10/10	B28219	RCPT	00982962		JE# 013879	03663	LIBRARY DEPOSIT	15.83	13		
10/10/17	11/02	C28355	RCPT	00986918			31954	LIBRARY DEPOSIT	8.10CR	21		
10/10/17	11/02	C28355	RCPT	00986919			31954	LIBRARY DEPOSIT	5.86CR	27		
10/18/17	11/02	C28356	RCPT	00986920			31955	LIBRARY DEPOSIT	2.77CR	30		
10/18/17	11/02	C28356	RCPT	00986921			31955	LIBRARY DEPOSIT	523.87CR	554		
10/23/17	11/02	C28357	RCPT	00986922			31956	LIBRARY DEPOSIT	1.88CR	555		
10/23/17	11/02	C28357	RCPT	00986924			31956	LIBRARY DEPOSIT	580	580		
10/30/17	11/02	C28358	RCPT	00986926			31957	LIBRARY DEPOSIT	24.57CR	582		
10/30/17	11/02	C28358	RCPT	00986929			31957	LIBRARY DEPOSIT	2.05CR	582		
11/07/17	11/07	C28376	RCPT	00987640			31976	LIBRARY DEPOSIT	10.53CR	593		
11/07/17	11/07	C28376	RCPT	00987642			31976	LIBRARY DEPOSIT	7.51CR	600		
11/13/17	11/13	C28434	RCPT	00988535			31996	LIBRARY DEPOSIT	5.46CR	606		
11/13/17	11/13	C28434	RCPT	00988537			31996	LIBRARY DEPOSIT	2.63CR	608		
11/20/17	11/20	C28520	RCPT	00990200			32042	LIBRARY DEPOSIT	9.06CR	617		
11/20/17	11/20	C28520	RCPT	00990201			32042	LIBRARY DEPOSIT	9.47CR	627		
								ACCOUNT TOTAL	12.71CR	639		
								DB:	15.83	CR:	655.79CR	

00-00-4505 LIBRARY BUILDING FUND DONATION
 B E G I N N I N G B A L A N C E 0.

DE T A I L L I S T I N G

00-00-4506 GRANT PROCEEDS B E G I N N I N G B A L A N C E 0.

00-00-4536 MISCELLANEOUS B E G I N N I N G B A L A N C E 0.

00-00-4560 MEETING ROOM DEPOSIT B E G I N N I N G B A L A N C E 0.

00-00-4709 TRANS IN - DESIGNATED FUND B E G I N N I N G B A L A N C E 0.

DEPT: 81 ** INVALID DEPT **

81-00-5101 OPERATION SALARIES B E G I N N I N G B A L A N C E 0.

81-00-5117 OVERTIME B E G I N N I N G B A L A N C E 0.

81-00-5150 SOCIAL SECURITY B E G I N N I N G B A L A N C E 0.

81-00-5201 SUPPLIES B E G I N N I N G B A L A N C E 0.

81-00-5203 POSTAGE B E G I N N I N G B A L A N C E 0.

81-00-5206 OFFICE EQUIPMENT B E G I N N I N G B A L A N C E 0.

81-00-5210 SMALL EQUIPMENT B E G I N N I N G B A L A N C E 0.

81-00-5231 BOOKS B E G I N N I N G B A L A N C E 0.

12-01-2017 12:05 PM
 FUN00076 : 505-LIBRARY BOARD FUND
 DEPT. : 81 ** INVALID DEPT **
 POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE #

D E T A I L L I S T I N G

PERIOD TO USE: OGE-2017 THRU Sep-2018
 ACCOUNTS: 00-00-3000 THRU 81-00-5655
 NOTE =====AMOUNT===== BALANCE=

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **	----	DEBITS	----	CREDITS	----
BEGINNING BALANCES:			0.00	21,680.60CR	
REPORTED ACTIVITY:		2,125.83		670.27CR	
ENDING BALANCES:		2,125.83		22,350.87CR	
TOTAL FUND ENDING BALANCE:				20,225.04CR	

*** GRAND TOTALS ***

BEGINNING BALANCES:	---	DEBITS	---	CREDITS	---
REPORTED ACTIVITY:		0.00		21,680.60CR	
ENDING BALANCES:		2,125.83		670.27CR	
GRAND TOTAL ENDING BALANCE:		2,125.83		22,350.87CR	
				20,225.04CR	

SELECTION CRITERIA

FISCAL YEAR: Oct-2017 / Sep-2018
 FUND: Include: 505
 PERIOD TO USE: Oct-2017 THRU Sep-2018
 TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 00-00-3000 THRU 81-00-5655
 DEPARTMENT RANGE: - THRU -
 ACTIVE FUNDS ONLY: NO
 ACTIVE ACCOUNT ONLY: NO
 INCLUDE RESTRICTED ACCOUNTS: NO
 DIGIT SELECTION: NO

PRINT OPTIONS

DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: NO
 PRINT ENCUMBRANCES: NO
 PRINT VENDOR NAME: NO
 PRINT PROJECTS: NO
 PRINT JOURNAL ENTRY NOTES: NO
 PRINT MONTHLY TOTALS: NO
 PRINT GRAND TOTALS: NO
 PRINT: INVOICE # YES
 PAGE BREAK BY: NONE

*** END OF REPORT ***