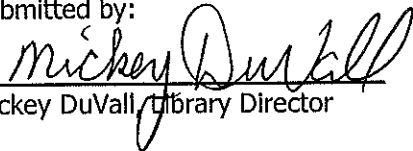


**AGENDA
LIBRARY BOARD
Monday, August 3, 2015
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
August 3, 2015 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 July meeting**
- 3. Announcements—**
- 4. Citizen Comments**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - The Friends did not meet in July
 - Friends are having trouble finding volunteers to serve on their Executive Committee
- 7. Old business**
 - Brick pavers and tiles update—No bricks sold in July—discussion and possible action
 - Update—Bastrop County Complex Wildfire archive project—continue to work on database in CONTENTdm
 - Update—Summer Reading Program—discussion and possible action
- 8. New Business**
 - City of Bastrop twenty year comprehensive plan—discussion and possible action
 - Bulletin Board policy—discussion and possible action
 - Cash Collection policy—discussion and possible action
 - Circulation policy—discussion and possible action
 - Collection development policy—discussion and possible action
 - Reschedule September meeting due to the Labor Day holiday—discussion and possible action → *Next Monday 14th*
 - 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, Traci Chavez, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Traci Chavez, City Secretary

Bastrop Public Library
Librarian's Report
August 3, 2015

1. Library Statistics for the month of June. Circulation statistics are down 4% compared to June 2014; gate count is up 15% compared to June 2014; programming is up 9% compared to June 2014; Internet usage is up 31% compared to June 2014; reference requests are even compared to June 2014 and meeting room reservations are up 13% compared to June 2014.
2. In the month of July 285 children and adults attended story time.
3. On Wednesday, July 1 the library had a Tween event, "Video Games." Seventeen Tweens participated in the event.
4. On Thursday, July 2 the library held a Stories and Crafts event. Thirty-five children and adults attended the event.
5. On Thursday, July 2 Ashley Guerrero hosted a Teen event "Gaming Galore." Forty teens attended the event and played video, board and card games.
6. On Friday and Saturday, July 3 and 4 the library closed for the Independence Day holiday.
7. On Monday, July 6 Bonnie Pierson hosted a STARS group from BISD. Twenty-five children and adults visited the library. The library held two programs with the participants.
8. On Tuesday, July 7 the library held a TAPS event "Video Games." Thirty-three children played video games.
9. On Tuesday, July 7 Mickey DuVall attended an Intellectual Committee meeting at the Texas Library Association Annual Assembly in Austin.
10. On Tuesday, July 7 Mickey DuVall attended the City's first budget meeting.
11. On Wednesday, July 8 the library had a Tween event, "Super Challenge." Thirty Tweens participated in the event.
12. On Thursday, July 9 the library held a Stories and Crafts event. Nineteen children and adults attended the event.
13. On Thursday, July 9 Ashley Guerrero hosted a Teen event "Anime Overload." Thirty-four Teens attended the event and watched the anime movie "One Piece" and made Raman. In addition, the Teens made Masquerade masks.
14. On Friday, July 10 the library presented its Friday Movie, "Divergent." Eighteen children and adults watched the movie.
15. On Friday, July 10 Mickey DuVall met with Jillian Beck, a reporter from the Bastrop Advertiser, to do an article on the need for the Friends to attract new volunteers.
16. On Monday, July 13 Bonnie Pierson hosted a STARS group from BISD. Twenty-five children and adults visited the library. The library held two programs with the participants.
17. On Tuesday, July 14 Bonnie Pierson hosted a special program "Austin Reptiles." Two hundred and twenty-five children and adults attended the program.
18. On Wednesday, July 15 the library held a Tween event, "Legos." Fifteen Tweens participated in the event.
19. On Thursday, July 16 the library held a Stories and Crafts event. Thirty-one children and adults attended the event.
20. On Thursday, July 16 Mickey DuVall met with City Manager, Mike Talbot, to discuss applying for a grant from Bluebonnet Electric.

