

**AGENDA
LIBRARY BOARD
Monday, October 3, 2016
6:00 PM**

The Bastrop Public Library Board will meet in a meeting on Monday,
October 3, 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 August and September's meetings**
- 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 held their annual meeting on September 6th
 - At the meeting the Friends elected new committee members. They now have all positions filled on the Executive Committee
 - Bonnie Pierson presented a review of children's activities for the past year
 - Ashley Guerrero presented a review of teen activities for the past year
 - Mickey DuVall gave a talk on the current state of the library and shared a number of highlights that occurred during the year
 - An estimated 25 Friends members attended the meeting
- 7. Old business**
 - Brick pavers and tiles update—no bricks or tiles sold in September—discussion and possible action
 - Update—roof replacement—Mickey DuVall will meet with General Contractor representative Clayton Daniels, of the Garland Company, on Wednesday, September 28 to discuss and schedule the construction of the new roof—discussion and possible action
 - Update—Budget—final general fund budget was approved and the Library budget did not change—discussion and possible action
 - Update—Open House—Jeff Brister said the orchestra is not playing at all this Christmas, but he did say he would work on getting a group of musicians to play at Open House for us—discussion and possible action
 - Update—Trick and Treat Trail—Bonnie Pierson and other staff member continue to plan for this event—discussion and possible action
 - Update—Volunteer and Teen Volunteer policies—discussion and possible action
- 8. New Business**
 - Phase 2 of the reconfiguration of the library is to reconfigure the reference area—staff have started to withdraw materials from the reference area—a number of reference items will be moved to the circulation shelves—other older and out of date material will be weeded—the ultimate goal of the reconfiguration of the reference area is to open up enough space to construct a four to five-person study room and build a maker space room—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, 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 _____.

Elizabeth Lopez, City Secretary

**Bastrop Public Library
Librarian's Report
October 3, 2016**

1. Library Statistics for the month of August. Circulation statistics are down 5% compared to August 2015; gate count is down 7% compared to August 2015; programming is down 32% compared to August 2015; Internet usage is down 8% compared to August 2015; reference requests are down 3% compared to August 2015 and meeting room reservations are up 14% compared to August 2015.
2. In the month of September 328 children and adults attended story time.
3. On Thursday, September 1 Bonnie Pierson hosted a homeschool class. The class took a tour of the library then worked on creating dots.
4. On Saturday, September 3 Carmen Serna presented a Story Time in Spanish. Six children attended the event.
5. On Monday, September 5 the library was closed for the Labor Day holiday.
6. On Tuesday, September 6 the Friends of the Bastrop Public Library held their annual meeting.
7. On Wednesday, September 7 the Bastrop Police Department called the library and told us that a bomb was in the building. This was an exercise for the staff to see how everyone would react. Previously, the staff had practiced how to evacuate the building. The staff reacted well but did receive a number of suggestions for the future from different emergency professionals.
8. On Wednesday, September 7 the library received a new Ricoh copy machine. The library has started to participate in the City's leasing program.
9. On Thursday, September 8 Kevin Lacombe, from SMS, configured the library's new thermal camera counter.
10. On Friday, September 9 Mickey DuVall performed Bonnie Pierson's annual review.
11. On Monday, September 12 Bonnie Pierson read a story to the after school students from the Calvary School.
12. From Tuesday, September 13 through Thursday, September 16 Bonnie Pierson attended TML training on becoming a better supervisor.
13. On Thursday, September 15 library staff attended a mandatory workshop on providing excellent customer service.
14. On Friday, September 16 Mickey DuVall, Cookie Adkins and Stephanie Hart interviewed Catherine Bennitt for an open AARP position.
15. On Friday, September 16 Carmen Serna represented the library at an event where multiple social services organizations educated attendees on what services they provide to the public. Thirty people stopped by the library's booth.
16. On Saturday, September 17 Bonnie Pierson presented a Super Saturday Dot day. Ten people attended the event and created Dots.
17. On Monday, September 19 Catherine Binnett, a participant in the AARP Foundation senior employment program, started work at the library.
18. On Monday, September 19 Bonnie Pierson read a story to the after school students from the Calvary School.

19. On Tuesday, September 20 Carmen Serna hosted the Lego Club. Twenty-three children created items out of Legos.
20. On Friday, September 23 staff attended the City's employee appreciation luncheon.
21. On Monday, September 26 David Perkins taught a class on how to write a Screenplay. Five people attended the class.
22. On Monday, September 26 Mickey DuVall and Cary Kittrell participated in a webinar on Fregal, an online music subscription service.
23. On Monday, September 26 Andres Rosales installed the software for the new thermal camera.
24. On Tuesday, September 27 Terri Gerritsen will man a booth to register to people to vote.
25. On Wednesday, September 28 Bonnie Pierson is scheduled to provide a tour of the library and read a story for Cedar Creek Elementary first graders.
26. On Wednesday, September 28 Mickey DuVall is scheduled to have a meeting with Clayton Daniels on the replacement of the roof.
27. On Thursday, September 29 library staff is scheduled to receive flu shots.
28. From Monday, October 17 through Friday, October 21 Mickey DuVall will be on vacation. Cookie Adkins will be in charge of the library in his absence.

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		253
100-199	64	30	50	44	90	90	59	72	58	56	68		681
200-299	26	22	37	31	42	53	56	34	38	57	48		444
300-399	129	109	113	98	113	122	90	96	97	91	105		1,163
400-499	16	21	10	3	12	14	12	11	7	12	9		127
500-599	52	54	61	66	57	102	89	68	87	41	48		725
600-699	285	201	267	311	319	330	351	260	341	268	250		3,183
700-799	110	99	93	114	149	181	129	113	150	121	178		1,437
800-899	67	37	35	30	32	44	32	22	38	59	44		440
900-999	93	86	97	85	86	113	75	102	149	129	149		1,164
92-920	50	82	82	102	99	78	64	72	73	61	71		834
Adult Audiocassettes	1	0	0	2	2	0	1	1	1	0	0		8
Adult Book Club Bag	0	1	1	2	2	1	1	1	1	1	0		11
Adult DVDs	1,641	1,523	1,676	1,829	1,788	1,721	1,613	1,538	2,099	2,064	2,074		19,566
Adult Fiction	1,821	1,590	1,778	1,777	1,805	1,892	1,647	1,765	2,139	2,044	2,254		20,512
Adult Fiction CD's	571	541	629	609	620	700	744	627	685	600	657		6,983
Adult Genealogy	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
Adult Large Print	809	661	758	732	754	781	717	772	812	912	899		8,607
Adult Microfilm	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		200
Adult Music on CD	224	180	144	165	172	171	245	163	178	273	206		2,121
Adult Nonfiction CD'S	49	38	71	57	51	40	71	49	52	41	52		571
Adult Overdrive e-book	677	623	662	770	739	845	703	704	749	741	790		8,003
Adult Pro Col	0	0	0	0	0	0	2	0	0	0	0		2
Adult Reference	0	0	0	0	0	1	1	0	0	0	0		2
Adult Reference Desk	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		36
Adult Spanish Fiction	19	12	9	3	6	16	12	18	20	9	12		136
Adult Spanish NF	10	12	10	11	7	12	9	11	21	14	14		131
Adult Texana	40	38	32	46	40	32	43	42	54	40	33		440
Adult Vertical Files	0	0	0	0	0	0	0	0	0	0	0		0

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	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		725
Subtotal Adult:	6,871	6,043	6,726	6,979	7,096	7,486	6,847	6,630	7,975	7,766	8,086	0	78,505
Juvenile and children's:													
Child Spanish 1st R	20	16	16	27	24	24	13	7	27	15	11		200
Child Spanish Easy	138	82	60	157	119	162	167	95	168	81	97		1,326
Child Spanish Easy NF	17	15	10	2	0	0	1	0	2	0	0		47
Child Storytime box	0	0	1	2	2	0	0	0	0	0	0		5
Easy Nonfiction	155	146	70	159	141	231	159	109	281	238	180		1,869
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		16,450
First Readers	449	503	366	449	423	483	532	458	921	617	552		5,753
J 000 - J 099	9	12	9	5	13	9	10	12	28	13	21		141
J 100 - J 199	9	4	6	3	5	5	4	4	6	3	10		59
J 200 - J 299	8	10	8	11	19	25	7	38	5	7	7		145
J 300 - J 399	40	23	31	27	46	23	24	14	29	23	53		333
J 400 - J 499	1	0	5	0	0	6	2	5	6	2	1		28
J 500 - J 599	137	106	70	147	131	141	124	143	215	165	159		1,538
J 600 - J 699	50	37	42	53	61	92	69	35	77	66	63		645
J 700 - J 799	148	170	149	170	147	205	146	136	197	155	134		1,757
J 800 - J 899	28	22	13	13	14	16	19	15	34	12	16		202
J 900 - J 999	63	29	34	42	93	81	70	58	103	20	48		641
J 92 - J 920	16	14	16	14	31	32	12	14	23	76	8		256
Juvy Audiocassettes	0	0	0	3	0	3	1	0	1	0	0		8
Juvy CD's	38	31	29	26	28	36	53	41	49	65	58		454
Juvy DVD	321	326	300	275	276	403	317	391	374	400	388		3,771
Juvy Fiction	790	741	568	651	801	969	857	855	1,800	1,418	992		10,442
Juvy Graphic Novels	160	179	139	144	184	222	174	185	387	338	238		2,350
Juvy Oversize	1	8	8	5	12	17	8	10	17	14	7		107
Juvy Reference	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		96
Juvy Spanish Nonfiction	6	26	27	43	38	46	55	33	38	18	18		348
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	0	48,971

