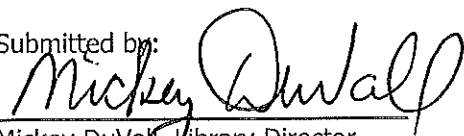


**AGENDA
LIBRARY BOARD
Monday, November 7, 2016
6:00 PM**

The Bastrop Public Library Board will meet in a meeting on Monday,
November 7, 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 October 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 October 4 in a regularly held monthly meeting
 - Treasurer, Kathleen Gfeller, presenter the annual financial report
 - Discussed selling tickets for Razzle Dazzle Raffle
 - Discussed honoring Elizabeth Sims for her many years on the Executive Committee
 - Will explore the participation in the DBA Lamp Post decorating contest
 - Discussed what date to hold their Spring book sale
- 7. Old business**
 - Brick pavers and tiles update—no bricks or tiles sold in October—discussion and possible action
 - Update—roof replacement—City Council approved funding to replace the library's roof—discussion and possible action
 - Update—Open House—Ed Laundry has agreed to be our Santa Claus at the Open House—he said he would not charge us—discussion and possible action
 - Update—Trick and Treat Trail—1,500 trick or treaters visited the library—discussion and possible action
- 8. New Business**
 - Approval of updated Volunteer Policy—discussion and possible action
 - Annual Statistics comparison—discussion and possible action
 - City's annual Christmas party—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 DuVal, 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
November 7, 2016

1. Library Statistics for the month of September. Circulation statistics are down 13% compared to September 2015; gate count is up 1% compared to September; programming is up 33% compared to September 2015; Internet usage is down 6% compared to September 2015; reference requests are down 2% compared to September 2015 and meeting room reservations are even compared to September 2015.
2. In the month of October 358 children and adults attended story time.
3. On Saturday, October 1 Carmen Serna presented a Story Time in Spanish. Three children attended the event.
4. On Monday, October 3 Bonnie Pierson read a story to seven after school students from the Calvary School.
5. On Tuesday, October 4 Mickey DuVall submitted library accomplishments to the Finance Department to be included in the library's budget narrative.
6. On Tuesday, October 4 Mickey DuVall attended the monthly Friends of the Bastrop Public Library meeting.
7. On Tuesday, October 4 Mickey DuVall attended a Friends of the Bastrop Public Library Razzel Dazzel Raffle meeting.
8. On Thursday, October 6 Mickey DuVall met with a consultant who is helping the City hire a new City Manager.
9. On Thursday, October 6 On Thursday, October 6 Bonnie Pierson hosted a homeschool class. Eight children listened to a story, "Familiar Tales," read by Bonnie.
10. On Thursday, October 6 Ashley Guerrero hosted a Banned Books Party. Thirty-two Teens received a free Manga book and watched the movie "Goosebumps." This movie is based on the "Goosebumps," book which is has been on the banned book list since the 1990's.
11. On Friday, October 7 Bonnie Pierson read a story for 27 kindergarten students from the Calvary Episcopal School.
12. On Tuesday, October 11 Mickey DuVall submitted an agenda item requesting the City Council approve the contract with Garland Company to replace the library's flat roof areas. The total price to replace the roof is \$99,811.
13. On Thursday, October 13 Ashley Guerrero presented a movie "Captain America: Civil War." Forty Teens watched the movie.
14. On Saturday, October 15 Bonnie provided a Super Saturday (Clean Closet) program. Twenty-three children and adults attended the event.
15. From October 17 through October 21 Mickey DuVall was on vacation.
16. On Monday, October 17 Bonnie Pierson read a story to nine after school students from the Calvary Episcopal School.
17. On Friday, October 18 Carmen Serna hosted the Lego Club. Twelve children created items made from Legos.
18. On Thursday, October 20 Ashley Guerrero hosted a Teen Anime Club meeting. Thirty-four Teens watched the Anime movie, "Tokyo Ghoul."
19. On Friday, October 21 Bonnie Pierson read a story to 27 kindergarten students from the Calvary Episcopal School. Students also checked-out books.