21. On Thursday, July 16 Ashley Guerrero hosted a Teen event "Mario Kart Tournament." Thirty-four Teens attended the event. Eleven Teens signed up for the event and everyone else cheered their friends on.
22. On Friday, July 17 the library presented its Friday Movie, "Box Trolls." Forty-four children and adults watched the movie.
23. On Monday, July 20 Bonnie Pierson hosted a STARS group from BISD. Nineteen children and adults visited the library. The library held two programs with the participants.
24. On Monday, July 20 the Chess Club met at the library and twelve children competed in chess matches.
25. On Monday, July 20 Mickey DuVall attended a stakeholders meeting to give input on the City's new comprehensive plan.
26. On Tuesday, July 21 the library held a TAPS event "Lego Club." Twenty-one children attended the event.
27. On Tuesday, July 22 the library held a "Creating Fun" event. Ten children attended the event.
28. On Thursday, July 23 Ashley Guerrero hosted a Teen event "Heroes vs. Villains Costume Party." Forty-one Teens watched the video "Guardians of the Galaxy." Some of the Teens attended wearing an assortment of costumes.
29. On Thursday, July 23 the library held a Stories and Crafts event. Forty-three children and adults attended the event.
30. On Friday, July 24 the library presented its Friday Movie, "Muppets Most Wanted." Twenty-five children and adults watched the movie.
31. On Friday, July 24 Mickey DuVall hosted the Connecting Texas Libraries Statewide (CTLIS) long-range planning committee meeting at the Bastrop Public Library.
32. On Saturday, July 25 Bonnie Pierson hosted the end of the Summer Reading Program party at Fisherman's Park. An estimated one hundred and fifty children and adults attended the party.

Respectfully Submitted, Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	26	7	33	52	40	37	18	22	23				258
100-199	74	38	36	50	49	45	48	59	67				466
200-299	63	51	73	49	34	51	34	49	70				474
300-399	128	83	101	165	117	136	118	94	166				1,108
400-499	17	7	7	22	20	17	29	33	20				172
500-599	68	36	48	72	61	65	58	61	89				558
600-699	361	235	230	330	323	370	289	265	374				2,777
700-799	131	100	99	150	137	125	96	117	147				1,102
800-899	43	29	27	31	22	52	44	29	33				310
900-999	118	103	86	104	93	101	68	90	99				862
92-920	91	64	85	101	103	99	77	59	83				762
Adult Audiocassettes	1	2	0	5	0	0	0	1	1				10
Adult Book Club Bag	1	0	0	0	1	0	1	0	1				4
Adult DVD's	1,692	1,370	1,893	1,813	1,767	1,819	1,571	1,731	1,814				15,470
Adult Fiction	2,116	1,745	2,029	2,007	1,921	1,911	1,857	1,892	2,055				17,533
Adult Fiction CD's	797	568	636	655	696	605	562	607	697				5,823
Adult Genealogy	0	0	0	0	0	0	0	0	0				0
Adult Historical Vertical File	0	0	0	0	0	0	0	0	0				0
Adult Large Print	744	607	738	810	758	773	729	717	847				6,723
Adult Microfilm	0	0	0	0	0	0	0	0	0				0
Adult MP3 Book	35	12	27	28	15	31	13	17	27				205
Adult Music on CD	171	60	200	101	212	178	115	113	149				1,299
Adult Nonfiction CD's	61	34	39	52	60	46	37	40	60				429
Adult One-Click e-audio	0	0	0	0	0	0	0	0	0				0
Adult Overdrive e-book	614	605	606	743	772	724	735	766	673				6,238
Adult Pro Col	0	0	0	0	1	0	0	0	0				1
Adult Reference	0	0	0	0	0	0	0	0	0				0
Adult Reference Desk	0	0	0	0	0	0	0	0	0				0
Adult Spanish DVD's	9	4	4	0	1	5	0	1	3				27
Adult Spanish Fiction	12	6	16	8	16	11	6	6	21				102

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	9	10	10	10	11	16	14	13	12				105
Adult Texana	41	17	21	36	23	29	25	17	28				237
Adult Vertical Files	0	0	0	0	0	0	0	0	0				0
Adult Videocassettes	127	97	113	73	60	105	91	73	98				837
Subtotal Adult:	7,550	5,890	7,157	7,467	7,313	7,351	6,635	6,872	7,657	0	0	0	63,892
Juvenile and children's:													
Child Spanish 1st R	27	29	19	34	23	27	24	17	36				236
Child Spanish Easy	84	76	64	87	105	66	94	137	145				858
Child Spanish Easy Nonfic	16	19	13	24	21	17	22	20	24				176
Child Storytime box	9	2	7	0	2	3	4	0	0				27
Easy Nonfiction	155	151	100	125	131	132	104	136	266				1,300
Easy Picture Books	1,513	1,143	1,131	1,121	1,180	1,389	1,259	1,274	1,835				11,845
First Readers	495	348	271	347	386	397	359	398	560				3,561
J 000 - J 099	5	3	5	15	3	16	14	5	23				89
J 100 - J 199	6	4	1	5	7	2	3	2	9				39
J 200 - J 299	7	9	7	12	15	11	19	7	10				97
J 300 - J 399	21	19	25	26	33	38	33	33	59				287
J 400 - J 499	2	1	1	8	6	0	1	0	3				22
J 500 - J 599	204	140	83	172	114	109	126	109	240				1,297
J 600 - J 699	79	52	32	83	65	49	34	45	76				515
J 700 - J 799	175	132	127	140	152	187	229	192	228				1,562
J 800 - J 899	16	14	7	12	24	22	8	13	37				153
J 900 - J 999	109	65	31	96	73	72	96	54	101				697
J 92 - J 920	34	20	10	25	36	29	43	32	32				261
Juvv Audiocassettes	0	0	0	0	1	1	0	0	0				2
Juvv CDS	24	21	24	19	35	21	29	21	52				246
Juvv DVD	388	336	334	330	368	343	343	365	477				3,284
Juvv Fiction	942	798	708	741	701	908	931	902	1,493				8,124
Juvv Graphic Novels	243	163	135	205	215	223	225	232	333				1,974
Juvv Oversize	13	13	5	8	15	10	7	5	19				95
Juvv Reference	0	0	0	0	0	0	0	3	0				3
Juvv Spanish Fiction	1	3	3	9	6	5	2	4	8				41

