

**AGENDA
LIBRARY BOARD
Monday, September 9, 2013
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
September 9, 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 August 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
- 7. Old business**
 - Brick pavers and tiles update—one new sales—discussion and possible action
 - Update—BTOP grant—grant paid computer trainer funding has been extended until the end of August—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—James Alexander continues to take on more project manager responsibilities—we have started sending out donation requests to local businesses—discussion and possible action
 - Update—Re-configuring the library—we did not receive the Tocker grant—have asked City to add shelving to capital campaign—discussion and possible action
 - Update—Replacing old light fixtures—the City Council has given preliminary approval to replace the light fixtures in next year's budget—discussion and possible action
 - Update—Summer Reading Program—discussion and possible action
- 8. New Business**
 - Keep Bastrop Beautiful—Recycle more art displayed at the library—discussion and possible action
 - New WIFI policy—discussion and possible action
 - Renting out Board and Meeting room to for profit organizations—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, Traci Chavez, Acting City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Traci Chavez, Acting City Secretary

**Bastrop Public Library
Librarian's Report
September 9, 2013**

1. Library Statistics for the month of July. Circulation statistics are up 1% compared to July 2012; gate count is down 6% compared to July 2012; programming is down 1% compared to July 2012; Internet usage is up 13% as compared to July 2012, reference requests are up 5% compared to July 2012 and meeting room reservations are up 10% compared to July 2012.
2. In the month of July 222 children and adults attended Story time.
3. On Saturday, August 3 Alexandria Dieckman worked her last day at the library.
4. On Monday, August 5 Cindy Frias began working as a VOE student worker.
5. On Monday, August 5 Mickey DuVall attended a VITA income tax meeting at the Texas Workforce Commission office in Bastrop.
6. On Wednesday, August 7 Mickey DuVall attended a legal review meeting and discussed a final draft of the memorandum of understanding with the Bastrop Independent School District to use some of their facilities as emergency shelters.
7. On Wednesday, August 7 the Chess Club met at the library. Forty-two children and adults attended the event.
8. On Thursday, August 8 Mickey DuVall met with a representative of Buckeye Cleaning Service of Austin, Matt Hellums, to discuss purchasing janitorial supplies.
9. On Friday, August 9 the Friends of the Bastrop Public Library met to discuss the resignation of Ann Linz from the board and discuss the purchase of shirts from a local company.
10. On Saturday, August 10 Bonnie Ueckert hosted an end of the Summer Reading Program party, "Ice Cream Social." One hundred and fifty-eight children and adults attended the event.
11. On Tuesday, August 13 Mickey DuVall attended a special City Council meeting on the proposed 2013-2014 fiscal budget.
12. On Tuesday, August 13 Bonnie Ueckert hosted a "Lego Club" event. Twelve children attended the event.
13. On Wednesday, August 14 the Chess Club met in the library. Forty-five children and adults attended the event.
14. On Wednesday, August 14 Mickey DuVall participated in a webinar on community assessment.
15. On Wednesday, August 14 Mickey DuVall participated in a webinar on the State Library Impact Grant contract overview.
16. On Friday, August 16 Cary Kittrell and Linda Jenkins attended a CTLS customer service workshop at the Lockhart Public Library.
17. On Saturday, August 17 Juan Frias worked his last day at the library.
18. On Tuesday, August 20 Mickey DuVall participated in a webinar on the Edge Initiative and Advocacy.
19. On Wednesday, August 21 the Chess Club met in the library. Thirty-five children and adults attended the event.
20. On Thursday, August 22 Mickey DuVall participated in a webinar on the Edge Initiative and Community Assessment.

21. On Saturday, August 24 Bonnie Ueckert, Melissa Bullara and Cary Kittrell manned a booth at BISD's Back to School Bash. An estimated 200 children and adults visited the booth.
22. On Monday, August 26 Mickey DuVall met with Mike Talbot and discussed departmental issues.
23. On Wednesday, August 28 Mickey DuVall participated in a webinar on the Affordable Care Act.
24. On Wednesday, August 28 the Friends of the Bastrop Public Library met in a regularly scheduled monthly meeting.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library WIFI Policy

The Bastrop Public Library will provide free Internet access points or “hot spot” for users with portable computers or devices capable of receiving wireless signals. These access points will allow users to access the internet from their laptop computers when sitting within range of the access points. Wireless access is provided as a public service free of charge on an “as is” basis with no guarantee and no warranty.