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	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		3,573
YA Graphic Novels	272	276	463	427	263	340	356	255	492	363	306		3,813
Subtotal Young Adult	542	563	880	784	470	553	618	507	1,023	844	602	0	7,386
Other:													
Paperbacks	502	471	421	494	396	510	521	462	387	342	351		4,857
Magazines	22	47	32	30	27	39	39	31	23	21	21		332
Subtotal Other	524	518	453	524	423	549	560	493	410	363	372	0	5,189
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	0	140,051
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		50,842
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		15,887
Children	313	301	334	328	345	344	300	248	610	435	438		3,996
Computer Class	4	0	0	9	5	12	5	0	0	0	0		35
Teen	292	258	308	240	256	243	265	292	473	326	407		3,360
Wireless	1,950	1,570	1,822	1,886	1,886	1,837	1,863	1,905	2,300	2,339	2,255		21,613
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	0	44,891
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		\$4,282.98
Items Processed:													
Items Cataloged:													
Apollo	75	63	160	115	46	166	92	50	37	106	172		1,082
Baker & Taylor	40	23	13	20	6	42	29	6	29	24	20		252

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	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		48
Cat Express--OCLC	47	2	7	17	0	54	50	24	7	9	32		249
Ingram	57	113	182	86	135	84	56	100	248	53	103		1,217
Original	85	66	213	114	50	167	98	74	129	143	228		1,367
Recorded Books	5	19	7	5	0	20	9	15	2	11	12		105
Total items cataloged	309	286	582	357	237	536	334	269	452	346	612	0	4,320
Total items withdrawn	810	382	241	422	54	226	1,336	308	357	779	944		5,859
Total items lost	48	0	0	0	0	0	75	0	0	0	0		123
Interlibrary Loan:													
Borrowed	10	7	9	5	15	17	14	7	16	6	10		116
Loaned	4	1	5	4	4	6	2	6	2	3	3		40
Total Transactions	14	8	14	9	19	23	16	13	18	9	13	0	156
New Library Patrons:													
City	36	22	34	34	25	37	28	21	71	42	38		388
County	94	86	75	142	105	127	131	93	245	163	159		1,420
Total Patrons added	130	108	109	176	130	164	159	114	316	205	197	0	1,808
Patron Usage:													
County	69%	70%	68%	67%	69%	67%	69%	69%	68%	67%	70%		71%
City	20%	20%	19%	19%	20%	20%	20%	20%	22%	21%	19%		20%
Faculty	4%	4%	6%	5%	5%	6%	5%	20%	4%	4%	5%		3%
Other	7%	6%	7%	9%	6%	7%	6%	6%	6%	8%	6%		6%
Proctored Tests Give	2	4	3	1	5	2	3	1	1	0	0		22
Programming:													
Children's programs	431	389	1,069	412	589	611	580	655	2,028	1,510	520		8,794
Outreach programs	0	0	0	13	15	68	0	130	23	16	0		265
Teen programs	115	89	95	118	124	120	81	110	125	93	81		1,151
Adult programs	0	11	600	0	0	0	0	0	1	20	1		633
Total Programming	546	489	1,764	543	728	799	661	895	2,177	1,639	602	0	10,843