20. On Monday, October 24 Bonnie Pierson read a story to seven after school students from the Calvary Episcopal School.
21. On Wednesday, October 24 Mickey DuVall participated in a "Using Data to Help Manage Your Library" webinar.
22. On Tuesday, October 25 Bonnie Pierson provided a book talking (previewing books) for 12 fourth graders from the Calvary Episcopal School.
23. On Tuesday, October 25 the Bastrop City Council approved the funding to replace the library's roof.
24. On Thursday, October 27 Ashley Guerrero hosted a Teen Halloween Party. Forty-four Teens attended the party and watched the movie "Nightmare Before Christmas."
25. On Monday, October 31 library staff provided a fun house for the Trick or Treat Trail. The library was the first stop on the Trick or Treat Trail. Over 1,500 Trick or Treater's visited the library.
26. On Monday, October 31 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 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	20	29	22	25	29	34	23	25	16	15	15	17	270
100-199	64	30	50	44	90	90	59	72	58	56	68	52	733
200-299	26	22	37	31	42	53	56	34	38	57	48	52	496
300-399	129	109	113	98	113	122	90	96	97	91	105	114	1,277
400-499	16	21	10	3	12	14	12	11	7	12	9	9	136
500-599	52	54	61	66	57	102	89	68	87	41	48	31	756
600-699	285	201	267	311	319	330	351	260	341	268	250	210	3,393
700-799	110	99	93	114	149	181	129	113	150	121	178	142	1,579
800-899	67	37	35	30	32	44	32	22	38	59	44	53	493
900-999	93	86	97	85	86	113	75	102	149	129	149	116	1,280
92-920	50	82	82	102	99	78	64	72	73	61	71	67	901
Adult Audiocassettes	1	0	0	2	2	0	1	1	1	0	0	0	8
Adult Book Club Bag	0	1	1	2	2	1	1	1	1	1	0	2	13
Adult DVD's	1,641	1,523	1,676	1,829	1,788	1,721	1,613	1,538	2,099	2,064	2,074	1,741	21,307
Adult Fiction	1,821	1,590	1,778	1,777	1,805	1,892	1,647	1,765	2,139	2,044	2,254	1,894	22,406
Adult Fiction CD's	571	541	629	609	620	700	744	627	685	600	657	567	7,550
Adult Genealogy	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Histor. Vert. File	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Large Print	809	661	758	732	754	781	717	772	812	912	899	807	9,414
Adult Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult MP3 Book	18	8	17	14	20	16	15	12	23	25	32	15	215
Adult Music on CD	224	180	144	165	172	171	245	163	178	273	206	198	2,319
Adult Nonfiction CD'S	49	38	71	57	51	40	71	49	52	41	52	63	634
Adult Overdrive e-book	677	623	662	770	739	845	703	704	749	741	790	848	8,851
Adult Pro Col	0	0	0	0	0	0	2	0	0	0	0	0	2
Adult Reference	0	0	0	0	0	1	1	0	0	0	0	0	2
Adult Reference Desk	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Spanish DVD's	5	0	6	1	4	4	0	3	3	2	8	11	47
Adult Spanish Fiction	19	12	9	3	6	16	12	18	20	9	12	17	153
Adult Spanish NF	10	12	10	11	7	12	9	11	21	14	14	25	156
Adult Texana	40	38	32	46	40	32	43	42	54	40	33	56	496
Adult Vertical Files	0	0	0	0	0	0	0	0	0	0	0	0	0

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Videocassettes	74	46	66	52	58	93	43	49	84	90	70	37	762
Subtotal Adult:	6,871	6,043	6,726	6,979	7,096	7,486	6,847	6,630	7,975	7,766	8,086	7,144	85,649
Juvenile and children's:													
Child Spanish 1st R	20	16	16	27	24	24	13	7	27	15	11	3	203
Child Spanish Easy	138	82	60	157	119	162	167	95	168	81	97	67	1,393
Child Spanish Easy NF	17	15	10	2	0	0	1	0	2	0	0	0	47
Child Storytime box	0	0	1	2	2	0	0	0	0	0	0	1	6
Easy Nonfiction	155	146	70	159	141	231	159	109	281	238	180	161	2,030
Easy Picture Books	1,615	1,412	1,125	1,274	1,341	1,519	1,446	1,299	2,263	1,694	1,462	1,417	17,867
First Readers	449	503	366	449	423	483	532	458	921	617	552	415	6,168
J 000 - J 099	9	12	9	5	13	9	10	12	28	13	21	22	163
J 100 - J 199	9	4	6	3	5	5	4	4	6	3	10	3	62
J 200 - J 299	8	10	8	11	19	25	7	38	5	7	7	6	151
J 300 - J 399	40	23	31	27	46	23	24	14	29	23	53	29	362
J 400 - J 499	1	0	5	0	0	6	2	5	6	2	1	1	29
J 500 - J 599	137	106	70	147	131	141	124	143	215	165	159	171	1,709
J 600 - J 699	50	37	42	53	61	92	69	35	77	66	63	44	689
J 700 - J 799	148	170	149	170	147	205	146	136	197	155	134	144	1,901
J 800 - J 899	28	22	13	13	14	16	19	15	34	12	16	20	222
J 900 - J 999	63	29	34	42	93	81	70	58	103	20	48	98	739
J 92 - J 920	16	14	16	14	31	32	12	14	23	76	8	38	294
Juvy Audiocassettes	0	0	0	3	0	3	1	0	1	0	0	0	8
Juvy CD'S	38	31	29	26	28	36	53	41	49	65	58	32	486
Juvy DVD	321	326	300	275	276	403	317	391	374	400	388	310	4,081
Juvy Fiction	790	741	568	651	801	969	857	855	1,800	1,418	992	818	11,260
Juvy Graphic Novels	160	179	139	144	184	222	174	185	387	338	238	208	2,558
Juvy Oversize	1	8	8	5	12	17	8	10	17	14	7	5	112
Juvy Reference	0	0	0	0	0	0	0	0	0	0	0	0	0
Juvy Spanish Fiction	4	1	2	9	4	14	12	8	24	7	11	12	108
Juvy Spanish Nonfiction	6	26	27	43	38	46	55	33	38	18	18	21	369
Subtotal Juv. & child.	4,223	3,913	3,104	3,711	3,953	4,764	4,282	3,965	7,075	5,447	4,534	4,046	53,017

