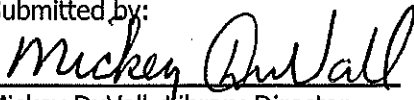


**AGENDA
LIBRARY BOARD
Monday, March 4, 2013
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
March 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 February meeting**
- 3. Announcements—**
- 4. Citizen Comments—**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - Friends will meet in regularly scheduled meeting
- 7. Old business**
 - Brick pavers and tiles update—no new sales—discussion and possible action
 - Update—BTOP grant—HBMG consulting performed a complete computer system check of the library's network and computers—discussion and possible action
 - Update—Bastrop County Complex Wildfire archival project—James Alexander has assisted Kaye and Laura in creating a numbering system to use while entering files into the computer—James has also started investigating possible funding from foundations and other sources—we received our first donation of money, \$60 for the archive—discussion and possible action
 - Update—Re-configuring the library—I have not made any progress on this grant—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
- 8. New Business**
 - I have applied for the 2014 erate discount—discussion and possible action
 - Revised Volunteer Policy—discussion and possible action
 - Revised Patron Behavior Policy—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, Teresa Valdez, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Teresa Valdez, City Secretary

Bastrop Public Library
Librarian's Report
March 4, 2013

1. Library Statistics for the month of January. Circulation statistics are up 12% compared to January 2012; gate count is down 2% compared to January 2012; programming is up 17% compared to January 2012; Internet usage is up 8% as compared to January 2012 and reference requests are up 89% compared to January 2012.
2. In the month of February 194 children and adults attended Story time.
3. On Friday, February 1 Mickey DuVall and Laura Green interviewed Kaye Brillian for the position of archive project assistant.
4. On Monday, February 4 Mickey DuVall and Bonnie Ueckert visited with Nancy Wood concerning the library's branding project. Nancy agreed to facilitate a meeting composed of members from the community on discovering the brand for the library.
5. On Monday, February 4 Bonnie Ueckert hosted eleven students from the Calvary Episcopal School after school program.
6. On Tuesday, February 5 Kaye Brillian was hired to work on the Bastrop County Complex Wildfire Archive project.
7. On Wednesday, February 6 Mickey DuVall attended the monthly Bastrop Chamber of Commerce luncheon.
8. On Thursday, February 7 Mickey DuVall provided a library tour for the Cuero librarian and members of the Cuero Public Library building committee. Cuero is trying to decide if they want to build a new library or expand the one they have.
9. On Thursday, February 7 Sheilah Kosco hosted a Teen Advisory Board committee meeting. Nine teens attended the meeting. The Teens played board games and black light dodge ball, which was wild. Attendance is down as several teens have "aged out" of programs and Sheilah is trying to get new teens involved.
10. On Saturday, February 9 nine children read to Bow Wow Book Buddies.
11. On Monday, February 11 Bonnie Ueckert hosted thirteen students from the Calvary Episcopal School after school program.
12. On Tuesday, February 12 Mickey DuVall met with Melissa McCollum from Planning, Trey Job from Public Works and Lyle Nelson from CARTS (Capital Area Rural Transportation System) to discuss bus routes in Bastrop.
13. On Thursday, February 14 Mickey DuVall, Sheilah Kosco, Cookie Adkins and Kathy Lindsey attended a Texas Municipal Retirement System (TMRS) workshop.
14. On Thursday, February 14 Sheilah Bowman met with Tracey Waldron concerning cash handling at the library.
15. On Thursday, February 14 Sheilah Kosco hosted a teen Anime Club meeting. Fourteen teens attended the meeting. Had Valentine themed meeting with chocolate dipped refreshments. Watched Anime series Fairy Tale. Teens exchanged "secret Valentines" gifts.
16. On Saturday, January 19 Bonnie Ueckert hosted a Super Saturday "Very Hungry Caterpillar" Craft Day. Thirty-seven children and adults attended the event.
17. On Monday, February 18 Will Snyder of HBMG consultants conducted a computer system inspection and review of the library's network and computers. The inspection and review is part of a grant program paid through a grant from the Texas State Library.

