

**AGENDA
LIBRARY BOARD
Monday, January 7, 2013
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
January 7, 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 December meeting**
- 3. Announcements—**
- 4. Citizen Comments—**
- 5. Librarian's report—**discussion and possible action
- 6. Friends of the Library Report**
 - Friends did not meet in December
- 7. Old business**
 - Brick pavers and tiles update—sold one new \$100 brick—ordered and received one new tile from Texas Laser Designs—discussion and possible action
 - Update—BTOP grant—Computer training classes have been extended until the end of March—discussion and possible action
 - Update—Bastrop County Complex Fire archival project—discussion and possible action—I have hired one employee from the NEG grant and am in the process of interviewing for a second position—discussion and possible action
 - Update—Re-configuring the library—Cookie and Cary have submitted a list of the new shelving needed to reconfigure the library—discussion and possible action
 - Update—Replacing old light fixtures—I have had no word from Mike as to whether or not the City will pay to have the fixtures renewed—discussion and possible action
 - Update—Interest in OneClick eaudiobook subscription is growing—discussion and possible action
 - Update—Overdrive ebooks are now available for our patrons—discussion and possible action
- 8. New Business**
 - Revised Patron Behavior Policy—discussion and possible action
 - Library computer network to be reviewed and evaluated by HBMG, a consulting firm hired by the Texas State Library—discussion and possible action
 - Andres Rosales, Bastrop IT Director, is performing an IT survey of all City departments—discussion and possible action
 - Taking over ownership of Bastrop County Complex Fire Archive Project—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, 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
January 7, 2013

1. Library Statistics for the month of November. Circulation statistics are down 1% compared to November 2011; gate count is down 6% compared to November 2011; programming is up 7% compared to November 2011; Internet usage down 16% as compared to November 2011 and reference requests are up 30% compared to November 2011.
2. In the month of December 88 children and adults attended Story time.
3. In the month of December 120 children were read to by staff of local day care centers using materials from Storytime boxes provided by the Bastrop Public Library.
4. On Monday, December 3 Bonnie Ueckert hosted ten students from the Calvary Episcopal School after school program.
5. On Tuesday, December 4 Bonnie Ueckert hosted the Brown Bag Movie, "Muppets Christmas." Seven children and adults attended the movie.
6. On Thursday, December 6 Bonnie Ueckert taught library skills to 12 homeschooled children.
7. On Friday, December 7 Bonnie Ueckert and Melissa Bullara attended the "Performer's Showcase" held at the Georgetown Public Library.
8. On Saturday, December 8, Bonnie Ueckert and Sheilah Kosco hosted a "Gingerbread House" craft event during the Library's annual Open House. 330 children and adults decorated graham cracker houses and/or sugar cookies.
9. On Saturday, December 8 the library held its annual Library Board Open House. An estimated 800 children and adults shared food and drink with Library Board members, library staff, members of Friends of the Bastrop Public Library and members of the Bastrop Genealogical Society while listening to entertainment provided by the Bell Choir and Bastrop Orchestra. Santa and Mrs. Klaus visited and provided families the opportunities for picture taking.
10. On Saturday, December 8 Sheilah Kosco and a group of 22 Teens decorated the library float and rode the float in Bastrop's lighted Christmas parade.
11. On Saturday, December 8 Jean Zurow, with other Bastrop Genealogical Society members, provided eats and drinks in the Nell Herndon Local History Room. Society members assisted an estimated 48 patrons with their family history research.
12. On Monday, December 10 Bonnie Ueckert hosted ten students from the Calvary Episcopal School after school program.
13. On Tuesday, December 11 Mickey DuVall and Sheilah Kosco participated in a webinar on Texas State Library Grant Funding Opportunities for Fiscal Year 2014.
14. On Thursday, December 13 library staff hosted the second semi-annual volunteer luncheon in the Lina S. Pressley Meeting Room. Thirty staff members and volunteers attended the luncheon.
15. On Thursday, December 13 Sheilah Kosco hosted a Teen Anime Club meeting. Club members discussed and reversed a previous decision not to buy movie licenses to the movies they want to watch. In addition, the teens worked on a mural, discussed having an art contest in March and creating a manga series. Twenty-two teens attended the meeting.
16. On Monday, December 17 Bonnie Ueckert hosted twelve students from the Calvary Episcopal School after school program.