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Young Adult:													
Young Adult CD's	0	0	0	0	0	0	0	0	0	0	0	0	0
Young Adult Fiction	270	287	417	357	207	213	262	252	531	481	296	230	3,803
YA Graphic Novels	272	276	463	427	263	340	356	255	492	363	306	292	4,105
Subtotal Young Adult	542	563	880	784	470	553	618	507	1,023	844	602	522	7,908
Other:													
Paperbacks	502	471	421	494	396	510	521	462	387	342	351	312	5,169
Magazines	22	47	32	30	27	39	39	31	23	21	21	36	368
Subtotal Other	524	518	453	524	423	549	560	493	410	363	372	348	5,537
Grand Total All	12,160	11,037	11,163	11,998	11,942	13,352	12,307	11,595	16,483	14,420	13,594	12,060	152,111
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	5,393	4,353	4,201	4,393	5,756	4,686	4,606	5,218	3,905	3,991	4,340	4,562	55,404
Computer Usage:													
Adult	1,482	1,276	1,415	1,701	1,580	1,415	1,311	1,317	1,397	1,397	1,596	1,414	17,301
Children	313	301	334	328	345	344	300	248	610	435	438	347	4,343
Computer Class	4	0	0	9	5	12	5	0	0	0	0	7	42
Teen	292	258	308	240	256	243	265	292	473	326	407	345	3,705
Wireless	1,950	1,570	1,822	1,886	1,886	1,837	1,863	1,905	2,300	2,339	2,255	2,098	23,711
Total Computer Use	4,041	3,405	3,879	4,164	4,072	3,851	3,744	3,762	4,780	4,497	4,696	4,211	49,102
Gifts and Memorials:	\$0.00	\$0.00	\$1,222.98	\$665.00	\$1,270.00	\$125.00	\$375.00	\$50.00	\$25.00	\$500.00	\$50.00	\$0.00	\$4,282.98
Items Processed:													
Items Cataloged:													
Apollo	75	63	160	115	46	166	92	50	37	106	172	88	1,170
Baker & Taylor	40	23	13	20	6	42	29	6	29	24	20	53	305

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Brodart	0	0	0	0	0	3	0	0	0	0	45	2	50
Cat Express-OCIC	47	2	7	17	0	54	50	24	7	9	32	15	264
Ingram	57	113	182	86	135	84	56	100	248	53	103	165	1,382
Original	85	66	213	114	50	167	98	74	129	143	228	138	1,505
Recorded Books	5	19	7	5	0	20	9	15	2	11	12	6	111
Total items cataloged	309	286	582	357	237	536	334	269	452	346	612	467	4,787
Total items withdrawn	810	362	241	422	54	226	1,336	308	357	779	944	738	6,597
Total items lost	48	0	0	0	0	0	75	0	0	0	0	0	123
Interlibrary Loan:													
Borrowed	10	7	9	5	15	17	14	7	16	6	10	14	130
Loaned	4	1	5	4	4	6	2	6	2	3	3	3	43
Total Transactions	14	8	14	9	19	23	16	13	18	9	13	17	173
New Library Patrons:													
City	36	22	34	34	25	37	28	21	71	42	38	29	417
County	94	86	75	142	105	127	131	93	245	163	159	141	1,561
Total Patrons added	130	108	109	176	130	164	159	114	316	205	197	170	1,978
Patron Usage:													
County	69%	70%	68%	67%	69%	67%	69%	69%	68%	67%	70%	70%	71%
City	20%	20%	19%	19%	20%	20%	20%	20%	22%	21%	19%	19%	20%
Faculty	4%	4%	6%	5%	5%	6%	5%	20%	4%	4%	5%	5%	3%
Other	7%	6%	7%	9%	6%	7%	6%	6%	6%	8%	6%	6%	6%
Proctored Tests Give	2	4	3	1	5	2	3	1	1	0	0	0	22
Programming:													
Children's programs	431	389	1,069	412	589	611	580	655	2,028	1,510	520	697	9,491
Outreach programs	0	0	0	13	15	68	0	130	23	16	0	30	295
Teen programs	115	89	95	118	124	120	81	110	125	93	81	161	1,312
Adult programs	0	11	600	0	0	0	0	0	1	20	1	17	650
Total Programming	546	489	1,764	543	728	799	661	895	2,177	1,639	602	905	11,748

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Reference Assistance:													
Directional Questions	584	589	625	665	757	845	655	631	820	598	742	736	8,247
Microfilm assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference Questions	1,058	895	1,104	1,101	1,127	1,246	1,057	923	1,282	1,133	1,245	1,117	13,288
Telephone Reference	288	263	396	199	315	323	289	204	375	320	351	342	3,665
Total Reference	1,930	1,747	2,125	1,965	2,199	2,414	2,001	1,758	2,477	2,051	2,338	2,195	25,200
Reservations:													
Pressley Meeting Room	43	36	38	33	42	40	44	43	44	46	38	46	493
Maynard Board Room	18	16	19	20	22	20	18	20	25	20	22	28	248
Study Booths	234	215	208	279	309	239	210	218	223	190	234	248	2,807
Total Reservations	295	267	265	332	373	299	272	281	292	256	294	322	3,548
Visitor Count:													
	8,802	7,040	8,177	9,057	8,164	8,774	8,749	7,970	10,543	9,752	9,582	9,873	106,483
Volunteer Hours:													
Regular volunteers	121.00	115.00	132.75	151.25	155.75	95.75	153.25	122.25	157.50	211.25	158.75	89.00	1,663.50
Friends volunteers	61.50	58.25	51.25	28.00	40.75	104.25	89.50	71.00	97.00	100.25	81.75	80.75	864.25
Total Volunteer Hrs	182.50	173.25	184.00	179.25	196.50	200.00	242.75	193.25	254.50	311.50	240.50	169.75	2,527.75
Website Hits:													
	2,592	2,600	2,509	2,793	2,571	2,953	2,704	2,221	3,469	2,832	2,451	2,189	31,884
Ereader assistance	12	13	18	24	26	12	23	22	18	16	26	22	232

BASTROP PUBLIC LIBRARY BOARD MEETING ABSENTEE RECORD 2016

[illegible]

Bastrop Public Library Volunteer Policy

I. Statement of Purpose

Bastrop Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

The Library shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff.

II. Definition of a Volunteer

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy and talents to the Bastrop Public Library and is not paid by Library funds. Exceptions to the age requirement may be made by the Director or his/her designee. Exceptions are granted for those individuals that are performing community service for a service organization such as Pals, Girl Scouts, etc. The Library does not accept volunteers for court ordered community service and/or Teen Court.

All volunteers must be accepted by the library prior to performance of assigned tasks. (See "How to Become a Volunteer")

III. How to Become a Volunteer

1. All volunteers are required to fill out a Volunteer Application Form
2. The Volunteer Coordinator will review the completed application form.
3. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
4. Volunteers under consideration may be subject to a background check.
5. If selected, volunteers will be contacted for an interview.
6. If not selected, applications will be kept on file for six months.
7. Volunteers must be at least fourteen and have their application signed by a parent or legal guardian in order to volunteer.
8. Teen volunteers must commit to a minimum of fifteen hours volunteer service per year.
9. Acceptance of an application is at the library's discretion.

IV. Supervision

The Volunteer Coordinator or his/her designee has the responsibility of supervising a volunteer worker. No volunteer worker will be allowed to work without the volunteer coordinator or his/her designee being present. The volunteer coordinator or his/her designee is responsible for the day-to-day management and guidance of the volunteer. All volunteer

workers must follow staff instructions and established library policy and procedures. Volunteers are free to ask any questions or report any problems or concerns they may have about their assignments to the volunteer coordinator and/or their designee.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of their comings and goings in the library.

V. Job Orientation and Training

Before beginning a volunteer assignment, the volunteer coordinator will be responsible for the following:

1. Take the volunteer on a tour of the building;
2. Introduce volunteer to library staff;
3. Review library and volunteer policies;
4. Review job duties and expectations;
5. Confirm work dates, times, and anticipated duration of the assignment;
6. Supply volunteer with a name tag and review sign-in and sign-out procedures;
7. Provide training on any new skills needed to perform assigned tasks;
8. Discuss procedures for obtaining, using, and caring for needed supplies;
9. Provide safety orientation;
10. Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

VI. Volunteer Opportunities

Tasks that may be performed by volunteers are listed below, however not all opportunities are available at all times.

1. Shelf books and other materials
2. Dust books and shelves
3. Shelf read
4. Pull reserves
5. Clean material
6. Help with programs and projects
7. Process new materials
8. Clerical tasks
9. Circulation Desk

VII. Guidelines for Volunteers

1. Volunteers work hours at the library when supervisors are readily available. The number of volunteers accepted is based on the amount of work and supervisory time available.
2. Volunteers should notify the Volunteer Coordinator as soon as possible if they know they will be late or absent.
3. Volunteers must sign in and sign out of the volunteer notebook.
4. Volunteers should always wear their name badges while working in the library.

5. Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer will follow the same dress code as the staff. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.
6. Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies and procedures.
7. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Volunteer Coordinator.
8. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
9. Volunteers are bound by rules contained in all library policies and guidelines, especially as they relate to patron privacy and confidentiality.
10. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
11. Library owned equipment and supplies are for library use only and may not be used for personal business.
12. Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to your Volunteer Coordinator or a supervisor.
13. Volunteers who are interested in paid employment with the library should apply through the City of Bastrop's Human Resources Department and will compete with all other applicants responding to notices for available positions.
14. Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal.
15. To end a volunteer commitment, please notify your Volunteer Coordinator of that decision and the effective date.
16. Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.
17. Use of all tobacco products (e-cigarettes and vapes) are prohibited within the library.
18. All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the volunteer's Volunteer Coordinator or a supervisor.
19. The Volunteer Coordinator may meet with the volunteer regularly to review job performance. Evaluations may be formal or informal and may be written or verbal.

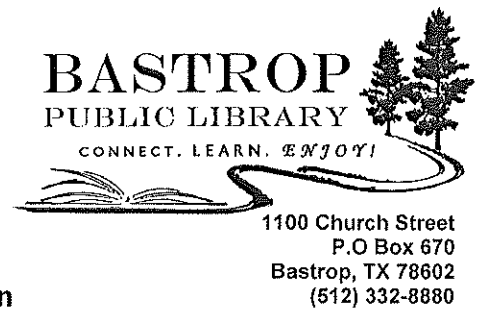
VIII Background Checks

A background check will be performed on every individual that is selected to be a volunteer.

Revised: 10/03/2016 MD
Library Board Approved: 11/7/16
Bastrop City Council Approved:

Volunteer Application

A complete knowledge of alphabetical filing is required. Knowledge of the Dewey Decimal system is preferred, but training is available. Volunteers are expected to be dependable, responsible and regular in attendance. If you anticipate being absent, please call in so we can schedule a replacement. Thank you for volunteering your time.



Please Print your information:

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____ Education: _____

Special skills & interests: _____

What time are you available to help us? _____ Total hours per week desired: _____

Days/Time: _____

Have you ever been convicted of a felony? **No** **Yes** (If yes please explain on back)

Do you have any physical or health restrictions? **No** **Yes** (If yes please explain on back)

As a library volunteer you will be expected to push/pull heavy carts of items and to lift up to 10 pounds and able to perform repetitive hand, arm and body movements. Also, you must be able to stoop, stretch, bend, and reach above your head.

Who do we notify in case of an emergency?

Contact: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

I, _____, do hereby agree to indemnify and hold harmless the City of Bastrop from any and all claims or causes of action that may arise out of the performance of my assigned duties. I waive any right of action I have against the City of Bastrop in consideration of my participation as a volunteer for the city.

I also understand that in my capacity as a City of Bastrop volunteer, I may come into contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge during or after my service as a volunteer has ended.

Signature: _____

Date: _____

Contact: **Stephanie Davila**

Volunteer Coordinator

sdavila@bastroplibrary.org

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space		
CCH Report Printed:		
YES _____	NO _____	_____ initial
Purpose of CCH: _____		
Hire _____	Not Hired _____	_____ initial
Date Printed: _____		_____ initial
Destroyed Date: _____		_____ initial
Retain in your files		