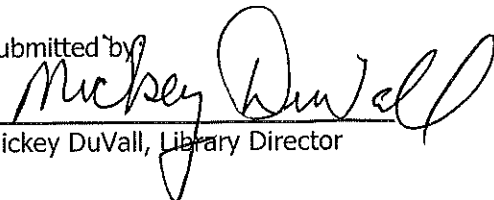


AGENDA
LIBRARY BOARD
Monday, June 6, 2016
6:00 PM

The Bastrop Public Library Board will meet in a regular meeting on Monday,
June 6, 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 May meeting**
- 3. Announcements—Introduce new Library Board member—Ruben Soriano**
- 4. Citizen Comments**
- 5. Librarian's report—discussion and possible action**
- 6. Friends of the Library Report**
 - The Friends held a special meeting in May
 - Voted to cancel Fall book sale
 - Seeking nominations for open positions on the Committee for September—need nominees for the position of president
 - Voted to continue the Razzle Dazzle Raffle
- 7. Old business**
 - Brick pavers and tiles update—Did not sell any new bricks or tiles in the month of May—discussion and possible action
 - Update—reconfiguration of library—staff reconfigured the children's area—discussion and possible action
 - Update—Construction projects—received three quotes from carpet vendors—Caspro Construction is working on wall—discussion and possible action
 - Update—Texas Film Round-Up Program—received digital copies of submitted video-tapes back from them—discussion and possible action
 - Update—Summer Reading Program—Opening Day celebration is scheduled Saturday, June 4 from 10-12. Originally, the event was scheduled to be at Fisherman's Park—Due to weather and the high level of the Colorado River the event was changed to Bob Bryant Park—discussion and possible action. *changed to library 6/4/16*
- 8. New Business**
 - Due to a computer virus Mickey DuVall has lost all of his files—discussion and possible action
 - Library Board Charter—discussion and possible action
 - Leaking roof—discussion and possible action
 - Air conditioner repairs—discussion and possible action
 - Library Budget—discussion and possible action
 - Library Board Budget—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
June 6, 2016

1. Library Statistics for the month of April. Circulation statistics are up 2% compared to April 2015; gate count is down 3% compared to April 2015; programming is down 9% compared to April 2015; Internet usage is up 3% compared to April 2015; reference requests are up 20% compared to April 2015 and meeting room reservations are down 7% compared to April 2015.
2. In the month of May 408 children and adults attended story time.
3. On Monday, May 2 Mickey DuVall attended a City of Bastrop Strategic Planning meeting.
4. On Wednesday, May 4 Ethel Burleson-Scott, an AARP employee, worked her last day at the library.
5. On Thursday, May 5 Mickey DuVall provided a tour of the library for the new Main Street Director, Sarah O'Brien.
6. On Thursday, May 5 Bonnie Pierson provided an Origami class to homeschooled students. Twenty-nine students attended the lesson.
7. On Thursday, May 5 Ashley Guerrero hosted a Teen Advisory Board (TAB) meeting. Twenty-six teens attended the meeting and discussed upcoming events, volunteering and the Summer Reading Program.
8. On Monday, May 9 the library interviewed Rebecca Maxwell for one of the VOE positions that will be open this summer.
9. On Monday, May 9 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Ten students and teachers were present.
10. On Tuesday, May 10 Bonnie Pierson hosted three kindergarten classes from Bluebonnet Elementary School. A total of 135 students visited the library.
11. On Thursday, May 12 Mickey DuVall and other staff met with a sales representative from Pease Floors to look at carpet square samples.
12. On Thursday, May 12 Ashley Guerrero hosted a Teen Anime Club meeting. Thirty-four teens watched the DVD "Avatar the Last Airbender." A snack basket was raffled off.
13. On Saturday, May 14 the Stanley Steemer company cleaned the carpet throughout the library.
14. On Monday, May 16 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Nine students and teachers were present.
15. From May 16 through May 20 Mickey DuVall was on vacation.
16. On Tuesday, May 17 Bonnie Pierson hosted the Lego Club. Twenty-four children attended and played with Legos.
17. On Thursday, May 19 Ashley Guerrero hosted an open video game night for the teens. Twenty-four teens played video games.
18. On Saturday, May 21 Bonnie Pierson presented a Super Saturday Crazy Crafts program. Thirty children and adults attended the event.
19. On Monday, May 23 Mickey DuVall gave a presentation on careers for the fourth grade class at Calvary Episcopal School.
20. On Monday, May 23 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Ten students and teachers were present.

