

Bastrop Public Library Board Meeting

AGENDA

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602



April 2, 2018, at 6:00 P.M.

Bastrop Public Library Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the beginning of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Board Secretary prior to the consideration of that item.

3. ANNOUNCEMENTS

4. STAFF REPORT

- 4A. Receive monthly report on Library activities.
- 4B. Receive monthly status report on previously approved items.
- 4C. Receive monthly report on Friends of the Bastrop Public Library.
- 4D. Receive monthly Library Statistics.
- 4E. Receive General Fund Budget Preparation report.

5. CONSENT AGENDA

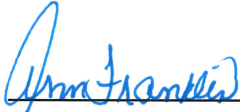
- 5A. Consider action to approve Bastrop Public Library Board minutes from the March 5, 2018 regular meeting.

6. WORK SESSION/BRIEFINGS

- 6A. Discuss the Library Board Budget Preparation.
- 6B. Discuss items Board members would like to include on the next agenda.

7. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: March 28, 2018, 12:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Ann Franklin, City Secretary

Bastrop Public Library
Librarian's Report
April 2, 2018

1. Library Statistics for the month of February. Circulation statistics are up 4% compared to February 2017; gate count is down 3% compared to February 2017; programming is down 49% compared to February 2017; Internet usage is down 17% compared to February 2017; reference requests are up 7% compared to February 2017, and meeting room reservations are up 9% compared to February 2017.
2. In the month of February 152 children and adults attended story time.
3. On Thursday, March 1 Bonnie Pierson and Ashley Guerrero attended the Mina Elementary School Literacy Night.
4. On Thursday, March 1 Bonnie Pierson provided a program for Homeschool students. Twelve students attended the program.
5. On Thursday, March 1 Bethany Dietrich hosted a Teen Video Gaming Night. Fourteen teens attended and played video games.
6. On Friday, March 2 the library closed for Texas Independence Day.
7. On Tuesday, March 6 Mickey DuVall and Bonnie Pierson participated in a 2018/2019 budget workshop.
8. On Tuesday, March 6 Mickey DuVall attended a monthly Friends of the Bastrop Public Library meeting.
9. On Tuesday, March 6 Bethany Dietrich hosted a Tween program. Ten tweens participated in the program.
10. On Thursday, March 8 Mickey DuVall and Bonnie Pierson attended an emergency management meeting to discuss funding the new shelter.
11. On Thursday, March 8 Mickey DuVall attended a Texas State Guard shelter exercise planning meeting.
12. On Thursday, March 8 Mickey DuVall met with Ann Franklin to receive instruction on the proper format to use when creating an agenda for Library Board meetings.
13. On Thursday, March 8 Bethany Dietrich presented a Teen "Spy Training" program. Four teens attended the program.
14. On Friday, March 9 Mickey DuVall met with Lost Pines Garden Club members, Norman Jones and Faye Cobb, to discuss the upcoming Book and Plant Sale silent auction.
15. On Monday, March 12 Mickey DuVall, Norman Jones, and Faye Cobb visited several businesses to ask for donations for the upcoming Book and Plant sale silent auction.
16. On Thursday, March 15 Mickey DuVall attended an emergency management meeting to discuss Readiness Levels.
17. On Thursday, March 15 Bethany Dietrich provided a Teen Interactive Movie Experience: Harry Potter. Three teens participated in the program.
18. On Saturday, March 17 Mickey DuVall, Bonnie Pierson, and Cary Kittrell participated in a shelter training exercise conducted by the Texas State Guard. The exercise took place at the First United Methodist Church.
19. On Monday, March 19 Mickey DuVall and Bonnie Pierson attended a workshop on creating an Incident Action Plan.