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvy Spanish Nonfiction	2	8	3	67	32	24	14	9	17				176
Subtotal Juv. & children's	4,570	3,569	3,146	3,711	3,749	4,101	4,023	4,015	6,083	0	0	0	36,967
Young Adult:													
Young Adult CD's	8	8	2	0	1	0	0	0	0				19
Young Adult Fiction	381	255	401	331	331	363	320	347	471				3,200
Young Adult Graphic Novels	332	280	417	515	554	659	455	474	566				4,252
Subtotal Young Adult	721	543	820	846	886	1,022	775	821	1,037	0	0	0	7,471
Other:													
Paperbacks	532	430	469	541	501	582	551	598	772				4,976
Magazines	56	55	58	51	34	35	36	27	33				385
Subtotal Other	588	485	527	592	535	617	587	625	805	0	0	0	5,361
Grand Total All	13,429	10,487	11,650	12,616	12,483	13,091	12,020	12,333	15,582	0	0	0	113,691
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	6,292	3,524	4,722	5,976	6,752	4,871	4,959	6,236	4,871	0	0	0	48,203
Computer Usage:													
Adult	1,566	1,154	1,377	1,562	1,559	1,445	1,433	1,626	1,674				13,396
Children	403	249	350	325	376	390	286	429	735				3,543
Computer Class	10	7	7	13	12	32	8	3	0				92
Teen	302	239	326	196	206	279	294	266	397				2,505
Wireless	1,525	1,220	1,421	1,191	1,240	1,435	1,621	1,729	2,234				13,616
Total Computer Usage	3,806	2,869	3,481	3,287	3,393	3,581	3,642	4,053	5,040	0	0	0	33,152
Gifts and Memorials:	\$200.00	\$65.19	\$350.00	\$225.00	\$150.00	\$240.35	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$1,430.54

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	167	47	44	39	220	74	51	111	160				913
Baker & Taylor	25	20	9	17	19	39	34	18	35				216
Brodart	0	0	0	0	0	0	0	0	0				0
Cat Express--OCLC	34	1	13	5	27	51	33	6	17				187
Ingram	75	83	112	45	116	153	69	159	142				954
Original	106	39	63	49	86	75	69	33	73				593
Recorded Books	14	7	2	3	2	11	3	6	12				60
Total items cataloged	421	197	243	158	470	403	259	333	439	0	0	0	2,923
Total items withdrawn	416	154	616	63	287	0	854	156	36	0	0	0	2,582
Total items lost	15	0	11	0	17	0	3	0	0	0	0	0	46
Interlibrary Loan:													
Borrowed	20	11	15	15	21	18	17	9	19				145
Loaned	4	5	5	4	1	5	3	1	5				33
Total Transactions	24	16	20	19	22	23	20	10	24	0	0	0	178
New Library Patrons:													
City	25	48	45	46	28	40	51	36	100				419
County	146	97	92	153	113	154	128	118	227				1,228
Total Patrons added	171	145	137	199	141	194	179	154	327	0	0	0	1,647
Patron Usage:													
County	69%	70%	70%	69%	70%	71%	71%	70%	68%				
City	20%	22%	21%	21%	19%	19%	20%	20%	20%				
Faculty	4%	3%	2%	3%	3%	3%	3%	3%	5%				
Other	7%	5%	7%	7%	8%	7%	6%	7%	7%				
Proctored Tests Given:	4	3	3	2	4	7	4	3	4	0	0	0	34

