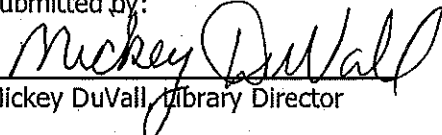


AGENDA
LIBRARY BOARD
Monday, August 5, 2013
6:00 PM

The Bastrop Public Library Board will meet in a regular meeting on Monday,
August 5, 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 July meeting**
3. **Announcements**— *Bonnie Ueckert is Interim Assistant Director!*
4. **Citizen Comments**— *Sheilah Kosco is gone!*
5. **Librarian's report**—discussion and possible action
6. **Friends of the Library Report**
 - Friends met in a regularly scheduled meeting
 - Friends discussed co-hosting a National Night Out block party at the library
 - Friends discussed annual meeting and presented a new slate of officers to be voted on at the meeting and appointed Belinda Goertz as acting Fundraising V.P.
7. **Old business**
 - Brick pavers and tiles update—one brick sold—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—Cary is working on a logo for the archive—letters requesting funding to go out soon to local businesses—discussion and possible action
 - Update—Re-configuring the library—waiting on grant determination from the Tocker Foundation for new shelving—discussion and possible action
 - Update—Replacing old light fixtures—I continue to wait to hear from Mike on how he wants to proceed with the upgrading of the light fixtures—discussion and possible action
 - Update—Summer Reading Program—discussion and possible action
8. **New Business**
 - Library Board budget adjustments—discussion and possible action
 - National Night Out block party at the library—discussion and possible action
 - Bonnie Ueckert is now interim Assistant Library Director—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, 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
August 5, 2013

1. Library Statistics for the month of June. Circulation statistics are down 10% compared to June 2012; gate count is down 9% compared to June 2012; programming is down 33% compared to June 2012; Internet usage is up 24% as compared to June 2012, reference requests are down 9% compared to June 2012 and meeting room reservations are up 31% compared to June 2012.
2. In the month of July 248 children and adults attended Story time.
3. A total of 1,146 children, teens and adults signed-up for the Summer Reading Program.
4. The million page challenge was met. A total of 1,562,961 pages were read during the Summer Reading Program.
5. On Monday July 1 Mickey DuVall submitted Bonnie Ueckert's and Cookie Adkins Job Analysis Questionnaire forms to Katherine Ray and Associates for review.
6. On Monday, July 1 Bonnie Ueckert hosted the SRP Monday movie "The Wild." Sixty-six children and adults watched the movie.
7. On Tuesday, July 2 Bonnie Ueckert hosted a "Books and Bites" storytime. Eight children and adults attended the event.
8. On Tuesday, July 2 Bonnie Ueckert hosted the Brown Bag movie "Chicken Run." Nineteen children and adults attended the movie.
9. On Tuesday, July 2 Mickey DuVall attended a Connect Texas meeting at the Bastrop Economic Development office.
10. On Thursday, July 4 the library was closed for the Independence Day Holiday.
11. On Monday, July 8 Bonnie Ueckert hosted the SRP Monday movie "Brave." Forty-six children and adults watched the movie.
12. On Monday, July 8 Mickey DuVall met with Carine Chalfoun, James Alexander and Raelynne Hiser to discuss the Bastrop County Complex Wildfire Archives Project.
13. On Tuesday, July 9 Sheilah Kosco hosted a special teen/tween event, "Launch It." Thirty-two teen and tweens participated in the event.
14. On Thursday, July 11 Bonnie Ueckert hosted a "Fancy Nancy Tea Party." Ninety-seven children and adults attended the event.
15. On Thursday, July 11 Sheilah Kosco hosted the teen Anime meeting. Twenty-eight teens attended the meeting.
16. On Friday, July 12 Bonnie Ueckert and Sheilah Kosco hosted an event for 135 Cedar Creek and Emile Elementary Schools STARS students.
17. On Monday, July 15 Bonnie Ueckert hosted the SRP Monday movie "Hotel Transylvania." Fifty-six children and adults watched the movie.
18. On Tuesday, July 16 Bonnie Ueckert hosted a "Books and Bites" storytime. Four children and adults attended the event.
19. On Tuesday, July 16 Bonnie Ueckert hosted a "Lego Club" event. Forty-five children and adults attended the event.
20. On Tuesday, July 16 the nonprofit corporation Connections setup a booth outside of the library's meeting room and handed-out literature to assist children, adolescents and families.

21. On Tuesday, July 16 Sheilah Kosco hosted a Halo 4 video game tournament. Eighteen teens competed in the tournament.
22. On Wednesday, July 17 Bonnie Ueckert and other staff members hosted an evening event "Rhythm Path Drums." Fifty-four children and adults attended the event.
23. On Thursday, July 18 Bonnie Ueckert and Melissa Bullara hosted a "video games" tween and teen event. Twenty-eight teens and tweens attended the event.
24. On Thursday, July 18 Mickey DuVall hired Stay Cool Texas to come to the library and perform maintenance on the library's heating and air-conditioning systems.
25. On Thursday, July 18 Sheilah Kosco hosted a "Shark Attack" special event. Fifteen teens participated in the event.
26. On Friday, July 19 Bonnie Ueckert and Sheilah Kosco hosted an event for 47 Emile Elementary School STARS students.
27. On Saturday, July 20 Bonnie Ueckert and staff hosted a Super Saturday special event, "Science Day." One hundred and twenty-five children and adults attended the event.
28. On Monday, July 22 Mickey DuVall met with Matthew Hellums, a sales representative from Buckeye Cleaning Center.
29. On Monday, July 22 Bonnie Ueckert hosted the SRP Monday movie "Spiderman." Forty-five children and adults watched the movie.
30. On Tuesday, July 23 Bonnie hosted a Lego Contest. Thirty-four contestants competed for prizes. Seventy children and adults came to view the entries.
31. On Thursday, July 25 Mickey DuVall attended the Friends of the Bastrop Public Library monthly meeting. The Friends have agreed to co-host the National Night Out block party with the library. The block party will be held at the library on Tuesday, October 1.
32. On Thursday, July 25 Sheilah Kosco hosted an end of the teen Summer Reading Program Luau party. Twenty-two teens attended the Luau.
33. On Thursday, July 25 longtime security guard Ken McMillan worked his last day. The library now has a new security guard, Justin Westbrook. The library changed guards but did not change security companies.
34. On Saturday, July 27 Cary Kittrell and Melissa Bullara hosted the end of the Summer Reading Program party at Fisherman's Park. An estimated 200 children, teens and adults attended the party.

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				288
100-199	65	51	36	52	60	32	73	48	53				470
200-299	69	51	44	72	54	59	56	64	55				524
300-399	148	138	115	137	124	90	140	160	155				1,207
400-499	21	17	3	8	5	13	12	26	12				117
500-599	55	62	50	54	52	53	92	73	85				576
600-699	358	355	289	440	313	278	398	380	395				3,206
700-799	163	157	156	198	152	137	113	137	175				1,388
800-899	43	35	38	67	38	37	36	45	69				408
900-999	151	152	134	124	112	114	127	120	150				1,184
92-920	94	84	77	96	73	116	91	80	93				804
Adult Audiocassettes	13	4	2	2	10	8	7	7	1				54
Adult Book Club Bag	0	0	0	0	1	1	1	0	0				3
Adult DVDs	1,744	1,345	1,431	1,919	1,491	1,464	1,612	1,273	1,874				14,153
Adult Fiction	2,667	2,410	2,104	2,522	2,325	2,226	2,331	2,548	2,745				21,878
Adult Fiction CD's	567	596	580	619	642	637	727	756	597				5,721
Adult Genealogy	0	0	0	0	0	0	0	0	0				0
Adult Historical Vertical File	0	0	0	0	0	0	0	0	0				0
Adult Large Print	799	660	644	841	745	769	759	794	710				6,721
Adult Microfilm	0	0	0	0	0	0	0	0	0				0
Adult MP3 Book	42	41	34	35	23	31	29	27	21				283
Adult Music on CD	189	101	89	127	111	130	122	113	112				1,094
Adult Nonfiction CD'S	59	61	36	51	52	48	76	66	70				519
Adult One-Click e-audio	99	155	95	186	110	110	96	69	77				997
Adult Overdrive e-book	0	0	100	157	147	155	181	166	185				1,091
Adult Pro Col	0	0	0	0	0	0	0	0	0				0
Adult Reference	0	0	0	5	1	0	0	0	2				8
Adult Reference Desk	0	0	0	0	0	0	0	0	0				0
Adult Spanish DVD's	12	6	4	0	3	9	10	5	13				62
Adult Spanish Fiction	11	12	10	13	19	16	11	15	28				135

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

Adult Spanish Nonfiction	21	12	6	8	19	29	22	15	19											151
Adult Texana	71	60	48	75	63	69	61	33	35											515
Adult Vertical Files	0	0	0	0	0	0	0	0	0											0
Adult Videocassettes	444	363	368	370	240	228	194	234	297											2,738
Subtotal Adult:	7,941	6,953	6,533	8,212	7,021	6,893	7,405	7,279	8,058	0	0	0								66,295
Juvenile and children's:																				
Child Spanish 1st R	28	14	20	15	30	12	12	10	11											152
Child Spanish Easy	106	75	35	61	58	60	30	30	43											498
Child Spanish Easy Nonfic	20	7	5	17	11	7	7	7	22											103
Child Storytime box	7	1	1	1	2	2	1	1	0											16
Easy Nonfiction	150	75	92	80	145	101	90	107	227											1,067
Easy Picture Books	1,733	1,573	1,081	1,377	1,251	1,338	1,208	1,440	2,127											13,128
First Readers	487	411	272	280	289	354	348	335	561											3,337
J 000 - J 099	19	16	15	11	12	9	7	10	22											121
J 100 - J199	14	9	1	3	2	4	5	2	7											47
J 200 - J 299	18	10	13	8	6	9	15	15	25											119
J 300 - J 399	74	59	18	33	23	22	14	46	76											365
J 400 - J 499	3	2	1	1	1	2	2	12	6											30
J 500 - J 599	202	162	126	207	143	75	172	229	310											1,626
J 600 - J 699	43	45	33	63	34	43	63	89	120											533
J 700 - J 799	176	154	144	145	103	118	110	119	219											1,288
J 800 - J 899	23	17	9	12	25	16	15	18	44											179
J 900 - J 999	102	76	55	81	64	70	73	88	73											682
J 92 - J 920	22	29	25	24	41	26	37	52	30											286
Juvy Audiocassettes	2	1	2	4	3	6	5	7	6											36
Juvy CD'S	59	29	35	56	36	23	27	58	70											393
Juvy DVD	322	415	449	476	466	368	425	426	525											3,872
Juvy Fiction	877	822	667	828	714	814	919	953	1,620											8,214
Juvy Graphic Novels	194	189	206	228	207	160	237	227	390											2,038
Juvy Oversize	7	3	3	7	4	12	7	7	10											60
Juvy Reference	0	0	0	0	0	0	0	0	0											0
Juvy Spanish Fiction	5	7	0	5	0	1	0	1	1											20
Juvy Spanish Nonfiction	32	14	11	7	3	19	16	14	9											125

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

Subtotal Juv. & children's	4,725	4,215	3,319	4,030	3,673	3,671	3,845	4,303	6,554	0	0	0	38,335
Young Adult:													
Young Adult CD's	15	14	8	7	19	21	12	7	13				116
Young Adult Fiction	428	394	484	463	443	405	478	456	691				4,242
Young Adult Graphic Novels	299	234	217	279	343	289	310	370	366				2,707
Subtotal Young Adult	742	642	709	749	805	715	800	833	1,070	0	0	0	7,065
Other:													
Paperbacks	681	639	580	855	681	532	620	777	862				6,227
Magazines	27	25	16	29	22	16	20	18	30				203
Subtotal Other	708	664	596	884	703	548	640	795	892	0	0	0	6,430
Grand Total All	14,116	12,474	11,157	13,875	12,202	11,827	12,690	13,210	16,574	0	0	0	118,125
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				56,381
Computer Usage:													
Adult	1,965	1,368	1,316	1,715	1,603	1,522	1,523	1,527	1,579				14,118
Children	601	407	378	400	466	519	339	384	978				4,472
Computer Class	32	67	26	32	52	37	43	37	49				375
Teen	438	325	318	268	260	285	263	354	469				2,980
Wireless				500	648	697	728	727	926				
Total Computer Usage	3,036	2,167	2,038	2,915	3,029	3,060	2,896	3,029	4,001				26,171
Gifts and Memorials:	\$137.26	\$12.58	\$900.00	\$0.00	\$135.00	\$437.19	\$450.00	\$120.61	\$122.15				\$2,314.79

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013[illegible]

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

Adult programs	119	99	58	86	71	63	0	0	0	496
Total Programming	734	645	703	380	380	3,633	563	1,290	1,668	9,996
Reference Assistance:										
Directional Questions	300	204	162	225	167	167	282	240	309	2,056
Microfilm assistance	2	1	2	6	0	3	0	0	1	15
Reference Questions	937	687	556	865	701	640	834	843	873	6,936
Telephone Reference	363	261	199	300	319	228	317	280	237	2,504
Total Reference	1,602	1,153	919	1,396	1,187	1,038	1,433	1,363	1,420	11,511
Reservations:										
Pressley Meeting Room	43	37	39	41	42	45	50	49	51	397
Maynard Board Room	36	32	27	35	29	35	36	39	29	298
Study Booths	215	139	133	193	211	199	271	216	253	1,830
Total Reservations	294	208	199	269	282	279	357	304	333	2,525
Visitor Count:	9,657	7,998	8,157	9,015	8,560	8,158	8,801	8,712	11,361	80,419
Volunteer Hours:										
Regular volunteers	154.00	89.00	153.25	116.00	118.00	115.75	100.50	193.75	254.00	1,294.25
Friends volunteers	75.25	144.25	93.25	23.00	17.00	172.25	19.50	13.00	91.25	648.75
Total Volunteer Hours	229.25	233.25	246.50	139.00	135.00	288.00	120.00	206.75	345.25	1,943.00
Website Hits:	1,936	1,913	1,247	2,006	2,022	2,297	2,299	2,123	2,593	18,436

LIBRARY BOARD FUND #505
FY 2013

Beginning Fund Balance 10-01-2012	\$ 6,662
FY 2013	
Projected Revenues	\$ 2,820
Total FY 2013 Resources	\$ 7,880
Total Projected Expenditures	\$ (5,150)
Proposed Ending Fund Balance 9-30-2013	\$ 2,730
FY2014	
Proposed Revenues	\$ 2,540
Total FY 2014 Resources	\$ 5,270
Total Proposed Expenditures	\$ (3,500)
Proposed Ending Fund Balance 09/30/2014	\$ 1,770

BASE BUDGET REPORT

AS OF: SEPTEMBER 30TH, 2013

505-LIBRARY BOARD FUND

REVENUES	AME	2011-2012 ACTUAL	2012-2013 BUDGET	Y-T-D ACTUAL	% OF BUDGET	2012-2013 PROJ ACTUAL	2013-2014 BASE BUDGET
<u>INTEREST INCOME</u>							
00-00-4400 INTEREST		<u>18.13</u>	<u>40</u>	<u>8.34</u>	<u>20.85</u>	<u>20</u>	<u>40.00</u>
TOTAL INTEREST INCOME		18.13	40	8.34	46.00	20	40.00
<u>MISCELLANEOUS</u>							
00-00-4504 LIBRARY DONATIONS		<u>4,021.22</u>	<u>2,500</u>	<u>2,715.08</u>	<u>108.60</u>	<u>2,800</u>	<u>2,500.00</u>
TOTAL MISCELLANEOUS		<u>4,021.22</u>	<u>2,500</u>	<u>2,715.08</u>	<u>67.52</u>	<u>2,800</u>	<u>2,500.00</u>
TOTAL REVENUE		4,039.35	2,540	2,723.42	67.42	2,820	2,540.00

BASE BUDGET REPORT

AS OF: SEPTEMBER 30TH, 2013

505-LIBRARY BOARD FUND

EXPENDITURES	AME	2011-2012 ACTUAL	2012-2013 BUDGET	Y-T-D ACTUAL	% OF BUDGET	2012-2013 PROJ ACTUAL	2013-2014 BASE BUDGET
NON-DEPARTMENT							
00-NON-PROGRAM							
TOTAL 00-NON-PROGRAM		0.00	0	0.00	0.00	0	0.00
TOTAL NON-DEPARTMENT		0.00	0	0.00	0.00	0	0.00
LIBRARY BOARD FUND							
00-NON-PROGRAM							
SUPPLIES & MATERIALS							
81-00-5201 SUPPLIES		499.47	1,253	1,029.82	82.19	1,250	800.00
81-00-5231 BOOKS		2,498.31	2,500	622.98	24.92	2,500	1,500.00
81-00-5232 AUDIO VISUALS		1,000.00	1,000	1,000.00	100.00	1,000	1,000.00
TOTAL SUPPLIES & MATERIALS		3,997.78	4,753	2,652.80	66.36	4,750	3,300.00
MAINTENANCE & REPAIRS							
81-00-5345 MAINT OF BUILDING		3,235.00	400	0.00	0.00	400	200.00
TOTAL MAINTENANCE & REPAIRS		3,235.00	400	0.00	0.00	400	200.00
OCCUPANCY							
TOTAL OCCUPANCY		0.00	0	0.00	0.00	0	0.00
CONTRACTUAL SERVICES							
81-00-5505 PROFESSIONAL SERVICES		0.00	70	0.00	0.00	0	0.00
TOTAL CONTRACTUAL SERVICES		0.00	70	0.00	0.00	0	0.00
OTHER CHARGES							
81-00-5605 TRAVEL & TRAINING		640.73	350	0.00	0.00	0	0.00
81-00-5699 MISCELLANEOUS		13.61	30	0.00	0.00	0	0.00
TOTAL OTHER CHARGES		654.34	380	0.00	0.00	0	0.00
CAPITAL OUTLAY							
TOTAL CAPITAL OUTLAY		0.00	0	0.00	0.00	0	0.00

BASE BUDGET REPORT

AS OF: SEPTEMBER 30TH, 2013

505--LIBRARY BOARD FUND

EXPENDITURES	AME	2011-2012 ACTUAL	2012-2013 BUDGET	Y-T-D ACTUAL	% OF BUDGET	2012-2013 PROJ ACTUAL	2013-2014 BASE BUDGET
<u>TRANSFERS OUT</u>							
TOTAL TRANSFERS OUT		<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
TOTAL 00-NON-PROGRAM		7,887.12	5,603	2,652.80	33.63	5,150	3,500.00
TOTAL LIBRARY BOARD FUND		7,887.12	5,603	2,652.80	33.63	5,150	3,500.00
*** TOTAL EXPENSES ***		7,887.12	5,603	2,652.80	33.63	5,150	3,500.00

*** END OF REPORT ***

Mickey DuVall

From: Bonnie Ueckert
Sent: Monday, August 05, 2013 10:35 AM
To: Mickey DuVall
Subject: SRP stuff

Registered 2013
734 children, 112 teens, 300 adults = 1146

Registered 2012
756 children, 94 teens, 293 adults = 1143

Completions 2013
200 children, 27 teens, 102 adults

Completions 2012
313 Children, 23 teens, 100 adult

Just a note on completions, 74 kids read over 2,000 pages and 32 read over 3,000 this year.

Bonnie

Mickey DuVall, M.L.I.S.
Library Director
City of Bastrop
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