

**AGENDA
LIBRARY BOARD
Monday, May 4, 2015
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
May 4, 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 April meeting**
- 3. Announcements—**
- 4. Citizen Comments**
- 5. Librarian's report—discussion and possible action**
- 6. Friends of the Library Report**
 - The Friends held a regularly scheduled April meeting
 - Reviewed book sale
 - Discussed plant sale
 - Discussed Dessert Social preparations
- 7. Old business**
 - Brick pavers and tiles update—Received three bricks that now need to be installed—No bricks sold in April—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—spoke with the Lola Wright Foundation and was told that they do not fund salaries—spoke with Mike Fisher, Bastrop County Emergency Management Coordinator, concerning the County funding a part-time employee to work on the archive—have included a request to fund a part-time archivist in the 2015/2016 general fund budget—discussion and possible action
 - Update—dessert social—the dessert social was a big success—the library netted over \$450 for the event—discussion and possible action
 - Update—book and plant sale—Lost Pines Garden Club raised over \$5,000 for the library again this year—the Friends booksale raised over \$2,000 for the library—appreciation ad published in the Bastrop Advertiser—discussion and possible action
 - Update—proposed budget, both general fund and Library Board have been submitted—discussion and possible action
- 8. New Business**
 - Updated Emergency/Disaster Plan—discussion and possible action
 - Storing Randy Fritz's book at the library—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 DuValp 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
May 4, 2015

1. Library Statistics for the month of March. Circulation statistics are down 2% compared to March 2014; gate count is up 16% compared to March 2014; programming is down 38% compared to March 2014; Internet usage is up 22% compared to March 2014; reference requests are up 4% compared to March 2014 and meeting room reservations are down 4% compared to March 2014.
2. In the month of April 264 children and adults attended story time.
3. On Wednesday, April 1 Bonnie Pierson hosted the library's annual Easter egg hunt. One hundred and twenty-seven children and adults attended the event.
4. On Thursday, April 2 Mickey DuVall met with City Manager, Mike Talbot, in a monthly departmental meeting.
5. On Thursday, April 2 Bonnie Pierson, Ashley Guerrero and Cary Kittrell provided a class on how to use the library for homeschooled students. Eleven students attended the lesson.
6. On Thursday, April 2 Ashley Guerrero hosted a Teen Advisory Board (TAB) meeting. Thirty-seven teens discussed some programming ideas for future Anime Club nights and also talked about some manga/books that the teens would like to order.
7. On Friday, April 3 and Saturday, April 4 the library was closed for the Easter holiday.
8. On Monday, April 6 Mickey DuVall, Bonnie Pierson and Cary Kittrell met to discuss the upcoming Dessert Social.
9. On Monday, April 6 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Sixteen students and teachers were present.
10. On Tuesday, April 7 Mickey DuVall participated in a webinar on library management.
11. On Tuesday, April 7 Bonnie Pierson and Ashley Guerrero hosted a Tuesday Afternoon Programs (TAPS) event. Sixteen children attended the program.
12. On Wednesday, April 8 library staff met to discuss upcoming Dessert Social.
13. On Wednesday, April 8 staff met with Susan Word.
14. On Wednesday, April 8 Mickey Duvall spoke over the telephone to Paul Popeil concerning the Broadband grant that ended in 2013.
15. On Thursday, April 9 Mickey DuVall spoke with Bastrop County Judge Paul Pape concerning Randy Fritz's book, "Hail of Fire."
16. On Thursday, April 9 Ashley Guerrero hosted a teen anime event. Thirty-nine teens watched "Ghost Hunt" and did an Easter craft.
17. On Saturday, April 11 the library held its first annual Dessert Social. Fifty-nine people attended the event. Seven vendors provided free desserts. The library will net over \$500 for the event. Everyone seemed to have a good time and planning for next year's dessert social has already started.
18. On Monday, April 13 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Thirteen students and teachers were present.
19. On Tuesday, April 14 Mickey DuVall and Claire Lewis, a representative from the Friends of the Bastrop Public Library, received a \$5,000 check from the Lost Pines Garden Club. The proceeds are from a plant sale that was held in conjunction with the Friends booksale. All

proceeds from the plant sale were given to the Friends to be passed along to the library. Mickey DuVall thanked both organizations for their kind and generous donation.

20. On Tuesday, April 14 Bonnie Pierson and Ashley Guerrero hosted a Tuesday Afternoon Programs (TAPS) event. Sixteen children attended the program.
21. From Wednesday, April 15 through Thursday, April 16 Mickey DuVall, Bonnie Pierson and Ashley Guerrero attended the Texas Library Association annual conference in Austin.
22. On Thursday, April 16 the library was closed so that the entire staff could attend the Texas Library Association annual conference.
23. On Friday, April 17 Mickey DuVall met with Mayor Ken Kesselus and author Randy Fritz about having a book signing for Mr. Fritz's new book to be published in May. The book signing is scheduled for June 16 at the library. Mr. Fritz is giving away 3,000 books and has asked to have 500 books stored at the library.
24. On Saturday, April 18 Bonnie Pierson hosted the annual bookmark contest awards ceremony. Forty children and parents attended the ceremony.
25. On Monday, April 20 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Eighteen students and teachers were present.
26. On Tuesday, April 21 Bonnie Pierson hosted a Lego Club event. Nineteen children attended the event.
27. On Thursday, April 23 Cary Kittrell hosted a teen "Classic Gamers!" event. Forty-two teens played cards and board games.
28. On Thursday, April 23 Mickey DuVall met with Mike Talbot for a monthly departmental meeting.
29. On Monday, April 27 Bonnie Pierson provided a story time for after school students from Calvary Episcopal School. Eighteen students and teachers were present.
30. On Wednesday, April 29 an ice cream social is scheduled. Everyone who volunteered for the last book and plant sale are invited to attend. The Library is hosting the event.
31. On Thursday, April 30 Mickey DuVall is schedule to attend a Bastrop County Historical Commission meeting. Mr. DuVall was appointed by County Judge Paul Pape and has accepted a place on the Commission.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY EMERGENCY/DISASTER PLAN

I. Evacuation

- A. All patrons and staff are directed toward the five emergency exits.
 - a. One exit is in the meeting room.
 - b. One exit is in the hallway outside the meeting room.
 - 1. Patrons in the children's area will be directed to this exit. Children's Librarian or staff member at the circulation desk will do the directing.
 - c. One exit is on the West wall by the fiction collection.
 - 1. All patrons who are in the adult book stacks area or the reading room are directed to this exit. Librarian at information desk will do the directing.
 - d. Another exit is the front doors.
 - 1. All patrons in the central and eastern portion of the library are directed to this exit. Staff at the circulation desk will do the directing.
 - e. One exit is on the north wall in the staff area. It is actually the staff entrance.
 - 1. All staff in the work area are directed to this exit.
 - f. Library staff are to check all bathrooms upon exiting the building.
 - g. Unless otherwise directed, evacuees are to assemble in the southeast corner of the library's parking lot.
 - h. After evacuation, no one including staff is to enter the building until advised to do so by the Fire Chief or Chief of Police.
 - i. Employees must not leave the site unless approved to do so by their supervisor, or the Fire Chief or Chief of Police (e.g. do not get in your car and drive away).

II. Fire

- a. At the first sign of smoke, flames or the sounding of the fire alarm call 911.
- b. Then investigate the area from a safe distance and begin to evacuate the building. Make a general announcement through the telephone PA system that the building is being evacuated and direct patrons and staff to emergency exits (see evacuation above).
- c. Check staff, patron and children's restrooms.
- d. The supervisor in charge of the library at the time of the fire must do a staff and volunteer headcount outside the building in the Southeast corner of the large parking lot.
- e. Call the Library Director (If not in residence) and City Manager.
- f. Remain outside until the Fire Department arrives and gives permission to re-enter the building.

III. Weather

- a. During inclement weather check weather reports on the computer and track problems as they arise.
- b. The Library Director, at his discretion, can close the library at any time due to bad weather.
- c. The City will issue bad weather announcements as information is received.
- d. The library will close in the case of an ice or snow storm.
- e. The library will close in the case of severe flooding.

BASTROP PUBLIC LIBRARY EMERGENCY/DISASTER PLAN

- f. If a tornado warning is issued, ask everyone to stay indoors and move to the middle of the building away from glass windows.
- g. If a tornado is imminent there are three areas that have been designated safety rooms in the library.
 - 1. Public restrooms—Marshall all patrons to the public restrooms.
 - 2. Book drop room—Staff working in the staff area should go to the book drop room.
 - 3. Children's restroom—Children's librarian can either go to the children's restroom or public restrooms.

IV. Health

- a. Staff members should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member.
- b. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive.
- c. Staff members should use their own judgement as to what action is prudent and reasonable.
- d. No medication, including aspirin, should ever be dispensed to the public.
- e. In the case of a medical emergency do the following:
 - 1. Call 911
 - 2. Call the Library Director
 - 3. Call parent/guardian if a minor
 - 4. Fill out accident report

V. Bomb threat

- a. If by phone:
 - 1. Keep caller on the line as long as possible
 - 2. Ask the caller to repeat the message and try to write down every word he/she says. If the caller does not indicate the location of the bomb, or the time of possible detonation, ask for this information
 - 3. Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm/excited), accents, and speech impediments
 - 4. Call 911
 - 5. Evacuate the building (see evacuation above)
- b. If in person:
 - 1. Evacuate the building (see evacuation above)
 - 2. Call 911 (see evacuation above)

BASTROP PUBLIC LIBRARY EMERGENCY/DISASTER PLAN

VI. Biohazard

- a. Leave the suspicious substance where it is found.
- b. Do not take any action that might spread to another area.
- c. Call 911.
- d. Evacuate the building (see evacuation above)

Telephone numbers:

Director: Mickey DuVall	512-748-0686 (c)
City Manager: Mike Talbot	512-369-2426 (c)
Bastrop Police Department	911
Bastrop Fire Department	911
Ambulance Service	911

In-House Emergency Team

	Name	Office Ph.	Home Ph.	Cell Phone
Administrator	Mickey DuVall	332-8880	993-4550	748-0686
Disaster Team Leader	Bonnie Pierson	332-8880	321-3451	296-0184
Building Maintenance	Trey Job	332-8932		848-5716
Disaster Team:				
	1. Cookie Adkins	332-8880	581-9378	321-8662
	2. Sheila Bowman	332-8880		718-1851
	3. Cary Kittrell	332-8880	321-7292	581-1760
	4. Linda Jenkins	332-8880	777-3143	900-0763
	5. Cassy Wilhelm	332-8880		581-2153
	6. Ashley Guerrero	332-8880		718-3770
	7. Carmen Serna	332-8880		373-0565

Facilities: Locations of Emergency System

A. Main Utilities

1. Main water shut-off valve: South wall outside of fire riser room
2. Sprinkler shut-off valve: Fire Riser closet in the hallway outside of meeting room
3. Main electrical cut-off switch: West wall outside meeting room
4. Heating/cooling system controls: Thermostats, breaker box in utility room

B. Fire Suppression System

1. Sprinklers: Water—throughout library

BASTROP PUBLIC LIBRARY EMERGENCY/DISASTER PLAN

- C. Keys
 - 1. Key box: Director's office
 - 2. Outside key box: Henry Perry, Fire Department
 - 3. All staff members have door keys: both inside and outside
- D. Fire extinguishers
 - 1. Type ABC-Combination: employee lounge, meeting room kitchen, hallway outside of meeting room, circulation desk and wall outside book drop room
- E. Radios
 - 1. Transistor radios: Processing work area and Directors office
- F. First aid kit
 - 1. Employee lounge
- G. Public address system
 - 1. Can use the telephones

Emergency Services

Company/Service and Name of Contact		Phone #
Security	Bastrop Police Department	911
Fire Department	Henry Perry, Fire Chief	848-7319
Police Dept.	Steve Adcock, Chief	308-7631
Ambulance		911

Maintenance/Utilities

Custodial Service	Jason Alfaro—Custodial Services Supervisor	718-3766
Plumber	Osborne Plumbing	321-6098
Electrician	Hoskins Electric Co. / Bastrop Power and Light	321-6377
		332-8900
Locksmith	Dickens Locksmith, Inc.	303-3336
Carpenter	Public Works	332-8920
Electric Company	Bastrop Power and Light	332-8900
Water Utility	City of Bastrop W/WW	332-8960

Recovery Assistance

Preservation Resource	Amigos Imaging and Preservation Service	1-800-843-8482
Disaster Recovery Service	C&B Service	837-5774
Disaster Recovery Service	Gerloff, Co., Inc.	443-8822
Disaster Recovery Service	LSS Disaster Response, Inc.	832-8061
Disaster Recovery Service	SERVPRO	579-0189

BASTROP PUBLIC LIBRARY EMERGENCY/DISASTER PLAN

Exterminator	Eagle Pest Control	303-1519
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Insurance

Insurance Company	TML—City is self-insured
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Other

Legal advisor	JC Brown—City Attorney	472-4845 (o) 567-8686 (c)
Architect	Bill Hidell	972-416-4666

LIBRARY COLLECTION SALVAGE SUPPLIES

Aprons, smocks
Book trucks, metal
Boots, rubber
Brooms
Bucket and trash cans, plastic
Camera (to document damage)
Dehumidifiers
Extension cords, grounded
Fans
Flashlights
Forklift
Generator, portable
Mops, pails
Pallets
Paper towels
Plastic sheeting, heavy (stored with scissors, tape)
Refrigerator trucks
Safety glasses
Sponges, industrial
Sponges, natural rubber
Sump pump, portable
Tables, portable
Trash bags, plastic
Vacuum, wet vac.
Water hoses
Water-proof clothing

Revised: 04/20/2015

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	26	7	33	52	40	37							195
100-199	74	38	36	50	49	45							292
200-299	63	51	73	49	34	51							321
300-399	128	83	101	165	117	136							730
400-499	17	7	7	22	20	17							90
500-599	68	36	48	72	61	65							350
600-699	361	235	230	330	323	370							1,849
700-799	131	100	99	150	137	125							742
800-899	43	29	27	31	22	52							204
900-999	118	103	86	104	93	101							605
92-920	91	64	85	101	103	99							543
Adult Audiocassettes	1	2	0	5	0	0							8
Adult Book Club Bag	1	0	0	0	1	0							2
Adult DVD's	1,692	1,370	1,893	1,813	1,767	1,819							10,354
Adult Fiction	2,116	1,745	2,029	2,007	1,921	1,911							11,729
Adult Fiction CD's	797	568	636	655	696	605							3,957
Adult Genealogy	0	0	0	0	0	0							0
Adult Historical Vertical File	0	0	0	0	0	0							0
Adult Large Print	744	607	738	810	758	773							4,430
Adult Microfilm	0	0	0	0	0	0							0
Adult MP3 Book	35	12	27	28	15	31							148
Adult Music on CD	171	60	200	101	212	178							922
Adult Nonfiction CD'S	61	34	39	52	60	46							292
Adult One-Click e-audio	0	0	0	0	0	0							0
Adult Overdrive e-book	614	605	606	743	772	724							4,064
Adult Pro Col	0	0	0	0	1	0							1
Adult Reference	0	0	0	0	0	0							0
Adult Reference Desk	0	0	0	0	0	0							0
Adult Spanish DVD's	9	4	4	0	1	5							23
Adult Spanish Fiction	12	6	16	8	16	11							69

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	9	10	10	10	11	16							66
Adult Texana	41	17	21	36	23	29							167
Adult Vertical Files	0	0	0	0	0	0							0
Adult Videocassettes	127	97	113	73	60	105							575
Subtotal Adult:	7,550	5,890	7,157	7,467	7,313	7,351	0	0	0	0	0	0	42,728
Juvenile and children's:													
Child Spanish 1st R	27	29	19	34	23	27							159
Child Spanish Easy	84	76	64	87	105	66							482
Child Spanish Easy Nonfic	16	19	13	24	21	17							110
Child Storytime box	9	2	7	0	2	3							23
Easy Nonfiction	155	151	100	125	131	132							794
Easy Picture Books	1,513	1,143	1,131	1,121	1,180	1,389							7,477
First Readers	495	348	271	347	386	397							2,244
J 000 - J 099	5	3	5	15	3	16							47
J 100 - J199	6	4	1	5	7	2							25
J 200 - J 299	7	9	7	12	15	11							61
J 300 - J 399	21	19	25	26	33	38							162
J 400 - J 499	2	1	1	8	6	0							18
J 500 - J 599	204	140	83	172	114	109							822
J 600 - J 699	79	52	32	83	65	49							360
J 700 - J 799	175	132	127	140	152	187							913
J 800 - J 899	16	14	7	12	24	22							95
J 900 - J 999	109	65	31	96	73	72							446
J 92 - J 920	34	20	10	25	36	29							154
Juvy Audiocassettes	0	0	0	0	1	1							2
Juvy CDS	24	21	24	19	35	21							144
Juvy DVD	388	336	334	330	368	343							2,099
Juvy Fiction	942	798	708	741	701	908							4,798
Juvy Graphic Novels	243	163	135	205	215	223							1,184
Juvy Oversize	13	13	5	8	15	10							64
Juvy Reference	0	0	0	0	0	0							0
Juvy Spanish Fiction	1	3	3	9	6	5							27

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvy Spanish Nonfiction	2	8	3	67	32	24							136
Subtotal Juv. & children's	4,570	3,569	3,146	3,711	3,749	4,101	0	0	0	0	0	0	22,846
Young Adult:													
Young Adult CD's	8	8	2	0	1	0							19
Young Adult Fiction	381	255	401	331	331	363							2,062
Young Adult Graphic Novels	332	280	417	515	554	659							2,757
Subtotal Young Adult	721	543	820	846	886	1,022	0	0	0	0	0	0	4,838
Other:													
Paperbacks	532	430	469	541	501	582							3,055
Magazines	56	55	58	51	34	35							289
Subtotal Other	588	485	527	592	535	617	0	0	0	0	0	0	3,344
Grand Total All	13,429	10,487	11,650	12,616	12,483	13,091	0	0	0	0	0	0	73,756
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	6,292	3,524	4,722	5,976	6,752	4,871	0	0	0	0	0	0	32,137
Computer Usage:													
Adult	1,566	1,154	1,377	1,562	1,559	1,445							8,663
Children	403	249	350	325	376	390							2,093
Computer Class	10	7	7	13	12	32							81
Teen	302	239	326	196	206	279							1,548
Wireless	1,525	1,220	1,421	1,191	1,240	1,435							8,032
Total Computer Usage	3,806	2,869	3,481	3,287	3,393	3,581	0	0	0	0	0	0	20,417
Gifts and Memorials:	\$200.00	\$65.19	\$350.00	\$225.00	\$150.00	\$240.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,230.54

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	167	47	44	39	220	74							591
Baker & Taylor	25	20	9	17	19	39							129
Brodart	0	0	0	0	0	0							0
Cat Express--OCLC	34	1	13	5	27	51							131
Ingram	75	83	112	45	116	153							584
Original	106	39	63	49	86	75							418
Recorded Books	14	7	2	3	2	11							39
Total items cataloged	421	197	243	158	470	403	0	0	0	0	0	0	1,892
Total items withdrawn	416	154	616	63	287	0	0	0	0	0	0	0	1,536
Total items lost	15	0	11	0	17	0	0	0	0	0	0	0	43
Interlibrary Loan:													
Borrowed	20	11	15	15	21	18							100
Loaned	4	5	5	4	1	5							24
Total Transactions	24	16	20	19	22	23	0	0	0	0	0	0	124
New Library Patrons:													
City	25	48	45	46	28	40							232
County	146	97	92	153	113	154							755
Total Patrons added	171	145	137	199	141	194	0	0	0	0	0	0	987
Patron Usage:													
County	69%	70%	70%	69%	70%	71%							
City	20%	22%	21%	21%	19%	19%							
Faculty	4%	3%	2%	3%	3%	3%							
Other	7%	5%	7%	7%	8%	7%							
Proctored Tests Given:	4	3	3	2	4	7	0	0	0	0	0	0	23

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2013-2014

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	498	459	910	318	337	336							2,858
Outreach programs	0	0	0	0	0	0							0
Teen programs	115	85	100	105	111	75							591
Adult programs	40	150	0	0	0	0							190
Total Programming	653	694	1,010	423	448	411	0	0	0	0	0	0	3,639
Reference Assistance:													
Directional Questions	583	424	469	871	418	638							3,403
Microfilm assistance	0	0	0	0	0	0							0
Reference Questions	1,101	631	870	1,327	1,383	1,130							6,442
Telephone Reference	333	174	184	346	373	255							1,665
Total Reference	2,017	1,229	1,523	2,544	2,174	2,023	0	0	0	0	0	0	11,510
Reservations:													
Pressley Meeting Room	52	39	41	40	38	17							227
Maynard Board Room	17	14	14	19	20	44							128
Study Booths	274	202	236	274	262	226							1,474
Total Reservations	343	255	291	333	320	287	0	0	0	0	0	0	1,829
Visitor Count:	8,962	6,575	8,226	8,085	7,433	9,622	0	0	0	0	0	0	48,903
Volunteer Hours:													
Regular volunteers	165.25	166.00	190.25	113.75	118.50	289.15							1,042.90
Friends volunteers	64.75	41.75	70.00	113.50	104.50	237.00							631.50
Total Volunteer Hours	230.00	207.75	260.25	227.25	223.00	526.15	0.00	0.00	0.00	0.00	0.00	0.00	1,674.40
Website Hits:	2,366	2,369	2,434	2,703	2,544	3,070	0	0	0	0	0	0	15,486
Ereader assistance	9	9	13	9	15	20	0	0	0	0	0	0	75