

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

The Bastrop Public Library Board will meet in a regular meeting on Monday,
February 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
 - Friends executive committee met for a retreat at Mickey DuVall's house
- 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—Marketing plan—after some discussion staff have decided to terminate the Geek campaign and to create its own local marketing campaign—discussion and possible action
 - Update—Young Adult Librarian hired and will begin work on February 4—discussion and possible action
 - Update—Library Associate—Interlibrary Loan hired and began work on January 21—discussion and possible action
 - Update—City Council approved updated Meeting Room Policy—discussion and possible action
- 8. New Business**
 - Texas State Library annual report—discussion and possible action
 - 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 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
February 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 126 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 Ueckert 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 Ueckert 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 Ueckert 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 accomplish 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 is scheduled to attend an emergency management meeting at City Hall.
21. On Tuesday, January 28 Mickey DuVall is scheduled to participate in a webinar on One-Click audio.
22. On Thursday, January 30 Mickey DuVall is scheduled to participate in a webinar on completing the Texas State Library and Archives annual report.

Respectfully submitted: Mickey DuVall, Library Director

Teen Programs

Month: January 2014

First Thursday – TAB Meeting: 4

Second Thursday – Anime Club: 18

Third Thursday – Open Video Games: 16

01/02/2014 – TAB Meeting:

Total teens: 38

Children's Programs

Monthly Statistics

Month of : January 2014

Morning Storytime (total children and adults)

Wednesday:		Friday:	
<u>1/1/14</u>	<u>0 holiday</u>	<u>1/3/14</u>	<u>18</u>
<u>1/8/14</u>	<u>12</u>	<u>1/10/14</u>	<u>27</u>
<u>1/15/14</u>	<u>18</u>	<u>1/17/14</u>	<u>29</u>
<u>1/22/14</u>	<u>22</u>	<u>1/24/14</u>	<u>0</u>
<u>1/29/14</u>	<u>0</u>	<u>1/31/14</u>	<u>0</u>

126 ✓

Classes/Groups visiting the Library (total children and adults)

Date:	Group:	Attendance:
✓ <u>1/9/14</u>	<u>Homeschool</u>	<u>22</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

22

Other Events

Date:	Description:	Attendance:
<u> </u>	<u> </u>	<u>0</u>
✓ <u>1/11/14</u>	<u>Reading to Dogs</u>	<u>4</u>
✓ <u>1/18/14</u>	<u>Super Sat - Mad Science</u>	<u>41</u>
✓ <u>1/14/14</u>	<u>Lego Club</u>	<u>15</u>
<u> </u>	<u> </u>	<u>0</u>
<u> </u>	<u> </u>	<u>0</u>

60

Library Outreach Programs:

Date:	Description:	Attendance:
<u> </u>	<u>Headstart</u>	<u> </u>
<u> </u>	<u>BISD</u>	<u> </u>
<u> </u>	<u>Childcare</u>	<u> </u>
<u> </u>	<u>Other</u>	<u>0</u>

0

Children's Programs

208

Library Outreach

0

of Programs

13

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										86
100-199	43	58	37										138
200-299	65	70	61										196
300-399	175	140	124										439
400-499	26	19	12										57
500-599	55	30	61										146
600-699	381	360	273										1,014
700-799	183	153	127										463
800-899	52	41	30										123
900-999	102	100	101										303
92-920	87	78	70										235
Adult Audiocassettes	2	3	2										7
Adult Book Club Bag	1	0	0										1
Adult DVD's	1,533	1,363	1,550										4,446
Adult Fiction	2,386	2,010	2,032										6,428
Adult Fiction CD's	715	613	688										2,016
Adult Genealogy	0	0	0										0
Adult Historical Vertical File	0	0	0										0
Adult Large Print	854	670	741										2,265
Adult Microfilm	0	0	0										0
Adult MP3 Book	42	27	27										96
Adult Music on CD	165	160	142										467
Adult Nonfiction CD'S	67	55	52										174
Adult One-Click e-audio	45	67	49										161
Adult Overdrive e-book	313	275	298										886
Adult Pro Col	0	0	0										0
Adult Reference	0	1	0										1
Adult Reference Desk	0	0	0										0
Adult Spanish DVD's	8	6	2										16
Adult Spanish Fiction	34	14	5										53

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	38	13	8										59
Adult Texana	29	27	34										90
Adult Vertical Files	0	0	0										0
Adult Videocassettes	183	200	206										589
Subtotal Adult:	7,613	6,592	6,750	0	0	0	0	0	0	0	0	0	20,955
Juvenile and children's:													
Child Spanish 1st R	9	23	11										43
Child Spanish Easy	104	51	21										176
Child Spanish Easy Nonfic	23	15	5										43
Child Storytime box	3	1	0										4
Easy Nonfiction	186	140	84										410
Easy Picture Books	1,577	1,501	1,067										4,145
First Readers	459	413	271										1,143
J 000 - J 099	14	9	3										26
J 100 - J199	8	6	5										19
J 200 - J 299	11	6	11										28
J 300 - J 399	71	31	21										123
J 400 - J 499	7	5	2										14
J 500 - J 599	154	140	83										377
J 600 - J 699	86	51	19										156
J 700 - J 799	218	173	136										527
J 800 - J 899	23	27	19										69
J 900 - J 999	80	82	38										200
J 92 - J 920	24	23	13										60
Juvy Audiocassettes	3	2	3										8
Juvy CDS	44	36	29										109
Juvy DVD	460	409	353										1,222
Juvy Fiction	991	842	675										2,508
Juvy Graphic Novels	252	229	189										670
Juvy Oversize	7	19	2										28
Juvy Reference	0	0	0										0
Juvy Spanish Fiction	10	6	0										16

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvy Spanish Nonfiction	21	8	17										46
Subtotal Juv. & children's	4,845	4,248	3,077	0	0	0	0	0	0	0	0	0	12,170
Young Adult:													
Young Adult CD's	12	13	16										41
Young Adult Fiction	398	437	531										1,366
Young Adult Graphic Novels	415	287	377										1,079
Subtotal Young Adult	825	737	924	0	0	0	0	0	0	0	0	0	2,486
Other:													
Paperbacks	704	579	691										1,974
Magazines	22	14	6										42
Subtotal Other	726	593	697	0	0	0	0	0	0	0	0	0	2,016
Grand Total All	14,009	12,170	11,448	0	0	0	0	0	0	0	0	0	37,627
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	4,394	4,427	3,411										12,232
Computer Usage:													
Adult	1,694	1,261	1,218										4,173
Children	473	332	244										1,049
Computer Class	39	18	17										74
Teen	311	251	208										770
Wireless	831	785	780										2,396
Total Computer Usage	2,517	2,647	2,467	0	0	0	0	0	0	0	0	0	7,631
Gifts and Memorials:	\$325.00	\$0.00	\$94.08										\$419.08

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	191	142	81										414
Baker & Taylor	43	23	8										74
Brodart	0	0	0										0
Cat Express--OCLC	36	5	12										53
Ingram	92	49	71										212
Original	70	18	18										106
Recorded Books	5	9	6										20
Total items cataloged	437	246	196	0		0	0		0	0	0	0	879
Total items withdrawn	152	473	260										885
Total items lost	7	0	0										7
Interlibrary Loan:													
Borrowed	2	1	0										3
Loaned	15	17	12										44
Total Transactions	17	18	12	0	0	0	0	0	0	0	0	0	47
New Library Patrons:													
City	45	37	21										103
County	166	123	104										393
Total Patrons added	211	160	125	0	0	0	0	0	0	0	0	0	496
Patron Usage:													
County	72%	71%	70%										
City	20%	20%	19%										
Faculty	3%	4%	3%										
Other	5%	5%	8%										
Proctored Tests Given:	3	3	3										9

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	476	547	590										1,613
Outreach programs	222	227	45										494
Teen programs	52	42	33										127
Adult programs	270	0	0										270
Total Programming	1,020	816	668	0	0	0	0	0	0	0	0	0	2,504
Reference Assistance:													
Directional Questions	375	318	230										923
Microfilm assistance	0	0	0										0
Reference Questions	803	594	484										1,881
Telephone Reference	371	309	243										923
Total Reference	1,549	1,221	957	0	0	0	0	0	0	0	0	0	3,727
Reservations:													
Pressley Meeting Room	56	41	37										134
Maynard Board Room	34	27	26										87
Study Booths	287	217	200										704
Total Reservations	377	285	263	0	0	0	0	0	0	0	0	0	925
Visitor Count:	9,248	7,412	6,771										23,431
Volunteer Hours:													
Regular volunteers	184.50	131.50	176.50										492.50
Friends volunteers	25.00	41.75	38.25										105.00
Total Volunteer Hours	209.50	173.25	214.75	0.00		0.00	0.00		0.00				597.50
Website Hits:	2,153	1,917	2,021										6,091