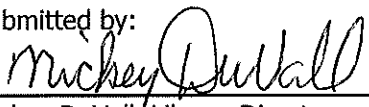


**AGENDA
LIBRARY BOARD
Monday, April 7, 2014
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
April 7, 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 March meeting**
- 3. Announcements—** *Library closed on Wednesday*
- 4. Citizen Comments—**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - The Friends did not meet in March
 - The Friends held a joint book/plant sale with the Lost Pines Garden Club
 - The Friends made an estimated \$2,400 at the book sale
 - The Lost Pines Garden Club is donating all of their proceeds to the library from their plant sale
 - Plant sale figures are not available at this time
- 7. Old business**
 - Brick pavers and tiles update—No new sales—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—James Alexander is preparing a grant to the Summerlee Foundation—discussion and possible action
 - Update—Waiting on new shelving to be manufactured for Teen room
 - Update—Library selects AT&T to provide Internet access beginning in July
 -
- 8. New Business**
 - Update of Patron Behavior Policy—discussion and possible action
 - Budget for F.Y. 2014/2015—discussion and possible action
 - Memorial for Ellen Moore—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
April 7, 2014**

1. Library Statistics for the month of February. Circulation statistics are down 3% compared to February 2013; gate count is down 15% compared to February 2013; programming is down 11% compared to February 2013; Internet usage is down 1% compared to February 2013; reference requests are up 81% compared to February 2013 and meeting room reservations are down 5% compared to February 2013.
2. In the month of March 245 children and adults attended story time.
3. On Monday, March 3 the library was closed for the Texas Independence day holiday.
4. On Tuesday, March 4 Mickey DuVall attended a webinar entitled "Measurements That Matter."
5. On Thursday, March 6 Mickey DuVall attended a Director's day long training at City hall.
6. On Thursday, March 6 Bonnie Pierson, Melissa Bullara and Cary Kittrell each taught a library class to three age groups of homeschoolers. In total, eighteen home schooled students attended classes.
7. On Thursday, March 6 Ashley Guerrero hosted a Teen Advisory Board meeting. Ten teens attended the meeting.
8. On Saturday, March 8 eight children read to the Bow Wow Book Buddies therapy dog.
9. On Tuesday, March 11 Mickey DuVall gave a speech to the Rotary Club of Bastrop County.
10. On Tuesday, March 11 Bonnie Pierson hosted a Lego program. Twenty-eight children and adults attended the program.
11. On Wednesday, March 12 Mickey DuVall attended legal review to discuss the Patron Behavior policy.
12. On Thursday, March 13 Ashley Guerrero hosted a Teen Anime Club meeting. Nine teens attended the meeting and watched "Ponyo" and did a Ponyo-themed Cube Craft.
13. On Saturday, March 15 Bonnie Pierson hosted a "Dr. Seuss Party." Twenty-five children and adults attended the party.
14. On Tuesday, March 18 Bonnie Pierson attended the Lost Pines Elementary School pre-kindergarten Literacy Night. Bonnie conversed with over 50 children, parents and teachers.
15. On Thursday, March 20 Ashley Guerrero hosted a teen Open Video Games night. Nineteen teens participated in the games.
16. On Monday, March 24 Ellen Moore passed away at her home. Ellen Moore has been a member of the Library Board for many years. Ellen was always a great supporter of the Bastrop Public Library and our library family will miss her.
17. On Tuesday, March 25 Bonnie Pierson attended the Mina Elementary School Literacy Night. Bonnie interacted with over 100 teachers, parents and children.
18. On Thursday, March 26 Mickey DuVall attended a retirement party for Pat Tuohy. Pat Touhy has been the director of CTLS, Inc. (Connecting Texas Libraries Statewide) for over 30 years. She is a strong supporter of public libraries and has been during her 42 years working as a librarian. She will be greatly missed.
19. Thursday, March 26 through Saturday, March 28 the Friend of the Bastrop Public Library and the Lost Pines Garden Club held a combined plant/book sale at the library. All proceeds

from the sale will go to the library. The Friends book sale netted an estimated \$2,400. Proceeds from the plant sale are not available at this time.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library Patron Behavior Policy

Library Mission: 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.

To enable the library to fulfill its mission, library patrons are asked to respect and follow the policies listed below. Patrons who violate the Behavior Policy will receive notice they are in violation and may be asked to leave the library.

- I. Disruptive behavior is generally defined as any patron behavior that interferes with the normal operation of the library or which unreasonably interferes with another patron's ability to use the library. Disruptive behavior will not be tolerated. The following list of disruptive behaviors is used for illustrative purposes and is not comprehensive:
 1. Illegal acts
 2. Sexual harassment or misconduct
 3. Stealing or vandalizing library property
 4. Loitering
 5. **Sleeping in a manner that is disruptive or disturbs patrons or staff**
 6. Running, shouting, loud talking, pushing, threatening or harassing behavior
 7. Playing audio equipment loud enough to disturb others
 8. Loud Cell telephone ringing and/or conversations
 9. Possession or use of illegal drugs or alcohol
 10. No smoking or use of any tobacco product (including electric cigarettes) on library property
 11. Use of skateboards, roller blades/skates/scooters on library property
 12. Soliciting of any kind and/or asking for signatures on petitions
 13. Blocking of aisles or entrances
 14. Possession of weapons
 15. Monopolizing library resources or staff time
 16. Eating or drinking within the library unless at authorized library events
 17. **Bathing, shaving, washing clothes or otherwise misusing bathrooms**
 18. Discourtesy to other library Patrons or the Library Staff
 19. Adults sitting in either the children's or teen's room without assisting their children or selecting material
 20. Truancy (Please refer to Bastrop, Texas, municipal code Section 8.8.03)
 21. **Carrying into the library bedrolls, bed blankets, large bags, large boxes, sleeping bags or sports equipment**
- II. While visiting the library, Patrons are required to:
 1. Respect other library users and their privacy at all times
 2. Wear appropriate attire, including shoes and shirts (no wet clothes or bathing suits)
 3. Not present an odor nuisance

4. Not bring animals into the library, other than service animals—nor leave animals outside unattended
5. Ask permission to use library telephones, calls are limited to emergencies and requests for transportation
6. Use library furniture, materials, equipment and facilities for their intended purposes
7. Take care of their own possessions, the library will not be responsible for patron's items
8. Follow the library's policies

III. Parents, Guardians, and Caregivers* responsibilities:

1. Persons 17 years old or younger are defined as 'children' for the purposes of this Policy.
2. Parents or legal guardians, whether present in the library or not, are responsible for their children's behavior at all time.
3. Parents or legal guardians are responsible for any damages to library property caused, in whole or in part, by their children, regardless of the children's age.
4. Children under the age of eight years **must** be accompanied by a parent, a guardian, or a Caregiver*, at all times
5. Parents, guardians or Caregivers* are responsible for maintaining control over their children's behavior in the library, at all times
6. Parents, guardians or Caregivers accompanying children eight years or younger must stay within a reasonable distance (within eyesight) of their children, at all times

*(If a parent designates a 'Caregiver' to accompany a child eight years or younger to the library in the parent's absence, the Caregiver must be at least 14 years of age and must demonstrate maturity and competence to care for and control the children left in their care, while in the library.)

***The library retains the right to search all personal bags or backpacks.

***Patron library privileges may be limited at the discretion of the Library Director

Revised: 03/10/14

Library Board Approved:

Bastrop City Council Approved:

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	29	39	18	34	35								155
100-199	43	58	37	55	38								231
200-299	65	70	61	81	51								328
300-399	175	140	124	182	105								726
400-499	26	19	12	17	11								85
500-599	55	30	61	82	88								316
600-699	381	360	273	391	378								1,783
700-799	183	153	127	174	137								774
800-899	52	41	30	54	37								214
900-999	102	100	101	123	135								561
92-920	87	78	70	110	94								439
Adult Audiocassettes	2	3	2	1	2								10
Adult Book Club Bag	1	0	0	0	0								1
Adult DVD's	1,533	1,363	1,550	1,657	1,494								7,597
Adult Fiction	2,386	2,010	2,032	2,190	2,057								10,675
Adult Fiction CD's	715	613	688	605	594								3,215
Adult Genealogy	0	0	0	0	0								0
Adult Historical Vertical File	0	0	0	0	0								0
Adult Large Print	854	670	741	801	763								3,829
Adult Microfilm	0	0	0	0	0								0
Adult MP3 Book	42	27	27	30	17								143
Adult Music on CD	165	160	142	175	179								821
Adult Nonfiction CD'S	67	55	52	53	45								272
Adult One-Click e-audio	45	67	49	26	37								224
Adult Overdrive e-book	313	275	298	416	446								1,748
Adult Pro Col	0	0	0	0	0								0
Adult Reference	0	1	0	0	0								1
Adult Reference Desk	0	0	0	0	0								0
Adult Spanish DVD's	8	6	2	12	8								36
Adult Spanish Fiction	34	14	5	17	18								88

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	38	13	8	12	10								81
Adult Texana	29	27	34	57	26								173
Adult Vertical Files	0	0	0	0	0								0
Adult Videocassettes	183	200	206	220	160								969
Subtotal Adult:	7,613	6,592	6,750	7,575	6,965	0	0	0	0	0	0	0	35,495
Juvenile and children's:													
Child Spanish 1st R	9	23	11	20	6								69
Child Spanish Easy	104	51	21	49	30								255
Child Spanish Easy Nonfic	23	15	5	12	1								56
Child Storytime box	3	1	0	0	6								10
Easy Nonfiction	186	140	84	116	116								642
Easy Picture Books	1,577	1,501	1,067	1,290	1,156								6,591
First Readers	459	413	271	409	466								2,018
J 000 - J 099	14	9	3	7	11								44
J 100 - J199	8	6	5	6	2								27
J 200 - J 299	11	6	11	9	7								44
J 300 - J 399	71	31	21	33	33								189
J 400 - J 499	7	5	2	4	0								18
J 500 - J 599	154	140	83	179	161								717
J 600 - J 699	86	51	19	71	53								280
J 700 - J 799	218	173	136	147	128								802
J 800 - J 899	23	27	19	22	9								100
J 900 - J 999	80	82	38	30	73								303
J 92 - J 920	24	23	13	63	48								171
Juvv Audiocassettes	3	2	3	0	0								8
Juvv CD'S	44	36	29	37	24								170
Juvv DVD	460	409	353	445	281								1,948
Juvv Fiction	991	842	675	845	809								4,162
Juvv Graphic Novels	252	229	189	228	186								1,084
Juvv Oversize	7	19	2	10	6								44
Juvv Reference	0	0	0	0	0								0
Juvv Spanish Fiction	10	6	0	4	9								29

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	21	8	17	5	25								76
Subtotal Juv. & children's	4,845	4,248	3,077	4,041	3,646	0	0	0	0	0	0	0	19,857
Young Adult:													
Young Adult CD's	12	13	16	11	7								59
Young Adult Fiction	398	437	531	427	386								2,179
Young Adult Graphic Novels	415	287	377	299	265								1,643
Subtotal Young Adult	825	737	924	737	658	0	0	0	0	0	0	0	3,881
Other:													
Paperbacks	704	579	691	767	541								3,282
Magazines	22	14	6	5	27								74
Subtotal Other	726	593	697	772	568	0	0	0	0	0	0	0	3,356
Grand Total All	14,009	12,170	11,448	13,125	11,837	0	0	0	0	0	0	0	62,589
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	4,394	4,427	3,411	4,282	3,905								20,419
Computer Usage:													
Adult	1,694	1,261	1,218	1,527	1,444								7,144
Children	473	332	244	368	299								1,716
Computer Class	39	18	17	0	4								78
Teen	311	251	208	211	266								1,247
Wireless	831	785	780	1,079	976								4,451
Total Computer Usage	2,517	2,647	2,467	3,185	2,989	0	0	0	0	0	0	0	13,805
Gifts and Memorials:	\$325.00	\$0.00	\$94.08	\$47.60	\$80.00								\$546.68

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	191	142	81	129	121								664
Baker & Taylor	43	23	8	26	25								125
Brodart	0	0	0	0	0								0
Cat Express--OCLC	36	5	12	4	17								74
Ingram	92	49	71	50	61								323
Original	70	18	18	37	66								209
Recorded Books	5	9	6	9	7								36
Total items cataloged	437	246	196	255	297	0	0		0	0	0		1,431
Total items withdrawn	152	473	260	43	58								986
Total items lost	7	0	0	0	0								7
Interlibrary Loan:													
Borrowed	2	1	0	0	0								3
Loaned	15	17	12	16	13								73
Total Transactions	17	18	12	16	13	0	0	0		0	0		76
New Library Patrons:													
City	45	37	21	41	42								186
County	166	123	104	184	118								695
Total Patrons added	211	160	125	225	160	0	0	0	0	0	0		881
Patron Usage:													
County	72%	71%	70%	69%	70%								
City	20%	20%	19%	20%	20%								
Faculty	3%	4%	3%	4%	4%								
Other	5%	5%	8%	7%	6%								
Proctored Tests Given:	3	3	3	4	4								17

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	476	547	590	260	284								2,157
Outreach programs	222	227	45	0	0								494
Teen programs	52	42	33	38	46								211
Adult programs	270	0	0	0	10								280
Total Programming	1,020	816	668	298	340	0	0	0	0	0	0	0	3,142
Reference Assistance:													
Directional Questions	375	318	230	624	677								2,224
Microfilm assistance	0	0	0	0	0								0
Reference Questions	803	594	484	1,123	1,086								4,090
Telephone Reference	371	309	243	348	384								1,655
Total Reference	1,549	1,221	957	2,095	2,147	0	0	0	0	0	0	0	7,969
Reservations:													
Pressley Meeting Room	56	41	37	41	42								217
Maynard Board Room	34	27	26	27	23								137
Study Booths	287	217	200	271	264								1,239
Total Reservations	377	285	263	339	329	0	0	0	0	0	0	0	1,593
Visitor Count:	9,248	7,412	6,771	8,623	8,141								40,195
Volunteer Hours:													
Regular volunteers	184.50	131.50	176.50	133.50	144.50								770.50
Friends volunteers	25.00	41.75	38.25	25.75	56.00								186.75
Total Volunteer Hours	209.50	173.25	214.75	159.25	200.50	0.00	0.00		0.00				957.25
Website Hits:	2,153	1,917	2,021	2,484	2,173								10,748
Ereader assistance	0	0	0	0	2	0	0	0	0	0	0	0	2