

**Bastrop Public Library  
Board Meeting**

**AGENDA**

Bastrop Public Library  
1100 Church Street  
Bastrop, TX 78602



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**June 4, 2018, at 6:00 P.M.**

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*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.*

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**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. Monthly report on Library activities.
- 4B. Monthly status report on previously approved items.
- 4C. Monthly report on Friends of the Bastrop Public Library.
- 4D. Monthly statistical report.
- 4E. Monthly Detail Listing Library Board Fund.

**5. CONSENT AGENDA**

- 5A. Consider action to approve Bastrop Public Library Board minutes from the May 7, 2018 regular meeting.
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**6. WORK SESSION/BRIEFINGS**

- 6A. Patron Behavior Policy
- 6B. Meeting Room Policy
- 6C. 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](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: \_\_\_\_\_ and will remain posted for at least two hours after said meeting has convened.

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Ann Franklin, City Secretary

**Bastrop Public Library**  
**Librarian's Report**  
**June 4, 2018**

1. Library Statistics for the month of April. Circulation statistics are up 7% compared to April 2017; gate count is up 27% compared to April 2017; programming is down 15% compared to April 2017; Internet usage is down 8% compared to April 2017; reference requests are up 17% compared to April 2017, and meeting room reservations are up 3% compared to April 2017.
2. In the month of May 301 children and adults attended story time.
3. In the month of May, 23 children and adults met to play chess.
4. In the month of May, 39 students from the Calvary Episcopal School After Care program visited the library.
5. On Tuesday, May 1, Mickey DuVall attended the new Seton Hospital Groundbreaking ceremony.
6. On Tuesday, May 1, Mickey DuVall attended a monthly Friends of the Bastrop Public Library meeting.
7. On Wednesday, May 2, Mickey DuVall attended a budget meeting at city hall.
8. On Wednesday, May 2, Cassy Wilhelm participated in an American Library Association webinar, "Sustain Your Library Through Relationship Building and Community Involvement."
9. On Thursday, May 3 Ashley Guerrero and other library staff hosted a semi-annual Volunteer Luncheon. Thirty volunteers attended the luncheon.
10. On Thursday, May 3, Bethany Dietrich hosted a Teen Video Game night. Thirteen Teens played video games.
11. On Friday, May 4, Mickey DuVall and Bethany Dietrich met with Sarah O'Brien and Colin Guerra to discuss the City's social media.
12. On Tuesday, May 8, Bonnie Pierson presented a program for eight homeschooled students.
13. On Friday, May 11, Mickey DuVall met with Clayton Strickland, a representative from Recorded Book concerning adding eaudiobooks to the library's collections.
14. On Saturday, May 12, Bethany Dietrich hosted the Youth Advisory Squad. Four Teens created a Celebrity Guessing Game.
15. On Tuesday, May 15, Mickey DuVall submitted the library's proposed general fund and Library Board budgets.
16. On Tuesday, May 15, Sheila Bowman attended on the Laser Fiche file retention system.
17. On Tuesday, May 15, Carmen Serna hosted the LEGO Club. Thirty-six children and adults created animals using LEGOs.
18. On Tuesday, May 15, the library partnered with the Family Crises Center and presented a Parenting 101 program. Disappointedly, only one parent attended.
19. On Wednesday, May 16, Mickey DuVall met with Nancy Jackson, with the AARP Foundation, to discuss replacing the AARP employee who recently left.
20. On Thursday, May 17, Bethany Dietrich hosted a Teen movie night. Six teens watched the movie, "Thor: Ragnarok."

21. On Thursday, May 17, Kathy Argenta, one of the library's AARP Foundation employees worked her last day.
22. On Friday, May 18, library staff attended a Quarterly Employee Luncheon.
23. On Saturday, May 19, Bethany Dietrich hosted a MakerSpace program. Three patrons printed designs using a 3D printer.
24. From Monday, May 21 through Wednesday May 23 Bethany Dietrich visited students at Bastrop High School.
25. On Tuesday, May 22, Bonnie Pierson presented a Stories and Crafts program. Seventeen children and adults attended the program.
26. On Tuesday, May 22, Mickey DuVall attended a Bastrop County Community Organizations Active in Disaster (COAD) meeting.
27. On Thursday, May 24, Bonnie Pierson and Carmen Serna visited Mina Elementary School. They told the 623 students about the upcoming Summer Reading Program and invited them all to participate.
28. On Thursday, May 24, Bethany Dietrich hosted a Teen Fandom Celebration program. Seven teens attended the program.
29. On Thursday, May 24, Mickey DuVall, Cookie Adkins, and Bonnie Pierson participated in the New Councilmember Orientation.
30. On Friday, May 25, the Seniors moved into the new Senior Center / FEMA Emergency Shelter.
31. On Monday, May 28, the library closed for Memorial Day.
32. On Tuesday, May 29, Bonnie Pierson and Carmen Serna visited Bluebonnet Elementary School. They told the 771 students about the upcoming Summer Reading Program and invited them all to participate.

Respectfully submitted: Mickey DuVall, Library Director

**Bastrop Public Library**  
**Monthly Status Report on Previously Approved Items**  
**June 4, 2018**

1. Brick pavers and tiles update—no bricks or tiles were sold in April.
2. MakerSpace update—Bethany Dietrich has taken over the responsibility for creating and presenting MakerSpace programs—next MakerSpace program scheduled for June 16<sup>th</sup>.
3. Update—15-ton air-conditioner replacement—continuing to solicit bids for air-conditioning unit that cools the computer area—contractors are being slow to respond.
4. Emergency Shelter update—Seniors moved into the Senior Center / Emergency Shelter on Friday, May 25<sup>th</sup>.
5. Update—General Fund Budget 2018/2019—line item amounts submitted—working on the narrative portion.
6. Update—Library Board Budget 2018/2019—line item amounts submitted.
7. Update—Summer Reading Program—Opening day is scheduled for Saturday, June 2<sup>nd</sup>.

**Bastrop Public Library**  
**Friends of the Bastrop Public Library Report**  
**June 4, 2018**

1. The Friends met in a regularly scheduled meeting on May 1, 2018.
2. Mickey DuVall discussed Library Board Fund budget preparations for fiscal year 2018/2019.
3. Grace Dacy encouraged current Executive Committee members to remain on the committee for another term.
4. Grace Dacy reminded everyone about the upcoming volunteer luncheon,
5. Dawn East reported that the Friends scholarship of \$250 was awarded to Danielle Vinklerek, a Bastrop High School student. Danielle said she plans on attending Texas State University in the fall.
6. Cindy Heath volunteered to be the Friends representative at the City's Volunteer Fair on July 17<sup>th</sup>.

## BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
<b>CIRCULATION SERVICES:</b>													
Adult:													
000-099	18	30	8	19	21	14	3						113
100-199	38	74	45	58	66	62	68						411
200-299	40	47	29	42	58	43	47						306
300-399	85	131	89	89	103	106	136						739
400-499	13	13	14	9	10	16	8						83
500-599	65	57	47	41	78	79	63						430
600-699	260	265	207	331	342	333	347						2,085
700-799	118	92	78	95	94	81	63						621
800-899	27	39	18	18	28	24	20						174
900-999	139	124	96	149	148	94	94						844
92-920	56	85	74	54	68	65	73						475
Adult Book Club Bag	0	0	0	1	0	0	0						1
Adult DVD's	1,692	1,713	1,611	1,898	1,713	1,561	1,473						11,661
Adult Fiction	1,770	1,701	1,649	1,759	1,695	1,675	1,667						11,916
CHR	0	0	0	0	0	0	0						0
MYS	0	0	0	0	0	0	0						0
ROM	0	0	0	0	0	0	0						0
NOV	0	0	0	0	0	0	0						0
SFF	0	0	0	0	0	0	0						0
Adult Fiction CD's	531	482	450	380	412	325	361						2,941
Adult Genealogy	0	0	0	0	0	0	0						0
Adult Historical File	0	0	0	0	0	0	0						0
Adult Large Print	658	618	590	657	681	745	660						4,609
Adult Microfilm	0	0	0	0	0	0	0						0
Adult MP3 Book	23	15	16	8	5	9	12						88
Adult Music on CD	150	147	161	114	93	80	98						843
Adult Nonfiction CD'S	0	31	37	26	26	22	26						168
Adult Overdrive e-book	961	916	815	879	895	1,043	1,043						6,552
Adult Pro Col	0	0	0	0	0	0	0						0
Adult Reference	0	0	0	0	0	0	0						0
Adult Reference Desk	0	0	0	0	0	0	0						0
Adult Spanish DVD's	5	2	2	0	0	0	0						9
Adult Spanish Fiction	12	11	14	5	12	5	1						60
Adult Spanish Nonfictio	8	12	11	16	16	18	14						95
Adult Texana	16	26	29	39	33	27	39						209
Adult Videocassettes	33	25	5	9	8	15	10						105

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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Cake Pans	7	5	12	7	5	14	1						51
<b>Subtotal Adult:</b>	<b>6,725</b>	<b>6,661</b>	<b>6,107</b>	<b>6,703</b>	<b>6,610</b>	<b>6,456</b>	<b>6,327</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,589</b>
<b>Juvenile and children's:</b>													
Child Braille Picture Bks	4	2	2	3	2	1	0						110
Child Spanish 1st R	11	27	7	36	7	14	8						451
Child Spanish Easy	104	73	39	58	54	61	62						59
Child Spanish Easy NF	1	4	12	21	7	10	4						0
Child Storytime box	0	0	0	0	0	0	0						0
Easy Nonfiction	138	133	100	169	124	146	139						949
Easy Picture Books	1,511	1,444	1,058	1,196	1,383	1,392	1,316						9,300
First Readers	474	430	290	330	395	466	435						2,820
J 000 - J 099	20	21	6	20	26	24	26						143
J 100 - J 199	5	3	4	1	4	4	0						21
J 200 - J 299	8	8	7	13	7	6	5						54
J 300 - J 399	44	30	16	25	36	33	35						219
J 400 - J 499	2	0	0	2	0	5	3						12
J 500 - J 599	150	91	55	141	124	177	128						866
J 600 - J 699	69	38	19	52	43	40	52						313
J 700 - J 799	139	107	75	96	137	96	163						813
J 800 - J 899	12	11	5	6	7	15	21						77
J 900 - J 999	101	81	42	71	18	42	41						396
J 92 - J 920	31	34	9	28	53	31	31						217
Juvy Braille	0	0	0	0	0	0	0						0
Juvy CDs	85	59	30	55	43	46	48						366
Juvy DVD	414	354	335	380	337	322	314						2,456
Juvy Fiction	1,054	869	631	624	845	903	918						5,844
Juvy Graphic Novels	196	226	180	194	198	275	290						1,559
Juvy Oversize	6	10	3	12	5	4	5						45
Juvy Reference	0	0	0	0	0	0	0						0
Juvy Spanish Fiction	11	8	9	8	13	16	3						68
Juvy Spanish Nonfiction	33	16	8	22	22	9	16						126
<b>Subtotal Juv. &amp; child:</b>	<b>4,623</b>	<b>4,079</b>	<b>2,942</b>	<b>3,563</b>	<b>3,890</b>	<b>4,138</b>	<b>4,063</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,298</b>
<b>Young Adult:</b>													
Young Adult Fiction	228	253	229	242	169	281	214						1,616
YA Graphic Novels	264	279	319	235	306	231	181						1,815



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	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Subtotal Young Adult	492	532	548	477	475	512	395	0	0	0	0	0	3,431
Other:													
Magazines	52	52	69	45	54	62	67						401
Paperbacks	231	267	289	299	382	247	243						1,958
Subtotal Other	283	319	358	344	436	309	310	0	0	0	0	0	2,359
Grand Total All	12,123	11,591	9,955	11,087	11,411	11,415	11,095	0	0	0	0	0	78,677
OTHER SERVICES:													
Total Online Bastrop	4,780	3,850	3,774	3,769	5,002	4,444	4,152						29,771
Advertiser Searches													
Computer Usage:													
ADA	0	0	0	57	52	55	53						217
Adult	1,133	932	898	643	821	788	852						6,067
Children	224	333	210	136	132	183	139						1,357
Teen	171	159	181	54	53	81	61						760
Reference--Local Hist.						28	37						65
Wireless	1,890	1,900	2,024	1,978	2,121	2,075	1,864						13,852
Total Comp. Usage	3,418	3,324	3,313	2,811	3,127	3,210	3,006	0	0	0	0	0	22,209
Gifts and Memorials:	\$500	\$0	\$1,780	\$10,240	\$0	\$125	\$2,500						\$15,145
Items Processed:													
Items Cataloged:													
Apollo	100	25	209	69	91	121	141						756
Baker & Taylor	41	34	25	11	19	15	23						168
Brodart	0	0	0	0	0	0	0						0
Cat Express--OCLC	18	6	39	9	20	13	51						156