Wireless users are responsible for making any changes to their wireless devices to connect to the library’s wireless network; however, the library cannot guarantee that a user’s hardware will work with the library’s wireless connection.

The Bastrop Public Library does not offer laptops or peripheral equipment (power strips, wireless network cards, mouse pads, cables, etc.) to the public, nor can the library guarantee access to power outlets. Users may not plug into outlets where the cord may create a hazard for the other library users. Four tables with electrical outlets are provided for patrons with laptops. The library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.

Use of the wireless network in the Children’s department is limited to those users who are supervising children in the department. A table is available and any cords of the computer must not create a hazard for users in the Children’s department.

As with most public wireless “hot spots,” the Library’s wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless “hot spot.”

The Library will not be responsible for personal information (e.g. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

The Library provides access only to Web-based e-mail. For Microsoft Outlook or other e-mail services, the user must connect with his or her own Internet provider.

Printing access is not available via the wireless connection. If you need to print, please save your work to a flash drive or email files to yourself, then login to a wired library workstation and send jobs to the public printer. The library is not responsible for misprints unless it is a malfunction of the equipment.

Use of these access points is governed by Bastrop Public Library Internet Use Policy. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and information purposes for which it is provided. User should not violate federal, Texas, or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

08/08/13

Library Board Approval:

City Council Approval:

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			318
100-199	65	51	36	52	60	32	73	48	53	63			533
200-299	69	51	44	72	54	59	56	64	55	70			594
300-399	148	138	115	137	124	90	140	160	155	161			1,368
400-499	21	17	3	8	5	13	12	26	12	28			145
500-599	55	62	50	54	52	53	92	73	85	99			675
600-699	358	355	289	440	313	278	398	380	395	438			3,644
700-799	163	157	156	198	152	137	113	137	175	208			1,596
800-899	43	35	38	67	38	37	36	45	69	79			487
900-999	151	152	134	124	112	114	127	120	150	133			1,317
92-920	94	84	77	96	73	116	91	80	93	102			906
Adult Audiocassettes	13	4	2	2	10	8	7	7	1	4			58
Adult Book Club Bag	0	0	0	0	1	1	1	0	0	1			4
Adult DVD's	1,744	1,345	1,431	1,919	1,491	1,464	1,612	1,273	1,874	1,828			15,981
Adult Fiction	2,667	2,410	2,104	2,522	2,325	2,226	2,331	2,548	2,745	3,089			24,967
Adult Fiction CD's	567	596	580	619	642	637	727	756	597	703			6,424
Adult Genealogy	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
Adult Large Print	799	660	644	841	745	769	759	794	710	832			7,553
Adult Microfilm	0	0	0	0	0	0	0	0	0	0			0
Adult MP3 Book	42	41	34	35	23	31	29	27	21	24			307
Adult Music on CD	189	101	89	127	111	130	122	113	112	140			1,234
Adult Nonfiction CD'S	59	61	36	51	52	48	76	66	70	59			578
Adult One-Click e-audio	99	155	95	186	110	110	96	69	77	62			1,059
Adult Overdrive e-book	0	0	100	157	147	155	181	166	185	209			1,300
Adult Pro Col	0	0	0	0	0	0	0	0	0	0			0
Adult Reference	0	0	0	5	1	0	0	0	2	0			8
Adult Reference Desk	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			71
Adult Spanish Fiction	11	12	10	13	19	16	11	15	28	36			171

