

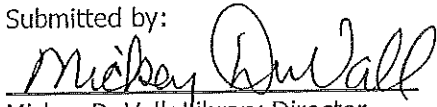
AGENDA
LIBRARY BOARD
Monday, December 5, 2016
6:00 PM

The Bastrop Public Library Board will meet in a meeting on Monday,
December 5, 2016 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 November meeting
3. Announcements—
4. Citizen Comments
5. Librarian's report—discussion and possible action
6. Friends of the Library Report
 - The Friends of the Bastrop Public Library met on November 1 in a regularly held monthly meeting
 - Treasurer, Kathleen Gfeller, presented the October financial report
 - Discussed having a silent auction during open house
 - Discussed selling gift certificates
 - Committee discussed the Razzle Dazzle Raffle—will sell tickets at Open House
7. Old business
 - Brick pavers and tiles update—no bricks or tiles sold in November—discussion and possible action
 - Update—roof replacement—Roof construction started on Wednesday November 16—discussion and possible action
 - Update—Open House—discussion and possible action
 - Update—City Christmas Party—discussion and possible action
8. New Business
 - Approval of updated Circulation Policy—discussion and possible action
 - Are there any items Board members would like to include on next month's agenda—discussion and possible action

New lights - Fines → Missing items

Submitted by:


Mickey DuVall, Library Director

CERTIFICATION

I, Elizabeth Lopez, 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 5, 2016**

1. Library Statistics for the month of October. Circulation statistics are up 2% compared to October 2015; gate count is up 11% compared to October 2015; programming is up 20% compared to October 2015; Internet usage is up 6% compared to October 2015; reference requests are up 1% compared to October 2015 and meeting room reservations are down 1% compared to October 2015.
2. In the month of October 200 children and adults attended story time.
3. On Tuesday, November 1 Mickey DuVall attended a Friends of the Bastrop Public Library meeting.
4. On Wednesday, November 2 library staff attended a Supplemental Insurance Benefit Fair.
5. On Wednesday, November 2 Mickey DuVall participated in a Public Library Association webinar entitled "Designing Places for People, Not Collections."
6. On Wednesday, November 2 Mickey DuVall contacted Diamond Electric to work on electrical work the library needs.
7. On Thursday, November 3 Ashley Guerrero hosted a Teen Cinema Club event. Thirty-three teens watched the Claymation Animation movie "ParaNorman."
8. On Thursday, November 3 Bonnie Pierson provided a library lesson and read a story to Mina Elementary first graders. One hundred students visited the library.
9. On Thursday, November 3 Bonnie Pierson hosted the Bastrop Police Department. The Bastrop Police Department completed ID kits for twenty-three homeschool students.
10. On Friday, November 4 Bonnie Pierson and Carmen Serna attended the 2017 Performer's Showcase at the Georgetown Public Library.
11. On Saturday, November 5 Carmen Serna provided a Spanish Story Time. Two children attended the event.
12. On Monday, November 7 Bonnie Pierson read a story to eight after school students from the Calvary School.
13. On Tuesday, November 8 Bonnie Pierson provided a tour of the library for twelve fourth grade students from the Calvary Episcopal School. Students searched and checked out books on different subjects.
14. On Tuesday, November 8 library staff held a staff luncheon.
15. On Wednesday, November 9 Mickey DuVall met with Cookie Adkins and Bonnie Pierson to discuss personnel issues.
16. On Thursday, November 10 Ashley Guerrero hosted a Teen Anime meeting. Forty-one teens watched the anime movie "Attack on Titan" and discussed book and manga recommendations.
17. On Thursday, November 10 Bonnie Pierson provided a library lesson and read a story to Mina Elementary School Kindergarteners. Ninety-seven students visited the library.
18. On Friday, November 11 the library was closed for the Veteran's Day holiday.
19. On Monday, November 14 Bonnie Pierson read a story to eight after school students from the Calvary School.
20. On Monday, November 14 Mickey DuVall met with interim City Manager, Marvin Townsend, to discuss library policies.