17. On Tuesday, December 18 Mickey DuVall and other library staff attended a City-wide organizational meeting at city hall.
18. On Tuesday, December 18 Mickey DuVall and Sheilah Kosco interviewed two candidates for the NEG grant positions. One candidate was chosen, Laura Lee Green.
19. On Wednesday, December 19 Mickey DuVall and Sheilah Kosco interviewed two candidates for the NEG grant positions.
20. On Thursday, December 20 Mickey DuVall and Linda Jenkins attended the Warden's quarterly luncheon at the Federal Prison.
21. On Thursday, December 20 Sheilah Kosco hosted a teen open video game night. Due to the holidays, only twelve teens participated.
22. The library was closed December 24 and 25 for the Christmas holidays.

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 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 § 8.8.03 (2012).
- 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: 1/2/2013MB

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											61
100-199	65	51											116
200-299	69	51											120
300-399	148	138											286
400-499	21	17											38
500-599	55	62											117
600-699	358	355											713
700-799	163	157											320
800-899	43	35											78
900-999	151	152											303
92-920	94	84											178
Adult Audiocassettes	13	4											17
Adult Book Club Bag	0	0											0
Adult DVD's	1,744	1,345											3,089
Adult Fiction	2,667	2,410											5,077
Adult Fiction CD's	567	596											1,163
Adult Genealogy	0	0											0
Adult Historical Vertical File	0	0											0
Adult Large Print	799	660											1,459
Adult Microfilm	0	0											0
Adult MP3 Book	42	41											83
Adult Music on CD	189	101											290
Adult Nonfiction CD'S	59	61											120
Adult One-Click e-audio	99	155											254
Adult Overdrive e-book	0	0											0
Adult Pro Col	0	0											0
Adult Reference	0	0											0
Adult Reference Desk	0	0											0
Adult Spanish DVD's	12	6											18
Adult Spanish Fiction	11	12											23

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Adult Spanish Nonfiction	21	12																	33
Adult Texana	71	60																	131
Adult Vertical Files	0	0																	0
Adult Videocassettes	444	363																	807
Subtotal Adult:	7,941	6,953	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,894
Juvenile and children's:																			
Child Spanish 1st R	28	14																	42
Child Spanish Easy	106	75																	181
Child Spanish Easy Nonfic	20	7																	27
Child Storytime box	7	1																	8
Easy Nonfiction	150	75																	225
Easy Picture Books	1,733	1,573																	3,306
First Readers	487	411																	898
J 000 - J 099	19	16																	35
J 100 - J199	14	9																	23
J 200 - J 299	18	10																	28
J 300 - J 399	74	59																	133
J 400 - J 499	3	2																	5
J 500 - J 599	202	162																	364
J 600 - J 699	43	45																	88
J 700 - J 799	176	154																	330
J 800 - J 899	23	17																	40
J 900 - J 999	102	76																	178
J 92 - J 920	22	29																	51
Juvy Audiocassettes	2	1																	3
Juvy CD'S	59	29																	88
Juvy DVD	322	415																	737
Juvy Fiction	877	822																	1,699
Juvy Graphic Novels	194	189																	383
Juvy Oversize	7	3																	10
Juvy Reference	0	0																	0
Juvy Spanish Fiction	5	7																	12
Juvy Spanish Nonfiction	32	14																	46

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Subtotal Juv. & children's	4,725	4,215	0	0	0	0	0	0	0	0	0	0	8,940
Young Adult:													
Young Adult CD's	15	14											29
Young Adult Fiction	428	394											822
Young Adult Graphic Novels	299	234											533
Subtotal Young Adult	742	642	0	0	0	0	0	0	0	0	0	0	1,384
Other:													
Paperbacks	681	639											1,320
Magazines	27	25											52
Subtotal Other	708	664	0	0	0	0	0	0	0	0	0	0	1,372
Grand Total All	14,116	12,474	0	0	0	0	0	0	0	0	0	0	26,590
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	5,130	5,965											11,095
Computer Usage:													
Adult	1,965	1,368											3,333
Children	601	407											1,008
Computer Class	32	67											99
Teen	438	325											763
Total Computer Usage	3,036	2,167											5,203
Gifts and Memorials:	\$137.26	\$12.58											\$149.84
Items Processed:													
Items Cataloged:													

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