

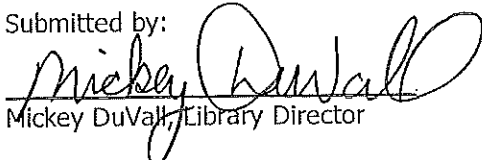
AGENDA
LIBRARY BOARD
Tuesday, February 6, 2017
6:00 PM

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

1. Call to order
2. Review and Approval of Minutes for January meeting
3. Announcements—Received an \$1,000 donation and will receive a matching grant of \$1,000 from IBM
4. Citizen Comments
5. Librarian's report—discussion and possible action
6. Friends of the Library Report
 - Friends sold \$1,386 worth of raffle tickets—this total is much lower than what the raffle made last year
 - Discussed having two book sales per year
 - Discussed Spring Book and Plant Sale scheduled for March 24-25
 - Creating a nomination committee—three board positions will need to be filled in September
7. Old business
 - Brick pavers and tiles update—no bricks or tiles sold in January—discussion and possible action
 - Update—roof replacement—Roof replacement is complete but damaged grass needs to be re-sodded—project manager, contractor and a representative from the City did a walk-through and created a punch list of final items that need to be done—project manager is preparing a final report and will give me the warranty documents—discussion and possible action
8. New Business
 - Introduce new Board Member Dixie West—discussion and possible action
 - Purchasing new security cameras—discussion and possible action
 - Approval of overdue letter—discussion and possible action
 - New makerspace and large study room request to hire an architect to draw-up the plans—discussion and possible action
 - Approval to create a portable makerspace—discussion and possible action
 - Discussion of placing a metal building on the North side of the library to create a technology center—discussion and possible action
 - Are there any items Board members would like to include on next month's agenda—discussion and possible action

OK - who's paying?
3rd notification
Approved
Hold
NO

Submitted by:


Mickey DuVall, Library Director

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

Children's Programs

Monthly Statistics

Month of : January 2017

Morning Storytime (total children and adults)

Wednesday:		Friday:	
<u>01/04/17</u>	<u>43</u>	<u>1/6/17</u>	<u>4</u>
<u>01/11/17</u>	<u>46</u>	<u>1/13/17</u>	<u>24</u>
<u>01/18/17</u>	<u>19</u>	<u>1/20/17</u>	<u>36</u>
<u>01/25/17</u>	<u>46</u>	<u>1/27/17</u>	<u>0</u>
			<u>218</u>

Classes/Groups visiting the Library (total children and adults)

Date:	Group:	Attendance:
<u>✓ 01/02/17</u>	<u>Calvary</u>	<u>0</u> Holiday
<u>✓ 01/09/17</u>	<u>Calvary</u>	<u>9</u>
<u>✓ 01/16/17</u>	<u>Calvary</u>	<u>0</u> Holiday
<u>✓ 01/23/17</u>	<u>Calvary</u>	<u>12</u>
<u>✓ 01/30/17</u>	<u>Calvary</u>	<u>0</u>
		<u>21</u>

Other Events

Date:	Description:	Attendance:
<u>✓ 01/05/17</u>	<u>Homeschool Book Swap</u>	<u>29</u>
<u>✓ 01/07/17</u>	<u>Spanish Storytime</u>	<u>5</u>
<u>✓ 01/17/17</u>	<u>Lego Club</u>	<u>10</u>
<u>✓ 01/21/17</u>	<u>Super Saturday Science</u>	<u>12</u>
		<u>56</u>

Library Outreach Programs:

Date:	Description:	Attendance:
<u>01/27/17</u>	<u>Early Head Start</u>	
		<u>0</u>

Children's Programs	<u>295</u>
Library Outreach	<u>0</u>
Total # of Programs	<u>16</u>