20. On Tuesday, March 20 Mickey DuVall, Bonnie Pierson, and Cary Kittrell attended a county-wide shelter meeting.
21. On Tuesday, March 20 Carmen Serna hosted the LEGO Club. Twenty-five children attended the program.
22. On Thursday, March 22 Mickey DuVall, Bonnie Pierson, Cary Kittrell, Bethany Dietrich, and Cassy Wilhelm met to discuss the creation of procedures that will be used to post library information on the City's social media sites.
23. On Thursday, March 22 members of the Friends of the Bastrop Public Library readied the meeting room for their annual book sale.
24. On Friday, March 23 and Saturday, March 24 the Friends of the Bastrop Public Library held their annual book sale.
25. On Friday, March 23 and Saturday, March 24 the Lost Pines Garden Club held their annual plant sale. All proceeds from the sale go to support the library's Summer Reading Program.
26. On Monday, March 26 Mickey DuVall, Lynda Humble, Trey Job, and Senior Center Chair, Barbara Adkins, met to discuss the move of the Senior Center to the new building.
27. On Monday, March 26 Mickey DuVall and Cary Kittrell presented a MakerSpace program. Fourteen children and adults attended the program.
28. On Wednesday, October 28 due to bad weather, Bonnie Pierson cancelled the library's annual Easter Egg Hunt.
29. On Wednesday, October 28 Mickey DuVall and Bonnie Pierson toured the new Senior Center.
30. On Thursday, March 29 Mickey DuVall attended a Supervisors meeting with Trey Job, Curtis Hancock, David Juarez, and David Juneck to discuss the fiscal year 2018/2019 budget.
31. On Friday, March 30 and Saturday, March 31 the library closed for the Easter holiday.
32. From April 2, through April 6 Bonnie Pierson and Bethany Dietrich are going to attend the Texas Library Association annual conference in Dallas.
33. From April 2 through April 5 Cary Kittrell is participating in emergency management training.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library
Monthly Status Report on Previously Approved Items
April 2, 2018

1. Brick pavers and tiles update—no bricks or tiles were sold in February.
2. MakerSpace update—received the four new laptops ordered—next MakerSpace program scheduled for April 21st.
3. 12.5-ton air-conditioning replacement—continuing to solicit bids for new air-conditioning unit.
4. Telephone messaging update—patrons can now leave messages on the library’s main number—staff can change answering message to notify patrons of library closures.
5. Emergency Shelter update—Mickey DuVall, Bonnie Pierson, and other staff members continue to work on procedures to open, manage, close, and maintain the new emergency shelter/Senior Center—staff continue to price supplies and equipment needed to purchase before the shelter opens.

Bastrop Public Library
Friend of the Bastrop Public Library Report
April 2, 2018

1. The Friends met in a regularly scheduled meeting on March 6, 2018.
2. Discussed upcoming book sale.
3. Discussed the Friends new Facebook page, website, and special Friends page (available to Friends members only).
4. Discussed bake sale to be held during the book sale.
5. Discussed their scholarship.

***Book Sale proceeds: total in cash, \$3,625.20; credit card sales, \$97.00; less \$250.00 in "change" purchased; equaling total receipts of \$3,472.20.

Of that, \$202.00 was in donations; \$75.00 in new memberships; and \$381.00 in bake sale receipts.

The total receipts for books only equaled \$2,814.20.

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	18	30	8	19	21								96
100-199	38	74	45	58	66								281
200-299	40	47	29	42	58								216
300-399	85	131	89	89	103								497
400-499	13	13	14	9	10								59
500-599	65	57	47	41	78								288
600-699	260	265	207	331	342								1,405
700-799	118	92	78	95	94								477
800-899	27	39	18	18	28								130
900-999	139	124	96	149	148								656
92-920	56	85	74	54	68								337
Adult Book Club Bag	0	0	0	1	0								1
Adult DVD's	1,692	1,713	1,611	1,898	1,713								8,627
Adult Fiction	1,770	1,701	1,649	1,759	1,695								8,574
Adult Fiction CD's	531	482	450	380	412								2,255
Adult Genealogy	0	0	0	0	0								0
Adult Historical File	0	0	0	0	0								0
Adult Large Print	658	618	590	657	681								3,204
Adult Microfilm	0	0	0	0	0								0
Adult MP3 Book	23	15	16	8	5								67
Adult Music on CD	150	147	161	114	93								665
Adult Nonfiction CD'S	0	31	37	26	26								120
Adult Overdrive e-book	961	916	815	879	895								4,466
Adult Pro Col	0	0	0	0	0								0
Adult Reference	0	0	0	0	0								0
Adult Reference Desk	0	0	0	0	0								0
Adult Spanish DVD's	5	2	2	0	0								9
Adult Spanish Fiction	12	11	14	5	12								54
Adult Spanish Nonfictio	8	12	11	16	16								63
Adult Texana	16	26	29	39	33								143
Adult Videocassettes	33	25	5	9	8								80
Cake Pans	7	5	12	7	5								36
Subtotal Adult:	6,725	6,661	6,107	6,703	6,610	0	0	0	0	0	0	0	32,806