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	498	459	910	318	337	336	499	389	1,470				5,216
Outreach programs	0	0	0	0	0	0	0	0	600				600
Teen programs	115	85	100	105	111	75	168	201	119				1,079
Adult programs	40	150	0	0	0	0	59	0	44				293
Total Programming	653	694	1,010	423	448	411	726	590	2,233	0	0	0	7,183
Reference Assistance:													
Directional Questions	583	424	469	871	418	638	504	504	608				5,019
Microfilm assistance	0	0	0	0	0	0	0	0	0				0
Reference Questions	1,101	631	870	1,327	1,383	1,130	925	1,073	1,282				9,722
Telephone Reference	333	174	184	346	373	255	237	249	315				2,466
Total Reference	2,017	1,229	1,523	2,544	2,174	2,023	1,666	1,826	2,205	0	0	0	17,207
Reservations:													
Pressley Meeting Room	52	39	41	40	38	44	44	44	53				395
Maynard Board Room	17	14	14	19	20	17	20	19	15				155
Study Booths	274	202	236	274	262	226	230	254	285				2,243
Total Reservations	343	255	291	333	320	287	294	317	353	0	0	0	2,793
Visitor Count:													
	8,962	6,575	8,226	8,085	7,433	9,622	9,023	8,835	11,912	0	0	0	78,673
Volunteer Hours:													
Regular volunteers	165.25	166.00	190.25	113.75	118.50	289.15	150.50	152.00	317.00				1,662.40
Friends volunteers	64.75	41.75	70.00	113.50	104.50	237.00	52.75	65.00	68.25				817.50
Total Volunteer Hours	230.00	207.75	260.25	227.25	223.00	526.15	203.25	217.00	385.25	0.00	0.00	0.00	2,479.90
Website Hits:													
	2,366	2,369	2,434	2,703	2,544	3,070	2,737	3,178	3,716	0	0	0	25,117
Ereader assistance	9	9	13	9	15	20	10	7	23	0	0	0	115

BASTROP PUBLIC LIBRARY BULLETIN BOARD POLICY

A bulletin board is provided by the Bastrop Public Library as a community service to publicize local groups, meetings, cultural events, non-partisan political groups, fundraising events for nonprofit organizations, educational opportunities (Educational or instructional opportunities may be posted, regardless of whether they are of a for-profit or nonprofit nature), or other services that are of a nonprofit, non-self-supporting nature.

The library's bulletin boards and display areas are designed and intended to directly aid and supplement the primary activities of the library and the City of Bastrop. All library and/or City activities will take precedence over non-library activities, publications or displays.

Personal ads, campaign literature, baby-sitting, and garage sales are not posted.

The bulletin board is not to be used for advertising for commercial purposes.

Items may be rejected for lack of space.

The date items are received will be date stamped (by the Reference Librarian) and the items will be removed after two weeks, when they are no longer timely or when space is required for more current items.

Exhibits in the library are seen by anyone who walks into the building—both children and adults who may have various degrees of sophistication. Exhibits must therefore meet what is generally known as “a standard acceptable to the community.”

Members of the public are not permitted to post notices. Only authorized library personnel may post notices on the library bulletin board. Any notice to be considered for posting must be submitted to Library Management for approval.

Notices posted without authorization will be removed.

Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.

The library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for posting. All posted items are discarded after they are removed.

Failure to comply with these rules may result in denial of future posting privileges.

07/27/15

Library Board Approval: 8/3/15

Bastrop City Council Approval:

LIBRARY CASH COLLECTION POLICY AND PROCEDURES

July 22, 2015

The Library will have two locking cash registers. At the beginning of the day, each register will have start-up funds of \$50. Staff (Sheila or Stephanie) will count out the \$50.00 for each register.

Each register will be assigned to a different employee. Employees will be assigned different times when they are responsible for a register. Each employee is responsible for keeping their register locked when not in use. Register key stays in the possession of the responsible party per register. After a shift change, the register key is transferred to the next responsible person or is locked in the cabinet drawer below the register.

When an employee is scheduled to work a register, they will count the money that is in the register and fill out the Library Daily Cash Collection Form. When their shift is over, they will need to count the money and verify it against the cash register receipt. The employee should initial the tape on the register.

Whenever possible, only one employee will be assigned to each register for the entire day. When that is the case, the employee does not need to count the money at the end of each shift, but only after their last shift of the day.

At the end of the day, the last employee responsible for each cash register drawer will place the money and Daily Cash Collection Form in a separate locking bag labeled with the register number. Bags must be locked and placed in the bank's night drop.

In the morning, the locked bags will be picked up from the bank, and the cash count will be verified by the supervisor on duty. Total remaining money needs to be locked and secured until deposit is made at the bank.

Upon verification, \$50 of start-up funds will be placed into each register. The total remaining money from both registers, will be deposited at the bank. The Daily Cash Collection Form and register receipt, will be placed in a locking bank bag labeled with the register number.