**Bastrop Public Library
Librarian's Report
February 6, 2017**

1. Library Statistics for the month of December. Circulation statistics are down 8% compared to December 2015; gate count is up 8% compared to December 2015; programming is down 3% compared to December 2015; Internet usage is down 12% compared to December 2015; reference requests are down 20% compared to December 2015 and meeting room reservations are down 10% compared to December 2015.
2. In the month of January (243) children and adults attended story time.
3. On Monday, January 2 the library closed for the New Year Holiday.
4. On Tuesday, January 3 Mickey DuVall attended a Friends of the Bastrop Public Library meeting.
5. On Thursday, January 5 Bonnie Pierson hosted a Homeschool students Book Swap. Twenty-nine students participated in the swap.
6. On Thursday, January 5 Ashley Guerrero hosted a Teen Cinema Club night. Thirty-one teens watched the movie "Kubo and the Two Springs."
7. On Friday, January 6 Mickey DuVall attended a Purchasing Card procedure meeting at City Hall.
8. On Saturday, January 7 Carmen Serna gave a Spanish Storytime. Five patrons attended.
9. On Monday, January 9 Bonnie Pierson read a story to nine after school students from the Calvary School.
10. On Tuesday, January 10 the Bastrop City Council approved Dixie West as a new Library Board member.
11. On Thursday, January 12 Ashley Guerrero hosted a Teen Anime meeting. Forty teens watched the anime movie "Ouran High School Host Club."
12. On Friday, January 13 Mickey DuVall met with Clayton Daniels, Territory Manager for the Garland Company, Inc. and Uriel Abrego, Construction Manager for the QA Construction Services concerning the roof replacement. Mr. Daniels said the replacement was complete and that he would deliver a final report and the warranty papers.
13. On Monday, January 16 the library closed for the Martin Luther King, Jr. Holiday.
14. On Tuesday, January 17 Mickey DuVall met with Jerry Alveir of Alveir Pro Systems to discuss upgrading and purchasing additional security cameras.

15. On Tuesday, January 17 Carmen Serna hosted the Lego Club. Ten patrons participated in constructing Lego creations.
16. On Thursday, January 19 Ashley Guerrero hosted a Teen Open Video Games event. Thirty-nine teens participated and played video games.
17. On Thursday, January 19 Ashley Guerrero hosted an adult Brainteasers event. Two patrons attended the event.
18. On Saturday, January 21 Mickey DuVall received nine new desktop computers from Kenneth Kinsey. Three computers are backordered.
19. On Saturday, January 21 Bonnie Pierson presented a Super Saturday event, "Simple Science." Twelve patrons attended the program.
20. On Monday, January 23 Bonnie Pierson read a story to twelve after school students from the Calvary School.
21. On Tuesday, January 24 Mickey DuVall attended a City Director's meeting.
22. On Wednesday, January 25 Mickey DuVall participated in a webinar to learn how to complete the Texas State Library's annual report.
23. On Thursday, January 26 Ashley Guerrero hosted a Teen Classic Gamers night. Thirty-one teens attended the event.
24. On Monday, January 30 Mickey DuVall visited with Post Master Al Binger concerning having the mail delivered to the library.
25. On Monday, January 30 Bonnie Pierson read a story to ten after school students from the Calvary School.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	16	19	20										55
100-199	53	58	38										149
200-299	25	39	39										103
300-399	97	151	91										339
400-499	21	9	11										41
500-599	69	59	57										185
600-699	230	289	217										736
700-799	118	136	95										349
800-899	39	36	22										97
900-999	105	116	122										343
92-920	87	73	80										240
Adult Book Club Bag	4	1	1										6
Adult DVD's	1,764	1,565	1,688										5,017
Adult Fiction	1,946	1,667	1,761										5,374
Adult Fiction CD's	566	592	549										1,707
Adult Genealogy	0	0	0										0
Adult Historical File	0	0	0										0
Adult Large Print	764	762	670										2,196
Adult Microfilm	0	0	0										0
Adult MP3 Book	7	8	10										25
Adult Music on CD	230	170	193										593
Adult Nonfiction CD'S	83	64	46										193
Adult Overdrive e-book	894	854	782										2,530
Adult Pro Col	0	0	0										0
Adult Reference	0	0	0										0
Adult Reference Desk	0	0	0										0
Adult Spanish DVD's	1	3	1										5
Adult Spanish Fiction	16	8	9										33
Adult Spanish Nonfiction	17	12	14										43
Adult Texana	32	38	24										94
Adult Vertical Files	0	0	0										0
Adult Videocassettes	37	15	29										81
Cake Pans	4	1	1										6
Subtotal Adult:	7,225	6,745	6,570	0	0	0	0	0	0	0	0	0	20,540

