

Bastrop Public Library Board Agenda
Bastrop Public Library Pressley Meeting Room
1100 Church Street
Bastrop, TX 78602
(512) 332-8880



March 10, 2025

Agenda - Public Library Board at 6:00 PM

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 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.

3. MINUTE APPROVAL

3A. Consider action to approve Bastrop Public Library minutes from February 3, 2025, regular meeting.

4. ANNOUNCEMENTS

- 4A. The library will have additional programs for Spring Break from Monday, March 17th through Saturday, March 22nd.
- 4B. Public Services Librarian Bethany Williams and Children's Services Associate Ariel Dirienzo will be attending the annual Texas Library Association (TLA) Conference in Dallas from Tuesday, April 1st through Friday, April 4th.
- 4C. Announcements from the Library Director.
- 4D. Announcements from individual board members.
- 4E. Announcements from Planning & Zoning liaison.

5. REPORTS

- [5A.](#) Director's report.
- [5B.](#) Statistics report.
- [5C.](#) Financial report.
- [5D.](#) Fiscal Year 2026 Library Budget Planning report.

6. PRESENTATIONS

7. WORKSHOP

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- [8A.](#) Discussion and possible action on Bastrop Public Library's Public Room Policy.
- 8B. Individual requests from Library Board members for items to be listed on future agendas.

9. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as 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 convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: 03/05/2025 at 2:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Bonnie Ueckert Pierson
Bonnie Ueckert Pierson, Library Director

Bastrop Public Library Board Minutes
 Bastrop Public Library Pressley Meeting Room
 1100 Church Street
 Bastrop, TX 78602
 (512) 332-8880



February 03, 2025

Minutes - Public Library Board at 6:00 p.m.

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Library Board Members Present

Chair Rebecca Bennett
 Vice Chair Meagan Webb
 Secretary Sally Keinarth
 Board Member Rachelle Caviness
 Board Member Lisa Gossett
 Board Member Jennifer Leisure
 Board Member Nancy Wood

Guests, Liaisons, and Staff Present

Library Director Bonnie Pierson
 Planning & Zoning Commission Liaison
 Pete Parsons
 City Council Member Cheryl Lee

1. CALL TO ORDER

The meeting was called to order at 6:04 pm

2. CITIZEN COMMENTS

There were no citizen comments.

3. MINUTE APPROVAL

- 3A. Consider action to approve Bastrop Public Library minutes from January 6, 2025, regular meeting.

Jennifer Leisure moved to approve the January 6, 2025 minutes with corrected spelling of member names. Lisa Gossett seconded the motion, and the motion carried.

4. ANNOUNCEMENTS

- 4A. The Friends of the Library will be hosting local author Angela Castillo at the Bastrop Public Library on Friday, February 7th at 5:00 p.m.
- 4B. The library will be closed Monday, March 3rd in observance of Texas Independence Day. As such, the library board's next meeting will take place on Monday, March 10th at 6:00 p.m.
- 4C. Announcements from the Library Director.
- 4D. Announcements from individual board members.
- 4E. Announcements from Planning & Zoning liaison.

The AARP will offer tax assistance on select Saturdays in February, March, and April.

After reviewing B3 building codes, Planning & Zoning will move on to a city comprehensive plan for growth.

5. REPORTS

- 5A. Director's report.

Director Bonnie Pierson highlighted successful library programs held and to be held in January and February: "Sit with Silvia" during Coffee & Friends, staff outreach at Red Rock Elementary, Bastrop County Audubon Society and Bird City Bastrop birdwatching classes, Musical Petting Zoo during Bastrop's Mardi Gras celebration, ESL classes led by library volunteer Miram Mustelier.

- 5B. Statistics report.
- 5C. Financial report.
- 5D. Fiscal Year 2025 Goals Quarterly Review report.

Director Bonnie Pierson detailed specific programming planned to meet each of the six focus areas for the library: Community Engagement, History & Culture, Lifelong Learning, Books & Reading, Culture of Service, and Administrative.

