

**AGENDA  
LIBRARY BOARD  
Monday, December 2, 2013  
6:00 PM**

The Bastrop Public Library Board will meet in a regular meeting on Monday,  
December 2, 2013 at 6:00 PM at the Bastrop Public Library  
1100 Church Street, Bastrop, TX.

- 1. Call to order**
- 2. Review and Approval of Minutes for November meeting**
- 3. Announcements—Kathy Lindsey is retiring—Last day to work is December 27**
- 4. Citizen Comments—**
- 5. Librarian's report—discussion and possible action**
- 6. Friends of the Library Report**
  - Friends met in a regularly scheduled meeting
  - Richard West resigned from the committee
  - Elizabeth Simms appointed Interim President
  - Friends voted to give the library \$100 for cookies for the Open House
- 7. Old business**
  - Brick pavers and tiles update—no new sales—discussion and possible action
  - Update—BTOP grant—grant paid computer trainer funding has been extended until the end of December—staff has started plans to take over as soon as the grant paid position is over—discussion and possible action
  - Update—Bastrop County Complex Wildfire archival project—Darlene West is beginning to research grants for which we can apply—discussion and possible action
  - Update—Replacing old light fixtures—K.F. Electric, Inc. submitted the lowest quote—vendor to schedule work—discussion and possible action
  - Update—Marketing plan—we continue with our Geek campaign—discussion and possible action
  - Update library logo—staff has selected the library logo they like—discussion and possible action
- 8. New Business**
  - Updated Meeting Room policy—discussion and possible action
  - Open House—discussion and possible action
  - Human Resources Department is advertising for the Young Adult Librarian position—discussion and possible action
  - Are there any items Board members would like to include on next month's agenda?—discussion and possible action

Submitted by:

  
Mickey DuVal, Library Director

**CERTIFICATION**

I, Elizabeth Lopez, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Elizabeth Lopez, City Secretary

**Bastrop Public Library  
Librarian's Report  
December 2, 2013**

1. Library Statistics for the month of October. Circulation statistics are even compared to October 2012; gate count is down 4% compared to October 2012; programming is up 39% compared to October 2012; Internet usage is down 17% as compared to October 2012, reference requests are down 3% compared to October 2012 and meeting room reservations are up 28% compared to October 2012.
2. In the month of November 126 children and adults attended Story time.
3. On Monday, November 4 Mickey DuVall participated in a webinar on the TexShare "Small Business Reference Center."
4. On Monday, November 4 Bonnie Ueckert Pierson performed a storytime for the Calvary Episcopal School after school program. Fifteen students were in attendance.
5. On Tuesday, November 5 a technician from GSC Fire and Security performed a test of the library's smoke and sprinkler alarm systems.
6. On Thursday, November 7 Bonnie Ueckert Pierson, Melissa Bullara and Cary Kittrell each taught a library class to three age groups of homeschoolers. In total, eighteen home schooled students attended classes.
7. On Thursday, November 7 Cary Kittrell hosted a Teen Advisory Board meeting. Eight teens participated in the meeting.
8. On Saturday, November 9 library staff manned the Information Booth at annual Veteran's Day car show.
9. On Saturday, November 9 seven children read to the Bow Wow Book Buddy.
10. The library was closed on November 11 for the Veteran's Day holiday.
11. On Tuesday, November 12 Bonnie Ueckert Pierson hosted a Lego program. Twelve children and adults attended the program.
12. On Tuesday, November 12 Bonnie Ueckert Pierson conducted library tours for Mina Elementary School second graders. One hundred and two students and teachers participated in the tours.
13. On Wednesday, November 13 Mickey DuVall attended a ceremony that certified Bastrop County as the first "Connected" (Certified Connected communities demonstrate measurable success in technology readiness) county in the State of Texas. A lunch followed the ceremony.
14. On Thursday, November 14 Bonnie Ueckert Pierson conducted library tours for Mina Elementary School kindergarteners. One hundred and two students and teachers participated in the tours.
15. On Thursday, November 14 Mickey DuVall, James Alexander and Gene Crick met to discuss the wildfire archive project. All agreed that we needed to start applying for grants.
16. On Thursday, November 14 Cary Kittrell hosted an Anime Club meeting. Sixteen teens attended the meeting.
17. On Friday, November 15 library staff participated in a benefits fair at City Hall.
18. On Saturday, November 16 Bonnie Ueckert Pierson hosted a "Lego" Super Saturday event. Twelve children participated in the event.

19. On Monday, November 18 Bonnie Ueckert Pierson performed a storytime for the Calvary Episcopal School after school program. Fifteen students were in attendance.
20. On Tuesday, November 19 a technician from GSC Fire and Security made necessary repairs to the smoke and sprinkler alarm systems.
21. On Wednesday, November 20 Mickey DuVall attended legal review to discuss the new Meeting Room Policy.
22. On Thursday, November 21 the Friends of the Bastrop Public Library met in a regularly scheduled meeting.
23. On Thursday, November 21 Cary Kittrell hosted an "Open Video Game Night" at the library. Sixteen teens played video games.
24. On Tuesday, November 26 Mickey DuVall participated in a webinar on "Health Happens in Libraries."
25. The library is closed Thursday, November 28 through Sunday, December 1 and reopens on Monday, December 2 for the Thanksgiving Holiday.

Respectfully submitted: Mickey DuVall, Library Director

# BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

|                                | Oct.  | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Total |
|--------------------------------|-------|------|------|------|------|-------|-------|-----|------|------|------|-------|-------|
| <b>CIRCULATION SERVICES:</b>   |       |      |      |      |      |       |       |     |      |      |      |       |       |
| <b>Adult:</b>                  |       |      |      |      |      |       |       |     |      |      |      |       |       |
| 000-099                        | 29    |      |      |      |      |       |       |     |      |      |      |       | 29    |
| 100-199                        | 43    |      |      |      |      |       |       |     |      |      |      |       | 43    |
| 200-299                        | 65    |      |      |      |      |       |       |     |      |      |      |       | 65    |
| 300-399                        | 175   |      |      |      |      |       |       |     |      |      |      |       | 175   |
| 400-499                        | 26    |      |      |      |      |       |       |     |      |      |      |       | 26    |
| 500-599                        | 55    |      |      |      |      |       |       |     |      |      |      |       | 55    |
| 600-699                        | 381   |      |      |      |      |       |       |     |      |      |      |       | 381   |
| 700-799                        | 183   |      |      |      |      |       |       |     |      |      |      |       | 183   |
| 800-899                        | 52    |      |      |      |      |       |       |     |      |      |      |       | 52    |
| 900-999                        | 102   |      |      |      |      |       |       |     |      |      |      |       | 102   |
| 92-920                         | 87    |      |      |      |      |       |       |     |      |      |      |       | 87    |
| Adult Audiocassettes           | 2     |      |      |      |      |       |       |     |      |      |      |       | 2     |
| Adult Book Club Bag            | 1     |      |      |      |      |       |       |     |      |      |      |       | 1     |
| Adult DVD's                    | 1,533 |      |      |      |      |       |       |     |      |      |      |       | 1,533 |
| Adult Fiction                  | 2,386 |      |      |      |      |       |       |     |      |      |      |       | 2,386 |
| Adult Fiction CD's             | 715   |      |      |      |      |       |       |     |      |      |      |       | 715   |
| Adult Genealogy                | 0     |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Adult Historical Vertical File | 0     |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Adult Large Print              | 854   |      |      |      |      |       |       |     |      |      |      |       | 854   |
| Adult Microfilm                | 0     |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Adult MP3 Book                 | 42    |      |      |      |      |       |       |     |      |      |      |       | 42    |
| Adult Music on CD              | 165   |      |      |      |      |       |       |     |      |      |      |       | 165   |
| Adult Nonfiction CD's          | 67    |      |      |      |      |       |       |     |      |      |      |       | 67    |
| Adult One-Click e-audio        | 45    |      |      |      |      |       |       |     |      |      |      |       | 45    |
| Adult Overdrive e-book         | 313   |      |      |      |      |       |       |     |      |      |      |       | 313   |
| Adult Pro Col                  | 0     |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Adult Reference                | 0     |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Adult Reference Desk           | 0     |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Adult Spanish DVD's            | 8     |      |      |      |      |       |       |     |      |      |      |       | 8     |
| Adult Spanish Fiction          | 34    |      |      |      |      |       |       |     |      |      |      |       | 34    |

# **BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013**

|                                 | Oct.         | Nov.     | Dec.     | Jan.     | Feb.     | March    | April    | May      | June     | July     | Aug.     | Sept.    | Total        |
|---------------------------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------------|
| Adult Spanish Nonfiction        | 38           |          |          |          |          |          |          |          |          |          |          |          | 38           |
| Adult Texana                    | 29           |          |          |          |          |          |          |          |          |          |          |          | 29           |
| Adult Vertical Files            | 0            |          |          |          |          |          |          |          |          |          |          |          | 0            |
| Adult Videocassettes            | 183          |          |          |          |          |          |          |          |          |          |          |          | 183          |
|                                 |              |          |          |          |          |          |          |          |          |          |          |          |              |
| <b>Subtotal Adult:</b>          | <b>7,613</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>7,613</b> |
|                                 |              |          |          |          |          |          |          |          |          |          |          |          |              |
| <b>Juvenile and children's:</b> |              |          |          |          |          |          |          |          |          |          |          |          |              |
| Child Spanish 1st R             | 9            |          |          |          |          |          |          |          |          |          |          |          | 9            |
| Child Spanish Easy              | 104          |          |          |          |          |          |          |          |          |          |          |          | 104          |
| Child Spanish Easy Nonfic       | 23           |          |          |          |          |          |          |          |          |          |          |          | 23           |
| Child Storytime box             | 3            |          |          |          |          |          |          |          |          |          |          |          | 3            |
| Easy Nonfiction                 | 186          |          |          |          |          |          |          |          |          |          |          |          | 186          |
| Easy Picture Books              | 1,577        |          |          |          |          |          |          |          |          |          |          |          | 1,577        |
| First Readers                   | 459          |          |          |          |          |          |          |          |          |          |          |          | 459          |
| J 000 - J 099                   | 14           |          |          |          |          |          |          |          |          |          |          |          | 14           |
| J 100 - J199                    | 8            |          |          |          |          |          |          |          |          |          |          |          | 8            |
| J 200 - J 299                   | 11           |          |          |          |          |          |          |          |          |          |          |          | 11           |
| J 300 - J 399                   | 71           |          |          |          |          |          |          |          |          |          |          |          | 71           |
| J 400 - J 499                   | 7            |          |          |          |          |          |          |          |          |          |          |          | 7            |
| J 500 - J 599                   | 154          |          |          |          |          |          |          |          |          |          |          |          | 154          |
| J 600 - J 699                   | 86           |          |          |          |          |          |          |          |          |          |          |          | 86           |
| J 700 - J 799                   | 218          |          |          |          |          |          |          |          |          |          |          |          | 218          |
| J 800 - J 899                   | 23           |          |          |          |          |          |          |          |          |          |          |          | 23           |
| J 900 - J 999                   | 80           |          |          |          |          |          |          |          |          |          |          |          | 80           |
| J 92 - J 920                    | 24           |          |          |          |          |          |          |          |          |          |          |          | 24           |
| Juvy Audiocassettes             | 3            |          |          |          |          |          |          |          |          |          |          |          | 3            |
| Juvy CD'S                       | 44           |          |          |          |          |          |          |          |          |          |          |          | 44           |
| Juvy DVD                        | 460          |          |          |          |          |          |          |          |          |          |          |          | 460          |
| Juvy Fiction                    | 991          |          |          |          |          |          |          |          |          |          |          |          | 991          |
| Juvy Graphic Novels             | 252          |          |          |          |          |          |          |          |          |          |          |          | 252          |
| Juvy Oversize                   | 7            |          |          |          |          |          |          |          |          |          |          |          | 7            |
| Juvy Reference                  | 0            |          |          |          |          |          |          |          |          |          |          |          | 0            |
| Juvy Spanish Fiction            | 10           |          |          |          |          |          |          |          |          |          |          |          | 10           |

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|                                       | Oct.            | Nov.     | Dec.     | Jan.     | Feb.     | March    | April    | May      | June     | July     | Aug.     | Sept.    | Total           |
|---------------------------------------|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------------|
| Juvy Spanish Nonfiction               | 21              |          |          |          |          |          |          |          |          |          |          |          | 21              |
| <b>Subtotal Juv. &amp; children's</b> | <b>4,845</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>4,845</b>    |
| <b>Young Adult:</b>                   |                 |          |          |          |          |          |          |          |          |          |          |          |                 |
| Young Adult CD's                      | 12              |          |          |          |          |          |          |          |          |          |          |          | 12              |
| Young Adult Fiction                   | 398             |          |          |          |          |          |          |          |          |          |          |          | 398             |
| Young Adult Graphic Novels            | 415             |          |          |          |          |          |          |          |          |          |          |          | 415             |
| <b>Subtotal Young Adult</b>           | <b>825</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>825</b>      |
| <b>Other:</b>                         |                 |          |          |          |          |          |          |          |          |          |          |          |                 |
| Paperbacks                            | 704             |          |          |          |          |          |          |          |          |          |          |          | 704             |
| Magazines                             | 22              |          |          |          |          |          |          |          |          |          |          |          | 22              |
| <b>Subtotal Other</b>                 | <b>726</b>      | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>726</b>      |
| <b>Grand Total All</b>                | <b>14,009</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>14,009</b>   |
| <b>OTHER SERVICES:</b>                |                 |          |          |          |          |          |          |          |          |          |          |          |                 |
| <b>Total Online Bastrop</b>           |                 |          |          |          |          |          |          |          |          |          |          |          |                 |
| <b>Advertiser Searches</b>            | <b>4,394</b>    |          |          |          |          |          |          |          |          |          |          |          | <b>4,394</b>    |
| <b>Computer Usage:</b>                |                 |          |          |          |          |          |          |          |          |          |          |          |                 |
| Adult                                 | 1,694           |          |          |          |          |          |          |          |          |          |          |          | 1,694           |
| Children                              | 473             |          |          |          |          |          |          |          |          |          |          |          | 473             |
| Computer Class                        | 39              |          |          |          |          |          |          |          |          |          |          |          | 39              |
| Teen                                  | 311             |          |          |          |          |          |          |          |          |          |          |          | 311             |
| Wireless                              | 831             |          |          |          |          |          |          |          |          |          |          |          |                 |
| <b>Total Computer Usage</b>           | <b>2,517</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>2,517</b>    |
| <b>Gifts and Memorials:</b>           | <b>\$325.00</b> |          |          |          |          |          |          |          |          |          |          |          | <b>\$325.00</b> |

# BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013

|                               | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Total |
|-------------------------------|------|------|------|------|------|-------|-------|-----|------|------|------|-------|-------|
| <b>Items Processed:</b>       |      |      |      |      |      |       |       |     |      |      |      |       |       |
| Items Cataloged:              |      |      |      |      |      |       |       |     |      |      |      |       |       |
| Apollo                        | 191  |      |      |      |      |       |       |     |      |      |      |       | 191   |
| Baker & Taylor                | 43   |      |      |      |      |       |       |     |      |      |      |       | 43    |
| Brodart                       | 0    |      |      |      |      |       |       |     |      |      |      |       | 0     |
| Cat Express--OCLC             | 36   |      |      |      |      |       |       |     |      |      |      |       | 36    |
| Ingram                        | 92   |      |      |      |      |       |       |     |      |      |      |       | 92    |
| Original                      | 70   |      |      |      |      |       |       |     |      |      |      |       | 70    |
| Recorded Books                | 5    |      |      |      |      |       |       |     |      |      |      |       | 5     |
| Total items cataloged         | 437  | 0    | 0    | 0    |      | 0     | 0     |     | 0    | 0    | 0    |       | 437   |
| Total items withdrawn         | 152  |      |      |      |      |       |       |     |      |      |      |       | 152   |
| Total items lost              | 7    |      |      |      |      |       |       |     |      |      |      |       | 7     |
| <b>Interlibrary Loan:</b>     |      |      |      |      |      |       |       |     |      |      |      |       |       |
| Borrowed                      | 2    |      |      |      |      |       |       |     |      |      |      |       | 2     |
| Loaned                        | 15   |      |      |      |      |       |       |     |      |      |      |       | 15    |
| Total Transactions            | 17   | 0    |      | 0    | 0    | 0     | 0     | 0   |      | 0    | 0    |       | 17    |
| <b>New Library Patrons:</b>   |      |      |      |      |      |       |       |     |      |      |      |       |       |
| City                          | 45   |      |      |      |      |       |       |     |      |      |      |       | 45    |
| County                        | 166  |      |      |      |      |       |       |     |      |      |      |       | 166   |
| Total Patrons added           | 211  | 0    | 0    | 0    | 0    | 0     | 0     | 0   | 0    | 0    | 0    |       | 211   |
| <b>Patron Usage:</b>          |      |      |      |      |      |       |       |     |      |      |      |       |       |
| County                        | 72%  |      |      |      |      |       |       |     |      |      |      |       |       |
| City                          | 20%  |      |      |      |      |       |       |     |      |      |      |       |       |
| Faculty                       | 3%   |      |      |      |      |       |       |     |      |      |      |       |       |
| Other                         | 5%   |      |      |      |      |       |       |     |      |      |      |       |       |
| <b>Proctored Tests Given:</b> | 3    |      |      |      |      |       |       |     |      |      |      |       | 3     |