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvenile and children's:													
Child Spanish 1st R	43	22	5										70
Child Spanish Easy	111	85	36										232
Child Spanish Easy Nonfic	0	0	0										0
Child Storytime box	1	0	0										1
Easy Nonfiction	178	134	74										386
Easy Picture Books	1,412	1,378	1,017										3,807
First Readers	427	451	238										1,116
J 000 - J 099	21	18	6										45
J 100 - J 199	3	2	3										8
J 200 - J 299	4	16	9										29
J 300 - J 399	27	34	12										73
J 400 - J 499	5	2	0										7
J 500 - J 599	135	131	99										365
J 600 - J 699	52	55	48										155
J 700 - J 799	113	113	70										296
J 800 - J 899	12	15	19										46
J 900 - J 999	76	56	40										172
J 92 - J 920	33	12	7										52
Juvy CDs	40	54	43										137
Juvy DVD	352	284	308										944
Juvy Fiction	930	849	760										2,539
Juvy Graphic Novels	215	170	135										520
Juvy Oversize	6	6	6										18
Juvy Reference	0	0	0										0
Juvy Spanish Fiction	31	35	12										78
Juvy Spanish Nonfiction	58	39	19										116
Subtotal Juv. & children's	4,285	3,961	2,966	0	0	0	0	0	0	0	0	0	11,212
Young Adult:													
Young Adult Fiction	208	239	205										652
Young Adult Graphic Novels	286	207	207										700
Subtotal Young Adult	494	446	412	0	0	0	0	0	0	0	0	0	1,352
Other:													
Paperbacks	402	333	322										1,057
Magazines	31	36	33										100

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Subtotal Other	433	369	355	0	0	0	0	0	0	0	0	0	1,157
Grand Total All	12,437	11,521	10,303	0	0	0	0	0	0	0	0	0	34,261
OTHER SERVICES:													
Total Online Bastrop	4,854	4,319	4,339										13,512
Advertiser Searches													
Computer Usage:													
Adult	1,442	1,177	1,125										3,744
Children	396	288	265										949
Teen	334	275	299										908
Wireless	2,107	1,745	1,709										5,561
Total Computer Usage	4,279	3,485	3,398	0	0	0	0	0	0	0	0	0	11,162
Gifts and Memorials:	\$85.21	\$0.00	\$1,125.00										\$1,210.21
Items Processed:													
Items Cataloged:													
Apollo	81	100	78										259
Baker & Taylor	52	29	12										93
Brodart	0	0	0										0
Cat Express--OCLC	0	18	34										52
Ingram	52	51	29										132
Original	132	100	89										321
Recorded Books	6	16	3										25
Total items cataloged	323	314	245	0	0	0	0	0	0	0	0	0	882
Total items withdrawn	601	167	143										911
Total items lost	0	0	0										0
Interlibrary Loan:													
Borrowed	17	8	13										38
Loaned	5	2	4										11
Total Transactions	22	10	17	0	0	0	0	0	0	0	0	0	49
New Library Patrons:													
City	31	28	18										77

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
County	117	95	83										295
Total Patrons added	148	123	101	0	0	0	0	0	0	0	0	0	372
Patron Usage:													
County	70%	70%	71%										
City	20%	21%	19%										
Faculty	4%	4%	5%										
Other	6%	5%	5%										
Proctored Tests Given:	3	2	2										7
Programming:													
Children's programs	508	586	1,112										2,206
Outreach programs	1,300	37	56										1,393
Teen programs	150	112	162										424
Adult programs	0	0	402										402
Total Programming	1,958	735	1,732	0	0	0	0	0	0	0	0	0	4,425
Number of Programs	25	24	21										70
Reference Assistance:													
Directional Questions	638	540	542										1,720
Microfilm assistance	0	0	0										0
Reference Questions	1,066	824	897										2,787
Telephone Reference	252	239	264										755
Total Reference	1,956	1,603	1,703	0	0	0	0	0	0	0	0	0	5,262
Reservations:													
Pressley Meeting Room	43	40	41										124
Maynard Board Room	24	26	19										69
Study Booths	224	208	179										611
Total Reservations	291	274	239	0	0	0	0	0	0	0	0	0	804
Visitor Count:	11,042	8,508	8,830										28,380
Volunteer Hours:													
Regular volunteers	274.50	149.25	210.75										634.50
Friends volunteers	54.00	45.50	53.00										152.50

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Total Volunteer Hours	328.50	194.75	263.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	787.00
Website Hits:	2,120	2,220	2,008										6,348
Ereader assistance	15	18	10										43
Reserve-A-Librarian	7	5	3										15

ALVEAR PRO SYSTEMS

P.O. BOX 1155
SAN MARCOS, TX 78667-1155

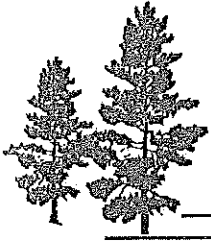
Estimate

Date	Estimate #
1/18/2017	151

Name / Address
CITY OF BASTROP PO BOX 427 1311 CHESTNUT ST. BASTROP, TX 78602

Project
BASTROP LIBRAR...

Description	Qty	Rate	Total
DVR-DIGITAL WATCHDOG VMAX A1, COMPATIBLE WITH ANALOG SIGNALS, TVI HD SIGNAL, AND ANALOG HD (AHD)	1	975.00	975.00
FRONT DOOR CAMERA-2.1MP 2.8-12M HD DOME CAMERA	1	224.99	224.99
READING ROOM CAMERA-2.1MP 2.8-12M HD DOME CAMERA	1	224.99	224.99
MEETING ROOM CAMERA-2.1MP 2.8-12M HD DOME CAMERA	1	224.99	224.99
PARKING LOT CAMERAS-2.1MP 2.8-12M OUTDOOR IR.BULLET CAMERA	2	230.99	461.98
JUNCTION BOXES FOR PARKING LOT CAMERAS	2	45.00	90.00
LABOR: 1.MOVE CAMERA FROM READING ROOM TO TEEN ROOM	1	850.00	850.00
2.MOVE CAMERA IN MAIN ROOM			
3.MOVE CAMERA FROM BIG PARKING LOT TO SMALL PARKING LOT			
4.RUN WIRE FOR CAMERAS IN PARKING LOT, FRONT DOOR & TEEN ROOM			
5.NETWORK DVR FOR REMOTE VIEW			
50% Of Total Amount Due Upon Agreement of Quote, The Remaining 50% Is Due Upon Completion Of Project		Total	\$3,051.95



Bastrop Public Library

Connect. Learn. *Enjoy!*

from the desk of Stephanie D. Hart

Bastrop Public Library
1100 Church Street
P.O. Box 670
Bastrop, TX 78602
Phone: 512-332-8883
sdavila@bastroplibrary.org

Dear Patron,

The Bastrop Public Library is sending this letter to serve as the fourth notification regarding materials still checked out on your account that total \$100 or more in value. Enclosed you will find a list of these items. The library has previously sent out three notifications to your selected method (phone, text, or email) and as of yet, there has been no contact from you. As per our procedures, the library has also checked the shelves for the missing materials to verify they were not returned.

You may contact the library regarding these materials or simply return them to either the drive thru or inside book drops. The library prefers to have the materials returned and not to charge you. Fines and fees will be forgiven if the items are brought back. However, any damaged or lost items would remain on the account and would need to be paid for. A payment plan can be set up for your account. Please contact the library by calling 512-332-8880 and ask to speak with Mickey DuVall, Cookie Adkins, or myself, Stephanie Hart. The library asks that you respond to this notice within two weeks of receiving this letter; failure to do so will result in reporting you to the Bastrop Police Department.

Respectfully,

Stephanie D. Hart

Circulation Services/Volunteer Coordinator

Mickey DuVall

From: jmcdonald2013@austin.rr.com
Sent: Thursday, February 02, 2017 7:21 AM
To: Mickey DuVall
Subject: Re: Library Board Agenda Packet for February 6 meeting

Hi Mickey. I am out of town in Virginia visiting friends and will miss the meeting. Sorry.

Jamie

----- Mickey DuVall <Mickey@bastropilibrary.org> wrote:

> Hi All.

>

> Please find attached the agenda packet for the February 6 library Board meeting.

>

> Mickey DuVall

> Library Director

> Bastrop Public Library

> 1100 Church Street

> P.O. Box 670

> Bastrop, Texas 78602

> 512-332-8880

> mickey@bastropilibrary.org<mailto:mickey@bastropilibrary.org>

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