6. PRESENTATIONS

7. WORKSHOP

- 7A. Strategic Plan workshop.

Vice Chair Meagan Webb outlined the process the board will use to assist in developing the five-year Strategic Plan for the years 2026-2031.

8. ITEMS FOR INDIVIDUAL CONSIDERATION

- 8A. Individual requests from Library Board members for items to be listed on future agenda.

There were no individual requests for future agenda items.

9. ADJOURNMENT

The meeting was adjourned at 7:10 pm.

Respectfully submitted,

Sally Keinarth, Secretary

Rebecca Bennett, Chair



STAFF REPORT

MEETING DATE: Mar. 10, 2025

TITLE:

Library Director's Report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

PROGRAMMING:

The Introduction to Birdwatching program series led by The Bastrop County Audubon Society and Bird City Bastrop concluded on Friday, February 7th. The series was well received with an average attendance of twenty-three per program.

On Saturday, February 15th, the library began providing a six-week English Second Language course led by library volunteer Miriam Mustelier, an experienced ESL instructor. The course takes place every Saturday from 10:00 a.m. – 12:00 p.m. and will conclude on March 22nd.

The winter season's Adult Intermediate Sewing class concluded on Monday, February 17th. Classes will not be provided in the spring due to one of the two community leaders needing to take a hiatus from assisting with the program. The library plans to resume classes in the summer.

On Saturday, March 1st, Youth Services Librarian Eva Bernal and Children's Services Associate Ariel Dirienzo attended an outreach event at the Bastrop Farmers Market. The staff brought take-home crafts and the Seed Library to help promote library services and programming, such as the quarterly History Talk and Spring Break activities. The promotions were so successful that total of 107 seeds were given out and a couple changed their afternoon plans to go to the library's History Talk after stopping by the booth.

On Saturday, March 1st, authors and Bastrop County Historical Commission members Debbie Wahrmund and David Glen Robinson shared their knowledge of Elgin at the Quarterly History Talk. Debbie Wahrmund spoke on the history of Elgin including the Elgin cemeteries, focusing on the Latin Cemetery; the clay pits and the bricks produced in Elgin which are still seen today in the downtown area; and the impact the railroad had on Elgin's development. David Glen Robinson spoke on the Perryville cemetery, previously mis-labeled as the Hogeye Cemetery. He highlighted the history and the artistry found in the cemetery and the importance of working to preserve it.

After careful consideration, the library has decided to discontinue the Meet at the Library program series at the end of March. Library staff members plan to visit the Senior Center to gather feedback from regulars to determine if there is a program need the library can fill.

NOTEWORTHY:

Public Services Associate Terry Carwell celebrated six years at the Bastrop Public Library on Tuesday, February 4th.

On Friday, February 7th, the Friends of the Library hosted Bastrop author and creative Angela Castillo in the Pressley meeting room. She shared snippets of her wonderful stories, most of which are set in Bastrop, and talked about what it takes to become a published author.

One of the library's AC units broke on Friday, February 7th. The unit has been repaired, however, there are plans to replace it. There is no timeline for this yet.

Capitol of Texas Chapter of the Alzheimer's Association intern Ashley Taylor reached out to the library to possibly schedule some partner programs. Director Bonnie Pierson and Media Specialist Cary Kittrell met with the chapter on Friday, February 22nd. The two organizations are considering dates in late spring or summer 2025 for potential partner programs.

The library board's fiscal year 2025 workplan was approved by the City Council on Tuesday, February 25th.

The library has ordered laptops to replace four of the six current devices. The laptops will be available for staff for a variety of purposes such as programming, digitization, and working remotely.

AARP Foundation Tax-Aide has been at the library four Saturdays in the Pressley meeting room from 9:00 a.m. - 2:00 p.m. to assist community members with tax preparation and electronic filing. They are scheduled to be at the library two more times on Saturday, March 22nd and Saturday, April 5th.

UPDATES ON THE FOLLOWING:

Photo ID cards: Preliminary costs for equipment and supplies are being gathered. A query to regional library directors about the popularity of this service was sent out and few responses were received. There was a suggestion to reach out to San Marcos for detailed information.

Board Requested Information

- TSLAC Assigned Population: 11,679
- TSLAC MOE: \$681,757.00
- TSLAC Minimum per Capita \$17.50
- BPL MOE: \$831,760.00
- BPL per Capita: \$68.13
- Non-Res Distribution

COMMUNITY FEEDBACK:

"This is becoming the best community activity place in the city!"

- Patron

"I don't use computers often enough to be super competent, so I'm so thankful for y'all."

- Patron

“My father moved here a few months ago, and he’s had nothing but great things to say about Coffee & Friends. It’s just so great!”

- Patron

Bastrop Public Library Feedback Form

Please use this card to give us your suggestions, compliments, or complaints. All feedback is equally important for the us to know what our community wants, what we are doing right, where we can improve, or anything that concerns you. Place your completed form into the box.

This feedback is a: Suggestion Compliment Complaint

Please write details of your feedback here:

Warm & welcoming library! Super friendly & helpful staff 😊

“Warm & welcoming library! Super friendly & helpful staff 😊”

Statistics - January 2025

Item 5B.

Community Engagement	Q1	JAN	FEB	MAR	Q2	YTD 25	YTD24	TOTAL 24
Circs By Patron Type								
Juv	927	360	0	0	360	1,287	1,537	5,266
Teen	51	12	0	0	12	63	231	985
Adult	4,579	2,139	0	0	2,139	6,718	7,397	24,436
Staff	341	86	0	0	86	427	653	1,585
NR Juv	528	290	0	0	290	818	1,172	3,473
NR Teen	189	71	0	0	71	260	673	1,600
NR Adult	11,451	4,935	0	0	4,935	16,386	18,391	60,994
TexShare	100	26	0	0	26	126	176	579
Spanish Circs	No Data	No Data	0	0	0	0	No Data	No Data
Total NR Usage	12,268	5,322	0	0	5,322	17,590	20,412	66,646
% NR Usage	68%	67%	#DIV/0!	#DIV/0!	#DIV/0!	68%	68%	67%
% Spanish Usage	No Data	No Data	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	No Data	No Data
Programming								
Early Childhood - # of Programs	34	10	0	0	10	44	29	104
Early Childhood - Program Attendance	1,087	479	0	0	479	1,566	1,136	3,947
Youth - # of Programs	19	2	0	0	2	21	4	39
Youth - Program Attendance	519	14	0	0	14	533	414	2,133
Young Adults - # of Programs	18	9	0	0	9	27	18	94
Young Adults - Program Attendance	149	77	0	0	77	226	139	690
Adults - # of Programs	64	32	0	0	32	96	41	231
Adults - Program Attendance	440	274	0	0	274	714	362	1,893
General - # of Programs	2	0	0	0	0	2	3	32
General - Program Attendance	320	0	0	0	0	320	716	2,056
Outreach - # of Programs	2	1	0	0	1	3	4	12
Outreach - Program Attendance	1,199	96	0	0	96	1,295	1,737	2,486
Passive - Coloring Sheets	1,691	512	0	0	512	2,203	540	3,298
Total # of Programs	139	54	0	0	54	193	99	512
Total Program Attendance	3,714	940	0	0	940	4,654	4,504	13,205
Membership - Cards								
City	92	41	0	0	41	133	142	596
City Renewals	160	69	0	0	69	229	186	762
Faculty	0	0	0	0	0	0	0	0
Faculty Renewals	0	0	0	0	0	0	5	16
Friends	2	1	0	0	1	3	2	3
Friends Renewals	3	2	0	0	2	5	11	18
Staff	4	3	0	0	3	7	3	14
Staff Renewals	3	1	0	0	1	4	5	15
Nonresident	175	51	0	0	51	226	204	644
Nonresident Renewals	233	121	0	0	121	354	290	1,093
TexShare Visitor	1	4	0	0	4	5	2	10
TexShare Visitor Renewals	7	0	0	0	0	7	8	14
Total New Registrations	274	100	0	0	100	374	353	1,267
Total Renewals	406	193	0	0	193	599	505	1,918
Spanish	No Data	No Data	0	0	0	0	No Data	No Data
Spanish Renewals	No Data	No Data	0	0	0	0	No Data	No Data

Statistics - January 2025

Item 5B.