When ringing up a transaction, the amount tendered will be entered so the register will automatically calculate the amount of change to be given. An employee should always utilize this tool rather than manually calculating the change.

If change is due, it should be counted back to the patron to ensure that the correct amount of change is being returned.

WEEKLY REPORT PROCEDURES

At the beginning of each week, a Cash Register Receipts Recap form will be completed for each register. After verification by the Director or the supervisor on duty, the deposit information for each register will be entered into the Incode cash collections module. After photocopying the deposit receipts, the first page of the Incode cash collections batch report with two departmental signatures, and both Recap forms, Library staff will send the originals to the Finance

Department. The copies will be temporarily retained by the Library, as will the Daily Cash Collection Forms and register tapes.

Signature of Employee

Date

Revised 07/22/15

Library Board:

City Council:

WELCOME TO THE BASTROP PUBLIC LIBRARY

BASTROP PUBLIC LIBRARY CIRCULATION POLICY

I. CARD ELIGIBILITY

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

II. CHECK-OUT LIMITS

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

III. LOAN PERIODS

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

IV. RESERVES

1. Individuals may reserve materials from the circulating collection in person, by telephone or online at www.bastroplibrary.org.
2. Materials that have been put on reserve for one patron cannot be renewed by another patron.
3. Patrons are restricted from placing items on reserve if their library card has expired.
4. All patrons are notified when a reserved title becomes available. After notification, a patron has three days to pick up the item. If not picked up by the fourth day, the item is returned to the collection.
5. There is no limit on how many reserves can be placed by a patron.

V. RETURNING MATERIALS

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

VI. FINES AND FEES

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

VII. LOST OR DAMAGED ITEMS

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

VIII. UNITED STATES MILITARY PERSONNEL

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

Rev. 07/16/15

Library Board Approval: 8/3/15

Bastrop City Council approval:

**Collection Development Policy
For
Bastrop Public Library
July 2015**

COLLECTION DEVELOPMENT POLICY

Table of Contents

1. GENERAL INFORMATION

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COLLECTION DEVELOPMENT POLICY

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GENERAL INFORMATION

1.1 Purpose of the Collection Development Policy

The library's collection development policy is intended for use by the library staff, library advisory board, governing officials and community members. It provides information about the library and community, the scope of the collection, the library's goals for providing information, and specific practices for selecting and maintaining books and other library materials.

1.2 Roles of the Library

Life long learning

Addresses the desire for self-directed personal growth and development opportunities: The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest.

Current Topics and Titles

Helps to fulfill community residents' appetite for information about popular, cultural and social trends and their desire for satisfying recreational experiences: The library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Materials will be offered in the formats and in the languages people want and will be selected primarily on the basis of local demand.

Commons

Addresses the needs of people to meet and interact with others in their community and to participate in public discourse about community issues: The library will provide public space for meeting and gathering that is recognized as inviting, neutral, and safe by all individuals and groups in the community.

Local History and Genealogy

Addresses the desire of community residents to know and better understand personal or community heritage: the library will provide a significant collection of materials and other resources that chronicle the history of the community. Family histories and genealogical research tools will be provided and the library will maintain special collections of historical interest including photos and archival materials.

1.3 Library Mission Statement

The mission of the Bastrop Public Library is to provide free and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

1.4 Library Collection Goals

1. Provide high quality library services that meet the life long learning needs of all ages and cultural groups in Bastrop.
2. Develop a popular materials collection in all formats that fulfills the intellectual, cultural, and recreational demands of Bastrop residents.
3. Develop an outstanding collection of historical and genealogical materials that promote and preserve the heritage and cultures of Bastrop City and County.
4. Improve access to the information and collections of the Library for all Bastrop residents.

1.5 Clientele Served

The library serves the general public. The general public includes but is not limited to casual readers, students, retired persons, Spanish-speaking population, visitors and genealogists.

1.6 Intellectual Freedom Statements

The library adheres to the ^dDemocratic principle of free access to library materials for all people in the community—regardless of race, age, sexual orientation or socio-economic status—outlined in documents developed and approved by the American Library Association.

Responsibility of the customer

The library realizes that some materials are controversial and that any given item may offend some customers. While the library staff is available to assist individuals and groups to select material, the ultimate responsibility for the choice of materials lies with the patron.

Responsibility for children's reading

The Bastrop Public Library provides access to its materials to all patrons. Responsibility for children's use of library materials rests with parents and legal guardians. Collection development decisions are not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library believes that individuals have the freedom to choose their own reading material and that it is the right and obligation of parents to develop, interpret, and maintain their own values in their family.