21. On Monday, May 23 Bonnie Pierson and Ashley Guerrero attended the Lost Pines Elementary Career Fair. Bonnie and Ashley spoke to a total of 100 students.
22. On Tuesday, May 24 Mickey DuVall met with a representative, Kevin Croft, from Revolutionary Roofing and Restoration concerning the roof leaks at the library.
23. On Tuesday, May 24 Mickey DuVall attended a Friends of the Bastrop Public Library meeting.
24. On Thursday, May 26 Bonnie Pierson visited the Emile Elementary Head Start classes. Bonnie spoke with 30 students.
25. On Thursday, May 26 Ashley Guerrero hosted a teen Classic Gamers event. Twenty-six teens played board and card games.
26. On Friday, May 27 Ashley Guerrero Carmen Serna went to the Scholastic Book Fair to purchase Summer Reading Program books. Each child who reaches the goal of reading 500 hundred minutes will receive a new book. Each child can earn up to three books.
27. On Monday, May 30 the library closed in observance of Memorial Day.

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						182
100-199	64	30	50	44	90	90	59						427
200-299	26	22	37	31	42	53	56						267
300-399	129	109	113	98	113	122	90						774
400-499	16	21	10	3	12	14	12						88
500-599	52	54	61	66	57	102	89						481
600-699	285	201	267	311	319	330	351						2,064
700-799	110	99	93	114	149	181	129						875
800-899	67	37	35	30	32	44	32						277
900-999	93	86	97	85	86	113	75						635
92-920	50	82	82	102	99	78	64						557
Adult Audiocassettes	1	0	0	2	2	0	1						6
Adult Book Club Bag	0	1	1	2	2	1	1						8
Adult DVDs	1,641	1,523	1,676	1,829	1,788	1,721	1,613						11,791
Adult Fiction	1,821	1,590	1,778	1,777	1,805	1,892	1,647						12,310
Adult Fiction CD's	571	541	629	609	620	700	744						4,414
Adult Genealogy	0	0	0	0	0	0	0						0
Adult Vertical File	0	0	0	0	0	0	0						0
Adult Large Print	809	661	758	732	754	781	717						5,212
Adult Microfilm	0	0	0	0	0	0	0						0
Adult MP3 Book	18	8	17	14	20	16	15						108
Adult Music on CD	224	180	144	165	172	171	245						1,301
Adult Nonfiction CD'S	49	38	71	57	51	40	71						377
Adult One-Click e-audio	0	0	0	0	0	0	0						0
Adult Overdrive e-book	677	623	662	770	739	845	703						5,019
Adult Pro Col	0	0	0	0	0	0	2						2
Adult Reference	0	0	0	0	0	1	1						2
Adult Reference Desk	0	0	0	0	0	0	0						0
Adult Spanish DVD's	5	0	6	1	4	4	0						20
Adult Spanish Fiction	19	12	9	3	6	16	12						77
Adult Spanish Nonfiction	10	12	10	11	7	12	9						71
Adult Texana	40	38	32	46	40	32	43						271

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2015-2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Vertical Files	0	0	0	0	0	0	0						0
Adult Videocassettes	74	46	66	52	58	93	43						432
													0
Subtotal Adult:	6,871	6,043	6,726	6,979	7,096	7,486	6,847	0	0	0	0	0	48,048
Juvenile and children's:													
Child Spanish 1st R	20	16	16	27	24	24	13						140
Child Spanish Easy	138	82	60	157	119	162	167						885
Child Spanish Easy Nonfic	17	15	10	2	0	0	1						45
Child Storytime box	0	0	1	2	2	0	0						5
Easy Nonfiction	155	146	70	159	141	231	159						1,061
Easy Picture Books	1,615	1,412	1,125	1,274	1,341	1,519	1,446						9,732
First Readers	449	503	366	449	423	483	532						3,205
J 000 - J 099	9	12	9	5	13	9	10						67
J 100 - J 199	9	4	6	3	5	5	4						36
J 200 - J 299	8	10	8	11	19	25	7						88
J 300 - J 399	40	23	31	27	46	23	24						214
J 400 - J 499	1	0	5	0	0	6	2						14
J 500 - J 599	137	106	70	147	131	141	124						856
J 600 - J 699	50	37	42	53	61	92	69						404
J 700 - J 799	148	170	149	170	147	205	146						1,135
J 800 - J 899	28	22	13	13	14	16	19						125
J 900 - J 999	63	29	34	42	93	81	70						412
J 92 - J 920	16	14	16	14	31	32	12						135
Juvy Audiocassettes	0	0	0	3	0	3	1						7
Juvy CD'S	38	31	29	26	28	36	53						241
Juvy DVD	321	326	300	275	276	403	317						2,218
Juvy Fiction	790	741	568	651	801	969	857						5,377
Juvy Graphic Novels	160	179	139	144	184	222	174						1,202
Juvy Oversize	1	8	8	5	12	17	8						59
Juvy Reference	0	0	0	0	0	0	0						0
Juvy Spanish Fiction	4	1	2	9	4	14	12						46
Juvy Spanish Nonfiction	6	26	27	43	38	46	55						241
													0
Subtotal Juv. & children's:	4,223	3,913	3,104	3,711	3,953	4,764	4,282	0	0	0	0	0	27,950

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:													0
Young Adult CD's	0	0	0	0	0	0	0					0	0
Young Adult Fiction	270	287	417	357	207	213	262						2,013
Young Adult Graphic Nove	272	276	463	427	263	340	356						2,397
Subtotal Young Adult	542	563	880	784	470	553	618	0	0	0	0	0	4,410
Other:													
Paperbacks	502	471	421	494	396	510	521						3,315
Magazines	22	47	32	30	27	39	39						236
Subtotal Other	524	518	453	524	423	549	560	0	0	0	0	0	3,551
Grand Total All	12,160	11,037	11,163	11,998	11,942	13,352	12,307	0	0	0	0	0	83,959
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	5,393	4,353	4,201	4,393	5,756	4,686	4,606						33,388
Computer Usage:													
Adult	1,482	1,276	1,415	1,701	1,580	1,415	1,311						10,180
Children	313	301	334	328	345	344	300						2,265
Reserve a Librarian	4	0	0	9	5	12	5						35
Teen	292	258	308	240	256	243	265						1,862
Wireless	1,950	1,570	1,822	1,886	1,886	1,837	1,863						12,814
Total Computer Usage	4,041	3,405	3,879	4,164	4,072	3,851	3,744	0	0	0	0	0	27,156
Gifts and Memorials:	\$0.00	\$0.00	\$1,222.98	\$665.00	\$1,270.00	\$125.00	\$375.00						\$3,657.98
Items Processed:													
Items Cataloged:													
Apollo	75	63	160	115	46	166	92						717
Baker & Taylor	40	23	13	20	6	42	29						173

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						3
Cat Express--OCLC	47	2	7	17	0	54	50						177
Ingram	57	113	182	86	135	84	56						713
Original	85	66	213	114	50	167	98						793
Recorded Books	5	19	7	5	0	20	9						65
Total items cataloged	309	286	582	357	237	536	334	0	0	0	0	0	2,641
Total items withdrawn	810	382	241	422	54	226	1,336						3,471
Total items lost	48	0	0	0	0	0	75						123
Interlibrary Loan:													
Borrowed	10	7	9	5	15	17	14						77
Loaned	4	1	5	4	4	6	2						26
Total Transactions	14	8	14	9	19	23	16	0	0	0	0	0	103
New Library Patrons:													
City	36	22	34	34	25	37	28						216
County	94	86	75	142	105	127	131						760
Total Patrons added	130	108	109	176	130	164	159	0	0	0	0	0	976
Patron Usage:													
County	69%	70%	68%	67%	69%	67%	69%						
City	20%	20%	19%	19%	20%	20%	20%						
Faculty	4%	4%	6%	5%	5%	6%	5%						
Other	7%	6%	7%	9%	6%	7%	6%						
Proctored Tests Given:	2	4	3	1	5	2	3						20
Programming:													
Children's programs	431	389	1,069	412	589	611	580						4,081
Outreach programs	0	0	0	13	15	68	0						96
Teen programs	115	89	95	118	124	120	81						742
Adult programs	0	11	600	0	0	0	0						611
Total Programming	546	489	1,764	543	728	799	661	0	0	0	0	0	5,530
Total # of Programs	29	23	22	18	17	15	21						145

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						4,720
Microfilm assistance	0	0	0	0	0	0	0						0
Reference Questions	1,058	895	1,104	1,101	1,127	1,246	1,057						7,588
Telephone Reference	288	263	396	199	315	323	289						2,073
Total Reference	1,930	1,747	2,125	1,965	2,199	2,414	2,001	0	0	0	0	0	14,381
Reservations:													
Pressley Meeting Room	43	36	38	33	42	40	44						276
Maynard Board Room	18	16	19	20	22	20	18						133
Study Booths	234	215	208	279	309	239	210						1,694
Total Reservations	295	267	265	332	373	299	272	0	0	0	0	0	2,103
Visitor Count:													
	8,802	7,040	8,177	9,057	8,164	8,774	8,749						58,763
Volunteer Hours:													
Regular volunteers	121.00	115.00	132.75	151.25	155.75	95.75	153.25						924.75
Friends volunteers	61.50	58.25	51.25	28.00	40.75	104.25	89.50						433.50
Total Volunteer Hours	182.50	173.25	184.00	179.25	196.50	200.00	242.75	0.00	0.00	0.00	0.00	0.00	1,358.25
Website Hits:													
	2,592	2,600	2,509	2,793	2,571	2,953	2,704						18,722
Ereader assistance	12	13	18	24	26	12	23						128

2016 Summer Reading July Program Guide



Saturdays

3rd Annual Pie Social

Saturday, July 16 1:00 - 3:00 p.m.

