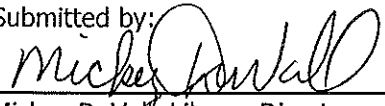


**AGENDA
LIBRARY BOARD
Monday, September 14, 2015
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,
September 14, 2015 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**
 - The Friends met in a regularly scheduled meeting in August
 - Discussed annual meeting scheduled for September 1
 - Discussed upcoming book sale scheduled for September 25 and 26
- 7. Old business**
 - Brick pavers and tiles update—No bricks sold in August—discussion and possible action
 - Update—Bastrop County Complex Wildfire archive project—continue to work on database in CONTENTdm—submitted a Bluebonnet Community grant to pay for salaries for two part time employees
 - Update—Summer Reading Program—summary report—discussion and possible action
- 8. New Business**
 - Internet and Computer Use Policy—discussion and possible action
 - Customer Service policy—discussion and possible action
 - Display Case policy—discussion and possible action
 - Fundraising Policy—discussion and possible action
 - Interlibrary Loan policy—discussion and possible action
 - Media Collection and Circulation Policy—discussion and possible action
 - ✓ 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, Ann Franklin, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Ann Franklin, City Secretary

**Bastrop Public Library
Librarian's Report
September 14, 2015**

1. Library Statistics for the month of July. Circulation statistics are down 10% compared to July 2014; gate count is down 6% compared to July 2014; programming is down 19% compared to July 2014; Internet usage is up 24% compared to July 2014; reference requests are up 14% compared to July 2014 and meeting room reservations are up 18% compared to July 2014.
2. In the month of August 333 children and adults attended story time.
3. On Monday, August 3 Ray Vogel, the library's newest AARP employee, started work.
4. On Tuesday, August 4 Mickey DuVall met with Clayton Strickland, a sales representative with Recorded Books, concerning audiobook standing orders.
5. On Tuesday, August 4 Mickey DuVall attended a City Council budget meeting.
6. On Saturday, August 8 Bonnie Pierson and Cary Kittrell hosted a Super Saturday Ice Cream Social event. One hundred and thirty one children and adults attended the event.
7. On Tuesday, August 11 Mickey DuVall submitted a Bluebonnet Community grant. The grant is to be used to hire two part-time employees to work on the Bastrop County Complex Wildfire Archive project.
8. On Thursday, August 13 Mickey DuVall participated in a webinar entitled "Because Advocacy Never Stops."
9. On Monday, August 17 Mickey DuVall submitted a BEAR 472 form to request reimbursement for May and June Internet connectivity costs.
10. On Monday, August 17 Mickey DuVall submitted a Form 470 for the 2016 year. The form 470 is used to request discounts for Internet connectivity.
11. On Tuesday, August 18 the Lego Club met at the library. Ten children attended the event.
12. On Tuesday, August 18 Mickey DuVall attended a City Council budget meeting.
13. On Thursday, August 20 Mickey DuVall participated in a webinar entitled "LLAMA Thought Leader."
14. On Friday, August 21 the library published the Collection Development survey on the library's website.
15. On Saturday, August 22 Bonnie Pierson, Cary Kittrell and Carmen Serna represented the library at the annual Back to School Bash. An estimated 400 children and adults visited the library's booth.
16. On Monday, August 24 Bonnie Pierson hosted a pre-ballet dance class. Seven children attended the event.
17. On Tuesday, August 25 Bonnie Pierson hosted a TAPS game playing event. Two children participated in the event.
18. On Tuesday, August 25 library staff attended a mandatory employee meeting at City Hall.
19. On Thursday, August 27 Cary Kittrell hosted a Teen, Open Video Gaming event. Thirty-one teens attended this event.

Respectfully Submitted, Mickey DuVall, Library Director

2015 Summer Reading Summary:

Registration:	Children:	782		
	Teen:	114		
	Adult:	382		
	Total:	1,278	increase from 2014: 217 people	1061 total

Completions:	Children/ Teens reading 500 or more minutes and Adults reading 1,000 or more minutes			
	Children:	220	28%	
	Teen:	---	---	numbers unavailable
	Adult:	130	34%	

Million Minute Challenge total: **691,181**

Total Number of children and teen programs:

June:	31
July:	34
Total:	65 programs in seven weeks

Total program attendance:

Children:	June:	1,470	July:	1,147	Total:	2,617
Teen:	June:	119	July:	169	Total:	288

It was another great summer at the library. With at least one program everyday it was a very busy place. We saw an increase in attendance at our Teen programs thanks to all the hard work Ashley Guerrero, our Teen Librarian, put in not just during the summer, but all year long. We also had some great performers and a variety of programs to interest the kids.

Despite the variety, the overall children's attendance decreased by 25% from last year. A lower than average attendance at the Opening Day Party, a reduced number of programs and children from the BISD STARS program, and a reduced number of overall programs contributed to this decrease.

On the positive side, thanks to staff enthusiasm, registration numbers are up over last year. Additionally, our performers, Gary & Donna Taylor, Juggler Matt Tardy and the Austin Reptile Show were strong crowd pleasers. The Reptile show was filled to capacity with additional people that had to be turned away. The Story & Crafts program for school age kids was the biggest surprise of the summer. This is the third year for the program and it had an average of 33 participants each week. A definite increase over last year's attendance.

There were two big changes to the program this year. First, participants were asked to track minutes instead of pages as had been done in years past. This change was met with mixed reviews. Parents appreciated not having to count pages for their young children while some adults felt that this was much harder to track than the pages. The move to minutes is in anticipation of having more of the summer

reading program available online. This is a trend in libraries to decrease paper and allow patrons to use hand held devices to track their reading.

This change also made an impact on the library's reading challenge. Instead of reading one million pages patrons were asked to read one million minutes. This proved to be a bigger challenge than anticipated. A respectable 691,181 minutes were turned in to be counted. Hopefully, the second year of counting minutes will get us closer to our goal.

The second change was in how children and teens received their prizes for meeting their 500 minute goal. In the past, small prizes were given immediately and book prizes were picked up after the End of Summer Party. This year, all prizes, including the books, were given out upon completion. This was a huge success! For the first time since we started giving out books as prizes, all books were given away. In fact, additional books were purchased toward the end of the summer so all children/teens could receive a book.

Despite the lower attendance, the summer reading program was very successful. The library was a busy with new faces and old friends visiting every day. People were happy and appreciative of the many programs we were offering. Many children, teens and adults participated and received incentives and prizes for reading. The staff was energized and upbeat about the programs and events and made a real effort to let people know what was going on in the library. We had a strong ending to the summer reading program and we are looking forward to next year and to making 2016 even better.

Bastrop Public Library

Internet and Computer Use Policy

Computer access at the Bastrop Public Library is free and open to all Library users. In order to preserve this open access, we ask all computer users at our Library to abide by the following rules and requirements:

- I. The Library's public access computers are available on a 'first- come first-served' basis. The Library uses an automated reservation system to ensure that this process works in an equitable manner. All Library patrons must "sign in" (by age group – 'Adult', 'Teen' or 'Child' - or as 'ADA') at the computer Reservation terminal to reserve a computer. A waiting list for each age group (i.e., 'Adult', 'Teen' or 'Child') will be on display at one end of the computer bank for the various assigned age groups.
 1. All computer users are required to have a current Bastrop Public Library Card or a 'guest card' obtained at the front desk, to sign in for computer use. No 'guest cards' are issued to children or teens unless accompanied by a parent or guardian.
 2. Patrons must use their own Library Card barcode number or a 'guest card' number to reserve a computer workstation. An acceptable form of identification is required to request a lookup of a patron's Library Card number.
 3. Do not use someone else's Library Card barcode number to access a Library computer. Any patron who uses someone else's Library Card barcode number or a 'guest card' number not issued directly to them is subject to losing computer privileges in the Bastrop Library.
- II. Patrons sign-up for 30-minute blocks of computer use time. After completing the first 30-minute reservation, a Patron may continue to use their workstation for an additional 30 minutes, if there is no one else registered and waiting to use the computers. A patron may sign-up for a total of four (4) 30-minute time slots (or a total of two hours) of computer use time, per day.
- III. The Library's computers are designated 'Adult's', 'Teen's', 'Child's' or 'ADA' computers.
 1. Child's computers are in the Children's area of the Library. Adults and Teens are not allowed on a Child's computers, but a parent or sibling may assist a child on a Child's computer.
 2. Teen's computers are located directly outside of the 'HEB Teen Room'. Adults and Children are not allowed to use the Teen's computers unless prior permission is given by a Library Staff member.

3. Teens and children are not allowed on the Adult computers unless accompanied by a Parent, Legal Guardian, Caregiver or Library staff member.
 4. Only individuals with a disability may use a designated 'ADA' computer.
- IV. If you leave the computer workstation before your reserved and allotted time is over, please log off the computer. This will keep others from using your allotted time. Log off by clicking the "start button" at the bottom left of the screen and choosing the "log off" option.
- V. You may check and send email on the Library computers only if you have your own web-based email account (such as "Yahoo" mail or "Gmail").
- VI. Laptop users may access the wireless Internet anywhere inside the Library, at no cost or time limitation.
- VII. It is the mission of the Bastrop Public Library to provide unrestricted access to informational, educational, cultural and recreational Library materials and services; however, we are also committed to protecting our youth and being sensitive to the rights of all of our patrons. To accomplish this mission, the following rules apply:
1. Accessing sites containing pornography or other offensively graphic material or text (i.e., Materials that are unsuitable or damaging to children or that may offend other Library users or staff is not acceptable and is, therefore, expressly prohibited).
 2. Patrons who violate this Policy will be asked to exit the website immediately and in the case of repeated abuse, may be asked to leave the library.
 3. Patrons who continue to violate this Policy will lose their Library and /or Library computer use privileges.
- VIII. Parents are responsible for overseeing their children's use of the Library's public access computers.
1. All of the Library's computers have filters that block certain sites and/or content that contains pornography or other objectionable material. However, such Internet filters are an imperfect safeguard against pornography and other objectionable materials. Parents are encouraged to accompany their children who are using Library computers. Parents need to caution their children against providing personal information over the Internet. It is the Library's view that while accessing email, social networking sites or other Internet sites, minors should not disclose *any* of their personal information.

2. Staff is not responsible and does not monitor the content of Internet sites visited by any patron, whether minors or adults. Even though Library computers are filtered, parents need to regularly monitor what sites and materials their teens and children access.
 3. Internet filters on the computers reserved for adult use can be toggled off by the Library staff if requested by an adult patron. After the patron has completed the search, the filter will be toggled back on by a Library staff member. Internet filters for children and teen computers can be toggled off by a librarian. The librarian will assist the child or teen with their search and when the search is complete, toggle the filter back on.
-
- IX. Do not alter hardware, software, desktop, or web browser settings on the computers. Do not take any action that could be deemed to be an attempt to "hack" into local or remote computers.
 - X. Downloading any files or programs to the hard drive is strictly prohibited.
 - XI. Patrons may use their own flash drives to save any personal data from the Library computers. Any flash drives that are left in the computers will be held by the Library in 'lost and found' for a maximum of 14 days, and then destroyed.
 - XII. The Library is not liable for damages to personal data, flash drives or other equipment that are lost or damaged when information is copied from the Internet through the Library's computers.
 - XIII. Patrons are responsible for being aware of all possible copyright restrictions while using the Internet. Most information available on the Internet is copyrighted, and, therefore is legally protected from duplication by the public. Therefore, permission must be obtained to use the images or text presented on the Internet. If you are not sure that you have a legal right to use Internet materials, then you should not attempt to duplicate it.
 - XIV. Black and white copies may be printed from materials found on Library computers. Color copies are not available. The charge for each page printed is ten cents (10) and must be paid for at the Check-Out desk.
 - XV. The Library does not provide CD burners, headphones, or wireless printers for public use.
 - XVI. Do not use the Library computers to commit a crime. All violators will be subject to criminal prosecution by the appropriate police agency.

The Library staff reserves the right to determine whether other behaviors that are not specifically identified herein are not in the best interest of the Library, and if so, to ask

the patron to discontinue those actions, as well. In addition, the Library reserves the right to periodically update and modify this Policy as it deems appropriate and necessary. Staff will ask anyone violating the Library's Internet and Computer Use Policy to discontinue what they are doing immediately, and may in severe instances be asked to leave the Library. Those who violate this policy may lose their computer privileges for a length of time determined by the Library Director. Repeat violators may lose other Library privileges and/or the right to be present on Library property and/or to use Library services.

Revised: 07/28/15

Approved by the Library Board:

7/14/15

Approved by the Bastrop City Council:

Bastrop Public Library Customer Service Policy

The Bastrop Public Library strives to offer excellent library services, which includes a quality facility and collection. The staff and volunteers strive to provide accurate, efficient and courteous library service to all customers in light of the principles outlined below. The Customer Service Policy of the Bastrop Public Library is the foundation for all staff and volunteer interactions with the general public. All library policies are interpreted in light of the principles outlined below:

1. The Library offers the same quality of service to all regardless of age, race, sex, nationality, educational background, physical limitations, or any other criteria which may be the source of discrimination.
2. Customers are treated politely and with respect.
3. Judgment calls are made in the customer's favor.
4. When a staff member or volunteer is unable to comply with a request, the customer will be offered an alternative.
5. Staff members and volunteers are familiar with library policies and are able to inform patrons about them.

I. Demeanor:

Demeanor is defined as: the way a person looks, speaks and acts; one's manner of behavior towards others; a personal mode of expressing attitude. Non-verbal demeanor conveys attitude via facial expression and posture - just as tone of voice and choice of word affect a verbal message. The patron's perception of a staff member or a transaction can be very different from the staff member's intent.

In public service agencies such as the Library, it is imperative that every staff/patron interaction is a positive one for the patron. A friendly, helpful demeanor can often ensure a positive experience even when the message conveyed is not a pleasant one.

Staff members and volunteers are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling his/her experience with the Library has been a positive one.

While a staff member or volunteer is at work, he or she acts as a representative of the Bastrop Public Library to each person or group with whom he or she comes in contact. The impression made on the patron profoundly affects the Library's image.

II. Ethics:

The needs and requests of library patrons will be taken seriously and treated with respect. Equal consideration and treatment will be given to users in a non-judgmental environment.

All interactions and transactions with the customer or groups of customers will be considered confidential and will be discussed only in a professional context. Such matters include, but are not limited to, registration information, materials selection, loan transaction records, reference questions, and requests for materials. Discussion of confidential patron issues will be handled discreetly, preferably in non-public areas.

Staff members and volunteers will not offer personal opinions or advice in answers to customer queries.

III. Positive Operating Procedures:

1. Be punctual. Service commences at the advertised time the library opens and full service is available until 10 minutes before the library closes. Phones are answered and all work stations manned promptly at opening.
2. Answer the phone in a pleasant manner, identifying the library and yourself. A "Good morning, Good afternoon" or "May I help you," is an appropriate greeting.
3. Smile and greet the patron. If you are busy with another patron, acknowledge the patron who is waiting and explain that you will help the new patron as soon as you can.
4. Look up and around periodically. Being helpful to the customer is the highest priority. Customers may be unfamiliar with the library and its systems, so be aware if someone needs help.
5. Keep annoyance and impatience from your voice. Conduct transactions in a helpful, pleasant manner.
6. If any staff member or volunteer is unsure of handling a question, he/she should respond to the patron with "Just a moment, please. I will get someone who can help you find the information you are looking for." If possible, when referring a patron to another staff member, ask the staff member to help the patron instead of leaving the patron to fend for her/himself.
7. Be jargon-free when talking to library users. Avoid using library and computer jargon or acronyms, which would be meaningless or intimidating to the public.
8. In some cultures pointing is considered a capital offense. Try not to point with your finger. Unless there is a line of customers waiting for service, escort the patron to the appropriate area or find an aide or other staff member to do so. Do not leave a patron to fend for her/himself. If you cannot leave your post, rather than point, try to describe the area where you are sending the patron.
9. Keep conversations with other staff members and volunteers to a minimum in public areas. Even though you may be discussing library business, to the public it appears you are socializing.
10. Although the temptation to discuss or share difficult transactions at the public desk is great, such discussions will be limited to the staff area or private offices. Remember that the details of such transactions are confidential.
11. When a customer has a complaint, listen in a courteous and non-judgmental manner. Refer to the appropriate library policy and, when necessary, refer the customer to a supervisor or the director.

12. When a customer voices concern or disapproval of any library resource, hand them the form titled "Request for Reconsideration of library Materials," Located in the front desk cabinet.
13. When a customer has a suggestion, or information to share, listen courteously and ask if he/she would like to fill out a comment card for the suggestion box.
14. Serving the customer at the desk takes precedence over responding to an incoming phone request. Ask the caller to hold, or take the number and call back when you are through serving the patron standing in front of you.
15. Respond to telephone message as soon as possible.
16. If there will be a lapse of time before you can obtain information for a telephone customer, ask the patron if you can call back.
17. When possible, accept personal phone calls away from public areas.
18. In the event of an incident involving a customer, employee or a volunteer on the job, staff will obtain the person's name, address and telephone number as well as a description of the incident. If possible obtain the same information from witnesses. Incident forms are found in the front drawers at the circulation desk.
19. Staff members passing through or working in public areas are available for customer services. If you do not have time to assist the customer, find another staff members who can help.
20. Keep your voice low when in public areas and talking on the telephone. Discussions with patrons are confidential.

Revised: 07/28/15

Library Board Approval:

Bastrop City Council approval:

BASTROP PUBLIC LIBRARY DISPLAY CASE POLICY

MISSION STATEMENT

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.

- I. The Bastrop Public Library provides one glass display case for displays of interest, information and enlightenment to the community. Individuals, organizations or community groups engaged in educational, cultural, intellectual or charitable activities are encouraged to use the library's display case. Any individual, organization or community group wanting to use the display case must complete an application and agree to the terms of this Display Case Policy.
- II. Displays will stay up no less than one week and no more than four weeks. Individuals, organizations or community groups may present one display per year unless otherwise approved by the library director. It is the responsibility of the displayer to remove the display on the last day of the display. An inventory list of what is to be on display is required at the time of display. The displayer must provide their own signage for the display.
- III. The Bastrop Public Library is not responsible for the preservation, protection, possible damage or theft of any item displayed. All items placed in the library are done so at the owner's risk. All individuals, organizations or community groups must sign a form that releases the library from any responsibility for displayed items.
- IV. The Bastrop Public Library reserves the right to deny or accept the contents of each display.
- V. The Bastrop Public Library reserves the right to remove items at the end of the display period.
- VI. Displays are available to anyone who visits the library—both children and adults. Displays must therefore meet "an acceptable standard to the community."
- VII. The Bastrop Public Library does not advocate or endorse the viewpoints of individuals, organizations or community groups or their displays.

VIII. Materials from for-profit organizations used to sell products are not allowed in Library displays.

Revised: 07/28/15

Library Board Approval:

City Council Approval:

BASTROP PUBLIC LIBRARY FUNDRAISING POLICY

I. Purpose

The purpose of this policy is to provide guidance to individuals, agencies, companies or others making monetary, asset and in-kind donations to the Bastrop Public Library.

II. Scope

The Library welcomes contributions of funds, assets and in-kind donations. Offers of donations, whether for funds, assets or "in kind" services, may be made directly to the Library, the Bastrop Public Library Board (Library Board), or through the Friends of the Bastrop Public Library organization (Friends). The Friends is a philanthropic membership organization that in addition to its general advocacy of library services for the Bastrop community, also raises funds for the Library, through assessment of organizational membership fees, book and merchandise sales, and fundraising events. Although the Friends of the Bastrop Public Library works closely with the Library, it is an independent, private organization and, accordingly, it has its own policies and procedures. All donations given to the Library by the Friends of the Bastrop Public Library are subject to the provisions listed in the Bastrop Public Library Fundraising Policy.

The Library may receive financial donations in the form of bequests, endowments, memorials, planned giving, trusts and general financial donations. Restricted donations are those for which the donor has conditioned upon specific terms, stipulations or purposes. Unrestricted donations are those funds that the donors have placed no specific terms, conditions, stipulations or purposes.

III. Terms and Definitions

Bequest: A donation of funds or other assets made at death by an individual through the provision contained in the decedent's will or trust.

Donation: A voluntary transfer of money or assets to the Library.

Donor: An individual, organization, foundation, entity, agency or business that makes a monetary, asset or 'in kind' contribution to the Library.

Endowment: A donation providing for the continuing support or maintenance of the Library.

Funds: Money or other papers (bonds, shares, etc.) having monetary value to the Library.

Fundraising: Activities and events undertaken for the purpose of raising or obtaining funds, assets or in-kind which are donated to the Library to support Library services, programs or facilities.

Honorarium: A donation made in honor of a living person.

Memorial: A donation made to perpetuate the memory of an individual who is deceased.

Planned Giving: A donation, possibly in the form of a bequest, life insurance and/or charitable annuity, which is often planned as a donation upon the death of a donor.

Trust: A legal arrangement between a donor and a trustee, which gives management of specified wealth to the trustee to direct income for the benefit of the Library.

IV. Provisions

1. Overall, Library donation practices and policies must be ethical and sound and should have a goal of furthering the Library's vision, goals, objectives and priorities.
2. All activities conducted on behalf of the Library and its collections, services, programs and facilities, and the solicitation of funds for this purpose, are under the supervision and approval of the Library Director and the City. The Library Director may request the assistance and consultation of the Library Board or qualified staff in order to effectively plan activities.
3. The Library Board reserves the right to accept or reject any donation, endowment, memorial, honorarium, bequest or trust offered to or for the Library.
4. The Library Board has final say over accepting or rejecting any donation over \$1,000.

MONETARY DONATIONS:

5. The Library welcomes monetary donations. These funds may be used for Library materials, Library furniture, equipment or property, or to sponsor Library programs.
6. Monetary Donations—"Unrestricted":
 - a. The Library encourages unrestricted monetary donations.
 - b. Unrestricted monetary donations may be expended for purposes as authorized by the Library Director, including such uses as additions to the Library's collection, computer services, facility purposes, etc.
 - c. Unrestricted monetary donations may be made for the purpose obtaining Library furniture or equipment, and in such cases, the Library will acknowledge the donation and use in writing directed to the donor.
7. Monetary Donations—"Restricted":
 - a. Restricted monetary donations are those for which the donor places conditions and/or stipulation upon the use of the funds.

- b. When restricted monetary donations are accepted by the Library, they are expended according to the donor's conditions and stipulations. If the Library is unable to adhere to the donor's stated conditions or stipulations, it will not accept the donation.
- c. Restricted monetary donations may be made for the purpose of expanding the Library's collection, and in such cases, the donor may suggest a subject area or format for which the funds may be applied. The Library will attempt to honor the donor's wishes, as long as suggested materials are: (1) consistent with the Library's Materials Selection Policy, and (2) fit within the Library's available space. Materials acquired by use of unrestricted monetary donations will generally be made by the Library staff. When appropriate and requested by the donor, a gift plate will acknowledge the donation. Donations made for obtaining materials through a 'subscription' must be made in an amount that will cover a two-year subscription commitment.

DONATIONS OF MATERIALS:

- 8. The Library welcomes donations materials that are appropriate for Library uses.
 - a. All materials offered as donations to the Library will be evaluated by the Library staff to ensure the acceptability of such materials to meet the Library's purposes. Donations of materials to the Library may not be subject to conditions or stipulations by the donor.
 - b. The Library staff will determine which donated materials are appropriate for addition to the Library's collection. All donated materials that are not added to the Library's collection will be given to the Friends and will be sold by the Friends in their bookstore or in one of their annual book sales, and the proceeds from such sale shall then be provided to the Library.

IN-KIND DONATIONS

- 9. The Library welcomes in-kind donations, when such services are appropriate for the library's purposes.
 - a. The Library may accept other in-kind donations, such as merchandise coupons, complimentary admissions, or services that are provided in support of the Library's programs.
 - b. In-Kind donations will be acknowledged in the Library's promotional materials as appropriate.

GENERAL CONSIDERATIONS

10. All publications, conversations, practices and agreements regarding donations to the Library shall be truthful and, fair, and information related to a donation will be kept confidential to the degree agreed upon between the Library and the donor, and as allowed by applicable laws and regulations. However, donors understand and acknowledge that the Library is a department within the City of Bastrop, and all donations made to the Library are subject to public disclosure pursuant to the Texas Public Information Act.
11. Library Board members, employees and/or volunteers may not make any promises to donors, may not seek or expect any favoritism from a donor, nor may they agree to any donor-directed changes in the vision, policies, services, collections or programs of the Library, as a result of a solicitation from or contribution by a donor.
12. All donations to the Library, including monetary, pledges (e.g., unconditional promise to give funds) securities, trusts, insurance policies, real estate, assets and in-kind donations, shall be officially recorded in the Library's records and shall be officially acknowledged by the Library or City. It is the responsibility of the Library Director to appoint appropriate staff to maintain these records.
13. All funds raised by or for the Library for specific purposes shall be used for the purpose for which they were raised. All donors have the right to request and obtain complete and timely information concerning how their donation was/will be used.
14. Donor relationships or agreements must maintain the Library's principle of intellectual freedom, safeguard the Library's equity of access and support the Library's policies against discrimination and supporting Library patron confidentiality, to the extent permitted by State and Federal laws.
15. The Library will follow generally accepted accounting principles (GAAP) relating to the accounting and crediting of all donations.
16. The Library reserves the right to terminate any donation agreement, should it identify conditions during the life of the agreement, which would result in conflicts between the donation and the goals, purposes and/or would be contrary to the best interest of the Library.
17. All donors are to be treated with respect and with the degree of confidentiality they desire; to the extent confidentiality is permitted by State and Federal laws.
18. Donors are to be provided with honest and accurate information about the Library's mission, services, programs and status.
19. While it is important that the Library Director and Library Board remain aware of any tax provision relating to contributions, the Library must not take any action or make any statement that states or implies that the Library or a staff member represents the donor in any transaction and the Library should clearly state and stipulate that the donor should contact a professional advisor in all questions of donation valuation and/or deductibility.
20. All sponsored or donated products, materials, and services must meet the standards used by the Library in the purchase of similar materials.

21. No Library employee will be required to wear or should personally display any corporate logo or advertising, other than that of the Bastrop Public Library.
22. Donor names are public information.
23. The prospect and donor files (including databases) are the property of the Library. Library Board members, employees or volunteers may not use or hold any donor list or identification for any use other than the advancement of the Library.
24. Upon receipt of a donation, the Library will acknowledge it promptly.
 - a. Acknowledgement of a donation may take any of the following forms, or another form, at the discretion of the Library and/or the donor.
 - i. A special program or media campaign to announce donation.
 - ii. Library bookplate(s) with the donor's name.
 - iii. A small, standardized plaque placed on or near a physical object or feature in a Library building.
 - iv. Acknowledgement in a Library promotional publication, display, advertisement, Web page or banner.
 - v. Announcement at a Library Program.

Revised: 07/28/15

Library Board Approval:

Bastrop City Council Approval:

Bastrop Public Library Interlibrary Loan Policy

I. Definition

Interlibrary Loan (ILL) is the process that the Bastrop Public Library uses to request materials from, or supply materials to, other libraries.

II. Conditions of Service

All interlibrary loan transactions are made between libraries. All library users must request an ILL through their home library.

The Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the United States Copyright Law, and the United States Commission on New Technological Uses of Copyrighted works (CONTU) guidelines and federal and state laws governing confidentiality of library records.

III. Borrowing Policy

1. Users—Patrons requesting an interlibrary loan are required to have a Bastrop Public Library card in good standing. Requests are not filled if the patron has outstanding fines or overdue materials on their record. New patrons are required to have a Bastrop Public Library card for two weeks before requesting an ILL. Requests will be placed for city or county patrons only. Must be at least 18 years old to place an ILL request.
2. Requests—Requests are limited to five items per patron. The Library reserves the right to limit the number of requests per patron. All requests must be valued at \$100 or less.
3. Types of materials borrowed—The Library will attempt to borrow print media only.
4. How to request an interlibrary loan—Patrons must complete an interlibrary loan request form. Information on the request form must include full bibliographic information that includes author, title, date of publication, publisher, ISBN and cost of book. Periodical articles must contain complete citation information, including author, title, periodical source, date and/or volume number and page numbers. The patron must include a current daytime telephone number. Patrons must request materials at the library, this request requires a signature and a payment of \$2.00 made before requests are submitted.
5. Delivery of requested materials—The Bastrop Public Library submits interlibrary loan requests as quickly as possible. The delivery of the requested material is contingent upon how quickly the lending library processes the order and ships the material. A rule of thumb for the receipt of the requested material is two to three weeks.
6. Conditions of Use—Lending libraries set their own loan periods and restrictions (such as renewals, in-library usage and etc.). Failure to return interlibrary loan items on time (date stamped on wrapper) or to pick up items within three days of notification of arrival may result in the suspension of interlibrary loan services and book will be returned. Materials borrowed through interlibrary loan must be

returned to the Bastrop Public Library and not to the lending library. The interlibrary loan wrapper is not to be removed by anyone other than a staff member.

7. Charges—The Bastrop Public Library does not charge for interlibrary loan services. The library does charge \$2.00 per item to cover return mailing costs.
8. Lost, Stolen or Damaged Interlibrary Loan Items—If an interlibrary loan item is lost, stolen or damaged, the patron is responsible for the cost of the item (to be determined by lending library) and any processing fees charged by the lending library.

IV. Lending Policies

1. Users—The Bastrop Public Library will lend materials to all established libraries. Those wishing to borrow materials from the Library must initiate their request through an established library.
2. Requests—Any decision to loan materials is made at the discretion of the Library Director or designated staff member. The borrowing patron may request materials through their home library.
3. What can be Borrowed—The Library does not loan the following: Reference, local history materials, genealogy, microfilm, periodicals, audio-books, CD's, videos, DVD's, best-sellers or items on reserve.
4. Loan Period—The materials are loaned free of charge. The loan period is six weeks allowing for transit time and checkout by the patron. All materials are subject to recall. Renewals are at the library's discretion. The library will notify the borrowing library when unable to fill a request.
5. Photocopies—The Library will make 1-50 photocopies per request. The first 20 pages are free. There is a .10 cents per page fee after the first 20 copies. Genealogy requests are charged differently. Please see the Library's genealogy policy for more information.
6. Lost, Stolen or Damaged materials charge—The Library assesses a fee on a lost, stolen or damaged item based on the cost of the item plus a \$5.00 processing fee. All charges are nonrefundable.

Revised: 8/11/15

Library Board approval:

Bastrop City Council approval:

Bastrop Public Library Media Collection and Circulation Policy

The goal of media services at the Bastrop Public Library is to improve library services by making video and audio resources available to the residents of the Bastrop community. This collection supports the total library program by offering information and entertainment in a variety of non-print formats. Integrating non-print media with traditional print materials broadens the scope of educational, cultural, and recreational programming alternatives available at the library.

I. SELECTION CRITERIA

1. The media collection includes video and audio materials in a variety of formats, including compact disc, videotape, DVD's, Computer files, MP3's, microfilm and other formats. This collection represents a wide range of subjects which appeal to all age groups. Titles are selected on the basis of physical reliability, authenticity, authority in subject content, and effectiveness of communication. They are chosen for their educational, informational, cultural, and recreational value.
2. The library director is responsible for supervising the selection of video and audio titles. Library staff makes use of professional review journals, publisher and distributor catalogs, recommendations from other library professionals and patron requests in making selections. Purchase decisions are made based on knowledge of the existing media collection, familiarity with patron demands and availability of the market.
3. Weeding of the media collection follows standard library procedures (see Collection Development Policy).
4. The bulk of the DVD collection consist of feature films, full-length dramatizations generally made available on DVD. In addition, the library collects non-theatrical DVDs that include general interest non-fiction, including documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, arts, etc. Theatrical DVD's in the collection are represented by productions based on works of literature and historical fiction, classic films, and series such as those available through distributors such as PBS and Arts & Entertainment Home Video. Children's DVDs will consist of feature film DVD's., non-theatrical DVDs, classic children's films, and quality productions based on children's literature.
5. Audio materials will be selected in both abridged and unabridged formats, representing works of fiction and non-fiction for children and adults.
6. The microfilm collection consists of genealogy and local interest materials such as back issues of the *Bastrop Advertiser*, census, and other county statistical information.
7. Library staff observes the principles of intellectual freedom when selecting video and audio materials for the library collection. A title on a controversial topic is not excluded from the collection solely because it may be

objectionable to some groups or individuals. The Bastrop Public Library supports the American Library Association's *Freedom to View* statement, which is included below.

II. FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment of the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles.

1. It is in the public interest to provide the broadest possible access to films and other audio-visual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials, which represents a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979. It was endorsed by the American Library Association's Intellectual Freedom Committee and the ALA Council in June, 1979, and by the Texas Library Association's Council in July, 1980.

III. MEDIA CIRCULATION POLICY

1. All DVDs and audio materials may be checked out for one two (2) week time period, with renewals for two (2) subsequent two (2)-week periods, as long as another patron is not on reserve for an item.
2. Microfilm is for in-library use only and does not circulate.
3. The fine for overdue DVDs and audio materials is ten (10) cents per day. A five (5) day grace period following the 2-week check out period will apply, during which time no overdue fines will accrue. At the conclusion of the grace period, fines will accrue from the item's original due date. Total maximum fine per item is \$5.00.
4. Full replacement costs for damaged or lost DVDs or audio materials will be charged. In the case of multiple CDs, replacement costs for individually damaged or lost components will be charged *if individual replacement is available*. Otherwise, full item replacement charges will be assessed.

5. All DVDs and audio materials may be returned to the circulation desk when the library is open. After hours, materials may be returned to the overnight book drop on the East side of the building.
6. DVDs and audio materials on loan from the library may not be used for commercial or theatrical distribution, and may not be broadcast or cablecast. They may not be used in a public gathering (library, school, daycare, etc.), unless public performance rights are included with the item. Most of the items in the library's collection *do not* have public performance rights included. DVD and audio materials may not be duplicated or copied in any way.

IV. PROCEDURE FOR REMOVAL

Procedure for acting on a request to remove video or audio materials from the Bastrop Public Library collection will follow the Request for Reconsideration guidelines in place for all library materials (see Collection Development Policy).

Revised: 08/04/2015

Library Board Approval:

City Council Approval:

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. Sleeping in a manner that is disruptive or disturbs patrons or staff
 6. Running, shouting, loud talking, pushing, threatening or harassing behavior
 7. Playing audio equipment loud enough to disturb others
 8. Loud Cell telephone ringing and/or conversations
 9. Possession or use of illegal drugs or alcohol
 10. No smoking or use of any tobacco product (including electric cigarettes) on library property
 11. Use of skateboards, roller blades/skates/scooters on library property
 12. Soliciting of any kind and/or asking for signatures on petitions
 13. Blocking of aisles or entrances
 14. Possession of weapons other than open carry firearms
 15. Monopolizing library resources or staff time
 16. Eating or drinking within the library unless at authorized library events
 17. Bathing, shaving, washing clothes or otherwise misusing bathrooms
 18. Discourtesy to other library Patrons or the Library Staff
 19. Adults sitting in either the children's or teen's room without assisting their children or selecting material
 20. Truancy (Please refer to Bastrop, Texas, municipal code Section 8.8.03)
 21. Carrying into the library bedrolls, bed blankets, large bags, large boxes, sleeping bags or sports equipment
 22. Using profanity or discussing subjects that are inappropriate in the presence of juveniles
- 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, library telephones are for library business. Allowed calls are limited to patrons emergencies and/or 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

IV. HEB Young Adult Room Policy

1. The HEB Young Adult Room is a space specifically designed for teens to gather and socialize in the library. In an effort to provide a safe and comfortable environment only students 13 through 17 years of age may occupy this room. Others may enter the room to choose library materials but they may not remain in the room for an extended period of time.
2. Persons occupying the HEB Young Adult Room may be asked to show a school or state issued ID to remain in the space for an extended time.

V. Teen Program Policy

1. Participation in Teen Programs is limited to persons between the age of 13 through 17 years of age.
2. Persons 18 years of age may participate until they graduate from high school and will not be authorized to participate in Teen Programs upon reaching the age of 19, regardless of high school status.
3. Students participating in teen activities may be asked to show a school or state issued ID before entering the room.

*(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: 08/31/15

Library Board Approved:

Bastrop City Council Approved:

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	26	7	33	52	40	37	18	22	23	21	27		306
100-199	74	38	36	50	49	45	48	59	67	57	42		565
200-299	63	51	73	49	34	51	34	49	70	55	44		573
300-399	128	83	101	165	117	136	118	94	166	126	129		1,363
400-499	17	7	7	22	20	17	29	33	20	13	21		206
500-599	68	36	48	72	61	65	58	61	89	62	56		676
600-699	361	235	230	330	323	370	289	265	374	333	353		3,463
700-799	131	100	99	150	137	125	96	117	147	137	143		1,382
800-899	43	29	27	31	22	52	44	29	33	41	46		397
900-999	118	103	86	104	93	101	68	90	99	109	114		1,085
92-920	91	64	85	101	103	99	77	59	83	65	100		927
Adult Audiocassettes	1	2	0	5	0	0	0	1	1	1	1		12
Adult Book Club Bag	1	0	0	0	1	0	1	0	1	0	0		4
Adult DVD's	1,692	1,370	1,893	1,813	1,767	1,819	1,571	1,731	1,814	1,852	1,860		19,182
Adult Fiction	2,116	1,745	2,029	2,007	1,921	1,911	1,857	1,892	2,055	2,276	2,162		21,971
Adult Fiction CD's	797	568	636	655	696	605	562	607	697	689	660		7,172
Adult Genealogy	0	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		0
Adult Large Print	744	607	738	810	758	773	729	717	847	798	888		8,409
Adult Microfilm	0	0	0	0	0	0	0	0	0	0	0		0
Adult MP3 Book	35	12	27	28	15	31	13	17	27	15	19		239
Adult Music on CD	171	60	200	101	212	178	115	113	149	160	169		1,628
Adult Nonfiction CD's	61	34	39	52	60	46	37	40	60	55	61		545
Adult One-Click e-audio	0	0	0	0	0	0	0	0	0	0	0		0
Adult Overdrive e-book	614	605	606	743	772	724	735	766	673	879	764		7,881
Adult Pro Col	0	0	0	0	1	0	0	0	0	0	0		1
Adult Reference	0	0	0	0	0	0	0	0	0	0	0		0
Adult Reference Desk	0	0	0	0	0	0	0	0	0	0	0		0
Adult Spanish DVD's	9	4	4	0	1	5	0	1	3	4	3		34
Adult Spanish Fiction	12	6	16	8	16	11	6	6	21	14	11		127

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	9	10	10	10	11	16	14	13	12	8	14		127
Adult Texana	41	17	21	36	23	29	25	17	28	31	30		298
Adult Vertical Files	0	0	0	0	0	0	0	0	0	0	0		0
Adult Videocassettes	127	97	113	73	60	105	91	73	98	116	95		1,048
Subtotal Adult:	7,550	5,890	7,157	7,467	7,313	7,351	6,635	6,872	7,657	7,917	7,812	0	79,621
Juvenile and children's:													
Child Spanish 1st R	27	29	19	34	23	27	24	17	36	38	22		296
Child Spanish Easy	84	76	64	87	105	66	94	137	145	88	119		1,065
Child Spanish Easy Nonfic	16	19	13	24	21	17	22	20	24	13	7		196
Child Storytime box	9	2	7	0	2	3	4	0	0	0	0		27
Easy Nonfiction	155	151	100	125	131	132	104	136	266	250	169		1,719
Easy Picture Books	1,513	1,143	1,131	1,121	1,180	1,389	1,259	1,274	1,835	1,959	1,730		15,534
First Readers	495	348	271	347	386	397	359	398	560	557	454		4,572
J 000 - J 099	5	3	5	15	3	16	14	5	23	19	14		122
J 100 - J 199	6	4	1	5	7	2	3	2	9	8	5		52
J 200 - J 299	7	9	7	12	15	11	19	7	10	8	14		119
J 300 - J 399	21	19	25	26	33	38	33	33	59	40	47		374
J 400 - J 499	2	1	1	8	6	0	1	0	3	7	6		35
J 500 - J 599	204	140	83	172	114	109	126	109	240	245	164		1,706
J 600 - J 699	79	52	32	83	65	49	34	45	76	106	58		679
J 700 - J 799	175	132	127	140	152	187	229	192	228	263	164		1,989
J 800 - J 899	16	14	7	12	24	22	8	13	37	25	14		192
J 900 - J 999	109	65	31	96	73	72	96	54	101	60	82		839
J 92 - J 920	34	20	10	25	36	29	43	32	32	16	14		291
Juvy Audiocassettes	0	0	0	0	1	1	0	0	0	2	3		7
Juvy CD'S	24	21	24	19	35	21	29	21	52	44	35		325
Juvy DVD	388	336	334	330	368	343	343	365	477	490	430		4,204
Juvy Fiction	942	798	708	741	701	908	931	902	1,493	1,336	1,040		10,500
Juvy Graphic Novels	243	163	135	205	215	223	225	232	333	342	258		2,574
Juvy Oversize	13	13	5	8	15	10	7	5	19	3	14		112
Juvy Reference	0	0	0	0	0	0	0	3	0	0	0		3
Juvy Spanish Fiction	1	3	3	9	6	5	2	4	8	2	12		55

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvy Spanish Nonfiction	2	8	3	67	32	24	14	9	17	21	17		214
Subtotal Juv. & children's	4,570	3,569	3,146	3,711	3,749	4,101	4,023	4,015	6,083	5,942	4,892	0	47,801
Young Adult:													
Young Adult CD's	8	8	2	0	1	0	0	0	0	0	0	0	19
Young Adult Fiction	381	255	401	331	331	363	320	347	471	407	332		3,939
Young Adult Graphic Novels	332	280	417	515	554	659	455	474	566	624	557		5,433
Subtotal Young Adult	721	543	820	846	886	1,022	775	821	1,037	1,031	889	0	9,391
Other:													
Paperbacks	532	430	469	541	501	582	551	598	772	892	688		6,556
Magazines	56	55	58	51	34	35	36	27	33	26	58		469
Subtotal Other	588	485	527	592	535	617	587	625	805	918	746	0	7,025
Grand Total All	13,429	10,487	11,650	12,616	12,483	13,091	12,020	12,333	15,582	15,808	14,339	0	143,838
OTHER SERVICES:													
Total Online Bastrop													
Advertiser Searches	6,292	3,524	4,722	5,976	6,752	4,871	4,959	6,236	4,871	4,817	5,030	0	58,050
Computer Usage:													
Adult	1,566	1,154	1,377	1,562	1,559	1,445	1,433	1,626	1,674	1,696	1,769		16,861
Children	403	249	350	325	376	390	286	429	735	739	561		4,843
Computer Class	10	7	7	13	12	32	8	3	0	0	0		92
Teen	302	239	326	196	206	279	294	266	397	498	442		3,445
Wireless	1,525	1,220	1,421	1,191	1,240	1,435	1,621	1,729	2,234	2,363	2,307		18,286
Total Computer Usage	3,806	2,869	3,481	3,287	3,393	3,581	3,642	4,053	5,040	5,296	5,079	0	43,527
Gifts and Memorials:	\$200.00	\$65.19	\$350.00	\$225.00	\$150.00	\$240.35	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$1,430.54

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	167	47	44	39	220	74	51	111	160	162	83		1,158
Baker & Taylor	25	20	9	17	19	39	34	18	35	13	18		247
Brodart	0	0	0	0	0	0	0	0	0	0	0		0
Cat Express--OCLC	34	1	13	5	27	51	33	6	17	28	110		325
Ingram	75	83	112	45	116	153	69	159	142	88	86		1,128
Original	106	39	63	49	86	75	69	33	73	49	96		738
Recorded Books	14	7	2	3	2	11	3	6	12	0	12		72
Total items cataloged	421	197	243	158	470	403	259	333	439	340	405	0	3,668
Total items withdrawn	416	154	616	63	287	0	854	156	36	287	510	0	3,379
Total items lost	15	0	11	0	17	0	3	0	0	0	41	0	87
Interlibrary Loan:													
Borrowed	20	11	15	15	21	18	17	9	19	19	11		175
Loaned	4	5	5	4	1	5	3	1	5	5	3		41
Total Transactions	24	16	20	19	22	23	20	10	24	24	14	0	216
New Library Patrons:													
City	25	48	45	46	28	40	51	36	100	66	59		544
County	146	97	92	153	113	154	128	118	227	190	202		1,620
Total Patrons added	171	145	137	199	141	194	179	154	327	256	261	0	2,164
Patron Usage:													
County	69%	70%	70%	69%	70%	71%	71%	70%	68%	70%	69%		
City	20%	22%	21%	21%	19%	19%	20%	20%	20%	19%	21%		
Faculty	4%	3%	2%	3%	3%	3%	3%	3%	5%	4%	4%		
Other	7%	5%	7%	7%	8%	7%	6%	7%	7%	7%	6%		
Proctored Tests Given:	4	3	3	2	4	7	4	3	4	4	0	0	38

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2014-2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Programming:													
Children's programs	498	459	910	318	337	336	499	389	1,470	1,147	452		6,815
Outreach programs	0	0	0	0	0	0	0	0	600	0	400		1,000
Teen programs	115	85	100	105	111	75	168	201	119	169	31		1,279
Adult programs	40	150	0	0	0	0	59	0	44	0	0		293
Total Programming	653	694	1,010	423	448	411	726	590	2,233	1,316	883	0	9,387
Reference Assistance:													
Directional Questions	583	424	469	871	418	638	504	504	608	778	761		6,558
Microfilm assistance	0	0	0	0	0	0	0	0	0	0	0		0
Reference Questions	1,101	631	870	1,327	1,383	1,130	925	1,073	1,282	1,156	1,286		12,164
Telephone Reference	333	174	184	346	373	255	237	249	315	350	361		3,177
Total Reference	2,017	1,229	1,523	2,544	2,174	2,023	1,666	1,826	2,205	2,284	2,408	0	21,899
Reservations:													
Pressley Meeting Room	52	39	41	40	38	44	44	44	53	52	38		485
Maynard Board Room	17	14	14	19	20	17	20	19	15	23	16		194
Study Booths	274	202	236	274	262	226	230	254	285	278	288		2,809
Total Reservations	343	255	291	333	320	287	294	317	353	353	342	0	3,488
Visitor Count:													
	8,962	6,575	8,226	8,085	7,433	9,622	9,023	8,835	11,912	10,661	10,338	0	99,672
Volunteer Hours:													
Regular volunteers	165.25	166.00	190.25	113.75	118.50	289.15	150.50	152.00	317.00	413.75	156.75		2,232.90
Friends volunteers	64.75	41.75	70.00	113.50	104.50	237.00	52.75	65.00	68.25	82.00	62.75		962.25
Total Volunteer Hours	230.00	207.75	260.25	227.25	223.00	526.15	203.25	217.00	385.25	495.75	219.50	0.00	3,195.15
Website Hits:													
	2,366	2,369	2,434	2,703	2,544	3,070	2,737	3,178	3,716	3,189	0	0	28,306
Ereader assistance	9	9	13	9	15	20	10	7	23	19	0	0	134