### 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	71	110						814
Original	20	43	73	59	79	186	87						547
Recorded Books	11	17	4	5	13	8	11						69
Total Items cataloged	344	125	434	383	387	414	423	0	0	0	0	0	2,510
Total items withdrawn	355	354	275	1,568	586	996	561						4,695
Total items lost	14	3	0	0	49	83	12						161
Interlibrary Loan:													
Borrowed	5	17	11	18	10	11	7						79
Loaned	2	5	1	4	1	3	2						18
Total Transactions	7	22	12	22	11	14	9	0	0	0	0	0	97
New Library Patrons:													
City	22	27	24	48	27	35	30						213
County	101	74	63	115	83	90	66						592
Non-residents			9	9	13	11	11						53
Total Patrons added	123	101	96	172	123	136	107	0	0	0	0	0	858
Patron Usage:													
County	71%	68%	66%	69%	68%	66%	66%						
City	19%	20%	23%	21%	21%	23%	25%						
Faculty	4%	6%	5%	4%	5%	5%	3%						
Other	6%	6%	6%	6%	6%	6%	6%						
Proctored Tests Giver	3	2	3	0	7	4	3						22
Programming:													
Children's programs	409	459	694	278	314	321	598						3,073
Outreach programs	1,268	0	0	0	0	40	0						1,308
Teen programs	67	44	41	44	43	28	32						299
Adult programs	0	0	0	0	0	0	0						0
Special Events						114	0						114
Total Programming	1,744	503	735	322	357	503	630						4,794
Number of Programs	26	35	26	24	26	26	29						192

# 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	484	431						2,727
Microfilm assistance	0	0	0	0	0	0	0						0
Reference Questions	379	305	255	296	450	448	350						2,483
Telephone Reference	204	159	136	100	246	171	133						1,149
Computer Assistance	658	777	698	611	1,304	1,239	1,204						6,491
Ereader Assistance	10	11	2	6	18	3	5						55
Total Reference	1,743	1,670	1,483	1,180	2,361	2,345	2,123	0	0	0	0	0	12,905
Reservations:													
Pressley Meeting Room	44	40	41	42	41	39	45						292
Maynard Board Room	27	30	27	25	20	19	23						171
Study Booths	224	229	183	180	243	213	220						1,492
Total Reservations	295	299	251	247	304	271	288	0	0	0	0	0	1,955
Visitor Count:	9,959	8,608	9,005	9,005	8,954	10,198	8,970						64,699
Volunteer Hours:													
Regular volunteers	73.25	69.50	87.25	40.50	109.75	97.00	106.75						584.00
Friends volunteers	107.50	104.00	88.00	109.50	80.50	111.75	94.75						696.00
Teen volunteers							27.30						
Total Volunteer Hours	180.75	173.50	175.25	150.00	190.25	208.75	201.50	0.00	0.00	0.00	0.00	0.00	1,280.00
Website Hits:	2,048	1,904	1,796	2,295	2,100	2,211	1,997						14,351
Reserve-A-Librarian	7	0	3	0	6	1	0						17

### BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total

00-00-3000 UNASSIGNED FUND BALANCE B E G I N N I N G B A L A N C E 0

00-00-3200 RESTRICTED FUND BALANCE B E G I N N I N G B A L A N C E 21,680

00-00-4400 INTEREST B E G I N N I N G B A L A N C E 0

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	AMOUNT	BALANCE
10/31/17	11/08	B28380			03690 CD INT EARNED		JE# 013946	8.10CR	
10/31/17	11/08	B28381			03691 Mthly Interest Alloc		JE# 013947	3.80CR	
10/31/17	11/08	B28398			03694 TEXPOOL MTHLY INT ALLOC		JE# 013951	1.75CR	
10/31/17	11/14	B28476			03712 Mthly Interest Alloc		JE# 014005	0.83CR	
11/01/17	12/06	B28643			03752 MBS CD INT EARNED		JE# 014102	5.19CR	
11/30/17	12/04	B28630			03746 CD INT EARNED		JE# 014091	20.98CR	
11/30/17	12/06	B28644			03753 MBS CD INT EARNED		JE# 014103	2.42CR	
11/30/17	12/06	B28648			03754 Mthly Interest Alloc		JE# 014104	3.26CR	
11/30/17	12/12	B28713			03763 TEXPOOL MTHLY INT ALLOC		JE# 014137	000100	
11/30/17	12/18	B28733			03766 Mthly Interest Alloc		JE# 014140	4.79CR	
12/31/17	1/04	B28806			03778 Mthly Interest Alloc		JE# 014157	4.80CR	
12/31/17	1/09	B28864			03789 MBS CD INT EARNED		JE# 014190	0.28CR	
12/31/17	1/10	B28871			03792 TEXPOOL MTHLY INT ALLOC		JE# 014196	000145	
12/31/17	1/10	B28873			03794 Mthly Interest Alloc		JE# 014198	1.75CR	
12/31/17	1/10	B28875			03795 CD INT EARNED		JE# 014200	0.84CR	
1/31/18	2/07	B29013			03812 MBS CD INT EARNED		JE# 014250	3.05CR	
1/31/18	2/07	B29015			03813 TEXPOOL MTHLY INT ALLOC		JE# 014251	1.96CR	
1/31/18	2/08	B29052			03817 CD INT EARNED		JE# 014255	7.53CR	
1/31/18	2/08	B29060			03821 Mthly Interest Alloc		JE# 014262	10.50CR	
1/31/18	2/12	B29064			03822 Mthly Interest Alloc		JE# 014263	1.25CR	
2/28/18	3/07	B29236			03847 TEXPOOL MTHLY INT ALLOC		JE# 014328	000249	
2/28/18	3/12	B29237			03848 Mthly Interest Alloc		JE# 014329	000250	
2/28/18	3/14	B29268			03855 MBS CD INT EARNED		JE# 014338	12.16CR	
2/28/18	3/14	B29269			03859 MBS CD INT EARNED		JE# 014343	1.67CR	
2/28/18	3/14	B29272			03860 MBS CD INT EARNED		JE# 014344	3.95CR	
3/31/18	4/06	B29406			03876 Mthly Interest Alloc		JE# 014345	1.04CR	
3/31/18	4/06	B29407			03877 CD INT EARNED		JE# 014368	15.69CR	
3/31/18	4/06	B29408			03878 MBS CD INT EARNED		JE# 014369	12.00CR	
3/31/18	4/12	B29460			03885 Mthly Interest Alloc		JE# 014370	12.13CR	
4/01/18	5/04	B29640			03915 TEXPOOL MTHLY INT ALLOC		JE# 014401	1.31CR	
4/30/18	5/04	B29629			03915 TEXPOOL MTHLY INT ALLOC		JE# 014461	1.32CR	
4/30/18	5/04	B29633			03907 Mthly Interest Alloc		JE# 014453	15.79CR	
4/30/18	5/04	B29634			03908 CD INT EARNED		JE# 014454	10.58CR	
4/30/18	5/04	B29639			03909 MBS CD INT EARNED		JE# 014455	14.94CR	
4/30/18	5/04	B29639			03914 TEXPOOL MTHLY INT ALLOC		JE# 014460	1.41CR	
4/30/18	5/10	B29665			03921 Mthly Interest Alloc		JE# 014468	2.04CR	
=====						ACCT TOTAL	DB:	0.00	209.03CR

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	AMOUNT	BALANCE
10/02/17	11/02	C28354	RCPT	00986911	LIBRARY DEPOSIT			10.61CR	11
10/02/17	11/02	C28354	RCPT	00986916	LIBRARY DEPOSIT			2.88CR	11
10/05/17	10/05	C28191	RCPT	00982962	LIBRARY DEPOSIT			15.83CR	21
10/05/17	10/10	B28219	RCPT	00982962	LIBRARY DEPOSIT		JE# 013879	15.83	11
10/10/17	11/02	C28355	RCPT	00986918	LIBRARY DEPOSIT			8.10CR	21
10/10/17	11/02	C28355	RCPT	00986919	LIBRARY DEPOSIT			2.77CR	21
10/18/17	11/02	C28356	RCPT	00986920	LIBRARY DEPOSIT			523.87CR	55
10/18/17	11/02	C28356	RCPT	00986921	LIBRARY DEPOSIT			1.88CR	55
10/23/17	11/02	C28357	RCPT	00986922	LIBRARY DEPOSIT			24.57CR	58
10/23/17	11/02	C28357	RCPT	00986924	LIBRARY DEPOSIT			2.05CR	58
10/30/17	11/02	C28358	RCPT	00986926	LIBRARY DEPOSIT			10.53CR	59
10/30/17	11/02	C28358	RCPT	00986929	LIBRARY DEPOSIT			7.51CR	59
11/07/17	11/07	C28376	RCPT	00987640	LIBRARY DEPOSIT			5.46CR	60
11/07/17	11/07	C28376	RCPT	00987642	LIBRARY DEPOSIT			2.63CR	60
11/13/17	11/13	C28434	RCPT	00988535	LIBRARY DEPOSIT			9.06CR	61
11/13/17	11/13	C28434	RCPT	00988537	LIBRARY DEPOSIT			9.47CR	61
11/20/17	11/20	C28520	RCPT	00990200	LIBRARY DEPOSIT			12.71CR	62
11/20/17	11/20	C28520	RCPT	00990201	LIBRARY DEPOSIT			5.80CR	64
11/27/17	12/04	C28628	RCPT	00991098	LIBRARY DEPOSIT			2.50CR	64
11/27/17	12/04	C28628	RCPT	00991099	LIBRARY DEPOSIT			0.10CR	64
11/28/17	12/04	C28634	RCPT	00991110	LIBRARY DEPOSIT			2.70CR	65
11/28/17	12/04	C28634	RCPT	00991111	LIBRARY DEPOSIT			1.92CR	65
12/04/17	12/04	C28637	RCPT	00991112	LIBRARY DEPOSIT			8.54CR	66
12/04/17	12/04	C28637	RCPT	00991113	LIBRARY DEPOSIT			1.87CR	66
12/12/17	12/18	C28731	RCPT	00993578	LIBRARY DEPOSIT			18.93CR	68
12/12/17	12/18	C28731	RCPT	00993579	LIBRARY DEPOSIT			3.96CR	68
12/18/17	12/18	C28732	RCPT	00993580	LIBRARY DEPOSIT			5.32CR	69
12/18/17	12/18	C28732	RCPT	00993581	LIBRARY DEPOSIT			1,952.79CR	69
12/28/17	12/29	C28785	RCPT	00994624	LIBRARY DEPOSIT			5.97CR	65
12/28/17	12/29	C28785	RCPT	00994638	LIBRARY DEPOSIT			3.36CR	65
12/29/17	1/02	C28792	RCPT	00994837	LIBRARY DEPOSIT			1.72CR	65
12/29/17	1/02	C28792	RCPT	00994838	LIBRARY DEPOSIT			0.41CR	65
1/02/18	1/02	C28793	RCPT	00994843	LIBRARY DEPOSIT			6.30CR	66
1/02/18	1/08	C28850	RCPT	00995456	LIBRARY DEPOSIT			6.52CR	66
1/08/18	1/08	C28850	RCPT	00995458	LIBRARY DEPOSIT			5.77CR	67
1/17/18	1/17	C28889	RCPT	00997517	LIBRARY DEPOSIT			10,246.58CR	67
1/17/18	1/17	C28889	RCPT	00997514	LIBRARY DEPOSIT			4.21CR	67
1/22/18	1/22	C28922	RCPT	00998160	LIBRARY DEPOSIT			5.45CR	67
1/22/18	1/22	C28922	RCPT	00998161	LIBRARY DEPOSIT			7.31CR	67
1/29/18	1/29	C28956	RCPT	00998749	LIBRARY DEPOSIT			8.57CR	67
1/30/18	2/01	C28965	RCPT	00998922	LIBRARY DEPOSIT			0.98CR	67
1/30/18	2/01	C28965	RCPT	00998923	LIBRARY DEPOSIT			0.98CR	67
2/05/18	2/06	C28999	RCPT	00999539	LIBRARY DEPOSIT			8.31CR	67

00-00-4504 LIBRARY DONATIONS \* (CONTINUED) \*

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	AMOUNT	BALANCE
2/05/18	2/06	C289999	RCPT	00999541	32420 LIBRARY DEPOSIT			2.11CR	12.96
2/12/18	3/05	C29191	RCPT	01003288	32557 LIBRARY DEPOSIT			7.85CR	12.97
2/12/18	3/05	C29191	RCPT	01003290	32557 LIBRARY DEPOSIT			22.86CR	12.99
2/19/18	3/05	C29192	RCPT	01003295	32558 LIBRARY DEPOSIT			12.06CR	13.00
2/19/18	3/05	C29192	RCPT	01003297	32558 LIBRARY DEPOSIT			6.84CR	13.01
2/26/18	3/05	C29193	RCPT	01003298	32559 LIBRARY DEPOSIT			4.09CR	13.01
2/26/18	3/05	C29193	RCPT	01003300	32559 LIBRARY DEPOSIT			6.64CR	13.02
2/28/18	3/05	C29194	RCPT	01003304	32560 LIBRARY DEPOSIT			14.75CR	13.03
2/28/18	3/05	C29194	RCPT	01003305	32560 LIBRARY DEPOSIT			1.86CR	13.04
3/05/18	3/09	C29253	RCPT	01004371	32599 LIBRARY DEPOSIT			14.16CR	13.05
3/05/18	3/09	C29253	RCPT	01004372	32599 LIBRARY DEPOSIT			1.90CR	13.05
3/12/18	3/12	C29255	RCPT	01004740	32605 LIBRARY DEPOSIT			3.49CR	13.05
3/12/18	3/12	C29255	RCPT	01004741	32605 LIBRARY DEPOSIT			15.85CR	13.07
3/19/18	3/19	C29315	RCPT	01006446	32646 LIBRARY DEPOSIT			3.29CR	13.13
3/19/18	3/19	C29315	RCPT	01006447	32646 LIBRARY DEPOSIT			52.51CR	13.13
3/26/18	3/26	C29342	RCPT	01007014	32696 LIBRARY DEPOSIT			130.37CR	13.26
3/26/18	3/26	C29342	RCPT	01007016	32696 LIBRARY DEPOSIT			7.90CR	13.26
3/29/18	3/29	C29380	RCPT	01007163	32718 LIBRARY DEPOSIT			1.85CR	13.27
3/29/18	3/29	C29380	RCPT	01007164	32718 LIBRARY DEPOSIT			1.40CR	13.27
4/02/18	4/02	C29382	RCPT	01007370	32733 LIBRARY DEPOSIT			1.10CR	13.27
4/02/18	4/02	C29382	RCPT	01007372	32733 LIBRARY DEPOSIT			1.33CR	13.27
4/10/18	4/16	C29503	RCPT	01008796	32789 LIBRARY DEPOSIT			2.507.62CR	15.78
4/10/18	4/16	C29503	RCPT	01008797	32789 LIBRARY DEPOSIT			16.08CR	15.79
4/16/18	4/16	C29505	RCPT	01010387	32823 LIBRARY DEPOSIT			12.31CR	15.81
4/16/18	4/16	C29505	RCPT	01010389	32823 LIBRARY DEPOSIT			4.68CR	15.81
4/23/18	4/23	C29536	RCPT	01010819	32860 LIBRARY DEPOSIT			11.08CR	15.82
4/23/18	4/23	C29536	RCPT	01010821	32860 LIBRARY DEPOSIT			14.77CR	15.84
4/30/18	4/30	C29587	RCPT	01011261	32916 LIBRARY DEPOSIT			19.50CR	15.86
4/30/18	4/30	C29587	RCPT	01011262	32916 LIBRARY DEPOSIT			10.25CR	15.87
5/08/18	5/10	C29666	RCPT	01012804	32981 LIBRARY DEPOSIT			9.71CR	15.88
5/08/18	5/10	C29666	RCPT	01012806	32981 LIBRARY DEPOSIT			3.61CR	15.88
5/14/18	5/21	C29748	RCPT	01013594	33003 LIBRARY DEPOSIT			11.03CR	15.89
5/14/18	5/21	C29748	RCPT	01013595	33003 LIBRARY DEPOSIT			29.44CR	15.92
5/21/18	5/21	C29749	RCPT	01014892	33048 LIBRARY DEPOSIT			11,174.65CR	27,09

ACCT TOTAL 15.83 CR: 27,115.80CR

00-00-4505 LIBRARY BUILDING FUND DONATION B E G I N N I N G B A L A N C E 0

00-00-4506 GRANT PROCEEDS B E G I N N I N G B A L A N C E 0

00-00-4536 MISCELLANEOUS B E G I N N I N G B A L A N C E 0

00-00-4560 MEETING ROOM DEPOSIT B E G I N N I N G B A L A N C E 0

00-00-4709 TRANS IN - DESIGNATED FUND B E G I N N I N G B A L A N C E 0

DEPT: 81 \*\* INVALID DEPT \*\*  
 81-00-5101 OPERATION SALARIES B E G I N N I N G B A L A N C E 0

81-00-5117 OVERTIME B E G I N N I N G B A L A N C E 0

81-00-5150 SOCIAL SECURITY B E G I N N I N G B A L A N C E 0

81-00-5201	SUPPLIES	B E G I N N I N G	B A L A N C E	0					
11/03/17	12/06	A84246	CHK: 120131	27698	HINGES/SCREWS 3D CAB	5347	1710DUVALL	23.86	2
11/03/17	12/06	A84246	CHK: 120131	27698	POWER/COOLING 3D CAB	5347	1710DUVALL	64.31	8
11/03/17	12/06	A84246	CHK: 120131	27698	BATT BACKUP/SRG PROT	5347	1710DUVALL	74.24	16
11/03/17	12/06	A84246	CHK: 120131	27698	STAFF DEV- PASTRIES	5347	1710DUVALL	35.46	19
11/03/17	12/06	A84246	CHK: 120131	27698	STAFF DEV-LUNCH	5347	1710DUVALL	86.49	28
11/03/17	12/06	A84247	CHK: 120131	27698	FALL DECORATIONS	5347	1710LIB	362.23	64
11/03/17	12/06	A84248	CHK: 120131	27698	TAILGATER REFUND	5347	1710PIERSON	128.82CR	51
11/13/17	12/06	A84211	EFT: 003051	27698	1000 RAFFLE TICKETS	13028	103620	38.65	55
11/17/17	12/06	A84212	EFT: 003051	27946	REPRINT RFFL TICKETS	13028	103677	38.65	59
1/01/18	1/18	A85807	CHK: 120391	27946	STYLUS PENS - 500	35230	121117-E	928.20	1,52
1/01/18	1/11	A85607	CHK: 120355	27909	MKRSPC CAB WINDOWS	5347	1711DUVALL	152.00	1,67
1/01/18	1/11	A85608	CHK: 120355	27909	CANDY CANES - 1000	5347	1711LIB	54.60	1,72
1/01/18	1/11	A85608	CHK: 120355	27909	BUTTERMINTS - 2 BX	5347	1711LIB	262.89	1,99
1/01/18	1/11	A85608	CHK: 120355	27909	PARTS/ACC - 3D PRNTG	5347	1711LIB	94.85	2,08
1/01/18	1/11	A85608	CHK: 120355	27909	NAPS, SHRBT - OPEN HS	5347	1711LIB	45.92	2,13
1/01/18	1/11	A85608	CHK: 120355	27909	NAPS/SUPPL - OPEN HS	5347	1711LIB	183.97	2,31
1/03/18	2/01	A86210	CHK: 120432	28051	BVG/SUPPL	5347	1712DUVALL	118.12	2,43
1/03/18	2/01	A86210	CHK: 120432	28051	SALES TAX	5347	1712DUVALL	9.74	2,44
1/03/18	2/01	A86215	CHK: 120432	28051	GC HOUSES SUPPLIES	5347	1712PIERSON	17.64	2,46
1/03/18	2/01	A86215	CHK: 120432	28051	GC HOUSES SUPPLIES	5347	1712PIERSON	156.09	2,61



POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
2/01/18	2/14	A86824	CHK: 120528		28137 MARIO KART FOR WII	7019	180108GAMESTOP		13.97	2.63
4/01/18	4/19	A89545	CHK: 120852		28599 MONITORS DELL 22	7038	102229122091		249.58	2.88
4/01/18	4/06	A88843	CHK: 120775		28472 STICKERS (LIBS ROCK)	5347	1802LIB		145.00	3.02
4/01/18	4/06	A88844	CHK: 120775		28472 ACCUCUT DIES - 5	5347	1802PIERSON		195.00	3.22
5/04/18	5/17	A90549	EFT: 003737		28761 TEENS-SRP.BIGGAMES	7019	1805GAMESTOP		29.99	3.25
=====						3,381.45				
ACCOUNT TOTAL									128.82CR	

81-00-5203 POSTAGE B E G I N N I N G B A L A N C E 0

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
5/01/18	5/03	A90000	CHK: 120923		28664 4 LAPTOPS	7038	102229528092		248.52	24
=====						248.52				
ACCOUNT TOTAL									0.00	

81-00-5210 SMALL EQUIPMENT B E G I N N I N G B A L A N C E 0

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
3/01/18	3/15	A87984	CHK: 120654		28348 JFJ DISC REPAIR MACH	5347	1801LIB		172.24	17
5/01/18	5/03	A90000	CHK: 120923		28664 4 LAPTOPS	7038	102229528092		1,827.76	2,001
=====						2,000.00				
ACCOUNT TOTAL									0.00	

81-00-5231 BOOKS B E G I N N I N G B A L A N C E 0

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
11/03/17	12/06	A84246	CHK: 120131		27698 STREAMING ANIME	5347	1710DUVALL		8.65	1
11/03/17	12/06	A84247	CHK: 120131		27698 STREAMING ANIME	5347	1710LIB		6.95	1
1/01/18	1/11	A85607	CHK: 120355		27909 ANIME - TEENS	5347	1711DUVALL		8.65	2
1/03/18	2/01	A86210	CHK: 120432		28051 STREAMG ANIME- TEENS	5347	1712DUVALL		8.65	3
3/01/18	3/15	A87981	CHK: 120654		28348 NEFTLIX - TEENS	5347	1801DUVALL		8.65	4
4/01/18	4/06	A88842	CHK: 120775		28472 ANIME - TEENS	5347	1802DUVALL		8.65	5
4/01/18	4/06	A88843	CHK: 120775		28472 MEMB REFUND	5347	1802LIB		6.95CR	5
4/03/18	4/26	A89792	CHK: 120905		28640 NETFLIX - TEENS	5347	1803DUVALL		8.65	5
=====						58.85				
ACCOUNT TOTAL									6.95CR	

81-00-5232 AUDIO VISUALS B E G I N N I N G B A L A N C E 0

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
EQUIPMENT MAINTENANCE										
B E G I N N I N G B A L A N C E 0										

81-00-5345 MAINT OF BUILDING B E G I N N I N G B A L A N C E 0.  
 10/12/17 10/12 A81943 EFT: 002799 27359 CARD READER 50% DOWN 1304 371  
 10/17/17 11/02 A82883 EFT: 002898 27473 CARD READER BALANCE 1304 371FINAL  
 ===== ACCOUNT TOTAL DB: 2,110.00 CR: 0.00 1,055.00 2,110

81-00-5401 COMMUNICATIONS B E G I N N I N G B A L A N C E 0.  
 81-00-5505 PROFESSIONAL SERVICES B E G I N N I N G B A L A N C E 0.

81-00-5517 MEETING ROOM DEPOSIT RETURN B E G I N N I N G B A L A N C E 0.  
 81-00-5601 ADVERTISING B E G I N N I N G B A L A N C E 0.

81-00-5605 TRAVEL & TRAINING B E G I N N I N G B A L A N C E 0.  
 81-00-5615 DUES, SUBSCRIPTION & PUBLICATI B E G I N N I N G B A L A N C E 0.

81-00-5655 EQUIPMENT RENTAL B E G I N N I N G B A L A N C E 0.

000 ERRORS IN THIS REPORT!  
 \*\* REPORT TOTALS \*\*  
 BEGINNING BALANCES: 0.00 DEBITS 21,680.60CR  
 REPORTED ACTIVITY: 7,814.65 CREDITS 27,460.60CR  
 ENDING BALANCES: 7,814.65 49,141.20CR  
 TOTAL FUND ENDING BALANCE: 41,326.35CR

\*\*\* GRAND TOTALS \*\*\*

	DEBITS	CREDITS
BEGINNING BALANCES:	0.00	21,680.60CR
REPORTED ACTIVITY:	7,814.65	27,460.60CR
ENDING BALANCES:	7,814.65	49,141.20CR
GRAND TOTAL ENDING BALANCE:		41,326.55CR

Recap Sheet--Library Board Fund  
FY 2018/2019

	A	B	C	D	E	F	G	H
						Budgeted 2017/2018	Estimated 2017/2018	Proposed 2018/2019
1								
2								
3								
4	81		5201	Supplies		\$ 12,725.00	\$ 12,600.00	\$ 11,700.00
5			5206	Office Equipment		\$ 500.00	\$ 450.00	\$ -
6			5210	Small Equipment		\$ 2,000.00	\$ 3,450.00	\$ -
7			5231	Books		\$ 2,000.00	\$ 2,500.00	\$ 4,000.00
8			5232	Audiovisuals		\$ 1,500.00	\$ 1,000.00	\$ 1,575.00
9			5345	Building Maintenance		\$ 200.00	\$ 2,110.00	\$ 200.00
10			5505	Professional Services		\$ 500.00	\$ 550.00	\$ 500.00
11			5601	Advertising		\$ 500.00	\$ 400.00	\$ 500.00
12			8001	Part Time Summer Employees		\$ 2,461.00	\$ 2,800.00	\$ 3,030.00
13								
14				Total		\$ 22,386.00	\$ 25,860.00	\$ 21,505.00

## **Bastrop Public Library Patron Behavior Policy**

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

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

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

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

III. Parents, Guardians, and Caregivers\* responsibilities:

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

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

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

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

Revised: 2/21/13 MB

Library Board Approved: 3/4/13

Bastrop City Council Approved: 3/26/13

## **BASTROP PUBLIC LIBRARY MEETING ROOM / CONFERENCE ROOM POLICY**

The Bastrop Public Library encourages public use of its meeting facilities in keeping with the Library's overall mission to provide general and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

The Meeting Room / Conference Room (meeting rooms) Policy establishes general guidelines and procedures for the use of the Library's meeting rooms. The Library Director or his appointee is responsible for implementing this Policy and for maintaining reservation lists. While these guidelines and procedures are intended to be comprehensive, other guidelines and rules may be identified and enforced, on a case-by-case basis, as the Library Director deems necessary under specific circumstances, as they may arise. The City of Bastrop reserves the right to revise this Policy, as it deems necessary from time to time.

Use of library meeting rooms by any group signifies acceptance of the terms of this policy.

### **I. General Guidelines**

1. Meeting rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, storytimes, puppet shows, and films.
2. To be eligible to use a meeting room you must belong to a club, organization, nonprofit or for-profit corporation or company.
3. There is no charge for the library, City, County, Federal agencies, nonprofit organizations or clubs to use the meeting rooms. For-profit organizations and companies will be charged a fee.
4. The library reserves the right to require written verification of the official status of organizations reserving our rooms. Such verification may be in the form of a letter of determination from the IRS or the Texas Secretary of State.
5. Use of the Library's meeting rooms by participants does not constitute Library or City of Bastrop endorsement of materials (written, audio, etc), opinions, or viewpoints of attendees or participants. Advertisements or announcements implying such endorsements are not permitted.
6. The library does not discriminate on the basis of race, religion, ethnicity, gender, disability or age for the use of the meeting room.
7. Meeting rooms may not be used for social gatherings such as showers, birthday parties, dances, family reunions, etc.

8. Meeting rooms may not be used for religious services or political campaigns (religious study groups and political forums that are sponsored by eligible clubs, or organizations and non-profit corporations are permitted).
9. All meeting rooms are closed on Sunday, official Bastrop City holidays and other designated dates.
10. City or Library needs may preempt any other scheduled event.
11. Conference rooms can only be reserved during normal library operating hours per the "Reservation" procedure noted below.
12. Smoking, tobacco products, alcoholic beverages or illegal drugs are not allowed.
13. When checking out an after-hours key it must be hand delivered to library staff the following day. Do not place key in book drop. If key is lost, cost of replacement key will be the responsibility of the organization or person checking it out and may be deducted from the security deposit.

## II. Reservations

Reservation forms to utilize a meeting room or conference room are available by telephone, in writing, in person or online. Requests to use a conference or meeting room will be honored on a first-come, first served basis. A completed reservation form must be submitted in person and be on file a minimum of 72 hours prior to the meeting and all fees and deposits must be paid by this time.

1. When making a reservation, please clearly and completely fill-out a reservation form which you may obtain by telephone, online, in writing or at the library. **Completed reservation forms must be submitted in person.**
2. Reservations are accepted up to six months in advance. Only one reservation can be submitted at a time.
3. To provide an opportunity for all groups to use the meeting rooms, a group is limited to using the meeting room or conference room once a month and the group may reserve only one meeting room for use at that time. The Library Director must approve exceptions to this rule in advance. Library or library related groups, or City of Bastrop employees may reserve a meeting room more than once a month.
4. Notice of cancellation should occur as soon as possible. If a group fails to appear after 30 minutes its reservation is forfeited.
5. Groups may not assign their reservations to other groups.
6. **A refundable \$100.00 deposit is required for use of the Meeting Room or conference room.**
7. The City of Bastrop is exempt from paying the \$100.00 deposit.
8. Non-profits must pay the deposit of \$100 at the same time the reservation form is submitted.
9. Reservations by for-profit corporations or companies must be paid in full at the time of registration. Payment includes the rental fees for the room and the deposit.
10. Reservations must include set-up and take-down time.



11. Library personnel must receive notice of a cancellation minimum of 72 hours in advance to receive a full refund. Cancellations received less than 72 hours prior to the reserved event time will be refunded the deposit only.
12. No shows, or failure to notify library personnel regarding a cancellation, will cause the person or entity to forfeit the rental fees.
13. Cancellation notification may be made by phone, email or in person.

### III. Care and Use of Facilities

1. All organizations, profit and nonprofit, and government agencies and their representatives/members are responsible for their own set-up and take down and cleaning of the meeting rooms (chairs and tables are available upon request—but no setup or take-down or cleaning will be provided by the Library). All tables must be cleaned before returning to the rack.
2. Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
3. Furniture and/or equipment from the main area of the library may not be brought into the meeting rooms.
4. Sound boards are not to be used as bulletin boards. The use of push pins, straight pens, sticky note pad paper, tape or glue on sound boards is prohibited.
5. Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of personal furniture or equipment should be made at the time reservations are made.
6. Equipment, supplies, or personal effects cannot be stored or left in Library rooms before or after use. The Library and City shall not be responsible for materials, equipment, supplies or the personal effects of those using the meeting rooms.
7. Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangements to provide clear access to the exits.
8. Public entrances are to be used for entrance to and exit from the building, and for all deliveries.
9. No announcements or notices to publicize an activity may be posted or distributed on library property without prior approval from the Library Director.
10. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed at the end of this policy. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
11. Simple refreshments including coffee, doughnuts, box or sack lunches, may be served in the Pressley Meeting room, but kitchen facilities or equipment will not be provided by the Library. No food allowed and beverages with twist tops only allowed in Maynard Conference room. **No red beverages allowed in the library.**
12. All trash resulting from the serving of refreshments must be removed by the organization and thrown in the dumpster on the East side of the building.

13. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages and losses that may occur as a result of the use of the facilities.
14. User shall, upon demand, immediately reimburse the City for any damages caused by User, or User's employees, directors, officers, agents, representatives, affiliates, members, guests or invitees, to the leased premises, Library property or any other real or personal property owned or leased by the City, in the performance of this agreement. User's damage deposit shall be applied to the cost of the repair for any such damages, but said damage deposit shall in no way limit or restrict User's liability, or the City's legal remedies, for the full extent of such damages.
15. Permission to use Library meeting rooms may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture or causes a disturbance.
16. The Library Director, or his designee, shall have the authority to end meetings and/or clear/close meeting rooms, as he deems necessary, to protect the health, safety and welfare of individuals and property, and to maintain proper use of the Library facilities.

The City of Bastrop is committed to compliance with the American With Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Please address questions not covered within this policy to Library Administration, 512-332-8881.

#### Available Meeting Facilities and Capacities

Meeting room – 100 w/o tables – 50 w/ tables

Conference Room - 10

#### Pressley Meeting Room Fee Schedule

Nonprofit--\$0.00

For-Profit--\$100 per hour

#### Maynard Conference Room

Nonprofit--\$0.00

For-profit--\$50 per hour

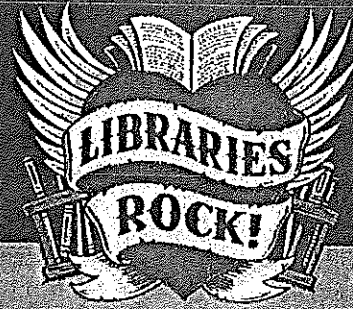
Deposit for all individuals, groups, or entities whether, for profit or non-profit is \$100.00

Rev. 11-22-2013

Library Board Approval: 12/02/13

City Council Approval: 01/14/14

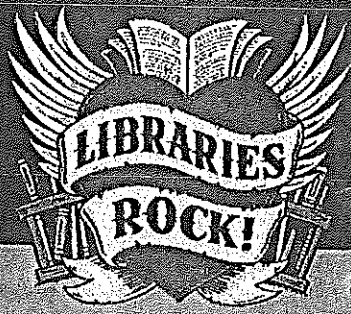
# June 2018



Bastrop Public Library

Summer Reading Program

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Super Summer Starting Party 10am – 12pm @ the Library
4	5	6 Storytime Making Music 10:30am  Wild Things Zoofari 2:00pm  Chess 4 – 6pm	7 Teens (13-17 yrs.) Kick-off Party! + Board games (and pizzal!) 4:45 - 6:15pm	8 Storytime Making Music 10:30am  Friday Film <i>LEGO Ninjago Movie</i> (PG) 2:00pm	9 Youth Advisory Squad (10-17 yrs.) 1 - 2pm  Movie in the Park
11 Maker Mondays Be a YouTuber! 4 – 6pm	12 Tweens (10-13 yrs.) Q-tip Dodgeball 4:30 – 5:30pm  Crafters Anonymous For adults Burlap Wreath 6:30 – 7:30pm	13 Storytime Hurray for Dad! 10:30am  Chess 4 – 6pm	14 Teens (13-17 yrs.) Cardboard LARPing 4:45 - 6:15pm	15 Storytime Hurray for Dad! 10:30am  Friday Film <i>A Dog's Purpose</i> (PG) 2:00pm	16 Maker Days Build It Challenge 1 – 3pm
18	19 Lego Club LEGORama 3:00 – 4:30pm  College Readiness For teens and parents 6:30 – 7:30pm	20 Storytime How Big? 10:30am  Matt Tardy Stunt Juggler 2:00pm  Chess 4 – 6pm	21 Teens (13-17 yrs.) Anime Club 4:45 - 6:15pm	22 Storytime How Big? 10:30am  Friday Film <i>Coco</i> (PG) 2:00pm	23 4 <sup>th</sup> Annual Pie Social 1:00 – 3:00pm
25 Maker Mondays Maker Buffet 4 – 6pm	26 Big Games Day @ Convention Center 1 – 4pm	27 Storytime Sign with Me 10:30am  Tweens (10-13 yrs.) Harry Potter Movie Experience 2:30 – 5:30pm  Chess 4 – 6pm	28 Teens (13-17 yrs.) Super Soaked Games (wear clothes that can get wet) 4:45 - 6:15pm	29 Storytime Sing with Me 10:30am  Friday Film <i>Matilda</i> (PG) 2:00pm	30



Bastrop Public Library

Summer Reading Program

# July 2018

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Krafty Kids (6-10 yrs.) 2 - 4pm	4 Holiday Library Closed	5 Teens (13-17 yrs.) Free video game play 4:45 - 6:15pm	6 Storytime Teddy Bear Sleepover! 10:30am  Friday Film <i>Leap</i> (PG) 2:00pm	7
9 Maker Mondays S'more Sun 4 - 6pm	10 Tweens (10-13 yrs.) Picasso and Pasta 4:30 - 5:30pm  Crafters Anonymous For adults Paper marbeling 6:30 - 7:30pm	11 Storytime Oceans 10:30am  Magician Oscar Munoz 2pm & 3:30  Chess 4 - 6pm	12 Teens (13-17 yrs.) Cupcake Wars 4:45 - 6:15pm	13 Storytime Oceans 10:30am  Friday Film <i>The Jungle Book</i> (2016) (PG) 2:00pm	14 Youth Advisory Squad (10-17 yrs.) 1 - 2pm  Water Day 5:00-7:30pm @ Fisherman's Park  Movie in the Park
16	17 Lego Club LEGOrama 3:00 - 4:30pm  College Readiness For teens and parents 6:30 - 7:30pm	18 Storytime Dinosaur! 10:30am  Tweens (10-13 yrs.) Messy Mayhem 4:30 - 5:30pm  Chess 4 - 6pm	19 Teens (13-17 yrs.) Sarcasm at the Movies Night 4:45 - 6:15pm	20 Storytime Dinosaur! 10:30am  Friday Film <i>Angry Birds</i> (PG) 2:00pm	21 Maker Days Build It Challenge 1 - 3pm
23 Maker Mondays Maker Buffet 4 - 6pm	24 <i>Last week to turn in your minutes for prizes!</i>	25 Storytime Dance Party 10:30am  Chicken Dog Performance 2pm  Chess 4 - 6pm	26 Teens (13-17 yrs.) Big Art 4:45 - 6:15pm	27 Storytime Dance Party 10:30am  Friday Film <i>Despicable Me 3</i> (PG) 2:00pm	28 Summer Finale Party 11am - 2pm @ the Library
30  No programs this week	31				