Pressley Meeting Room

Bring a pie to share and enjoy! Games, door prizes, contests! Come be social with us!

End of Summer Party

Saturday, July 30 10:00 - noon

Fisherman's Park

Games! Door Prizes! Refreshments!
Help us end the summer in a big way!

Lego Club

Tuesday, July 19 3:00 - 5:00 p.m.

Legos on the move

Kids under 8 must be accompanied by an adult.

Friday Films

All Movies begin at 2:00 p.m.

You are welcome to bring snacks,

Drinks with a lid, pillows and blankets.

July 1	Space Jam	rated PG
July 8	Homeward Bound	rated G
July 15	Inside Out	rated PG
July 22	Little Giants	rated PG
July 29	Minions	rated PG

More Activities!

Tuesday, July 5

Wimpy Kid Party 2:00 - 4:00 p.m.

Tuesday, July 12

Indoor Mini Golf 1:30 - 5:30 p.m.

Wednesday, July 13

Creation Station 2:00 - 4:00 p.m.

Stories & Crafts

Too old for preschool storytime? Join us for fun designed for the school age crowd (ages 6-9).

2:00 - 3:00 p.m.

Wednesday, July 6

Tuesday, July 26

Performers

The Hiding Tree

Dramatic Opera for Children

Wednesday, July 20 2:00 p.m.

All Ages Welcome

Wild Things Zoofari

Wednesday, July 27

1st show 2:00 p.m.

2nd show 3:30 p.m.

All Ages Welcome

Pre-school Storytime

Wednesday & Friday Mornings

10:30 a.m.

July 1

Wiggle & Dance

July 6 & 8

Going to the Beach

July 13 & 15

We all sing!

July 20 & 22

Run, Run, Run

July 27 & 29

Fiesta!

Spanish Storytime

Tuesday, July 26 6:30 - 7:30 p.m.

ON YOUR MARK, GET SET...

Read

For more information contact:
Bonnie Pierson, Program Supervisor
512-332-8880

BASTROP
PUBLIC LIBRARY
CONNECT LEARN ENJOY!



CHARTER OF THE BASTROP PUBLIC LIBRARY BOARD

1. Authorization

Bastrop City Ordinance No. 2014-10, Article 1.12, Division 2, Sec. 1.12.061 Library Board Created:

There is hereby created a public library board to be known as the Bastrop Public Library Board.

2. Powers and Duties of the Board

- a. The members of the Library Board shall serve in an advisory capacity only, shall represent the people of the library area, and shall make recommendations to the City Council and to the staff for the supervision, management and operation of such library, and shall carry out the directives and policies established by the City Council.
- b. The Library Board shall act in such capacity as to allow the public the means to appeal or challenge any library rules, policies, fines or acquisitions made to the books, magazines, pamphlets, and other types of material that make up the library collection.
- c. The Library Board shall be authorized to accept donations, gifts, and bequests from individuals, firms, or companies, other than library related materials, for the general use of the library system. Monetary contributions shall be deposited to the City in a separate general fund Library Board account in accordance with established City policies and procedures, and shall be subject to regular City audit and budgetary procedures. All donations made to the library are limited to expenditures made by and for the library in accordance with City Purchasing policies and restrictions.
- d. The Library Board shall render, by the Library Director to the City Council, through the City Manager, monthly attendance, minutes, reports, recommendations, and budgetary items for capital improvements and resolutions of the Library Board.

3. Membership of the Board

The Board shall consist of nine members, appointed in accordance with the City Charter, at least eight of whom shall be citizens of the City of Bastrop, and one member who may be a resident of Bastrop County who resides within the Bastrop Independent School District, to serve without compensation for a term of three years. Board terms will run from July 1 through June 30. Terms will be staggered with three board positions expiring per year. Library Board members will recruit new and replacement members and make recommendations to the City Council.

4. Officers of the Board

The officers shall be a Chairman, a Vice-Chairman, a Secretary and any other official, which the Board decides to elect at any time. Unless the term is limited at the time of election, each officer shall serve for one year and may be re-elected for any desired number of terms.

5. Meetings of the Board

a. The Board shall meet on the first Monday of each month, and at any time agreed to by the Board, or upon the call of the Chairman.

b. "Except as otherwise required by state law, or in circumstances otherwise set forth herein below, a simple majority of the total membership, excluding vacancies, of each advisory body shall constitute a quorum for purposes of convening a meeting, and/or conducting the business of the advisory body." (Excerpted from the City of Bastrop Ordinance 2014-10, Article 102, Sec. 102.002 (c) (4))

6. The Librarian

Bastrop City Ordinance No. 2014-10, Article 1.12, Division 3, Sec. 1.12.091 Office Created:

There is hereby created the office of Library Director, who shall be employed by the City Manager, and who shall be a person with a master's degree in library and information science, or its equivalent, from an ALA accredited school.

7. Amendments and Rules

The Board shall make recommendations to rules and amendments to the rules of the library operating policies and procedures as the need shall appear. The Board may create, discontinue or amend any part of the Library Board Charter, not otherwise defined by City Ordinance, subject to the approval of its authorizing source, the City Council.

Library Revision: 09/19/14
Library Board approval: 10/06/14
Bastrop City Council approval:

4-28-16 4:40 PM G/L BUDGET REPORT
BUDGET : DB-DEPARTMENTAL WORKING B
FUND : 101 GENERAL FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
101-21-00-5201	SUPPLIES	15,750.00
101-21-00-5203	POSTAGE	1,336.00
101-21-00-5206	OFFICE FURNITURE	0.00
101-21-00-5210	SMALL EQUIPMENT	19,200.00
101-21-00-5217	JANITORIAL	500.00
101-21-00-5231	BOOKS	30,000.00
101-21-00-5232	AUDIO VISUALS	9,000.00
101-21-00-5299	MISCELLANEOUS	0.00
101-21-00-5302	BOOK MAINTENANCE	3,175.00
101-21-00-5320	EQUIPMENT MAINTENANCE	750.00
101-21-00-5325	COMPUTER MAINTENANCE	2,625.00
101-21-00-5345	BUILDING MAINTENANCE	8,100.00
101-21-00-5401	COMMUNICATION	19,482.00
101-21-00-5403	UTILITIES	23,000.00
101-21-00-5505	PROFESSIONAL SERVICES	4,600.00
101-21-00-5531	COMPUTER TECHNOLOGY	0.00
101-21-00-5533	LIBRARY AUTOMATION	4,500.00
101-21-00-5544	UNEMPLOYMENT TAXES	0.00
101-21-00-5561	CONTRACTED SERVICES	16,640.00
101-21-00-5601	ADVERTISING	942.00
101-21-00-5605	TRAVEL & TRAINING	3,800.00
101-21-00-5615	DUES, SUBSCRIPTION & PUB	5,770.00
101-21-00-5655	EQUIPMENT RENTAL	1,450.00
101-21-00-5680	OVER/SHORT	25.00

PAGE TOTAL: 170,645.00

TOTAL EXPENDITURES: 170,645.00

NET REVENUES/EXPENDITURES: 170,645.00

5-02-16 1:39 PM G/L BUDGET REPORT
UDGET : DB-DEPARTMENTAL WORKING B
UND : 505 LIBRARY BOARD FUND
TEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
05-81-00-5201	SUPPLIES	11,300.00
05-81-00-5203	POSTAGE	0.00
05-81-00-5206	OFFICE EQUIPMENT	500.00
05-81-00-5210	SMALL EQUIPMENT	500.00
05-81-00-5231	BOOKS	5,000.00
05-81-00-5232	AUDIO VISUALS	3,100.00
05-81-00-5320	EQUIPMENT MAINTENANCE	0.00
05-81-00-5345	MAINT OF BUILDING	2,500.00
05-81-00-5505	PROFESSIONAL SERVICES	500.00
05-81-00-5517	MEETING ROOM DEPOSIT RETURN	0.00
05-81-00-5601	ADVERTISING	0.00
05-81-00-5605	TRAVEL & TRAINING	0.00
05-81-00-5615	DUES, SUBSCRIPTION & PUBLICATI	0.00
05-81-00-5655	EQUIPMENT RENTAL	0.00
05-81-00-6012	OFFICE EQUIPMENT	0.00
05-81-00-6021	LIBRARY EXPANSION FURNITURE	0.00
05-81-00-8001	TRANSFER OUT-GENERAL FD 101	0.00

PAGE TOTAL: 23,400.00

TOTAL EXPENDITURES: 23,400.00

NET REVENUES/EXPENDITURES: 23,400.00

Programming