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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			182
Adult Texana	71	60	48	75	63	69	61	33	35	49			564
Adult Vertical Files	0	0	0	0	0	0	0	0	0	0			0
Adult Videocassettes	444	363	368	370	240	228	194	234	297	327			3,065
Subtotal Adult:	7,941	6,953	6,533	8,212	7,021	6,893	7,405	7,279	8,058	8,814	0	0	75,109
Juvenile and children's:													
Child Spanish 1st R	28	14	20	15	30	12	12	10	11	26			178
Child Spanish Easy	106	75	35	61	58	60	30	30	43	72			570
Child Spanish Easy Nonfic	20	7	5	17	11	7	7	7	22	17			120
Child Storytime box	7	1	1	1	2	2	1	1	0	0			16
Easy Nonfiction	150	75	92	80	145	101	90	107	227	346			1,413
Easy Picture Books	1,733	1,573	1,081	1,377	1,251	1,338	1,208	1,440	2,127	2,210			15,338
First Readers	487	411	272	280	289	354	348	335	561	473			3,810
J 000 - J 099	19	16	15	11	12	9	7	10	22	22			143
J 100 - J199	14	9	1	3	2	4	5	2	7	18			65
J 200 - J 299	18	10	13	8	6	9	15	15	25	29			148
J 300 - J 399	74	59	18	33	23	22	14	46	76	71			436
J 400 - J 499	3	2	1	1	1	2	2	12	6	2			32
J 500 - J 599	202	162	126	207	143	75	172	229	310	279			1,905
J 600 - J 699	43	45	33	63	34	43	63	89	120	105			638
J 700 - J 799	176	154	144	145	103	118	110	119	219	325			1,613
J 800 - J 899	23	17	9	12	25	16	15	18	44	32			211
J 900 - J 999	102	76	55	81	64	70	73	88	73	120			802
J 92 - J 920	22	29	25	24	41	26	37	52	30	17			303
Juvy Audiocassettes	2	1	2	4	3	6	5	7	6	8			44
Juvy CD's	59	29	35	56	36	23	27	58	70	87			480
Juvy DVD	322	415	449	476	466	368	425	426	525	646			4,518
Juvy Fiction	877	822	667	828	714	814	919	953	1,620	1,778			9,992
Juvy Graphic Novels	194	189	206	228	207	160	237	227	390	304			2,342
Juvy Oversize	7	3	3	7	4	12	7	7	10	12			72
Juvy Reference	0	0	0	0	0	0	0	0	0	0			0
Juvy Spanish Fiction	5	7	0	5	0	1	0	1	1	10			30

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Juvy Spanish Nonfiction	32	14	11	7	3	19	16	14	9	45			170
Subtotal Juv. & children's	4,725	4,215	3,319	4,030	3,673	3,671	3,845	4,303	6,554	7,054	0	0	45,389
Young Adult:													
Young Adult CDs	15	14	8	7	19	21	12	7	13	7			123
Young Adult Fiction	428	394	484	463	443	405	478	456	691	752			4,994
Young Adult Graphic Novels	299	234	217	279	343	289	310	370	366	441			3,148
Subtotal Young Adult	742	642	709	749	805	715	800	833	1,070	1,200	0	0	8,265
Other:													
Paperbacks	681	639	580	855	681	532	620	777	862	1,024			7,251
Magazines	27	25	16	29	22	16	20	18	30	27			230
Subtotal Other	708	664	596	884	703	548	640	795	892	1,051	0	0	7,481
Grand Total All	14,116	12,474	11,157	13,875	12,202	11,827	12,690	13,210	16,574	18,119	0	0	136,244
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			62,990
Computer Usage:													
Adult	1,965	1,368	1,316	1,715	1,603	1,522	1,523	1,527	1,579	1,697			15,815
Children	601	407	378	400	466	519	339	384	978	826			5,298
Computer Class	32	67	26	32	52	37	43	37	49	0			375
Teen	438	325	318	268	260	285	263	354	469	381			3,361
Wireless				500	648	697	728	727	926	1,476			
Total Computer Usage	3,036	2,167	2,038	2,915	3,029	3,060	2,896	3,029	4,001	4,380			30,551
Gifts and Memorials:	\$137.26	\$12.58	\$900.00	\$0.00	\$135.00	\$437.19	\$450.00	\$120.61	\$122.15	\$192.00			\$2,506.79

