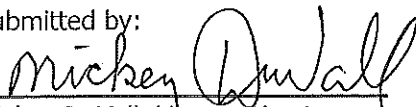


AGENDA
LIBRARY BOARD
Monday, September 7, 2016
6:00 PM

The Bastrop Public Library Board will meet in a meeting on Wednesday,
September 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 August meeting**
3. **Announcements**—the Friends of the Bastrop Public Library will hold their annual meeting on September 6 at 7 pm: Friends are having a book drive; *Had a bomb threat exercise*
4. **Citizen Comments** *Friends voted in new executive committee*
5. **Librarian's report**—discussion and possible action
6. **Friends of the Library Report**
 - The Friends held a meeting in August
 - Planned and discussed annual meeting scheduled for September 6 at 7 pm
 - Nomination committee presented a full slate of perspective officers
 - Contacting businesses to seek donations for the Razzle Dazzle Raffle
 - Presented Rebecca Martinez her scholarship money
 - Discussed creating a Friends website
7. **Old business**
 - Brick pavers and tiles update—sold one brick in August—received one tile ordered a number of months ago—discussion and possible action
 - Update—reconfiguration of library—disassembling and reassembling shelves in the Children's and Large Type areas completed—this completes the first phase of the library's reconfiguration program—discussion and possible action
 - Update—Construction projects—Carpet installed—this completes all construction projects—discussion and possible action
 - Update—Summer Reading Program—Bonnie Pearson completed the final report for the Summer Reading Program—Ashley Guerrero completed the final Teen Summer Reading Program report—discussion and possible action.
 - Update—roof replacement—City Council approved the funds needed to replace the library's roof—the Garand Company has been chosen to do the work—the construction is tentatively scheduled for October or November—discussion and possible action
 - Update—Budget—there are a few budget items the City Council is reviewing, but the budget is almost set—the library requested monies to pay for new public computers but the amount requested was reduced—this should not affect the library's ability to purchase the computers it needs because we purchased twelve new computers this budget year—discussion and possible action
 - Update—Big Read Grant—I am studying the grant application—as with most grants, this one is long and rather complicated—discussion and possible action
 -
8. **New Business**
 - Teen Volunteer Policy—discussion and possible action
 - Trick or Treat Trail—discussion and possible action
 - Open House (December 17th)—entertainment—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
September 7, 2016

1. Library Statistics for the month of July. Circulation statistics are down 9% compared to July 2015; gate count is down 9% compared to July 2015; programming is up 25% compared to July 2015; Internet usage is down 15% compared to July 2015; reference requests are down 10% compared to July 2015 and meeting room reservations are down 27% compared to July 2015.
2. In the month of August 375 children and adults attended story time.
3. On Monday, August 1 new carpet was installed in the meeting room.
4. On Tuesday, August 2 Bonnie Pierson attended the monthly Friends of the Bastrop Public Library meeting.
5. On Tuesday, August 2 the Friends of the Bastrop Public Library held their scheduled monthly meeting.
6. On Wednesday, August 3 Ashley Guerrero hosted the end of summer Teen volunteer party.
7. On Tuesday, August 9 Mickey DuVall participated in a webinar entitled "Making Presentations."
8. On Tuesday, August 9 Bonnie Pierson hosted a "Liberty Dance" program. Thirty-six three to five year olds were taught dancing lessons.
9. On Thursday, August 11 library staff attended a mandatory meeting on using alternative insurance coverage.
10. On Thursday, August 11 Ashley Guerrero hosted a Teen Anime Club meeting. Twenty-four Teens participated in the event. The Teens watched the anime movie "Tsubasa" and discussed book/manga suggestions for the Teen Room.
11. On Saturday, August 13 Rebecca Martinez, one of our student workers, worked her last day at the library.
12. On Saturday, August 13 Cary Kittrell hosted the annual Ice Cream Social. Ninety-two patrons attended the event and enjoyed eating ice cream sundaes.
13. On Tuesday, August 16 Mickey DuVall attended a budget meeting at city hall.
14. On Tuesday, August 16 Carmen Serna hosted the monthly Lego Club event. Seventeen children enjoyed creating items out of Legos.
15. On Thursday, August 18 Mickey DuVall met with Clayton Daniels, of the Garland Company, to discuss the replacing of the library's roof.
16. On Thursday, August 18 Ashley Guerrero hosted an "Open Video Game" night. Twenty teens attended the event.
17. On Saturday, August 20 Bonnie Pierson and Ashley Guerrero attended BISD's "Back to School Bash."
18. On Tuesday, August 23 Mickey DuVall met with Clayton Strickland, of Recorded Books, to discuss the purchase of audiovisual materials.
19. On Wednesday, August 24 Andres Rosales and Colin Guerra installed the library's new thermal camera. The camera was purchased to count patrons as they enter the building.

20. On Wednesday, August 24 Mickey DuVall picked-up two signs from the County sign shop. The signs will be installed on Farm Street next to the stop sign coming out of Fisherman's Park. The signs will point at the building and say Bastrop Public Library.
21. On Wednesday, August 24 Mickey DuVall ordered a cell phone charging station.
22. On Wednesday, August 24 Andres Rosales and Colin Guerra install the library's new thermal camera. The camera is to be used to count patrons as they enter the library
23. On Thursday, August 25, Mickey DuVall met with Ron Allison, representative of the AARP Foundation. Mr. Allison conducted an annual safety inspection.
24. On Thursday, August 25 Ashley Guerrero hosted a "Classic Gamers!" Teen night. Thirty-seven teens enjoyed playing board games.
25. On Friday, August 26 Mickey DuVall completed and submitted an erate form 498. A Form 498 allows the library to receive reimbursements to automatically be deposited in the City's bank account.
26. On Monday, August 29 the Friends of the Bastrop Public Library started a book drive.
27. On Tuesday, August 30 Bonnie Pierson hosted a book signing. Fleeta Cunningham, a local Bastrop author, read from one of her books and discussed book writing and publishing with twelve attendees.

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			238
100-199	64	30	50	44	90	90	59	72	58	56			613
200-299	26	22	37	31	42	53	56	34	38	57			396
300-399	129	109	113	98	113	122	90	96	97	91			1,058
400-499	16	21	10	3	12	14	12	11	7	12			118
500-599	52	54	61	66	57	102	89	68	87	41			677
600-699	285	201	267	311	319	330	351	260	341	268			2,933
700-799	110	99	93	114	149	181	129	113	150	121			1,259
800-899	67	37	35	30	32	44	32	22	38	59			396
900-999	93	86	97	85	86	113	75	102	149	129			1,015
92-920	50	82	82	102	99	78	64	72	73	61			763
Adult Audiocassettes	1	0	0	2	2	0	1	1	1	0			8
Adult Book Club Bag	0	1	1	2	2	1	1	1	1	1			11
Adult DVD's	1,641	1,523	1,676	1,829	1,788	1,721	1,613	1,538	2,099	2,064			17,492
Adult Fiction	1,821	1,590	1,778	1,777	1,805	1,892	1,647	1,765	2,139	2,044			18,258
Adult Fiction CD's	571	541	629	609	620	700	744	627	685	600			6,326
Adult Genealogy	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
Adult Large Print	809	661	758	732	754	781	717	772	812	912			7,708
Adult Microfilm	0	0	0	0	0	0	0	0	0	0			0
Adult MP3 Book	18	8	17	14	20	16	15	12	23	25			168
Adult Music on CD	224	180	144	165	172	171	245	163	178	273			1,915
Adult Nonfiction CD'S	49	38	71	57	51	40	71	49	52	41			519
Adult Overdrive e-book	677	623	662	770	739	845	703	704	749	741			7,213
Adult Pro Col	0	0	0	0	0	0	2	0	0	0			2
Adult Reference	0	0	0	0	0	1	1	0	0	0			2
Adult Reference Desk	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			28
Adult Spanish Fiction	19	12	9	3	6	16	12	18	20	9			124
Adult Spanish NF	10	12	10	11	7	12	9	11	21	14			117
Adult Texana	40	38	32	46	40	32	43	42	54	40			407
Adult Vertical Files	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			655
Subtotal Adult:	6,871	6,043	6,726	6,979	7,096	7,486	6,847	6,630	7,975	7,766	0	0	70,419
Juvenile and children's:													
Child Spanish 1st R	20	16	16	27	24	24	13	7	27	15			189
Child Spanish Easy	138	82	60	157	119	162	167	95	168	81			1,229
Child Spanish Easy NF	17	15	10	2	0	0	1	0	2	0			47
Child Storytime box	0	0	1	2	2	0	0	0	0	0			5
Easy Nonfiction	155	146	70	159	141	231	159	109	281	238			1,689
Easy Picture Books	1,615	1,412	1,125	1,274	1,341	1,519	1,446	1,299	2,263	1,694			14,988
First Readers	449	503	366	449	423	483	532	458	921	617			5,201
J 000 - J 099	9	12	9	5	13	9	10	12	28	13			120
J 100 - J199	9	4	6	3	5	5	4	4	6	3			49
J 200 - J 299	8	10	8	11	19	25	7	38	5	7			138
J 300 - J 399	40	23	31	27	46	23	24	14	29	23			280
J 400 - J 499	1	0	5	0	0	6	2	5	6	2			27
J 500 - J 599	137	106	70	147	131	141	124	143	215	165			1,379
J 600 - J 699	50	37	42	53	61	92	69	35	77	66			582
J 700 - J 799	148	170	149	170	147	205	146	136	197	155			1,623
J 800 - J 899	28	22	13	13	14	16	19	15	34	12			186
J 900 - J 999	63	29	34	42	93	81	70	58	103	20			593
J 92 - J 920	16	14	16	14	31	32	12	14	23	76			248
Juvy Audiocassettes	0	0	0	3	0	3	1	0	1	0			8
Juvy CDS	38	31	29	26	28	36	53	41	49	65			396
Juvy DVD	321	326	300	275	276	403	317	391	374	400			3,383
Juvy Fiction	790	741	568	651	801	969	857	855	1,800	1,418			9,450
Juvy Graphic Novels	160	179	139	144	184	222	174	185	387	338			2,112
Juvy Oversize	1	8	8	5	12	17	8	10	17	14			100
Juvy Reference	0	0	0	0	0	0	0	0	0	0			0
Juvy Spanish Fiction	4	1	2	9	4	14	12	8	24	7			85
Juvy Spanish Nonfiction	6	26	27	43	38	46	55	33	38	18			330
Subtotal Juv. & child.	4,223	3,913	3,104	3,711	3,953	4,764	4,282	3,965	7,075	5,447	0	0	44,437

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
Young Adult Fiction	270	287	417	357	207	213	262	252	531	481			3,277
YA Graphic Novels	272	276	463	427	263	340	356	255	492	363			3,507
Subtotal Young Adult	542	563	880	784	470	553	618	507	1,023	844	0	0	6,784
Other:													
Paperbacks	502	471	421	494	396	510	521	462	387	342			4,506
Magazines	22	47	32	30	27	39	39	31	23	21			311
Subtotal Other	524	518	453	524	423	549	560	493	410	363	0	0	4,817
Grand Total All	12,160	11,037	11,163	11,998	11,942	13,352	12,307	11,595	16,483	14,420	0	0	126,457
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			46,502
Computer Usage:													
Adult	1,482	1,276	1,415	1,701	1,580	1,415	1,311	1,317	1,397	1,397			14,291
Children	313	301	334	328	345	344	300	248	610	435			3,558
Computer Class	4	0	0	9	5	12	5	0	0	0			35
Teen	292	258	308	240	256	243	265	292	473	326			2,953
Wireless	1,950	1,570	1,822	1,886	1,886	1,837	1,863	1,905	2,300	2,339			19,358
Total Computer Use	4,041	3,405	3,879	4,164	4,072	3,851	3,744	3,762	4,780	4,497	0	0	40,195
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			\$4,232.98
Items Processed:													
Items Cataloged:													
Apollo	75	63	160	115	46	166	92	50	37	106			910
Baker & Taylor	40	23	13	20	6	42	29	6	29	24			232

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			3
Cat Express--OCLC	47	2	7	17	0	54	50	24	7	9			217
Ingram	57	113	182	86	135	84	56	100	248	53			1,114
Original	85	66	213	114	50	167	98	74	129	143			1,139
Recorded Books	5	19	7	5	0	20	9	15	2	11			93
Total Items cataloged	309	286	582	357	237	536	334	269	452	346	0	0	3,708
Total Items withdrawn	810	382	241	422	54	226	1,336	308	357	779			4,915
Total Items lost	48	0	0	0	0	0	75	0	0	0			123
Interlibrary Loan:													
Borrowed	10	7	9	5	15	17	14	7	16	6			106
Loaned	4	1	5	4	4	6	2	6	2	3			37
Total Transactions	14	8	14	9	19	23	16	13	18	9	0	0	143
New Library Patrons:													
City	36	22	34	34	25	37	28	21	71	42			350
County	94	86	75	142	105	127	131	93	245	163			1,261
Total Patrons added	130	108	109	176	130	164	159	114	316	205	0	0	1,611
Patron Usage:													
County	69%	70%	68%	67%	69%	67%	69%	69%	68%	67%			71%
City	20%	20%	19%	19%	20%	20%	20%	20%	22%	21%			20%
Faculty	4%	4%	6%	5%	5%	6%	5%	20%	4%	4%			3%
Other	7%	6%	7%	9%	6%	7%	6%	6%	6%	8%			6%
Proctored Tests Given	2	4	3	1	5	2	3	1	1	0			22
Programming:													
Children's programs	431	389	1,069	412	589	611	580	655	2,028	1,510			8,274
Outreach programs	0	0	0	13	15	68	0	130	23	16			265
Teen programs	115	89	95	118	124	120	81	110	125	93			1,070
Adult programs	0	11	600	0	0	0	0	0	1	20			632
Total Programming	546	489	1,764	543	728	799	661	895	2,177	1,639	0	0	10,241

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			6,769
Microfilm assistance	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			10,926
Telephone Reference	288	263	396	199	315	323	289	204	375	320			2,972
Total Reference	1,930	1,747	2,125	1,965	2,199	2,414	2,001	1,758	2,477	2,051	0	0	20,667
Reservations:													
Pressley Meeting Room	43	36	38	33	42	40	44	43	44	46			409
Maynard Board Room	18	16	19	20	22	20	18	20	25	20			198
Study Booths	234	215	208	279	309	239	210	218	223	190			2,325
Total Reservations	295	267	265	332	373	299	272	281	292	256	0	0	2,932
Visitor Count:	8,802	7,040	8,177	9,057	8,164	8,774	8,749	7,970	10,543	9,752			87,028
Volunteer Hours:													
Regular volunteers	121.00	115.00	132.75	151.25	155.75	95.75	153.25	122.25	157.50	211.25			1,415.75
Friends volunteers	61.50	58.25	51.25	28.00	40.75	104.25	89.50	71.00	97.00	100.25			701.75
Total Volunteer Hrs	182.50	173.25	184.00	179.25	196.50	200.00	242.75	193.25	254.50	311.50	0.00	0.00	2,117.50
Website Hits:	2,592	2,600	2,509	2,793	2,571	2,953	2,704	2,221	3,469	2,832			27,244
Ereader assistance	12	13	18	24	26	12	23	22	18	16			184

2016 Summer Reading Program Report

On your mark, Get set...Read!

Statistics:

Registration:	<u>2014</u>	<u>2015</u>	<u>2016</u>
Children 0-12	682	782	685
Teen 13-17	94	114	111
Adult 18 and up	310	382	277
Total all registered	1,086	1,278	1,073

Program Completion: Children & teens reading 500 or more minutes, Adults reading 1,000 or more minutes

Children	159 = 23%	220= 28%	211= 31%
Teen	34= 36%	-----	37= 33%
Adult	84=27%	130= 34%	91= 33%

Program attendance for June and July

Children	3,477	2,617	3,524
Teen	165	288	218
Adult	NA	NA	21

Total programs for June and July

Children	55	57	61
Teen	8	8	9
Adult	NA	2	12

Total book prizes given for reading

Children	NA	NA	402
Teen	NA	NA	82

Total prizes given as drawings, door prizes and game prizes

Children	NA	NA	24
Teen	NA	NA	18
Adult	13	10	19

Program:

Children (0-12)

- read 250 minutes for a small prize
- read 500 minutes for a small prize, a book, a certificate, an entry into the grand prize drawing and have his/her picture taken to be displayed in the library for reading
- small prizes are given out every time 250 have been read. There is no limit on small prizes.
- books are given out at 500, 1000, and 1500 minutes. A child can receive only 3 books.
- grand prize drawing entries are given out after every 500 minutes. There is no limit on prize entries.

-Grand Prizes this year were:

1. Lego book and small box of Legos
2. Craft book and box of craft supplies
3. Science experiment book and Model rocket

Teens (13-17)

- read 250 minutes for a mini candy bar
- read 500 minutes for a mini candy bar, a book, and an entry into the grand prize drawing.
- mini candy bars are given out every time 250 have been read. There is no limit on candy.
- books are given out at 500, 1000, and 1500 minutes. A teens can receive only 3 books.
- grand prize drawing entries are given out after every 500 minutes. There is no limit on Prize entries.

-Grand Prizes this year were:

1. Anime Basket
2. Movie Theater Basket
3. \$25 Walmart gift Card

Adult (18 and up)

- read 1,000 minute to receive small prizes such as pens, notepads and candy
- prizes drawing entry is given for every 1,000 minutes read. There is no limit on prize entries.

Grand Prizes this year were:

1. Target \$25 gift card
2. Lowe's \$25 gift card
3. Chocolate gift basket
4. Two Lost Pines Car Wash \$25 Gift Certificates
5. Piney Creek Chop House \$50 Gift Certificate
6. Old Towne Restaurant & Bar \$25 Gift Certificate
7. Paw Paw's Catfish House \$25 Gift Certificate
8. Three Bastiano's Gift Certificates for Dinner for Four

Program Note:

This was our first year to use computer software to register and track participant's minutes. Overall it went very well. Of course there are always those who will complain when changes occur, however most of the response were favorable.

The software made it much easier to keep registration statistics and to count the actual number of prizes that were given out. We should also be able to track if the person lives inside or outside the city limits and which school a student attends. At this time, these numbers are not available. Hopefully, we will have all this figured out by next summer.

Children's Programming

June attendance:

June 6	Summer Reading Opening Day Party	340	
June 7 & 22	Stories & Crafts	52	
June 8	Bernadette Nason, Storyteller	51	
June 11	Big Truck Day	181	
June 14	Life Size CandyLand	186	
June 15	Races & Runs	52	
June 16	Parks & Rec Camp, Lego	23	
June 21	Lego Club	98	
June 27	STEM Brain Teasers	84	
June 27	Spanish Storytime	0	
June 29	TX State Aquarium Show	300	room filled 2x, turned people away
June 10, 17, 24	Friday Films	149	average attendance 49
June 13 & 20	BISD STARS students	58	
	Preschool storytime x 7	454	average attendance 65

July attendance

July 5	Diary of a Wimpy Kid Party	87	
July 7	Indoor Mini Golf	143	
July 13	Creation Station, art	55	
July 14	Parks & Rec Camp, Lego	16	
July 16	Pie Social	48	
July 19	Lego Club	72	
July 20	The Hiding Tree Children's Opera	41	
July 21	Child ID Kits, Bastrop PD	17	
July 26	Spanish Storytime	0	
July 27	Wild Things Zoofari	146	
July 6 & 26	Stories & Crafts	39	
July 1, 8, 15, 22, 29	Friday Films	144	average attendance 29
July 11, 18, 25	BISD STARS students	80	
	Preschool Storytime x 9	468	average attendance 52
July 30	End of Summer Reading Party	140	

Children's Program Summary:

Amazingly busy and fun summer!

Summer Reading Opening Day Party was held at the library this year because of the rain and flooding at Fisherman's Park. This was a huge success! People really enjoyed being at the library, playing games and checking out books all at one time. The staff reported adding many new patron cards that morning. Although there were some things that could have been better, for plan "B" this went surprisingly well. We should consider having the Opening Party at the Library again!

Storyteller Bernadette Nason had a disappointing attendance. However, she is an incredible storyteller and everyone had an enjoyable experience. We should cultivate our audience for this type of show with more publicity.

Life Sized Candy Land was a surprising hit! People waited 30 minutes for a chance to go through the meeting room. The room was set like the Candy Land board game. Players took turn using a spinner to move around the multicolored path. Kids and parents really loved this. It will be part of our summer program rotation from now on.

The Texas State Aquarium Show proved to be the big draw of the summer. We had many more people than we could accommodate. This caused some bad feelings. The show was great and the parent and school age children enjoyed it. However, parents brought their very young children thinking that they were going to get to touch fish and other creatures. Unfortunately this was not the case. In the future we will be much more specific with our advertising and make it known that there is limited seating available.

The Diary of a Wimpy Kid Party was another big success of the summer. The kids loved playing the games to get "mom bucks" which they used to buy snacks and get entries into the door prize drawing. The parents were very happy with the book themed party and requested more of this type activity.

The Hiding Tree Children's Opera did not draw a big crowd, but then again it was not really expected too. The program was interesting and very different from anything we have ever done before. It was nice to add something unique to our summer schedule.

Wild Things Zoofari was our last show of the summer and did not get a large audience. This show is always good so it was disappointing to have such a small crowd. We did limit the

advertising so not to repeat the excess of the Aquarium show and that may have been a mistake. Still, the small crowd allowed for a better view and more interaction with the animals. Everyone who attended was very pleased with the show.

As for the other programs, Stories & Crafts and Friday Films continue to have a solid audience. Our science based programs of Races & Runs, Brain Teasers and Creation Station Art also had wide appeal. Lego Club is always a favorite and drew more people than expected. The annual Pie Social was fun as always, even though the attendance was considerable less than last year's. On a disappointing note, Spanish Storytime did not draw a single family. With all the new Hispanic families visiting the library, we had hoped for a good response to the program. We will continue to offer this program at different times in order to find our audience.

Children's Summer Partnerships:

Bastrop ISD – This summer we again partnered with the school district to provide programs for their summer camp students. Two Mondays in June and three Mondays in July we hosted kids ages 5-12 from Mina or Cedar Creek Elementary School. The groups enjoyed stories, simple activities and video games.

City of Bastrop Parks & Recreation Dept. – We partnered with the Parks & Rec Dept. for Big Truck Day and for two afternoon during their summer camp. Big Truck Day was held as part of the activities held prior to the June movie in the park. Vehicles from the city's Public Works Dept. and the Bastrop Fire Dept. were on hand for the children and parents to get close to and inside the big trucks.

The Library provided an afternoon of Lego activities for the Parks & Rec. summer camp in June and in July.

Bastrop Police Dept. – The library was a site for free Child Identity Kits. Bastrop Police officers and the Citizens on Patrol Group were on hand to register, fingerprint and film the children. Each child received a CD with their information. We were able to accommodate 17 children during the two hour program.

Teen Summer Reading 2016 Report

Registration total: 111 teens

Finished (Met their goal): 37 teens

Percentage finished: 33%

Total number of books given out: 82

Total number of summer prizes given out: 18 (including door prizes and tournament prizes!)

Total number of teen programs offered (including Teen Volunteer Party): 9

Program attendance total: 229

June 2016

June 9th- Opening Day- Intergalactic Party: 34

June 16th- Wild about *Rurouni Kenshin*: 28

June 23rd- Just Dance 2016 Tournament: 35

June 30th- Teen Karaoke Party: 28

July 2016

July 7th- Blue Exorcist Bonanza!: 28

July 14th- Mario Kart Tournament: 23

July 21st- Teen Talent Show: 27

July 27th- Fitness Finale Party: 15

August 2016

Teen Volunteer Party: 11

Summer Reading Program Summary:

Overall, we had a great summer! The teens really enjoyed our video game tournaments, especially *Just Dance*, so I definitely think that we'll be doing another dance tournament next year (Probably *Dance Dance Revolution*!) Mario Kart was very popular, too. It did run over by more than 30 minutes, because of the amount of participants (12) and the tournament format (Double Elimination; Best 2 of 3 races).