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvenile and children's:													
Child Braille Picture Bks	4	2	2	3	2								
Child Spanish 1st R	11	27	7	36	7								88
Child Spanish Easy	104	73	39	58	54								328
Child Spanish Easy NF	1	4	12	21	7								45
Child Storytime box	0	0	0	0	0								0
Easy Nonfiction	138	133	100	169	124								664
Easy Picture Books	1,511	1,444	1,058	1,196	1,383								6,592
First Readers	474	430	290	330	395								1,919
J 000 - J 099	20	21	6	20	26								93
J 100 - J199	5	3	4	1	4								17
J 200 - J 299	8	8	7	13	7								43
J 300 - J 399	44	30	16	25	36								151
J 400 - J 499	2	0	0	2	0								4
J 500 - J 599	150	91	55	141	124								561
J 600 - J 699	69	38	19	52	43								221
J 700 - J 799	139	107	75	96	137								554
J 800 - J 899	12	11	5	6	7								41
J 900 - J 999	101	81	42	71	18								313
J 92 - J 920	31	34	9	28	53								155
Juvy Braille	0	0	0	0	0								0
Juvy CD'S	85	59	30	55	43								272
Juvy DVD	414	354	335	380	337								1,820
Juvy Fiction	1,054	869	631	624	845								4,023
Juvy Graphic Novels	196	226	180	194	198								994
Juvy Oversize	6	10	3	12	5								36
Juvy Reference	0	0	0	0	0								0
Juvy Spanish Fiction	11	8	9	8	13								49
Juvy Spanish Nonfiction	33	16	8	22	22								101
Subtotal Juv. & child.	4,623	4,079	2,942	3,563	3,890	0	0	0	0	0	0	0	19,097
Young Adult:													
Young Adult Fiction	228	253	229	242	169								1,121
YA Graphic Novels	264	279	319	235	306								1,403

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

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Subtotal Young Adult	492	532	548	477	475	0	0	0	0	0	0	0	2,524
Other:													
Magazines	52	52	69	45	54								272
Paperbacks	231	267	289	299	382								1,468
Subtotal Other	283	319	358	344	436	0	0	0	0	0	0	0	1,740
Grand Total All	12,123	11,591	9,955	11,087	11,411	0	0	0	0	0	0	0	56,167
OTHER SERVICES:													
Total Online Bastrop Advertiser Searches	4,780	3,850	3,774	3,769	5,002								21,175
Computer Usage:													
ADA	0	0	0	57	52								
Adult	1,133	932	898	643	821								4,427
Children	224	333	210	136	132								1,035
Teen	171	159	181	54	53								618
Wireless	1,890	1,900	2,024	1,978	2,121								9,913
Total Comp. Usage	3,418	3,324	3,313	2,811	3,127	0	0	0	0	0	0	0	15,993
Gifts and Memorials:	\$500	\$0	\$1,780	\$10,240	\$0								\$12,520
Items Processed:													
Items Cataloged:													
Apollo	100	25	209	69	91								494
Baker & Taylor	41	34	25	11	19								130
Brodart	0	0	0	0	0								0
Cat Express--OCLC	18	6	39	9	20								92

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Ingram	154	0	84	230	165								633
Original	20	43	73	59	79								274
Recorded Books	11	17	4	5	13								50
Total items cataloged	344	125	434	383	387	0	0	0	0	0	0	0	1,673
Total items withdrawn	355	354	275	1,568	586								3,138
Total items lost	14	3	0	0	49								66
Interlibrary Loan:													
Borrowed	5	17	11	18	10								61
Loaned	2	5	1	4	1								13
Total Transactions	7	22	12	22	11	0	0	0	0	0	0	0	74
New Library Patrons:													
City	22	27	24	48	27								148
County	101	74	63	115	83								436
Non-residents			9	9	13								
Total Patrons added	123	101	96	172	123	0	0	0	0	0	0	0	615
Patron Usage:													
County	71%	68%	66%	69%	68%								
City	19%	20%	23%	21%	21%								
Faculty	4%	6%	5%	4%	5%								
Other	6%	6%	6%	6%	6%								
Proctored Tests Given	3	2	3	0	7								15
Programming:													
Children's programs	409	459	694	278	314								2,154
Outreach programs	1,268	0	0	0	0								1,268
Teen programs	67	44	41	44	43								239
Adult programs	0	0	0	0	0								0
Total Programming	1,744	503	735	322	357								3,661
Number of Programs	26	35	26	24	26								137