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	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			1,254
Baker & Taylor	39	12	20	19	36	29	33	28	19	36			271
Brodart	0	0	0	0	0	0	0	0	0	0			0
Cat Express--OCLC	7	0	18	8	17	13	8	31	3	19			124
Ingram	163	58	90	72	54	58	75	62	112	73			817
Original	109	46	73	34	90	105	54	36	33	70			650
Recorded Books	9	14	1	0	9	12	2	5	6	4			62
Total Items cataloged	501	194	350	269	294	409	334	282	241	304			3,178
Total Items withdrawn	448	294	841	1,221	632	63	1,145	749	517	509			6,419
Total Items lost	8	8	10	0	0	0	312	74	43	20			475
Interlibrary Loan:													
Borrowed	64	62	45	27	29	30	53	46	82	69			507
Loaned	8	0	2	2	1	3	2	0	2	3			23
Total Transactions	72	62	47	29	30	33	55	46	84	72			530
New Library Patrons:													
City	25	27	19	38	38	36	29	38	73	93			416
County	139	147	87	154	127	101	124	142	267	242			1,530
Total Patrons added	164	174	106	192	165	137	153	180	340	335			1,946
Patron Usage:													
County	73%	72%	73%	72%	72%	71%	70%	70%	73%	73%			
City	20%	20%	19%	20%	20%	20%	21%	21%	21%	21%			
Faculty	2%	2%	2%	3%	3%	3%	4%	4%	3%	3%			
Other	5%	6%	6%	5%	5%	6%	5%	5%	3%	3%			
Proctored Tests Given:	12	6	4	3	5	5	2	2	6	2			47

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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			6,144
Outreach programs	157	121	120	0	0	3,189	161	500	0	0			4,248
Teen programs	62	52	56	27	35	32	44	73	60	129			570
Adult programs	119	99	58	86	71	63	0	0	0	182			678
Total Programming	734	645	703	380	380	3,633	563	1,290	1,668	1,644			11,640
Reference Assistance:													
Directional Questions	300	204	162	225	167	167	282	240	309	278			2,334
Microfilm assistance	2	1	2	6	0	3	0	0	1	1			16
Reference Questions	937	687	556	865	701	640	834	843	873	917			7,853
Telephone Reference	363	261	199	300	319	228	317	280	237	357			2,861
Total Reference	1,602	1,153	919	1,396	1,187	1,038	1,433	1,363	1,420	1,553			13,064
Reservations:													
Pressley Meeting Room	43	37	39	41	42	45	50	49	51	54			451
Maynard Board Room	36	32	27	35	29	35	36	39	29	20			318
Study Booths	215	139	133	193	211	199	271	216	253	268			2,098
Total Reservations	294	208	199	269	282	279	357	304	333	342			2,867
Visitor Count:													
	9,657	7,998	8,157	9,015	8,560	8,158	8,801	8,712	11,361	10,554			90,973
Volunteer Hours:													
Regular volunteers	154.00	89.00	153.25	116.00	118.00	115.75	100.50	193.75	254.00	466.00			1,760.25
Friends volunteers	75.25	144.25	93.25	23.00	17.00	172.25	19.50	13.00	91.25	41.25			690.00
Total Volunteer Hours	229.25	233.25	246.50	139.00	135.00	288.00	120.00	206.75	345.25	507.25			2,450.25
Website Hits:													
	1,936	1,913	1,247	2,006	2,022	2,297	2,299	2,123	2,593	2,820			21,256

Staff Meeting 4/3/2013

Final sentence

Thank you to everyone for your input. I think we have come up with a sentence that can support our marketing efforts for the next couple of years. This is the final sentence.

Bastrop Public Library enriches lives with shared resources and opportunities for learning in a welcoming and supportive environment.

Our next task is to create a tagline. The taglines like Nike's "Just do it" or McDonalds' "I'm lovin' it" create more of an emotional response. Now that we know why we are here we must create a feeling with our tagline. If you are having trouble with this do a Google search for taglines and go through some of the examples that pop up. We don't want to copy anyone else, but it doesn't hurt to look around and get a feel for what it is we are trying to do.

Thanks for everyone's effort. I think the plan is to discuss this at the next staff meeting. If you are not comfortable sharing your ideas with the group, you can send them to me and I will compile them anonymously.

Bonnie

Connect. Learn. Enjoy!

