

**AGENDA
LIBRARY BOARD
Monday, November 4, 2013
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
November 4, 2013 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 October meeting**
- 3. Announcements—**
- 4. Citizen Comments—**
- 5. Librarian's report—discussion and possible action**
- 6. Friends of the Library Report**
 - Friends met in a regularly scheduled meeting
 - Friends discussed and decided on their meeting calendar for the 2014 year
 - Discussed dessert social and Mickey DuVall volunteered to begin contacting restaurants and caterers
 - Discussed purchasing a memorial tile for Ann Linz
 - Friends gave the library an additional \$2,500 donation
- 7. Old business**
 - Brick pavers and tiles update—sold three \$100 bricks—adding a tile for Ellen Moore and Robert C. Hoover and in addition adding a tile for Ann Linz—discussion and possible action
 - Update—BTOP grant—grant paid computer trainer funding has been extended until the end of December—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—James Alexander has been performing oral histories with fire victims—discussion and possible action
 - Update—Replacing old light fixtures—I have started contacting contractors for quotes—discussion and possible action
 - Update—Marketing plan—we have started our Geek campaign—discussion and possible action
 - Update—renting out meeting rooms to businesses—discussion and possible action
- 8. New Business**
 - Updated Meeting Room policy—discussion and possible action
 - Personnel reorganization plan—discussion and possible action
 - Selecting library logo—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
November 4, 2013**

1. Annual library statistics comparison. Circulation statistics are up 1% compared to last year. The gate count is down 6% compared to last year. This may be due to the problem we have with our automatic counter. Programming is up 4% over last year. Computer Usage is up 14% over last year. Most of this increase is due to adult usage. Reference statistics are up 5% over last year. Meeting room usage is up 13% over last year.
2. Library Statistics for the month of August. Circulation statistics are up 1% compared to September 2012; gate count is up 2% compared to September 2012; programming is up 72% compared to September 2012; Internet usage is up 15% as compared to September 2012, reference requests are up 10% compared to September 2012 and meeting room reservations are up 33% compared to September 2012.
3. In the month of October 227 children and adults attended Story time.
4. On Tuesday, October 1 Mickey DuVall hosted the National Night Out party at the library. An estimated 120 people attended the event.
5. From Tuesday, October 1 through Monday, October 7 Bonnie Ueckert Pierson was on vacation.
6. On Wednesday, October 2 the homeschooling Chess Club met at the library. Fifteen children and adults attended the event and played chess.
7. On Thursday, October 3 Cary Kittrell hosted a Teen Advisory Board meeting. Twenty teens attended the meeting.
8. On Thursday, October 3 Mickey DuVall met with the City Manager, Mike Talbot, for a monthly departmental update.
9. On Friday, October 4 Mickey DuVall and Cary Kittrell met with Andres Rosales to discuss computer issues in the library.
10. On Monday, October 7 Ken McMillan rejoined the library staff as the security guard.
11. On Monday, October 7 Cary Kittrell performed a storytime for the Calvary Episcopal School after school program. Twelve students were in attendance.
12. On Tuesday, October 8 Bonnie Ueckert hosted a Lego program. Eleven children and adults attended the program.
13. From Tuesday, October 8 through Friday, October 11 Mickey DuVall was on vacation.
14. On Wednesday, October 9 the homeschooling Chess Club met at the library. Twelve children and adults attended the event and played chess.
15. On Thursday, October 10 Bonnie Ueckert, Melissa Bullara and Cary Kittrell each taught a library class to three age groups of homeschoolers. In total, twenty-six home schooled students attended classes.
16. On Thursday, October 10 Cary Kittrell hosted an Anime Club meeting. Fourteen teens attended the meeting.
17. On Monday, October 14 Bonnie Ueckert Pierson performed a storytime for the Calvary Episcopal School after school program. Fifteen students were in attendance.
18. On Tuesday, October 15 the homeschooling Chess Club met at the library. Fifteen children and adults attended the event and played chess.

19. On Thursday, October 17 Bonnie Ueckert Pierson and Melissa Bullara participated in a webinar on literacy.
20. On Thursday, October 17 Cary Kittrell hosted a teen video game night. Eighteen teens played video games.
21. On Friday, October 18 Mickey DuVall and the library sponsored the new book launch of Lisa Lach's, the "Bad Boys of Bastrop County." An estimated 50 people attended the book talk and signing. After the book talk, Lisa Lach and the Spoiled Doves of Texas held a "Bad Boys of Bastrop Haunted Bus Tour." An estimated 120 people took part in the bus tour.
22. On Saturday, October 19 Bonnie Ueckert Pierson hosted a "Wild Thing" Super Saturday party. Thirty children and adults attended the event.
23. On Monday, October 21 Bonnie Ueckert Pierson performed a storytime for the Calvary Episcopal School after school program. Fourteen students were in attendance.
24. On Tuesday, October 22 the homeschooling Chess Club met at the library. Twenty-two children and adults attended the event and played chess.
25. On Thursday, October 24 the Friends of the Bastrop Public Library met in a regularly scheduled meeting in the Nell Herndon Local History room.
26. On Thursday, October 24 Bonnie Ueckert Pierson and Melissa Bullara participated in a webinar on literacy.
27. On Tuesday, October 29 Bonnie Ueckert Pierson will conduct library tours for Lost Pines Elementary School second graders.
28. On Tuesday, October 29 and Wednesday, October 30 Sheila Bowman attended classes on using Microsoft Excel software.
29. On Wednesday, October 30 Bonnie Ueckert Pierson will conduct library tours for Mina Elementary School fourth graders.
30. On Wednesday, October 30 Mickey DuVall participated in a webinar on assisting others with their income taxes for 2014.
31. On Thursday, October 31 the library will have a booth at the Halloween Fest event in downtown Bastrop.

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	36	25	40	34	36	34	28	25	30	30	31	34	383
100-199	65	51	36	52	60	32	73	48	53	63	43	53	629
200-299	69	51	44	72	54	59	56	64	55	70	65	68	727
300-399	148	138	115	137	124	90	140	160	155	161	142	189	1,699
400-499	21	17	3	8	5	13	12	26	12	28	32	33	210
500-599	55	62	50	54	52	53	92	73	85	99	66	80	821
600-699	358	355	289	440	313	278	398	380	395	438	376	354	4,374
700-799	163	157	156	198	152	137	113	137	175	208	196	141	1,933
800-899	43	35	38	67	38	37	36	45	69	79	75	49	611
900-999	151	152	134	124	112	114	127	120	150	133	128	116	1,561
92-920	94	84	77	96	73	116	91	80	93	102	74	74	1,054
Adult Audiocassettes	13	4	2	2	10	8	7	7	1	4	3	2	63
Adult Book Club Bag	0	0	0	0	1	1	1	0	0	1	1	0	5
Adult DVDs	1,744	1,345	1,431	1,919	1,491	1,464	1,612	1,273	1,874	1,828	2,009	1,619	19,609
Adult Fiction	2,667	2,410	2,104	2,522	2,325	2,226	2,331	2,548	2,745	3,089	2,995	2,393	30,355
Adult Fiction CD's	567	596	580	619	642	637	727	756	597	703	734	705	7,863
Adult Genealogy	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Historical Vertical File	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Large Print	799	660	644	841	745	769	759	794	710	832	794	772	9,119
Adult Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult MP3 Book	42	41	34	35	23	31	29	27	21	24	43	34	384
Adult Music on CD	189	101	89	127	111	130	122	113	112	140	180	181	1,595
Adult Nonfiction CD's	59	61	36	51	52	48	76	66	70	59	50	63	691
Adult One-Click e-audio	99	155	95	186	110	110	96	69	77	62	66	60	1,185
Adult Overdrive e-book	0	0	100	157	147	155	181	166	185	209	300	298	1,898
Adult Pro Col	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Reference	0	0	0	5	1	0	0	0	2	0	0	0	8
Adult Reference Desk	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Spanish DVD's	12	6	4	0	3	9	10	5	13	9	9	2	82
Adult Spanish Fiction	11	12	10	13	19	16	11	15	28	36	26	17	214

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	21	12	6	8	19	29	22	15	19	31	27	17	226
Adult Texana	71	60	48	75	63	69	61	33	35	49	30	35	629
Adult Vertical Files	0	0	0	0	0	0	0	0	0	0	0	0	0
Adult Videocassettes	444	363	368	370	240	228	194	234	297	327	285	200	3,550
Subtotal Adult:	7,941	6,953	6,533	8,212	7,021	6,893	7,405	7,279	8,058	8,814	8,780	7,589	91,478
Juvenile and children's:													
Child Spanish 1st R	28	14	20	15	30	12	12	10	11	26	24	22	224
Child Spanish Easy	106	75	35	61	58	60	30	30	43	72	53	36	659
Child Spanish Easy Nonfic	20	7	5	17	11	7	7	7	22	17	14	11	145
Child Storytime box	7	1	1	1	2	2	1	1	0	0	1	3	20
Easy Nonfiction	150	75	92	80	145	101	90	107	227	346	186	213	1,812
Easy Picture Books	1,733	1,573	1,081	1,377	1,251	1,338	1,208	1,440	2,127	2,210	1,736	1,554	18,628
First Readers	487	411	272	280	289	354	348	335	561	473	316	516	4,642
J 000 - J 099	19	16	15	11	12	9	7	10	22	22	19	10	172
J 100 - J 199	14	9	1	3	2	4	5	2	7	18	10	8	83
J 200 - J 299	18	10	13	8	6	9	15	15	25	29	14	8	170
J 300 - J 399	74	59	18	33	23	22	14	46	76	71	37	44	517
J 400 - J 499	3	2	1	1	1	2	2	12	6	2	4	6	42
J 500 - J 599	202	162	126	207	143	75	172	229	310	279	202	166	2,273
J 600 - J 699	43	45	33	63	34	43	63	89	120	105	68	72	778
J 700 - J 799	176	154	144	145	103	118	110	119	219	325	212	193	2,018
J 800 - J 899	23	17	9	12	25	16	15	18	44	32	30	14	255
J 900 - J 999	102	76	55	81	64	70	73	88	73	120	107	95	1,004
J 92 - J 920	22	29	25	24	41	26	37	52	30	17	23	15	341
Juvy Audiocassettes	2	1	2	4	3	6	5	7	6	8	3	6	53
Juvy CD'S	59	29	35	56	36	23	27	58	70	87	60	30	570
Juvy DVD	322	415	449	476	466	368	425	426	525	646	541	405	5,464
Juvy Fiction	877	822	667	828	714	814	919	953	1,620	1,778	1,237	939	12,168
Juvy Graphic Novels	194	189	206	228	207	160	237	227	390	304	326	191	2,859
Juvy Oversize	7	3	3	7	4	12	7	7	10	12	7	7	86
Juvy Reference	0	0	0	0	0	0	0	0	0	0	1	1	2
Juvy Spanish Fiction	5	7	0	5	0	1	0	1	1	10	3	5	38

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Juvy Spanish Nonfiction	32	14	11	7	3	19	16	14	9	45	20	26	216
Subtotal Juv. & children's	4,725	4,215	3,319	4,030	3,673	3,671	3,845	4,303	6,554	7,054	5,254	4,596	55,239
Young Adult:													
Young Adult CD's	15	14	8	7	19	21	12	7	13	7	13	12	148
Young Adult Fiction	428	394	484	463	443	405	478	456	691	752	543	350	5,887
Young Adult Graphic Novels	299	234	217	279	343	289	310	370	366	441	430	301	3,879
Subtotal Young Adult	742	642	709	749	805	715	800	833	1,070	1,200	986	663	9,914
Other:													
Paperbacks	681	639	580	855	681	532	620	777	862	1,024	917	607	8,775
Magazines	27	25	16	29	22	16	20	18	30	27	17	14	261
Subtotal Other	708	664	596	884	703	548	640	795	892	1,051	934	621	9,036
Grand Total All	14,116	12,474	11,157	13,875	12,202	11,827	12,690	13,210	16,574	18,119	15,954	13,469	165,667
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	5,130	5,965	5,054	7,002	6,800	7,442	7,372	5,847	5,769	6,609	6,776	6,546	76,312
Computer Usage:													
Adult	1,965	1,368	1,316	1,715	1,603	1,522	1,523	1,527	1,579	1,697	1,988	1,543	19,346
Children	601	407	378	400	466	519	339	384	978	826	682	410	6,390
Computer Class	32	67	26	32	52	37	43	37	49	0	59	25	459
Teen	438	325	318	268	260	285	263	354	469	381	442	272	4,075
Wireless				500	648	697	728	727	926	1,476	858	796	7,356
Total Computer Usage	3,036	2,167	2,038	2,915	3,029	3,060	2,896	3,029	4,001	4,380	4,029	3,046	37,626
Gifts and Memorials:	\$137.26	\$12.58	\$900.00	\$0.00	\$135.00	\$437.19	\$450.00	\$120.61	\$122.15	\$192.00	\$0.00	\$5,112.19	\$7,618.98

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	174	64	148	136	88	192	162	120	68	102	71	99	1,424
Baker & Taylor	39	12	20	19	36	29	33	28	19	36	18	37	326
Brodart	0	0	0	0	0	0	0	0	0	0	0	0	0
Cat Express--OCLC	7	0	18	8	17	13	8	31	3	19	47	12	183
Ingram	163	58	90	72	54	58	75	62	112	73	14	26	857
Original	109	46	73	34	90	105	54	36	33	70	26	45	721
Recorded Books	9	14	1	0	9	12	2	5	6	4	8	6	76
Total items cataloged	501	194	350	269	294	409	334	282	241	304	184	225	3,587
Total items withdrawn	448	294	841	1,221	632	63	1,145	749	517	509	781	294	7,494
Total items lost	8	8	10	0	0	0	312	74	43	20	0	10	485
Interlibrary Loan:													
Borrowed	64	62	45	27	29	30	53	46	82	69	40	18	565
Loaned	8	0	2	2	1	3	2	0	2	3	2	2	27
Total Transactions	72	62	47	29	30	33	55	46	84	72	42	20	592
New Library Patrons:													
City	25	27	19	38	38	36	29	38	73	93	43	45	504
County	139	147	87	154	127	101	124	142	267	242	222	140	1,892
Total Patrons added	164	174	106	192	165	137	153	180	340	335	265	185	2,396
Patron Usage:													
County	73%	72%	73%	72%	72%	71%	70%	70%	73%	73%	74%	71%	
City	20%	20%	19%	20%	20%	20%	21%	21%	21%	21%	20%	21%	
Faculty	2%	2%	2%	3%	3%	3%	4%	4%	3%	3%	2%	3%	
Other	5%	6%	6%	5%	5%	6%	5%	5%	3%	3%	4%	5%	
Proctored Tests Given:	12	6	4	3	5	5	2	2	6	2	3	3	53

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	396	373	469	267	274	349	358	717	1,608	1,333	610	424	7,178
Outreach programs	157	121	120	0	0	3,189	161	500	0	0	200	0	4,448
Teen programs	62	52	56	27	35	32	44	73	60	129	0	39	609
Adult programs	119	99	58	86	71	63	0	0	0	182	0	120	798
Total Programming	734	645	703	380	380	3,633	563	1,290	1,668	1,644	810	583	13,033
Reference Assistance:													
Directional Questions	300	204	162	225	167	167	282	240	309	278	340	322	2,996
Microfilm assistance	2	1	2	6	0	3	0	0	1	1	1	0	17
Reference Questions	937	687	556	865	701	640	834	843	873	917	931	830	9,614
Telephone Reference	363	261	199	300	319	228	317	280	237	357	401	317	3,579
Total Reference	1,602	1,153	919	1,396	1,187	1,038	1,433	1,363	1,420	1,553	1,673	1,469	16,206
Reservations:													
Pressley Meeting Room	43	37	39	41	42	45	50	49	51	54	47	47	545
Maynard Board Room	36	32	27	35	29	35	36	39	29	20	29	26	373
Study Booths	215	139	133	193	211	199	271	216	253	268	277	244	2,619
Total Reservations	294	208	199	269	282	279	357	304	333	342	353	317	3,537
Visitor Count:	9,657	7,998	8,157	9,015	8,560	8,158	8,801	8,712	11,361	10,554	10,251	8,940	110,164
Volunteer Hours:													
Regular volunteers	154.00	89.00	153.25	116.00	118.00	115.75	100.50	193.75	254.00	466.00	241.25	228.75	2,230.25
Friends volunteers	75.25	144.25	93.25	23.00	17.00	172.25	19.50	13.00	91.25	41.25	48.25	186.00	924.25
Total Volunteer Hours	229.25	233.25	246.50	139.00	135.00	288.00	120.00	206.75	345.25	507.25	289.50	414.75	3,154.50
Website Hits:	1,936	1,913	1,247	2,006	2,022	2,297	2,299	2,123	2,593	2,820	2,422	2,290	25,968

BASTROP PUBLIC LIBRARY MEETING ROOM / CONFERENCE ROOM POLICY

The Bastrop Public Library encourages public use of its meeting facilities in keeping with the Library's overall mission to provide general and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

The Meeting Room / Conference Room (meeting rooms) Policy establishes general guidelines and procedures for the use of the Library's meeting rooms. The Library Director or his appointee is responsible for implementing this Policy and for maintaining reservation lists. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified and enforced, on a case-by-case basis, as the Library Director deems necessary under specific circumstances, as they may arise. The City of Bastrop reserves the right to revise this Policy, as it deems necessary from time to time.

Use of library meeting rooms by any group signifies acceptance of the terms of this policy.

I. General Guidelines

1. Meeting rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, storytimes, puppet shows, and films.
2. To be eligible to use a meeting room you must belong to a club, organization, nonprofit or for-profit corporation or company.
3. There is no charge for library, City, County, Federal agencies, nonprofit organizations or clubs for meeting room use. There are fees for for-profit organizations and companies.
4. The library reserves the right to require written verification of the official status of organizations reserving our rooms. Such verification may be in the form of a letter of determination from the IRS or the Texas Secretary of State.
5. Use of the Library's meeting rooms by participants does not constitute Library or City of Bastrop endorsement of materials (written, audio, etc), opinions, or viewpoints of attendees or participants. Advertisements or announcements implying such endorsements are not permitted.
6. All activities held in the Library's meeting rooms must be free from discrimination on the basis of race, religion, ethnicity, gender, disability and age.
7. Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, family reunions, etc.

8. Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums that are sponsored by eligible clubs, or organizations and non-profit corporations are permitted).
9. All meeting rooms are closed on Sunday, official Bastrop City holidays and other designated dates.
10. City or Library needs may preempt any other scheduled event.
11. Conference rooms can only be reserved during normal library operating hours per the "Reservation" procedure noted below.
12. Smoking, tobacco products, alcoholic beverages or illegal drugs are not allowed.
13. When checking out an after-hours key it must be hand delivered to library staff the following day. Do not place key in book drop. If key is lost, cost of replacement key will be the responsibility of the organization or person checking it out and may be deducted from the security deposit.

II. Reservations

Requests for reservation forms for a meeting room or conference room may be obtained by telephone, in writing or online. Requests will be honored on a first-come, first served basis. A completed reservation form must be on file 72 hours prior to the meeting and all fees and deposits must be paid by this time.

1. When making a reservation, please fill-out a reservation form. Forms are available online and at the library. **Completed forms must be submitted in person.**
2. Reservations are accepted up to six months in advance. Only one reservation can be submitted at a time. Only library or library related groups, or City of Bastrop employees can reserve a meeting room for more than one month at a time.
3. To provide an opportunity for all groups to use the meeting rooms, a group may use a meeting room only once each month, and may reserve only one meeting room for use at the same time. The Library Director must approve exceptions to this rule in advance.
4. Notice of cancellation should be made as soon as possible. After 30 minutes a group forfeits its reservation if it fails to appear as scheduled.
5. Groups may not assign their reservations to other groups.
6. **A refundable \$50.00 deposit is required for all Meeting Room reservations for nonprofit organizations and clubs. A \$150 deposit is required for all for-profit organizations and companies.**
7. All City of Bastrop meeting room reservations are exempt from the \$50.00 deposit requirements.
8. Reservations by for-profit corporations or companies must be paid in full at the time of registration. Payment includes the rental fees for the room and the deposit.
9. Reservations must include set-up and take-down time.

10. Cancellation must be made 72 hours in advance to receive a full refund. Cancellations made less than 72 hours prior to the event will be refunded the deposit only.
11. No shows will forfeit the rental fees.
12. Cancellation notification may be made by phone, email or in person.

III. Care and Use of Facilities

1. All organizations, profit and nonprofit, and government agencies and their representatives/members are responsible for their own set-up and take down and cleaning of the meeting room (chairs and tables are available upon request—but no setup or take-down or cleaning will be provided by the Library). All tables must be cleaned before returning to the rack.
2. Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
3. Furniture and/or equipment from the main area of the library may not be brought into the meeting rooms.
4. Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of personal furniture or equipment should be made at the time reservations are made.
5. Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use. The Library and City shall not be responsible for materials, equipment, supplies or the personal effects of those using the Meeting Rooms.
6. Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangements to provide clear access to the exits.
7. Public entrances are to be used for entrance to and exit from the building, and for all deliveries.
8. No announcements or notices to publicize an activity may be posted or distributed on library property without prior approval from the Library Director.
9. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed at the end of this policy. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
10. Simple refreshments including coffee, doughnuts, box or sack lunches, may be served in the Pressley Meeting room, but kitchen facilities or equipment will not be provided by the Library. No food and beverages with twist tops only allowed in Maynard Conference room. **No red beverages allowed in the library.**
11. All trash resulting from the serving of refreshments must be removed by the organization and thrown in the dumpster on the East side of the building.
12. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages and losses that may occur as a result of the use of the facilities.

13. User shall, upon demand, immediately reimburse the City for any damages caused by User, or User's employees, directors, officers, agents, representatives, affiliates, members, guests or invitees, to the leased premises, Library property or any other real or personal property owned or leased by the City, in the performance of this agreement. User's damage deposit shall be applied to the cost of the repair for any such damages, but said damage deposit shall in no way limit or restrict User's liability, or the City's legal remedies, for the full extent of such damages.
14. Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture or causes a disturbance.
15. The Library Director, or his designee, shall have the authority to end meetings and/or clear/close Meeting Rooms, as he deems necessary, to protect the health, safety and welfare of individuals and property, and to maintain proper use of the Library facilities.

The City of Bastrop is committed to compliance with the American With Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Please address questions not covered within this policy to Library Administration, 512-332-8881.