The Teen Karaoke Party was our surprise sleeper hit of the summer! Originally, I was afraid that nobody would feel comfortable enough to sing in front of the group, but everyone sang at least once (some multiple times!) We actually ran a little over time-wise, so that a few teens had another chance to sing.

Though our Teen Finale Party had a smaller turn out, the teens that showed up had a great time. They loved the scavenger hunt and water balloon dodgeball. I think that the lower attendance was due in part to holding the event on a different day (Wednesday instead of Thursday) and also because of the dreary weather.

They really enjoyed our Intergalactic Party. We watched *Star Wars: The Force Awakens* and created Star Wars character key chains (which only four teens actually participated in).

The Anime events went over well, though our new groups of teens (compared to last year's group) aren't as excited about Anime in general. Our crafts for the events (Making Japanese *katanas* and Elf ears) only appealed to a small group of teens. The majority of them wanted to watch the show and socialize instead. We might start spending our summer anime craft money on more door prizes instead.

The Talent Show wasn't as popular as I'd hoped it would be. Only three people signed up for the event and then, all got stage fright once it was time to perform. Once they gained control of their fears, though, they each went up and blew it out of the water! Because we had some time left over, we ended up playing video games for the remainder of the event.

We had 11 of the 18 volunteers attend the Volunteer party. Though we had three activities planned (Live Action Pac-Man, our Obstacle Course, and a Water Balloon Team Towel Toss), we were only able to do two of them, because they wanted to continue playing Pac-Man. Then, we had pizzas, ice cream, and sodas and I passed out their gift bags. Next, we gave away our snack basket and then headed outside for the balloon toss. Everyone really seemed to enjoy themselves!

Our door prizes were very successful! The teens especially loved the snack baskets.

Teen Programming

June attendance

June 9th- Opening Day- Intergalactic Party: 34

June 16th- Wild about *Rurouni Kenshin*: 28

June 23rd- Just Dance 2016 Tournament: 35

June 30th- Teen Karaoke Party: 28

July attendance

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Teen Volunteer Party: 11

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Our door prizes were very successful! The teens especially loved the snack baskets.

Adult Programming:

June attendance

June 9th- Coupon Cutters!: 1

June 16th- Original Origami: 0

June 23rd- Game Day: 0

June 30th- No event!

July attendance

July 7th- Coupon Cutters!: 0

July 14th- Coloring & Conversation: 0

July 21st- Puzzlin' Patrons: 0

July 27th- Game Day: 0

Downton Abbey Tea: 20

Adult Program Summary:

With the exception of two of our adult events, our adult programming this summer wasn't popular at all.

Though we advertised through Facebook (and every post reached a few hundred people each time), it just wasn't enough to bring adults in for the programs.

The biggest deterrent in my opinion is the fact that it is just for adults. A number of our adults, especially during the summer, attend library events with their children. Since kids aren't allowed in our adult programs, then the parents most likely won't come, either. Perhaps these programs might work better during the school year.

Another possible factor is that the adults just weren't interested in the events being offered. This would be surprising, though, at least with our Coloring & Conversation club, considering that our coloring pages are a hit with everyone. Out of all of the programs, I felt that at least we would have a fairly big draw with that event.

On the upside, our Downton Abbey Tea was a success! Everyone had a great time drinking tea and socializing. Our door prizes included a Gardening Gift set, a Tea Gift set, and a \$20 Hobby Lobby gift card. Before they left, many in the group were already asking about what we were planning for next year's event.

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. Shelve 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.
- I I . 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.

Reused: 08/24/2016 AG

[Library Board Approved:

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 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