The following American Library Association documents are included at the end of this policy:

- Appendix A - *The Library Bill of Rights*
- Appendix B - *Freedom to Read Statement*
- Appendix C - *Freedom to View Statement*
- Appendix D - *Free Access to Materials for Minors*

2. MATERIALS SELECTION

2.1 The Selection Process

Books and other library materials will be selected to meet the stated collection goals in Section 1 of this policy. Considerations include:

1. User demand
2. Professional journal reviews
3. Budget limitations
4. Space limitations
5. Appropriate format

Ultimate responsibility for material selection rests with the Director who operates within the framework of policies. All staff members may participate in the selection of Library material.

2.2 Public Requests

A patron may request that a particular item be purchased. Items will be purchased at the director's discretion if they meet the guidelines of the Collection Development Policy and funds are available. A Purchase Request Form is available at the circulation desk.

2.3 Format of Materials

The library collection includes informational, educational and recreational library materials for children and adults, including both English and Spanish-language materials

The library will collect and maintain materials in a variety of formats. Dependent on user demand, budget constraints, space considerations and suitability, new formats may be periodically added to the collection. Older formats (e.g., audio cassettes) will be phased out as user demand declines.

Formats for library materials include but are not limited to:

1. Books
2. Magazines
3. Newspapers
4. Paperback books
5. Microforms
6. Maps
7. Electronic resources
8. DVDs
9. CDs and CD-ROMs
10. MP3's
11. Ebooks
12. Eaudiobooks

2.4 Criteria for Selection

1. General selection criteria for library materials include:
 - a. appropriateness of the subject matter
 - b. purpose of the resource
 - c. scope of the resource
 - d. intended audience
 - e. accuracy
 - f. impartiality
 - g. depth and breadth of coverage

- h. authority/credibility of the author
 - i. authority/credibility of the publisher
 - j. currency and timeliness of the material, if applicable
 - k. format, including style, aesthetic qualities, technical aspects, physical characteristics and special features
 - l. comparison to other resource(s) available for purchase or already in the collection
 - m. price
 - n. user demand.
2. An item does not have to meet all of the above criteria in order to be acceptable. Materials, which do not meet these criteria, may be recommended for purchase to satisfy high level of reader interest.
 3. Providing access to the history of Bastrop and Bastrop County and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Bastrop and Bastrop County shall be sought, subject to the selection criteria.
 4. Web sites and other Internet resources bookmarked on library computers will be selected based on the following criteria:
 - a. accuracy of the content
 - b. authority of the author
 - c. objectivity
 - d. currency of the material, if applicable
 - e. depth and breadth of coverage
 - f. software or plug-ins needed to view the Web site.

2.5 Special Collections

The library maintains the following special collection(s):

TEXANA – a circulating collection of books, maps, periodicals, CD's and DVD's on the topic of Texas. Materials are added to this collection selectively, based on availability and relevance to the community.

LOCAL HISTORY/GENEALOGY – a noncirculating collection of books, newspapers, microforms, maps, cemetery records, periodicals and reference materials relating to local history and genealogy. Many of the materials in this collection are “one-of-a-kind” and cannot be replaced; therefore, they are available for use

in the library only. Books and other materials are added to this collection as they become available for purchase, and through donations of materials in good physical condition that meet the library's criteria for relevance. Bastrop High School Year Books are also maintained but dependent upon receipt from BISD.

YOUNG ADULT – The library selects materials written especially for the young adult audience, ages 13 & up. The materials are selected from reviews and notices of award winning books in this field. These materials may contain topics and issues which are intended for a mature teen audience.

2.6 Limits of the Collection

In consideration of user demand, appropriateness for the collection, budget and space constraints, and other information sources available in the community (e.g., school libraries, community college library, and the Internet), the following types of materials will not be collected or maintained by the library:

1. Textbooks
2. Government publications
3. Technical manuals
4. Scholarly or professional journals
5. Subjects for which there is limited demand

3. OTHER CONSIDERATIONS

3.1 Resource Sharing

Traditional forms of information referral will also be practiced. This includes directing the patron to other agencies that would have the requested information or other libraries that may have information the patron is looking for.

3.2 Library Cooperation

1. Interlibrary loan provides a service by which library materials are made available from one library to another on a local, state and

national level. By this means, the Library attempts to make available materials it does not own or which fall outside the scope of this collection policy. In return, materials from this library's collection are loaned to other libraries for use by their patrons.

2. The TexShare Card Program allows registered users of participating TexShare libraries to have direct, personal access to library materials not available at their local public or academic libraries. TexShare libraries adopt a common goal of promoting and facilitating access to information, communication, and scholarly research among their communities.
3. The TexShare Databases allows library patrons in-library and remote access to a wide variety of electronic databases, including articles from thousands of newspapers, magazines, scholarly and professional journals. The Texas State Library and Archives Commission funds this program in part with the Bastrop Public Library.

3.3 Gift Donation and Memorial Policy

The library is pleased to accept gifts and/or memorial gifts from patrons. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. Items will be accepted on the basis of their suitability to the library's purposes and needs in accordance with the library's stated materials selection policy. Use or disposal of all gift materials will be determined by the library director or designated staff member. All donated items become the property of Bastrop Public Library. The library has the right to discard any gifts in poor physical condition (e.g., brittle paper, water or mildew damage, torn and/or missing pages).

A gift form is available on request. The staff cannot appraise the value of the donation.

Guidelines for donated materials:

1. Receipts are given if the donor asks for one. Donors are responsible for recording donations and estimating the value of the materials. Upon request, the donor will be informed that the material will be used in the collection, placed in the book sale or disposed of as necessary.

2. Monetary gifts are cash donations. The donor may specify the type material for the library to obtain. The donor should also be asked if funds are intended for books, other materials, equipment, or for other purposes.
3. Memorials and honorariums are materials or funds donated in the name of an individual. Funds collected for a memorial or honorarium should cover the cost of the material being purchased. If a specific title is donated or requested, the inclusion of the specific item must meet the selection criteria. When specific titles are not requested the library staff will make every effort to obtain a memorial or honorarium title, which has lasting value. A plate designating the memorial or honorarium will be included in or on the material requested or donated.
4. Presentations are pre-purchased books, usually new, offered by individuals or organizations. Inclusion of specific titles must meet the selection criteria. A plate designating the presentation will be placed in or on the material donated.
5. Once a donation has been received, a thank you card will be sent to the donor and an announcement card sent to the family of the deceased person being memorialized, the organization or individual making a presentation, or the donor of a monetary gift.

3.4 Weeding and Discarding Policy

1. The collection is reviewed on an ongoing basis, with the entire collection reviewed every two years.
2. The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-sized Public Libraries is used for the weeding process. The Texas State Library publishes this book.
3. Generally, if the book or other media has not been borrowed in the last three years for fiction and five years for all other material, the item will be withdrawn. However, each item will be evaluated on a case-by-case basis for value to the collection.
4. After a period of time, a memorial, honorarium, or presentation will be withdrawn due to wear, obsolescence, or loss. In most cases, the material will not be replaced, especially in the case of obsolescence.

5. Withdrawn items are given to the Friends of the Bastrop Public Library and are either sold or disposed of in an appropriate manner.

Materials are withdrawn from the collection due to wear, damage, dated information, or low demand. These materials are not automatically replaced with the same title, though they may be replaced with a newer title. The decision for replacement is made with regard to several factors:

1. The demand for the particular title or subject.
2. The number of duplicate copies in the collection.
3. The importance of the author and the significance that particular title holds among the author's works.
4. The availability of better material, already in the collection or in the market.

3.5 Replacement and Duplicates Policy

Wide demand for timely and significant materials will require duplication. Duplicates will be purchased when the director has determined there is significant demand for an item.

3.6 Reconsideration of Library Materials

The Bastrop Public Library is aware that some materials are controversial and may offend certain patrons and recognizes the right of an individual or group to make a complaint about the inclusion of material in the library's collection. The Library welcomes expression of opinion by patrons but will be governed by the Collection Development Policy in making additions to or deletions from the collection.

Patrons who request the reconsideration of library material will be asked to put their requests in writing by completing and signing a "Request for Reconsideration of Library Material" form.

Upon receipt of a formal written request, the Director will ask for background information from the Library staff as to criteria used in ordering the material in question, its place in the collection and reasons for having the material in the collection. Outside consultants may be asked for additional information as is pertinent to the subject in question. The Director will, at the earliest possible date, study the information provided by the Library staff and

respond, in writing, to the person who initiated the request for reconsideration. The Director will keep the Library Board informed of all requests for reconsideration of Library material and disposition of their requests.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, he/she may request a meeting before the Library Board by making a written request. Upon receipt of the request, the Board may make the request an agenda item and the person(s) will be notified of the time and place of the Board meeting. The Library Board reserves the right to limit the length of presentation and number of speakers at the meeting. After hearing from the person(s) making the reconsideration request, the Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Bastrop Public Library, will review the background information provided by the Library staff, will review the position of the patron and will also review the decision of the Director. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

3.7 Reevaluation of Collection Development Policy

The Bastrop Public Library Collection Development Policy is reviewed every two years so that it adequately reflects changes in in the library's goals and users' needs. The staff may bring forward issues and recommendations for the director's consideration as part of the amendment process for the policy.

Revised 07/27/15
Library Board approved:
City Council approved:

2015 Summer Reading Summary:

Registration:	Children:	782		
	Teen:	114		
	Adult:	382		
	Total:	1,278	increase from 2014: 217 people	1061 total

Completions:	Children/ Teens reading 500 or more minutes and Adults reading 1,000 or more minutes			
	Children:	220	28%	
	Teen:	- - -	- - -	numbers unavailable
	Adult:	130	34%	

Million Minute Challenge total: **691,181**

Total Number of children and teen programs:

June:	31
July:	34
Total:	65 programs in seven weeks

Total program attendance:

Children:	June:	1,470	July:	1,147	Total:	2,617
Teen:	June:	119	July:	169	Total:	288

It was another great summer at the library. With at least one program everyday it was a very busy place. We saw an increase in attendance at our Teen programs thanks to all the hard work Ashley Guerrero, our Teen Librarian, put in not just during the summer, but all year long. We also had some great performers and a variety of programs to interest the kids.

Despite the variety, the overall children's attendance decreased by 25% from last year. A lower than average attendance at the Opening Day Party, a reduced number of programs and children from the BISD STARS program, and a reduced number of overall programs contributed to this decrease.

On the positive side, thanks to staff enthusiasm, registration numbers are up over last year. Additionally, our performers, Gary & Donna Taylor, Juggler Matt Tardy and the Austin Reptile Show were strong crowd pleasers. The Reptile show was filled to capacity with additional people that had to be turned away. The Story & Crafts program for school age kids was the biggest surprise of the summer. This is the third year for the program and it had an average of 33 participants each week. A definite increase over last year's attendance.

There were two big changes to the program this year. First, participants were asked to track minutes instead of pages as had been done in years past. This change was met with mixed reviews. Parents appreciated not having to count pages for their young children while some adults felt that this was much harder to track than the pages. The move to minutes is in anticipation of having more of the summer

reading program available online. This is a trend in libraries to decrease paper and allow patrons to use hand held devices to track their reading.

This change also made an impact on the library's reading challenge. Instead of reading one million pages patrons were asked to read one million minutes. This proved to be a bigger challenge than anticipated. A respectable 691,181 minutes were turned in to be counted. Hopefully, the second year of counting minutes will get us closer to our goal.

The second change was in how children and teens received their prizes for meeting their 500 minute goal. In the past, small prizes were given immediately and book prizes were picked up after the End of Summer Party. This year, all prizes, including the books, were given out upon completion. This was a huge success! For the first time since we started giving out books as prizes, all books were given away. In fact, additional books were purchased toward the end of the summer so all children/teens could receive a book.

Despite the lower attendance, the summer reading program was very successful. The library was a busy with new faces and old friends visiting every day. People were happy and appreciative of the many programs we were offering. Many children, teens and adults participated and received incentives and prizes for reading. The staff was energized and upbeat about the programs and events and made a real effort to let people know what was going on in the library. We had a strong ending to the summer reading program and we are looking forward to next year and to making 2016 even better.

Comprehensive Plan meeting 7/20/15

Matt

20 year master plan

Aaron

Transportation master plan

Comprehensive Plan 2000-2020

Parks Recreation + Trails

New Library

Rec center - Parks + Rec

Interconnect trails - Connectivity to parks + people

More Park Space

Hike + Bike trail → Colorado River Refuge
Lost Pine Trails - Pines Trust nature

New Senior Center - 5 days per week 9-4:30 - 332 members

↳ Owned by the city - leased to them

More access to the river - protect from building

Recreational services - Recreation Center - YMCA - State Park Pool ^{may-sept}

Soccer little league separate recreational groups

Need another swimming pool - Aquatic center

Boys + girls club - City land

Rodeo arena - equestrian activities - McKinney Ranch has trails

Skate Park →

Disc Golf course → Benc property

X S Ranch - Bridge - trails -

Walkway across the river

Splash Pads

Not a safe place to bike

Full workout facility

Upgrading playscapes

Tourism

County residents using parks

Need land - open green space

Regional Park - Large - ultra connected →

Natural play spaces

Arboretum trail

Do not have a tree protection

Community Garden → Have one in process - YMCA

Rodeo grounds ^{3 1/2 acres} → Mayfest - 30+ acres

More staff

No sidewalk access to Bob Bryant Park

Sidewalks → Maintenance issues → lack thereof

Plannedbustrop.org - planning for the Comprehensive plan

Bridge needs a lot of work → 1 million dollars to repair -

Painting the bridge - lead based paint - must collect

paint removed - can spray over it

lights on bridge 100,000 to replace

connect youth to activities

Resources in the city - disconnected