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Reference Assistance:													
Directional Questions	492	418	392	167	343								1,812
Microfilm assistance	0	0	0	0	0								0
Reference Questions	379	305	255	296	450								1,685
Telephone Reference	204	159	136	100	246								845
Computer Assistance	658	777	698	611	1,304								4,048
Ereader Assistance	10	11	2	6	18								47
Total Reference	1,743	1,670	1,483	1,180	2,361	0	0	0	0	0	0	0	8,437
Reservations:													
Pressley Meeting Room	44	40	41	42	41								208
Maynard Board Room	27	30	27	25	20								129
Study Booths	224	229	183	180	243								1,059
Total Reservations	295	299	251	247	304	0	0	0	0	0	0	0	1,396
Visitor Count:													
	9,959	8,608	9,005	9,005	8,954								45,531
Volunteer Hours:													
Regular volunteers	73.25	69.50	87.25	40.50	109.75								380.25
Friends volunteers	107.50	104.00	88.00	109.50	80.50								489.50
Total Volunteer Hours	180.75	173.50	175.25	150.00	190.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	869.75
Website Hits:													
	2,048	1,904	1,796	2,295									8,043
Reserve-A-Librarian													
	7	0	3	0	6								16

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Bastrop Public Library
General Fund Budget Preparation
April 2, 2018

1. I am asking for the following items in the fiscal year 2018/2019 budget:
 - a. Paint the interior of the building
 - b. Requesting an additional \$3,000 to pay for library programming
 - c. Requesting a full-time Circulation Associate employee
 - d. Promoting Cassy Wilhelm into a newly created Communications position
 - e. Requesting funds to help sound proof the new MakerSpace area
 - f. Requesting funds to purchase supplies, software, and equipment for the new MakerSpace

BASTROP PUBLIC LIBRARY

BOARD OF DIRECTORS

MARCH 5, 2018

CALL TO ORDER--The meeting was called to order by President Mary Jo Jenkins. Members present were as follows: Becky Schaefer, Barbara Clemons, Rebecca Bennett, Willie Schlickeisen, Lesa Neese, Jamie McDonald and Carolyn Wiginton. Dixie West came in to let Mickey know that her husband was sick and she could not stay for the meeting. Library Director Mickey DuVall was in attendance. Grace Dacy with the Friends of the Library was a guest. City Council Liason Gary Schiff notified Mickey that he would not be able to attend due to a prior commitment.

MINUTES--a correction was made in OLD BUSINESS (second bullet) to read ...what to have in the space (instead of in the cabinet) With this correction the minutes were approved.

ANNOUNCEMENTS--the Friends are looking for Silent Auction items for the Book and Plant Sale that will be held on March 23 and 24

CITIZEN COMMENTS--None

LIBRARIAN'S REPORT--

- Bonnie is starting to prepare for the Summer Reading Program. A Game Day will be held at the Convention Center but the date has not yet been set. There will also be another Water Day held at the park.
- Another AARP employee is on board and he will be utilized at the circulation desk.
- The Shelter is not finished yet. It does not have a commercial size kitchen. FEMA funded the building and the City will provide the appliances and furniture.

FRIENDS OF THE LIBRARY REPORT--Rob Bigsby (Treasurer of the Friends Group) purchased a tablet to be used at the sale so they can take credit card payments

OLD BUSINESS--

- no pavers were sold and no donations were received over the last month

- the 3-17 Maker Space meeting has been cancelled and the next meeting will be held on 3-26 from 4-6 pm. Another meeting will be held on the 3rd Saturday of April.
- the 15 ton AC unit has been installed and Mickey is getting bids for the smaller unit. Mickey will try to expedite this process before the summer months arrive.
- the new computers have been installed and they are trying to iron out the problems they are having between the two software packages.
- there are still problems with the the phone system. The issues have not been fixed yet
- Emergency Shelter--Mickey is getting pricing on everything that is needed for the shelter so the City can approve the purchases
- we are waiting on the laptops for the Maker Space

NEW BUSINESS--

- the letter that the Library Board prepared to send to the City Council was signed by Board Members that were present. The letter addresses the proposed changes to the number of members on the board
- Mickey will do some research on a sound barrier of some sort to muffle the sound of the 3D printer.
- Signage on the back side of the building--an idea was presented to paint the name of the building on the retaining wall on the back of the building. Discussion was held and a suggestion was made that letters (like those on the front of the building) would be a better option. There were concerns that if the name was painted on the wall that it would be susceptible to being 'tagged'.
- annual Book and Plant Sale will be held on March 23 and 24
- Net Neutrality is a big issue right now. The FCC has deregulated internet services and the more you pay the faster your service will be.

ADJOURN--the meeting was adjourned at 6:50

Respectfully submitted, _____

Becky Schaefer, Secretary

Approved, _____

Mary Jo Jenkins, President