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		7,511
Microfilm assistance	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		12,171
Telephone Reference	288	263	396	199	315	323	289	204	375	320	351		3,323
Total Reference	1,930	1,747	2,125	1,965	2,199	2,414	2,001	1,758	2,477	2,051	2,338	0	23,005
Reservations:													
Pressley Meeting Room	43	36	38	33	42	40	44	43	44	46	38		447
Maynard Board Room	18	16	19	20	22	20	18	20	25	20	22		220
Study Booths	234	215	208	279	309	239	210	218	223	190	234		2,559
Total Reservations	295	267	265	332	373	299	272	281	292	256	294	0	3,226
Visitor Count:	8,802	7,040	8,177	9,057	8,164	8,774	8,749	7,970	10,543	9,752	9,582		96,610
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		1,574.50
Friends volunteers	61.50	58.25	51.25	28.00	40.75	104.25	89.50	71.00	97.00	100.25	81.75		783.50
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	0.00	2,358.00
Website Hits:	2,592	2,600	2,509	2,793	2,571	2,953	2,704	2,221	3,469	2,832	2,451		29,695
Ereader assistance	12	13	18	24	26	12	23	22	18	16	26		210

Bastrop Public Library Teen Volunteer Policy

1. Statement of Purpose

Bastrop Public Library shall use the services of teen volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Teen volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Our 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 Teen Volunteer

A teen 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 Teen Volunteer")

111. How to Become a Teen Volunteer

1. All volunteers are required to fill out a Teen Volunteer Application Form
2. Teen volunteers must commit to a minimum of fifteen hours volunteer service.
3. Volunteers must be at least fourteen and have their application signed by a parent or legal guardian in order to volunteer.
4. The Teen Volunteer Coordinator will review the completed application form.
5. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
6. Volunteers will be contacted by the Teen Volunteer Coordinator to schedule an orientation.
7. Once their service has ended, applications will be kept on file for six months.
8. Acceptance of an application is at the library's discretion.

IV. Supervision

The Teen 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 Teen 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 Teen 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. Provide each volunteer with a Teen Volunteer Policy and Procedures Manual;
4. Review library and volunteer policies;
5. Review job duties and expectations;
6. Confirm work dates, times, and anticipated duration of the assignment;
7. Supply volunteer with a name tag and review sign-in and sign-out procedures;
8. Provide training on any new skills needed to perform assigned tasks;
9. 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 and reorganizing materials
4. Help with programs and projects

VII. Guidelines for Volunteers

- I. 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 Teen 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 Teen Volunteer Sign In binder.
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 Teen 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 Teen 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 Teen 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. Tobacco and tobacco products, Vapes, and e-Cigarettes are also prohibited on city property.
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 Teen Volunteer Coordinator or a supervisor.

19. The Teen 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

Background checks will be performed on all Teen's selected to be a volunteer.

Revised: 08/24/2016 AG

Library Board Approved: 10/3/16

Bastrop City Council Approved:

Teen

Volunteer Application

Do you have prior experience in a public library? No Yes



1100 Church Street
p.o Box 670

Please neatly print your information:

Bastrop, (512) TX 332-888078602

Name:

Phone:

Text: Yes No

Address:

City:

Zip:

Email:

Age (must be 14+):

Special skills & interests:

What time are you available to help us?

Total hours per week desired:

Days/Time:

Please provide a reference other than a parent:

Name:

Phone:

What is your relationship?

Do you have any physical or health restrictions?

No

Yes

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.

Parent Permission to Volunteer:

I give my child permission to volunteer at the Bastrop Public Library. I certify that my child is in good health and will be able to handle the physical requirements that are expected of him/her during the duration of the program.

I also understand that the library will take every precaution in ensuring that my child will be safe from any danger and that I will be notified in case of an emergency. In the case of an illness or an accident, I will not hold the city of Bastrop, my child's supervisor, or any fellow workers responsible. If there is an illness or accident, I grant my permission for the staff to call a doctor.

In signing this, your child is making a written commitment with the library, which we expect him or her to obligate. Please call us one day in advance if he or she is planning to be absent, so that we can contact another volunteer to fill the available spot. If your child has two unexcused absences, he or she will automatically be taken off the volunteer list.

Parent/Guardian's Signature:

Date:

Teen's Signature:

Date:

Contact: Ashley Guerrero

Teen Volunteer Coordinator

aguerrero@bastroplibrary.org