18. On Tuesday, February 19 Sheilah Kosco hosted four UT LBJ School of Public Policy students who were interviewing computer users concerning their perceptions as to how well the BTOP grant money is being spent.
19. On Wednesday, February 20 Mickey DuVall attended legal review with JC Brown, Samantha Friedman and Mike Talbot. We discussed the wording on our emergency shelter agreement. Samantha is working on the final draft.
20. On Thursday, February 21 Sheilah Kosco hosted the Teen Open Video Games third Thursday event. Fourteen teens attended the event. Played Rock Band, Mario Smash Brothers, Call of Duty 2, Mario Brothers and Mario Cart. Teens stayed and played the entire time, and seemed to have a great time. Did not have kids coming and going throughout the event which was very nice.
21. On Friday, February 22 Mickey DuVall, Sheilah Kosco and Bonnie Ueckert met with Thomas Dowdy of the Bastrop Independent School District. Mr. Dowdy provided us with a tour and inspection of the Cedar Creek High School in light of using the facility as an emergency shelter if needed in the future.
22. On Thursday, February 27 Mickey DuVall has a departmental meeting scheduled with Mike Talbot to discuss happenings in the library.
23. On Thursday, February 28 the Friends of the Bastrop Public Library will meet in a regularly scheduled meeting.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library Patron Behavior Policy

Library Mission: The mission of the Bastrop Public Library is to provide free and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

To enable the library to fulfill its mission, library patrons are asked to respect and follow the policies listed below. Patrons who violate the Behavior Policy will receive notice they are in violation and may be asked to leave the library.

- I. Disruptive behavior is generally defined as any patron behavior that interferes with the normal operation of the library or which unreasonably interferes with another patron's ability to use the library. Disruptive behavior will not be tolerated. The following list of disruptive behaviors is used for illustrative purposes and is not comprehensive:
 1. Illegal acts
 2. Sexual harassment or misconduct
 3. Stealing or vandalizing library property
 4. Loitering
 5. Running, shouting, loud talking, pushing, threatening or harassing behavior
 6. Playing audio equipment loud enough to disturb others
 7. Loud Cell telephone ringing and/or conversations
 8. Possession or use of illegal drugs or alcohol
 9. No smoking or use of any tobacco product (including electric cigarettes) on library property
 10. Use of skateboards, roller blades/skates/scooters on library property
 11. Soliciting of any kind and/or asking for signatures on petitions
 12. Blocking of aisles or entrances
 13. Possession of weapons
 14. Monopolizing library resources or staff time
 15. Eating or drinking within the library unless at authorized library events
 16. Discourtesy to other library Patrons or the Library Staff
 17. Adults sitting in either the children's or teen's room without assisting their children or selecting material
 18. Truancy (Please refer to Bastrop, Texas, municipal code Section 8.8.03)
- II. While visiting the library, Patrons are required to:
 1. Respect other library users and their privacy at all times
 2. Wear appropriate attire, including shoes and shirts (no wet clothes or bathing suits)
 3. Not present an odor nuisance
 4. Not bring animals into the library, other than service animals—nor leave animals outside unattended
 5. Ask permission to use library telephones, calls are limited to emergencies and requests for transportation

6. Use library furniture, materials, equipment and facilities for their intended purposes
7. Take care of their own possessions, the library will not be responsible for patron's items
8. Follow the library's policies

III. Parents, Guardians, and Caregivers* responsibilities:

1. Persons 17 years old or younger are defined as 'children' for the purposes of this Policy.
2. Parents or legal guardians, whether present in the library or not, are responsible for their children's behavior at all time.
3. Parents or legal guardians are responsible for any damages to library property caused, in whole or in part, by their children, regardless of the children's age.
4. Children under the age of eight years **must** be accompanied by a parent, a guardian, or a Caregiver*, at all times
5. Parents, guardians or Caregivers* are responsible for maintaining control over their children's behavior in the library, at all times
6. Parents, guardians or Caregivers accompanying children eight years or younger must stay within a reasonable distance (within eyesight) of their children, at all times

*(If a parent designates a 'Caregiver' to accompany a child eight years or younger to the library in the parent's absence, the Caregiver must be at least 14 years of age and must demonstrate maturity and competence to care for and control the children left in their care, while in the library.)

***The library retains the right to search all personal bags or backpacks.

***Patron library privileges may be limited at the discretion of the Library Director

Revised: 2/21/13 MB

Library Board Approved:

Bastrop City Council Approved:

Bastrop Public Library Volunteer Policy

I. Statement of Purpose

Bastrop Public Library shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service. Volunteers aid the library in making the best use of its fiscal resources and contribute to sound working relationships with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers work together to meet the goals and mission of the organization.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons.

The Library shall make use of the services of interested volunteers to supplement and not to replace the work done by library staff.

II. Definition of a Volunteer

A volunteer shall be considered as any individual, 14 years of age or older, who contributes time, energy and talents to the Bastrop Public Library and is not paid by Library funds. Exceptions to the age requirement may be made by the Director or his/her designee. Exceptions are granted for those individuals that are performing community service for a service organization such as Pals, Girl Scouts, etc. The Library does not accept volunteers for court ordered community service and/or Teen Court.

All volunteers must be accepted by the library prior to performance of assigned tasks. (See "How to Become a Volunteer")

III. How to Become a Volunteer

1. All volunteers are required to fill out a Volunteer Application Form
2. The Volunteer Coordinator will review the completed application form.
3. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
4. Volunteers under consideration may be subject to a background check.
5. If selected, volunteers will be contacted for an interview.
6. If not selected, applications will be kept on file for six months.
7. Volunteers under age fourteen must have the application signed by a parent or legal guardian.
8. Acceptance of an application is at the library's discretion.

IV. Supervision

The Volunteer Coordinator or his/her designee has the responsibility of supervising a volunteer worker. No volunteer worker will be allowed to work without the volunteer coordinator or his/her designee being present. The volunteer coordinator or his/her designee is responsible for the day-to-day management and guidance of the volunteer. All volunteer workers must follow staff instructions and established library policy and procedures.

Volunteers are free to ask any questions or report any problems or concerns they may have about their assignments to the volunteer coordinator and/or their designee.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library. All volunteers should keep their supervisor informed of their projects and work status, and of their comings and goings in the library.

V. Job Orientation and Training

Before beginning a volunteer assignment, the volunteer coordinator will be responsible for the following:

1. Take the volunteer on a tour of the building;
2. Introduce volunteer to library staff;
3. Review library and volunteer policies;
4. Review job duties and expectations;
5. Confirm work dates, times, and anticipated duration of the assignment;
6. Supply volunteer with a name tag and review sign-in and sign-out procedures;
7. Provide training on any new skills needed to perform assigned tasks;
8. Discuss procedures for obtaining, using, and caring for needed supplies;
9. Provide safety orientation;
10. Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

VI. Volunteer Opportunities

Tasks that may be performed by volunteers are listed below, however not all opportunities are available at all times.

1. Shelf books and other materials
2. Dust books and shelves
3. Shelf read
4. Pull reserves
5. Clean material
6. Help with programs and projects
7. Process new materials
8. Clerical tasks
9. Circulation Desk

VII. Guidelines for Volunteers

1. Volunteers work hours at the library when supervisors are readily available. The number of volunteers accepted is based on the amount of work and supervisory time available.
2. Volunteers should notify the Volunteer Coordinator as soon as possible if they know they will be late or absent.
3. Volunteers must sign in and sign out of the volunteer notebook.
4. Volunteers should always wear their name badges while working in the library.
5. Volunteers are ambassadors for the library and need to present a positive image to the public. It is expected that each volunteer will follow the same dress code as the staff. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.

6. Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies and procedures.
7. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc., with the Volunteer Coordinator.
8. Volunteers who are family members of library staff may not be placed under the direct supervision of their family member.
9. Volunteers are bound by rules contained in all library policies and guidelines, especially as they relate to patron privacy and confidentiality.
10. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.
11. Library owned equipment and supplies are for library use only and may not be used for personal business.
12. Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. Volunteers should also notify their supervisors of any assignment which causes physical discomfort or which could lead to personal injury. All injuries, whether minor or serious, must be reported directly to your Volunteer Coordinator or a supervisor.
13. Volunteers who are interested in paid employment with the library should apply through the City of Bastrop's Human Resources Department and will compete with all other applicants responding to notices for available positions.
14. Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal.
15. To end a volunteer commitment, please notify your Volunteer Coordinator of that decision and the effective date.
16. Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol.
17. All volunteers, employees, supervisors, and members of management, both male and female, are strictly prohibited from sexually harassing or making improper advances towards other volunteers, guests, employees, supervisors, or members of management. Sexual harassment includes unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term of condition of service or employment, is used as the basis of employment or advancement decision, or has the purpose or effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive environment. Any sexual harassment needs to be reported immediately to the volunteer's Volunteer Coordinator or a supervisor.
18. The Volunteer Coordinator may meet with the volunteer regularly to review job performance. Evaluations may be formal or informal and may be written or verbal.

Revised: 2/21/13 MB

Library Board Approved:

Bastrop City Council Approved:

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									135
100-199	65	51	36	52									204
200-299	69	51	44	72									236
300-399	148	138	115	137									538
400-499	21	17	3	8									49
500-599	55	62	50	54									221
600-699	358	355	289	440									1,442
700-799	163	157	156	198									674
800-899	43	35	38	67									183
900-999	151	152	134	124									561
92-920	94	84	77	96									351
Adult Audiocassettes	13	4	2	2									21
Adult Book Club Bag	0	0	0	0									0
Adult DVD's	1,744	1,345	1,431	1,919									6,439
Adult Fiction	2,667	2,410	2,104	2,522									9,703
Adult Fiction CD's	567	596	580	619									2,362
Adult Genealogy	0	0	0	0									0
Adult Historical Vertical File	0	0	0	0									0
Adult Large Print	799	660	644	841									2,944
Adult Microfilm	0	0	0	0									0
Adult MP3 Book	42	41	34	35									152
Adult Music on CD	189	101	89	127									506
Adult Nonfiction CD'S	59	61	36	51									207
Adult One-Click e-audio	99	155	95	186									535
Adult Overdrive e-book	0	0	100	157									257
Adult Pro Col	0	0	0	0									0
Adult Reference	0	0	0	5									5
Adult Reference Desk	0	0	0	0									0
Adult Spanish DVD's	12	6	4	0									22
Adult Spanish Fiction	11	12	10	13									46

[illegible]

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

Subtotal Juv. & children's	4,725	4,215	3,319	4,030	0	0	0	0	0	0	0	0	0	16,289
Young Adult:														
Young Adult CD's	15	14	8	7										44
Young Adult Fiction	428	394	484	463										1,769
Young Adult Graphic Novels	299	234	217	279										1,029
Subtotal Young Adult	742	642	709	749	0	0	0	0	0	0	0	0	0	2,842
Other:														
Paperbacks	681	639	580	855										2,755
Magazines	27	25	16	29										97
Subtotal Other	708	664	596	884	0	0	0	0	0	0	0	0	0	2,852
Grand Total All	14,116	12,474	11,157	13,875	0	0	0	0	0	0	0	0	0	51,622
OTHER SERVICES:														
Total Online Bastrop														
Advertiser Searches	5,130	5,965	5,054	7,002										23,151
Computer Usage:														
Adult	1,965	1,368	1,316	1,715										6,364
Children	601	407	378	400										1,786
Computer Class	32	67	26	32										157
Teen	438	325	318	268										1,349
Wireless				500										
Total Computer Usage	3,036	2,167	2,038	2,915										10,156
Gifts and Memorials:														
	\$137.26	\$12.58	\$900.00	\$0.00										\$1,049.84
Items Processed:														

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

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

Total Programming	734	645	703	380																2,462
Reference Assistance:																				
Directional Questions	300	204	162	225																891
Microfilm assistance	2	1	2	6																11
Reference Questions	937	687	556	865																3,045
Telephone Reference	363	261	199	300																1,123
Total Reference	1,602	1,153	919	1,396																5,070
Reservations:																				
Pressley Meeting Room	43	37	39	41																160
Maynard Board Room	36	32	27	35																130
Study Booths	215	139	133	193																680
Total Reservations	294	208	199	269																970
Visitor Count:																				
	9,657	7,998	8,157	9,015																34,827
Volunteer Hours:																				
Regular volunteers	154.00	89.00	153.25	116.00																512.25
Friends volunteers	75.25	144.25	93.25	23.00																335.75
Total Volunteer Hours	229.25	233.25	246.50	139.00																848.00
Website Hits:																				
	1,936	1,913	1,247	2,006																7,102