# **BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2012-2013**

|                              | Oct.          | Nov.        | Dec.        | Jan.        | Feb.        | March       | April       | May         | June        | July        | Aug.        | Sept.       | Total         |
|------------------------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| <b>Programming:</b>          |               |             |             |             |             |             |             |             |             |             |             |             |               |
| Children's programs          | 476           |             |             |             |             |             |             |             |             |             |             |             | 476           |
| Outreach programs            | 222           |             |             |             |             |             |             |             |             |             |             |             | 222           |
| Teen programs                | 52            |             |             |             |             |             |             |             |             |             |             |             | 52            |
| Adult programs               | 270           |             |             |             |             |             |             |             |             |             |             |             | 270           |
| <b>Total Programming</b>     | <b>1,020</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>1,020</b>  |
| <b>Reference Assistance:</b> |               |             |             |             |             |             |             |             |             |             |             |             |               |
| Directional Questions        | 375           |             |             |             |             |             |             |             |             |             |             |             | 375           |
| Microfilm assistance         | 0             |             |             |             |             |             |             |             |             |             |             |             | 0             |
| Reference Questions          | 803           |             |             |             |             |             |             |             |             |             |             |             | 803           |
| Telephone Reference          | 371           |             |             |             |             |             |             |             |             |             |             |             | 371           |
| <b>Total Reference</b>       | <b>1,549</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>1,549</b>  |
| <b>Reservations:</b>         |               |             |             |             |             |             |             |             |             |             |             |             |               |
| Pressley Meeting Room        | 56            |             |             |             |             |             |             |             |             |             |             |             | 56            |
| Maynard Board Room           | 34            |             |             |             |             |             |             |             |             |             |             |             | 34            |
| Study Booths                 | 287           |             |             |             |             |             |             |             |             |             |             |             | 287           |
| <b>Total Reservations</b>    | <b>377</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>377</b>    |
| <b>Visitor Count:</b>        | <b>9,248</b>  |             |             |             |             |             |             |             |             |             |             |             | <b>9,248</b>  |
| <b>Volunteer Hours:</b>      |               |             |             |             |             |             |             |             |             |             |             |             |               |
| Regular volunteers           | 184.50        |             |             |             |             |             |             |             |             |             |             |             | 184.50        |
| Friends volunteers           | 25.00         |             |             |             |             |             |             |             |             |             |             |             | 25.00         |
| <b>Total Volunteer Hours</b> | <b>209.50</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>209.50</b> |
| <b>Website Hits:</b>         | <b>2,153</b>  |             |             |             |             |             |             |             |             |             |             |             | <b>2,153</b>  |

## **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:  
City Council Approval:

**BASTROP PUBLIC LIBRARY**  
**MEETING ROOM RESERVATION APPLICATION**  
**MEETING ROOM / CONFERENCE ROOM**

Name of Individual filling out application \_\_\_\_\_  
Organization Name \_\_\_\_\_  
Organization Address \_\_\_\_\_  
Organization or contact telephone number \_\_\_\_\_

Meeting Room \_\_\_\_ \* Conference Room \_\_\_\_\_  
\*\$100 deposit required—Nonprofit or club  
\*\$100 deposit required—for-profit company or corporation  
Approximate number of attendees \_\_\_\_\_

Meeting Date \_\_\_\_\_  
Meeting Time (Including setup and cleanup) From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of  
function \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As the authorized representative of the above organization, I hereby apply for the use of the Lina S. Pressley Meeting Room or Billy and Clara Maynard Conference Room of the Bastrop Public Library. My organization and I agree to follow all of the rules and procedures listed in the Meeting Room Policy, which I have been provided and have reviewed, and understand that my organization or me, personally, will be responsible for paying any damages or losses, or clean-up expenses that may result in the above group's use of library facilities.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

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Staff Information:      Approved \_\_\_\_\_      Not Approved \_\_\_\_\_  
Reason not approved: \_\_\_\_\_  
\_\_\_\_\_

\$100 deposit attached and received by: \_\_\_\_\_  
Room rental payment attached and received by: \_\_\_\_\_ \*\*  
\*\*\$100 per hour for Pressley Meeting Room; \$50 per hour for Maynard Conference Room

\_\_\_\_\_  
Library Director Date

Key # \_\_\_\_\_  
Date picked up \_\_\_\_\_ Date returned \_\_\_\_\_



2 c Revision

Library Logo