Available Meeting Facilities and Capacities
Meeting room – 100 w/o tables – 50 w/ tables
Conference Room - 10

Pressley Meeting Room Fee Schedule

Nonprofit--\$0.00
For-Profit--\$100 per hour

Maynard Conference Room

Nonprofit--\$0.00
For-profit--\$50 per hour

Deposit for Nonprofit organizations and clubs is \$50
Deposit for-profit organizations \$150

Rev. 10-21-2013
Library Board Approval:
City Council Approval:

BASTROP PUBLIC LIBRARY
MEETING ROOM RESERVATION APPLICATION
MEETING ROOM / CONFERENCE ROOM

Name of Individual filling out application _____
Organization Name _____
Organization Address _____
Organization or contact telephone number _____

Meeting Room ____ * Conference Room _____
*\$50 deposit required—Nonprofit or club
*\$150 deposit required—for-profit company or corporation
Approximate number of attendees _____

Meeting Date _____
Meeting Time (Including setup and cleanup) From: _____ To: _____

Purpose of
function _____

As the authorized representative of the above organization, I hereby apply for the use of the Lina S. Pressley Meeting Room or Billy and Clara Maynard Conference Room of the Bastrop Public Library. My organization and I agree to follow all of the rules and procedures listed in the meeting room policy and understand that my organization or I will be responsible for paying any damages or losses, or clean-up expense that may result in our use of the facilities.

Signature Date

Title

Staff Information: Approved _____ Not Approved _____
Reason not approved: _____

\$50.00 or \$150 deposit attached and received by: _____
Room rental payment attached and received by: _____ **
**\$100 per hour for Pressley Meeting Room; \$50 per hour for Maynard Conference Room

Library Director Date

Key # _____
Date picked up _____ Date returned _____

BASTROP PUBLIC LIBRARY

MEMORANDUM

TO: Library Board
FROM: Mickey DuVall, Library Director
SUBJECT: Personnel Reorganization Plan
DATE: October 28, 2013

1) Existing personnel structure:

Current structure: Mickey DuVall → Bonnie Ueckert Pierson →

Cookie Adkins
Kathy Lindsey
Melissa Bullara
Sheila Bowman
Linda Jenkins
Cindy Frias
J.D. Clawson
Young Adult Librarian

I perform Bonnie's annual evaluation—Bonnie performs Cookie's, Kathy's, Sheila's, Linda's, Melissa's, Cindy's, J.D.'s and Young Adult librarian annual evaluations.

2) Proposed structure:

Mickey DuVall →	Cookie Adkins	→	Bonnie Ueckert Pierson
	Kathy Lindsey		Melissa Bullara
	Sheila Bowman		Cary Kittrell
	Linda Jenkins		Young Adult Librarian
	Alex Dieckman		
	Juan Frias		

I perform Cookie's and Bonnie's annual evaluations—Cookie performs Kathy's, Sheila's, Linda's, Cindy's and J.D.'s annual evaluations—Bonnie Ueckert Pierson performs Melissa's, Cary's, and the new Young Adult Librarian's annual evaluations. Cookie will be second in command with Bonnie being third.

3) Will this new structure cause any deviation from existing customer service or will it enhance customer service?

I believe the proposed structure will not damage customer service. Actually, I believe having a flatter management style will improve customer service. Between Cookie, Bonnie and I, we have 59 years of library experience. So, there is little that can occur at the library that we have not faced in some fashion over the years. Library staff is trained in the art of excellent customer service. My staff works well as a team and I believe a flatter management style may improve the performance of the team.

4) Will it put increase demands on department over the next year?

No. The only thing that may increase demand on the department over the next year is an explosion in population growth. Otherwise, we will have the same number of staff performing the same number of job duties as we have now.

5) How will this change affect the budget?

The reorganization plan will have no effect on the budget, because all of the positions are already budgeted for the 2013-2014 fiscal year.

Cc: Mike Talbot, City Manager
Karla Stovall, Assistant City Manager
Tanya Cantrell, Human Resources Director