21. On Monday, November 14 Mickey DuVall participated in a Health and Human Services Community Partner webinar.
22. On Monday, November 14 Bonnie Pierson read a story to 19 Mina Elementary School Pre-K students.
23. On Tuesday, November 15 Mickey DuVall and Cary Kittrell attended a follow-up meeting on the Halloween Trail event.
24. On Tuesday, November 15 Q. A. Construction delivered roofing materials.
25. On Tuesday, November 15 Carmen Serna hosted a Lego Club event. Twenty-five children created items out of Legos.
26. On Tuesday, November 15 Bonnie Pierson read a story to 18 Mina Elementary School Pre-K students.
27. On Wednesday, November 16 Q. A. Construction started work on replacing the library's roof.
28. On Thursday, November 17 Ashley Guerrero hosted a Teen Open Video Games event. Thirty-eight teens participated in playing video games.
29. On Friday, November 18 Mickey DuVall participated in an American Library Association webinar entitled, "A Plan for a More Meaningful Professional Career."
30. On Saturday, November 19 Bonnie Pierson hosted a Super Saturday event. Seven children built items out of Legos.
31. From November 24 through November 27 the library closed for the Thanksgiving Holiday.
32. On Monday, November 28 Bonnie Pierson read a story to eight after school students from the Calvary Episcopal 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												16
100-199	53												53
200-299	25												25
300-399	97												97
400-499	21												21
500-599	69												69
600-699	230												230
700-799	118												118
800-899	39												39
900-999	105												105
92-920	87												87
Adult Book Club Bag	4												4
Adult DVD's	1,764												1,764
Adult Fiction	1,946												1,946
Adult Fiction CD's	566												566
Adult Genealogy	0												0
Adult Historical Vertical File	0												0
Adult Large Print	764												764
Adult Microfilm	0												0
Adult MP3 Book	7												7
Adult Music on CD	230												230
Adult Nonfiction CD'S	83												83
Adult Overdrive e-book	894												894
Adult Pro Col	0												0
Adult Reference	0												0
Adult Reference Desk	0												0
Adult Spanish DVD's	1												1
Adult Spanish Fiction	16												16
Adult Spanish Nonfiction	17												17
Adult Texana	32												32
Adult Vertical Files	0												0
Adult Videocassettes	37												37

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Cake Pans	4												4
Subtotal Adult:	7,225	0	0	0	0	0	0	0	0	0	0	0	7,225
Juvenile and children's:													
Child Spanish 1st R	43												43
Child Spanish Easy	111												111
Child Spanish Easy Nonfic	0												0
Child Storytime box	1												1
Easy Nonfiction	178												178
Easy Picture Books	1,412												1,412
First Readers	427												427
J 000 - J 099	21												21
J 100 - J 199	3												3
J 200 - J 299	4												4
J 300 - J 399	27												27
J 400 - J 499	5												5
J 500 - J 599	135												135
J 600 - J 699	52												52
J 700 - J 799	113												113
J 800 - J 899	12												12
J 900 - J 999	76												76
J 92 - J 920	33												33
Juvy CDs	40												40
Juvy DVD	352												352
Juvy Fiction	930												930
Juvy Graphic Novels	215												215
Juvy Oversize	6												6
Juvy Reference	0												0
Juvy Spanish Fiction	31												31
Juvy Spanish Nonfiction	58												58
Subtotal Juv. & children's	4,285	0	0	0	0	0	0	0	0	0	0	0	4,285
Young Adult:													
Young Adult Fiction	208												208

EASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Young Adult Graphic Novels	286												286
Subtotal Young Adult	494	0	0	0	0	0	0	0	0	0	0	0	494
Other:													
Paperbacks	402												402
Magazines	31												31
Subtotal Other	433	0	0	0	0	0	0	0	0	0	0	0	433
Grand Total All	12,437	0	0	0	0	0	0	0	0	0	0	0	12,437
OTHER SERVICES:													
Total Online Bastrop	4,854												0
Advertiser Searches													
Computer Usage:													
Adult	1,442												1,442
Children	396												396
Teen	334												334
Wireless	2,107												2,107
Total Computer Usage	4,279	0	0	0	0	0	0	0	0	0	0	0	4,279
Gifts and Memorials:	\$85.21												\$85.21
Items Processed:													
Items Cataloged:													
Apollo	81												81
Baker & Taylor	52												52
Brodart	0												0
Cat Express--OCLC	0												0
Ingram	52												52
Original	132												132

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Recorded Books	6												6
Total items cataloged	323	0	0	0	0	0	0	0	0	0	0	0	323
Total items withdrawn	601												601
Total items lost	0												0
Interlibrary Loan:													
Borrowed	17												17
Loaned	5												5
Total Transactions	22	0	0	0	0	0	0	0	0	0	0	0	22
New Library Patrons:													
City	31												31
County	117												117
Total Patrons added	148	0	0	0	0	0	0	0	0	0	0	0	148
Patron Usage:													
County	70%												
City	20%												
Faculty	4%												
Other	6%												
Proctored Tests Given:	3												3
Programming:													
Children's programs	508												508
Outreach programs	1,300												1,300
Teen programs	150												150
Adult programs	0												0
Total Programming	1,958	0	0	0	0	0	0	0	0	0	0	0	1,958
Number of Programs	25												
Reference Assistance:													
Directional Questions	638												638

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Microfilm assistance	0												0
Reference Questions	1,066												1,066
Telephone Reference	252												252
Total Reference	1,956	0	0	0	0	0	0	0	0	0	0	0	1,956
Reservations:													
Pressley Meeting Room	43												43
Maynard Board Room	24												24
Study Booths	224												224
Total Reservations	291	0	0	0	0	0	0	0	0	0	0	0	291
Visitor Count:	11,042												11,042
Volunteer Hours:													
Regular volunteers	274.50												274.50
Friends volunteers	54.00												54.00
Total Volunteer Hours	328.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	328.50
Website Hits:	2,120												2,120
Ereader assistance	15	0	0	0									15

WELCOME TO THE BASTROP PUBLIC LIBRARY
BASTROP PUBLIC LIBRARY CIRCULATION POLICY

I. CARD ELIGIBILITY

1. Library cards are free to all patrons. Patrons must show a current/valid picture ID to receive a library card.
2. Parents may obtain a card for their children under the age of 18. A parent or guardian must sign their child's registration card and must present the signed card in person to a staff member at the Check-Out desk. Parents must show a current/valid picture ID. Parents or guardians are responsible for all materials checked out by their children.
3. If address on ID is incorrect patron is required to show supplemental proof of residency.
4. Patrons may have a delay up to 48 hours to receive their new library card.

II. CHECKING-OUT MATERIALS

1. All patrons must present a library card, picture ID, military ID, utility bill (with picture ID) or a lease agreement with a Bastrop County address (with a picture ID) to check-out materials.

III. CHECK-OUT LIMITS

1. New patrons may not have more than three items checked out during the two week probationary period.
2. After the two week probationary period, a maximum of 15 items may be checked out on one library account.
3. After the two week probationary period, a maximum of 10 items may be checked out for patrons who reside outside Bastrop County.

IV. LOAN PERIODS

1. The loan period for all library material (books, audio-books, DVDs, etc.) is two weeks.
2. Items may be renewed twice if no reserves have been placed on the material.
3. Patrons can renew items in person, over the telephone or online at www.bastroplibrary.org.
4. Patrons are unable to renew items online if they have any overdue items or their library card has expired.

V. RESERVES

1. Individuals may reserve materials from the circulating collection in person, by telephone or online at www.bastroplibrary.org.
2. Materials that have been put on reserve for one patron cannot be renewed by another patron.
3. Patrons are restricted from placing items on reserve if their library card has expired.

4. All patrons are notified when a reserved title becomes available. After notification, a patron has three days to pick up the item. If not picked up by the fourth day, the item is returned to the collection.
5. There is no limit on how many reserves can be placed by a patron.

VI. RETURNING MATERIALS

1. During normal business hours, items may be returned inside the library and/or outside the library using the drive-through book drop.
2. After normal business hours, please drop materials into our drive-through book drop.
3. Materials may be mailed to the Bastrop Public Library at P.O. Box 670, Bastrop, Texas 78602.

VII. FINES AND FEES

1. Fines for all materials are \$.10 per day per item. There is a \$5.00 fine limit per item.
2. Replacement library cards are \$1.00.
3. Parents are responsible for all fines and replacement costs for lost or damaged materials checked out by their children.
4. Patrons who have fines will lose their borrowing privileges until their total fine balance is paid.
5. If one family member has a balance on their account, other members of the immediate family are restricted from borrowing materials until their family member's balance is paid.

VIII. LOST OR DAMAGED ITEMS

1. Patrons must pay replacement cost plus a \$5.00 processing fee for each lost or damaged item.
2. Patrons will lose borrowing privileges until lost items are found and returned or paid for.
3. Patrons will lose their borrowing privileges until damaged items are paid for.
4. Fees paid for lost or damaged items are nonrefundable.
5. Library does not accept replacement copies of lost or damaged items.
6. Per City of Bastrop Ordinance No. 2011-5, a patron who has unreturned items valuing \$100 or more may be charged with a Class C Misdemeanor. This individual may be charged a fine up to or equaling \$500.
7. When missing items are returned to the library, fines for these items are due and payable.
8. When missing or damaged item(s) are paid for, fines outstanding on the item(s) are forgiven.

IX. UNITED STATES MILITARY PERSONNEL

1. Military personnel are eligible to apply for a library card.
2. Individuals must present a picture ID, current orders, an address and telephone number.

Library Board Approval:
Bastrop City Council approval: