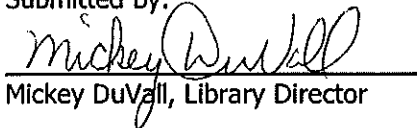


**AGENDA
LIBRARY BOARD
Monday, September 8, 2014
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
September 8, 2014 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**—Library receives \$8,500 donation from Bastrop County
- 4. Citizen Comments**—
- 5. Librarian's report**—discussion and possible action
- 6. Friends of the Library Report**
 - The Friends met in a regularly scheduled meeting on 8/28/14
 - Friends discussed their annual meeting Scheduled for September 2
 - Friends discussed their book sale scheduled for September 26 and 27
 - Friends have changed their meeting dates to the first Tuesday of the month at 5:30 pm
- 7. Old business**
 - Brick pavers and tiles update—Did not sell any new bricks in the month of August—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—Waiting on word to see if we will receive a Meadows Foundation grant or permission to submit a grant to the Summerlee Foundation—discussion and possible action
 - Update—New shelving has arrived and been installed—discussion and possible action
 - Update—Memorial plaque for Ellen Moore has been placed on the wall next to the donor board—discussion and possible action
 - Update—fiscal year 2014/2015 budget
- 8. New Business**
 - Review and approve revised Interlibrary Loan policy—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 8, 2014**

1. Library Statistics for the month of July. Circulation statistics are down 4% compared to July 2013; gate count is up 8% compared to July 2013; programming is down 2% compared to July 2013; Internet usage is down 3% compared to July 2013; reference requests are up 29% compared to July 2013 and meeting room reservations are down 13% compared to July 2013.
2. In the month of August 283 children and adults attended story time.
3. On Monday, August 4 library staff attended a mandatory organizational meeting at city hall.
4. On Tuesday, August 5 Mickey DuVall attended a City Council budget workshop.
5. On Wednesday, August 6 Mickey DuVall participated in a webinar on "Emotional Intelligence."
6. On Wednesday, August 6 Mickey DuVall participated in a webinar entitled "A Closer Look at the new Erate."
7. On Thursday, August 7 Mickey DuVall performed Cookie Adkins annual review.
8. On Thursday, August 7 Bristol Wilhelm, one of the library's VOE student workers, worked his last day.
9. On Thursday, August 7 Ashley Guerrero hosted a Teen Advisory Board (TAB) meeting. Fifteen teens attended the meeting and discussed upcoming special events (Banned Books Week, Teen Read Week and the Texas Teen Book Festival).
10. On Saturday, August 9 Bonnie Pierson hosted the annual Ice Cream Social. 128 children and adults attended the event.
11. On Monday, August 11 Emilie Gartman, the library's new VOE student worker, started work.
12. On Monday, August 11 the Chess Club met in the library's meeting room. Twelve children attended and played chess.
13. On Tuesday, August 12 Bonnie Pierson hosted the Lego Club. Six children participated in the event.
14. On Tuesday, August 12 Mickey DuVall participated in a webinar "RDA Demystified part 1: Introduction to FRBR."
15. On Thursday, August 14 Ashley Guerrero hosted an Anime Club meeting. Sixteen teens participated in watching "Fruits Basket" and making Japanese Woodblock Paintings.
16. On Thursday, August 14 library staff attended mandatory computer training at city hall.
17. On Friday, August 15 a crew from Libra-Tech installed new shelving in the Teen Room, Genealogy Room and outside Mickey DuVall's office.
18. On Tuesday, August 19 Mickey DuVall attended a City Council budget workshop.
19. On Wednesday, August 20 the cold water handle broke off in the women's restroom. The restroom and hallways outside the restroom were flooded.
20. On Thursday, August 21 Osborne Plumbing came to the library and repaired the sink in the women's restroom.
21. On Thursday, August 21 Ashley Guerrero hosted an Open Video Game event. Fourteen teens attended the event and played video games.
22. On Saturday, August 23 Bonnie Ueckert, Cary Kittrell and Melissa Bullara attended the BISD Back to School Bash. An estimated 400 children and adults visited the library's booth.

23. On Monday, August 25 Mickey DuVall attended a Department Head meeting to discuss a new comprehensive plan the City is starting to develop.
24. On Tuesday, August 26 Cary Kittrell and Ashley Guerrero attended the FGS genealogical conference held in San Antonio.
25. On Thursday, August 28 the Friends of the Bastrop Public Library met and discussed their upcoming book sale scheduled for September 26 and 27 and their annual meeting scheduled for September 2.
26. On Thursday, August 28 Ashley Guerrero hosted a "Board Game Night" program. Twenty , teens played board games.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library Interlibrary Loan Policy

I. Definition

Interlibrary Loan (ILL) is the process that the Bastrop Public Library uses to request materials from, or supply materials to, other libraries.

II. Conditions of Service

All interlibrary loan transactions are made between libraries. All library users must request an ILL through their home library.

The Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the United States Copyright Law, and the United States Commission on New Technological Uses of Copyrighted works (CONTU) guidelines and federal and state laws governing confidentiality of library records.

III. Borrowing Policy

1. Users—Patrons requesting an interlibrary loan are required to have a Bastrop Public Library card in good standing. Requests are not filled if the patron has outstanding fines or overdue materials on their record. New patrons are required to have a Bastrop Public Library card for two weeks before requesting an ILL.
2. Requests—Requests are limited to five items per patron. The Library reserves the right to limit the number of requests per patron. All requests must be valued at \$100 or less.
3. Types of materials borrowed—The Library will attempt to borrow print media only.
4. How to request an interlibrary loan—Patrons must complete an interlibrary loan request form. Information on the request form must include full bibliographic information that includes author, title, date of publication, publisher, ISBN and cost of book. Periodical articles must contain complete citation information, including author, title, periodical source, date and/or volume number and page numbers. The patron must include a current daytime telephone number. Patrons must request materials at the library, this request requires a signature and a payment of \$2.00 made before requests are submitted.
5. Delivery of requested materials—The Bastrop Public Library submits interlibrary loan requests as quickly as possible. The delivery of the requested material is contingent upon how quickly the lending library processes the order and ships the material. A rule of thumb for the receipt of the requested material is two to three weeks.
6. Conditions of Use—Lending libraries set their own loan periods and restrictions (such as renewals, in-library usage and etc.). Failure to return interlibrary loan items on time (date stamped on wrapper) or to pick up items within three days of notification of arrival may result in the suspension of interlibrary loan services and book will be returned. Materials borrowed through interlibrary loan must be returned to the Bastrop Public Library and not to the lending library. The

interlibrary loan wrapper is not to be removed by anyone other than a staff member.

7. Charges—The Bastrop Public Library does not charge for interlibrary loan services. The library does charge \$2.00 per item to cover return mailing costs.
8. Lost, Stolen or Damaged Interlibrary Loan Items—If an interlibrary loan item is lost, stolen or damaged, the patron is responsible for the cost of the item (to be determined by lending library) and any processing fees charged by the lending library.

IV. Lending Policies

1. Users—The Bastrop Public Library will lend materials to all established libraries. Those wishing to borrow materials from the Library must initiate their request through an established library.
2. Requests—Any decision to loan materials is made at the discretion of the Library Director or designated staff member. The borrowing patron may request materials through their home library.
3. What can be Borrowed—The Library does not loan the following: Reference, local history materials, genealogy, microfilm, periodicals, audio-books, CD's, videos, DVD's, best-sellers or items on reserve.
4. Loan Period—The materials are loaned free of charge. The loan period is six weeks allowing for transit time and checkout by the patron. All materials are subject to recall. Renewals are at the library's discretion. The library will notify the borrowing library when unable to fill a request.
5. Photocopies—The Library will make 1-50 photocopies per request. The first 20 pages are free. There is a .10 cents per page fee after the first 20 copies. Genealogy requests are charged differently. Please see the Library's genealogy policy for more information.
6. Lost, Stolen or Damaged materials charge—The Library assesses a fee on a lost, stolen or damaged item based on the cost of the item plus a \$5.00 processing fee. All charges are nonrefundable.

Updated: 8/15/14 MB
Library Board approval:
Bastrop City Council approval: