

**AGENDA
LIBRARY BOARD
Monday, March 3, 2014
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
March 3, 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 January meeting**
- 3. Announcements—**
- 4. Citizen Comments—**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - Due to the bad weather, the Friends did not meet in their regularly scheduled meeting in February *January*
 - The Friends are scheduled to meet in their regularly scheduled meeting in March *February*
 - Friends continue to work on assignments from their strategic retreat
 - The Friends will hold one of their semi-annual book sales on Friday, March 28 and Saturday, March 29
- 7. Old business**
 - Brick pavers and tiles update—*1 brick* ~~no new sales~~—Friends may offer bricks and tiles as incentives to join the Friends—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—Marketing plan—Library will begin using its new tagline and logo
 - Update—new Young Adult Librarian began work on February 4—discussion and possible action
 - Texas State Library annual report—report submitted on February 4
- 8. New Business**
 - Plans for funds received from meeting room rentals—discussion and possible action
 - New shelving for Young Adult room—discussion and possible action
 - Library closure on Wednesday, April 9—discussion and possible action
 - Library releases Request for Proposal to provide Internet services—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 DuVal, 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
March 3, 2014

1. Library Statistics for the month of December. Circulation statistics are up 3% compared to December 2012; gate count is down 17% compared to December 2012 (electric counter broken and not replaced for one week); programming is down 5% compared to December 2012; Internet usage is up 21% as compared to December 2012, reference requests are up 4% compared to December 2012 and meeting room reservations are up 32% compared to December 2012.
2. In the month of January 178 children and adults attended story time.
3. On Wednesday, January 1 the library was closed for the New Year's holiday.
4. On Thursday, January 2 Cary Kittrell hosted a Teen Advisory Board meeting. Four teens attended the meeting.
5. On Monday, January 6 and Tuesday, January 7 interviews were held for the Young Adult Librarian position.
6. On Thursday, January 9 Bonnie Pierson, Melissa Bullara and Cary Kittrell each taught a library class to three age groups of homeschoolers. In total, twenty-two home schooled students attended classes.
7. On Thursday, January 9 Cary Kittrell hosted a Teen Anime Club meeting. Eighteen teens participated in the meeting.
8. On Thursday, January 9 and Friday, January 10 interviews were held for the Library Associate—Interlibrary Loan position.
9. On Saturday, January 11 four children read to the Bow Wow Book Buddies therapy dog.
10. From Monday, January 13 through Friday, January 17 Bonnie Pierson attended emergency management training.
11. On Monday, January 13 Mickey DuVall met with the director of IT, Andres Rosales, to discuss erate form 470. The library is creating a Request for Proposal (RFP) to provide the library with internet connectivity.
12. On Tuesday, January 14 Mickey DuVall met with Allen Hinton, a representative of Lawton Publications, to discuss advertising in the Bastrop Chamber of Commerce annual map.
13. On Tuesday, January 14 Mickey DuVall attended the Bastrop City Council meeting. The City Council approved the updated Meeting Room Policy.
14. On Tuesday, January 14 Bonnie Pierson hosted a Lego program. Fifteen children and adults attended the program.
15. On Thursday, January 16 Cary Kittrell hosted a teen Open Video Games night. Sixteen teens participated in the games.
16. On Thursday, January 16 Mickey DuVall hosted a Friends of the Bastrop Public Library Executive Committee strategy retreat. The meeting produced a number of goals and objectives the Friends hope to achieve this year.
17. On Saturday, January 18 Melissa Bullara hosted a Super Saturday "Mad Science" event. Forty-one children and adults attended the program.
18. On Monday, January 20 the library closed for the Martin Luther King, Jr. holiday.
19. On Thursday, January 23 Mickey DuVall met with the City Manager, Mike Talbot, to discuss library departmental issues.

20. On Tuesday, January 28 Mickey DuVall attended an emergency management meeting at City Hall.
21. Library Statistics for the Month of January. Circulation statistics are down 5% compared to January 2013; gate count is down 4% compared to January 2013; programming is down 22% compared to January 2013; computer usage is up 9% compared to January 2013; reference request are up 50% compared to January 2013 and meeting room reservations are up 26% compared to January 2013.
22. In the month of February 141 children and adults attended story time.
23. On Monday, February 3 Bonnie Pierson and Melissa Bullara attended a Summer Reading Program workshop at the Harker Heights Public Library.
24. On Tuesday, February 4 Mickey DuVall electronically submitted the Texas State Library and Archives Commission annual report.
25. On Thursday, February 6 Bonnie Pierson, Melissa Bullara and Cary Kittrell each taught a library class to three age groups of homeschoolers. In total, twenty-two home schooled students attended classes.
26. On Thursday, February 6 Cary Kittrell hosted a Teen Advisory Board meeting. Twelve teens attended the meeting. Introduced new teen librarian, Ashley Guerrero, to the Teens. Teens discussed things they would like to see happen in the future; movies, events, and books.
27. On Saturday, February 8 six children read to the library's Bow Wow book buddies therapy dog.
28. On Saturday, February 8 Mickey DuVall attended the Main Street Strategic Planning Workshop held at the Hyatt Regency Resort.
29. On Monday, February 10 Mickey DuVall received a demonstration of the Biblionix Acquisitions software from Cameron Charbonnet of Biblionix.
30. On Tuesday, February 11 Bonnie Pierson hosted a Lego program. Six children and adults attended the program.
31. On Tuesday, February 11 Bonnie Pierson hosted a Chess Club program. Nine children and adults played chess.
32. On Thursday, February 13 Mickey DuVall submitted a Texas State Library Impact grant Request for Funds in the amount of \$4,160.37 to reimburse the library for ebooks purchased in January.
33. On Thursday, February 13 Ashley Guerrero hosted an Anime Club meeting. Sixteen teens enjoyed watching Fairy Tales and creating paintings.
34. On Friday, February 14 Mickey DuVall met with Belinda Goertz to discuss issues concerning the Friends of the Bastrop Public Library.
35. On Saturday, February 15 Bonnie Pierson hosted a Super Saturday event, "Clean Out the Closet." Thirty-two children and adults created crafts using left-over craft materials from the Children's Department closet.
36. On Wednesday, February 19 Mickey DuVall met with Belinda Goertz, a member of the Friends of the Bastrop Public Library, to discuss issues concerning the Friends group.
37. On Thursday, February 20 Cary Kittrell hosted a Teen Open Video Game event. Eighteen teens played video games including Rock Band, Just Dance and a racing game.
38. On Friday, February 21 Mickey DuVall met with Elizabeth Sims, chair of the Friends of the Bastrop Public Library Executive Committee, to discuss issues concerning the Friends group.
39. On Saturday, February 22 Mickey DuVall assisted Christina Schmidt in the showing of the DVD "The Greater Good." Ten people attended the viewing.

40. On Thursday, February 27 Mickey DuVall is scheduled to meet with Mike Talbot in a monthly departmental meeting.
41. On Thursday, February 27 the Friends of the Bastrop Public Library are to meet in a regularly scheduled meeting.
42. On Friday, February 28 Mary Poirier will work her last day at the library.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	29	39	18	34									120
100-199	43	58	37	55									193
200-299	65	70	61	81									277
300-399	175	140	124	182									621
400-499	26	19	12	17									74
500-599	55	30	61	82									228
600-699	381	360	273	391									1,405
700-799	183	153	127	174									637
800-899	52	41	30	54									177
900-999	102	100	101	123									426
92-920	87	78	70	110									345
Adult Audiocassettes	2	3	2	1									8
Adult Book Club Bag	1	0	0	0									1
Adult DVD's	1,533	1,363	1,550	1,657									6,103
Adult Fiction	2,386	2,010	2,032	2,190									8,618
Adult Fiction CD's	715	613	688	605									2,621
Adult Genealogy	0	0	0	0									0
Adult Historical Vertical File	0	0	0	0									0
Adult Large Print	854	670	741	801									3,066
Adult Microfilm	0	0	0	0									0
Adult MP3 Book	42	27	27	30									126
Adult Music on CD	165	160	142	175									642
Adult Nonfiction CD's	67	55	52	53									227
Adult One-Click e-audio	45	67	49	26									187
Adult Overdrive e-book	313	275	298	416									1,302
Adult Pro Col	0	0	0	0									0
Adult Reference	0	1	0	0									1
Adult Reference Desk	0	0	0	0									0
Adult Spanish DVD's	8	6	2	12									28
Adult Spanish Fiction	34	14	5	17									70

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	38	13	8	12									71
Adult Texana	29	27	34	57									147
Adult Vertical Files	0	0	0	0									0
Adult Videocassettes	183	200	206	220									809
Subtotal Adult:	7,613	6,592	6,750	7,575	0	0	0	0	0	0	0	0	28,530
Juvenile and children's:													
Child Spanish 1st R	9	23	11	20									63
Child Spanish Easy	104	51	21	49									225
Child Spanish Easy Nonfic	23	15	5	12									55
Child Storytime box	3	1	0	0									4
Easy Nonfiction	186	140	84	116									526
Easy Picture Books	1,577	1,501	1,067	1,290									5,435
First Readers	459	413	271	409									1,552
J 000 - J 099	14	9	3	7									33
J 100 - J199	8	6	5	6									25
J 200 - J 299	11	6	11	9									37
J 300 - J 399	71	31	21	33									156
J 400 - J 499	7	5	2	4									18
J 500 - J 599	154	140	83	179									556
J 600 - J 699	86	51	19	71									227
J 700 - J 799	218	173	136	147									674
J 800 - J 899	23	27	19	22									91
J 900 - J 999	80	82	38	30									230
J 92 - J 920	24	23	13	63									123
Juvy Audiocassettes	3	2	3	0									8
Juvy CDS	44	36	29	37									146
Juvy DVD	460	409	353	445									1,667
Juvy Fiction	991	842	675	845									3,353
Juvy Graphic Novels	252	229	189	228									898
Juvy Oversize	7	19	2	10									38
Juvy Reference	0	0	0	0									0
Juvy Spanish Fiction	10	6	0	4									20

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvy Spanish Nonfiction	21	8	17	5									51
Subtotal Juv. & children's	4,845	4,248	3,077	4,041	0	0	0	0	0	0	0	0	16,211
Young Adult:													
Young Adult CD's	12	13	16	11									52
Young Adult Fiction	398	437	531	427									1,793
Young Adult Graphic Novels	415	287	377	299									1,378
Subtotal Young Adult	825	737	924	737	0	0	0	0	0	0	0	0	3,223
Other:													
Paperbacks	704	579	691	767									2,741
Magazines	22	14	6	5									47
Subtotal Other	726	593	697	772	0	0	0	0	0	0	0	0	2,788
Grand Total All	14,009	12,170	11,448	13,125	0	0	0	0	0	0	0	0	50,752
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	4,394	4,427	3,411	4,282									16,514
Computer Usage:													
Adult	1,694	1,261	1,218	1,527									5,700
Children	473	332	244	368									1,417
Computer Class	39	18	17	0									74
Teen	311	251	208	211									981
Wireless	831	785	780	1,079									3,475
Total Computer Usage	2,517	2,647	2,467	3,185	0	0	0	0	0	0	0	0	10,816
Gifts and Memorials:	\$325.00	\$0.00	\$94.08	\$47.60									\$466.68

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	191	142	81	129									543
Baker & Taylor	43	23	8	26									100
Brodart	0	0	0	0									0
Cat Express--OCLC	36	5	12	4									57
Ingram	92	49	71	50									262
Original	70	18	18	37									143
Recorded Books	5	9	6	9									29
Total items cataloged	437	246	196	255		0	0		0	0	0		1,134
Total items withdrawn	152	473	260	43									928
Total items lost	7	0	0	0									7
Interlibrary Loan:													
Borrowed	2	1	0	0									3
Loaned	15	17	12	16									60
Total Transactions	17	18	12	16	0	0	0	0	0	0	0		63
New Library Patrons:													
City	45	37	21	41									144
County	166	123	104	184									577
Total Patrons added	211	160	125	225	0	0	0	0	0	0	0		721
Patron Usage:													
County	72%	71%	70%	69%									
City	20%	20%	19%	20%									
Faculty	3%	4%	3%	4%									
Other	5%	5%	8%	7%									
Proctored Tests Given:	3	3	3	4									13

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	476	547	590	260									1,873
Outreach programs	222	227	45	0									494
Teen programs	52	42	33	38									165
Adult programs	270	0	0	0									270
Total Programming	1,020	816	668	298	0	0	0	0	0	0	0	0	2,802
Reference Assistance:													
Directional Questions	375	318	230	624									1,547
Microfilm assistance	0	0	0	0									0
Reference Questions	803	594	484	1,123									3,004
Telephone Reference	371	309	243	348									1,271
Total Reference	1,549	1,221	957	2,095	0	0	0	0	0	0	0	0	5,822
Reservations:													
Pressley Meeting Room	56	41	37	41									175
Maynard Board Room	34	27	26	27									114
Study Booths	287	217	200	271									975
Total Reservations	377	285	263	339	0	0	0	0	0	0	0	0	1,264
Visitor Count:	9,248	7,412	6,771	8,623									32,054
Volunteer Hours:													
Regular volunteers	184.50	131.50	176.50	133.50									626.00
Friends volunteers	25.00	41.75	38.25	25.75									130.75
Total Volunteer Hours	209.50	173.25	214.75	159.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	756.75
Website Hits:	2,153	1,917	2,021	2,484									8,575