TexShare Home New	1	0	0	0	0	1	0	9
TexShare Home Renewals	8	6	0	0	6	14	10	29
<u>Facility</u>								
Door Count	18,726	6,730	0	0	6,730	25,456	22,343	81,674
Study Room Use	398	141	0	0	141	539	534	2,390
Pressley Use - Library	97	29	0	0	29	126	86	1,864
Pressley Use - Nonprofit	38	19	0	0	19	57	54	329
Pressley Use - Other	1	0	0	0	0	1	0	167
Maynard Use - Library	70	25	0	0	25	95	32	2
Maynard Use - Nonprofit	21	7	0	0	7	28	39	221
Maynard Use - Other	0	1	0	0	1	1	0	85
Total Meeting Room Use	625	222	0	0	222	847	745	2,669

History & Culture	Q1	JAN	FEB	MAR	Q2	YTD 25	YTD 24	TOTAL 24
Partnerships	6	4	0	0	4	10	5	35
Special Displays	1	129	0	0	129	130	3	5
Documents Digitized	10	0	0	0	0	10	No Data	0

Lifelong Learning	Q1	JAN	FEB	MAR	Q2	YTD 25	YTD 24	TOTAL 24
<u>Database Use</u>								
Portal to Texas History - Bastrop Advertiser	6,993	2,827	0	0	2,827	9,820	13,290	47,961
Heritage Quest	264	42	0	0	42	306	507	1,261
Learning Express Library	8	6	0	0	6	14	37	68
Gale Databases	560	239	0	0	239	799	99	1,679
Mango Languages	201	88	0	0	88	289	157	481
Total General Use Databases Sessions	769	333	0	0	333	1,102	293	2,228
<u>Technology</u>								
Kids Computer Use	97	33	0	0	33	130	144	548
Teen Computer Use	27	6	0	0	6	33	25	132
Adult Computer Use	1,665	583	0	0	583	2,248	2,295	7,926
Wifi Use	4,855	1,552	0	0	1,552	6,407	6,407	18,640
Website Visits	11,638	2,918	0	0	2,918	14,556	17,334	58,006
3D Prints	0	0	0	0	0	0	0	0
Total Public Computer Use	1,789	622	0	0	622	2,411	2,464	8,606

Books & Reading	Q1	JAN	FEB	MAR	Q2	YTD 25	YTD 24	TOTAL 24
<u>Material Use</u>								
Check-Outs - Kids	7,293	2,359	0	0	2,359	9,652	9,180	29,992
Check-Outs - Tween	6,287	2,234	0	0	2,234	8,521	8,204	27,769
Check-Outs - Teen	1,211	383	0	0	383	1,594	1,743	6,009
Check-Outs - Adult	8,329	3,059	0	0	3,059	11,388	11,010	36,222
Honor Paperbacks	39	9	0	0	9	48	63	321
Renewals	9,002	2,800	0	0	2,800	11,802	10,943	33,755
In-House Use	4,472	1,422	0	0	1,422	5,894	7,736	23,138

Statistics - January 2025

Item 5B.

Self-Check	4,133	1,626	0	0	1,626	5,759	5,924	19,241
Mobile Circ	13	0	0	0	0	13	24	37
Hotspots	83	28	0	0	28	111	93	289
OverDrive eBooks - Kids	214	42	0	0	42	256	245	773
OverDrive eBooks - Teen	181	79	0	0	79	260	232	629
OverDrive eBooks - Adults	1,840	710	0	0	710	2,550	2,217	7,193
OverDrive eAudio - Kids	198	68	0	0	68	266	288	1,081
OverDrive eAudio - Teen	199	49	0	0	49	248	198	684
OverDrive eAudio - Adults	1,915	660	0	0	660	2,575	2,303	7,356
Boundless	72	78	0	0	78	150	3	3
Total Checkouts	32,346	11,180	0	0	11,180	43,526	43,539	141,496
<u>Interlibrary Loan</u>								
ILL Borrowed	39	11	0	0	11	50	31	117
ILL Lent	32	9	0	0	9	41	31	126
<u>Collection</u>								
Items Added - E, 1st Readers	178	89	0	0	89	267	276	975
Items Added - Board Books	7	0	0	0	0	7	0	3
Items Added - J	219	93	0	0	93	312	137	713
Items Added - Teens	73	38	0	0	38	111	48	200
Items Added - Adults	389	137	0	0	137	526	505	1,551
Items Added - Magazines	92	18	0	0	18	110	135	391
Items Withdrawn	816	203	0	0	203	1,019	1,161	3,611
Missing Items	58	24	0	0	24	82	41	108
Total Items Added	958	375	0	0	375	1,333	1,101	3,833

Culture of Service	Q1	JAN	FEB	MAR	Q2	YTD 25	YTD 24	TOTAL 24
<u>Reference Transactions</u>								
General Reference Questions (ENG)	2,263	1,094	0	0	1,094	3,357	1,463	8,104
Directional Questions (ENG)	511	599	0	0	599	1,110	615	2,248
Tech Support Questions (ENG)	895	370	0	0	370	1,265	2,566	9,912
Tests Proctored (ENG)	1	4	0	0	4	5	6	12
Tech Tutor (ENG)	67	13	0	0	13	80	70	255
General Reference Questions (ESP)	No Data	No Data	0	0	0	0	No Data	No Data
Directional Questions (ESP)	No Data	No Data	0	0	0	0	No Data	No Data
Tech Support Questions (ESP)	No Data	No Data	0	0	0	0	No Data	No Data
Tests Proctored (ESP)	No Data	No Data	0	0	0	0	No Data	No Data
Tech Tutor (ESP)	No Data	No Data	0	0	0	0	No Data	No Data
Total Reference Transactions	3,737	2,080	0	0	2,080	5,817	5,725	22,538
Total Spanish Reference Transactions	No Data	No Data	0	0	0	0	No Data	No Data
% Spanish Reference Transactions	No Data	No Data	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	No Data	No Data
<u>Volunteers</u>								
Volunteer Hours	529.63	157.30	0.00	0.00	157.30	686.93	338.00	1,375.30
FOL Volunteer Hours	196.22	70.75	0.00	0.00	70.75	266.97	559.25	1,653.14
Teen Volunteer Hours	182.88	46.05	0.00	0.00	46.05	228.93	143.25	661.45
Total Volunteer Hours	908.73	274.10	0.00	0.00	274.10	1,182.83	1,040.50	3,689.89

Statistics - January 2025

Item 5B.

Social Media								
Facebook Page Likes	3,797	3,824	0	0	1,275	1,268	12,855	3,468
Facebook Engaged	3,735	369	0	0	369	4,104	9,645	24,358
Facebook Reach	34,247	14,686	0	0	14,686	48,933	77,310	234,696
Instagram Followers	1,316	1,325	0	0	442	1,316	1,218	1,981
Instagram Profile Activity	166	63	0	0	63	229	9,465	23,773
Instagram Reach	1,739	0	0	0	0	1,739	1,940	6,154
Savannah Stats								
# of Emails Composed	103	46	0	0	46	149	137	412
# of Messages Sent	18,760	11,443	0	0	11,443	30,203	19,370	63,853
Opens	9,519	5,405	0	0	5,405	14,924	9,424	28,172
Open %	51%	47%	0%	0%	47%	53%	51%	45%
Clicks	565	0	0	0	0	565	746	2,121



FINANCIAL REPORT

MEETING DATE: March 10, 2025

TITLE:

Financial report

AGENDA ITEM SUBMITTED BY:

Bonnie Pierson, Library Director

1. The library's total non-donation revenue from October 1, 2024, through February 20, 2025, is \$19,476.51
 - a. Nonresidential: \$15,025.00
 - b. Material fines, fees, and replacement cards: \$1,134.55
 - c. Printing: \$3,082.95
 - d. Paypal: \$234.01

2. The library's total non-donation revenue from January 1, 2025, through January 31, 2025, is \$5,011.37
 - a. Nonresidential: \$3,825.00
 - b. Material, fines, fees, and replacement cards: \$298.29
 - c. Printing: \$793.90
 - d. Paypal: \$94.18

3. Notable library donation revenue from January 1, 2025, through January 31, 2025, is \$4,100.
 - a. 01/14/2025: \$4,000.00
 - b. 01/30/2025: \$ 100.00



STAFF REPORT

MEETING DATE: March 10, 2024

TITLE:
Fiscal Year 2026 Library Budget Planning report

STAFF REPRESENTATIVE:
Bonnie Pierson, Library Director

UPDATES:
The library has compiled preliminary numbers for Fiscal Year 2026's budget request. Due to the majority of third-party vendors and services increasing prices, the library does not expect to be able to request funding for many additional services in FY26. This report will highlight the anticipated changes and challenges for the coming year.

ATTACHMENTS:

- Fiscal Year 2026 Budget Projections and Proposals
- Fiscal Year 2026 Library Budget Breakdown

FY2026 Budget Projections and Proposals

1. Personnel: Asking for additional part-time position and reclassification of a few current staff members

Justification: Service will be enhanced with an additional desk clerk. Scheduling data and the burden of growth data collection provide service deficits that could be lessened with an additional desk clerk.

2. Supplies: Maintain programming budgets while increasing printing and general supplies. Increasing technology replacements.
3. Postage: Significant increase due to higher cost and ILL activity. This cost is off set by the ILL reimbursement program.
4. Books & Audio Visual: Redistribution of funds and 3% cost increase
5. Maintenance: Increases due to actual costs
6. Utilities: Cost based on five-year average
7. Library Automation: Increase due to actual cost
8. Equipment Rental: Contract cost maintained, printing cost increased
9. Advertising: Additional printing costs, additional publicity items

Additional:

Using collected data to encourage expansion conversations

Meeting with Facilities Director to prioritize building maintenance projects

Meeting with IT Director to prioritize technology replacement

Account	FY25 Budget	FY26 Budget
Supplies <ul style="list-style-type: none"> • Programming • Outreach • Office Supplies • Technology Replacement 	\$23,675.00	\$24,900.00
Postage	\$ 1,565.00	\$ 2,250.00
Books <ul style="list-style-type: none"> • Physical Materials • Electronic Materials 	\$50,500.00	\$52,670.00
Audio Visual	\$ 7,000.00	\$ 5,100.00
Book Maintenance	\$ 1,700.00	\$ 1,720.00
Equipment Maintenance	\$ 490.00	\$ 500.00
Computer Maintenance	\$ 4,110.00	\$ 4,540.00
Maintenance of Building	\$ 500.00	\$ 500.00
Communications	\$19,020.00	\$18,820.00
Utilities	\$17,000.00	\$17,000.00
Professional Services	\$ 2,100.00	\$ 1,625.00
Credit Card Processing	\$ 2,500.00	\$ 2,500.00
Library Automation	\$ 4,500.00	\$ 4,700.00
Equipment Rental	\$ 6,865.00	\$ 8,145.00
Advertising	\$ 2,425.00	\$ 2,625.00
Travel and Training	\$ 3,340.00	\$ 3,450.00
Dues and Subscriptions <ul style="list-style-type: none"> • Memberships • Subscriptions 	\$ 9,495.00	\$ 8,925.00
	Total: \$154,335.00	Total: \$159,970.00



MEETING DATE: March 10, 2025

TITLE:

Discussion and possible action on Bastrop Public Library's Public Room Policy.

STAFF REPRESENTATIVE:

Bonnie Pierson, Library Director

BACKGROUND/HISTORY:

The Bastrop Public Library's Meeting Room and Conference Room Policy had not been updated since 2015. The policy has been reorganized to align with the current Bastrop Public Library policy format and updated to remain relevant to the needs of the City of Bastrop community.

Attached mapping documents serve to provide a visual reference to the 2015 policy. All colored text is taken from or refers to this policy.

UPDATES:

- Streamlined content
- Clarified language
- Reduced repetition
- Omitted irrelevant content
- Omitted procedural content
- Better defined the purpose and appropriate use of public rooms

ATTACHMENTS:

- Public Room Policy
- Public Room Policy Mapping Document
- Meeting Room and Conference Room Policy (2015) Mapping Document



A service of the City of Bastrop

Public Room Policy

Bring awareness of services, expand the library's reach, develop relationships to provide personal connections, create a welcoming destination

Purpose of the Public Room Policy

The Public Room Policy defines the time, place, and manner of use of the public rooms, including restrictions. This policy does not pertain to the content of a meeting or to the beliefs or affiliations of the meeting sponsors.

Public Room Policy Goals

- Convey the priorities of the use of the public rooms.
- Ensure organizations understand the rules and expectations surrounding the use of the public rooms.
- Provide the manner in which public rooms may be reserved by organizations.

Principles and Objectives

- The public rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs.
- The Bastrop Public Library supports "equal and equitable access to all library resources and services by users of all ages," as outlined by the American Library Association's Bill of Rights.
- The library serves as a public forum as outlined by the American Library Association in "Meeting Rooms: An Interpretation of the Library Bill of Rights."

Contact Us

- In person at the check-out or information desk
- Via telephone at 512-332-8880
- Via email at info@bastroplibrary.org
- Online at www.bastroplibrary.org
- Via mailing address:
 - Bastrop Public Library
 - P.O. Box 670
 - Bastrop, TX, 78602

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.

General Information:

The Bastrop Public Library has two public rooms, the Pressley Meeting Room and the Maynard Conference Room, which may be reserved for use by organizations and community groups. The rooms are available when not in use by the library, City of Bastrop, government entities, or library partners.

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 the organizer or the attendees.

The library director or their appointee is responsible for implementing this policy and maintaining reservations.

Pressley Meeting Room

- Occupancy – 100 without tables or 50 with tables
- Equipment – mobile tables, mobile chairs, podium, projector, and a projection screen.
- May be used outside of library open hours at the discretion of library staff.

Maynard Conference Room

- Occupancy – 10
- Equipment – The room is set up with one large conference table and 10 chairs. A projector can be moved into the room.
- Only available when the library is open.

Public Room Fees

	Pressley Meeting Room	Maynard Conference Room
Nonprofit meetings open to the public	No charge	No charge
Community groups or library partners (See Appendix)	No charge	No charge
Commercial, political organizations, or private meetings	\$40.00	\$25.00

Nonprofit organizations may be asked to present their 501(c)(3) documentation to verify their status.

Library partners and government entities are not subject to the fees listed above.

Private meetings supersede other group status.

Public Meeting Room Guidelines:

Meeting rooms are provided as a service to the public. The following guidelines are established in order to ensure the continuation of this service:

- The City of Bastrop and the Bastrop Public Library reserve the right to preempt any other scheduled event.
- Sales of any kind are not permitted.
- Fees may not be charged for activities held in the rooms.

- Rooms are only available for organizational meetings and community gatherings and may not be used for social purposes including but not limited to birthday parties, reunions, showers, religious services, etc.
- Library staff retain the right to attend or observe any meeting/event to ensure compliance with library policies.
- Permission to use the meeting rooms can be denied to organizations for the following:
 - Previous damage to the building or its furnishings
 - Prior failure to leave the rooms in clean, orderly, and/or secure conditions
 - Creating a disturbance that hinders access or use of the library
 - Failure to comply with library policies
- The signee of the Room Reservation Application is ultimately responsible for ensuring the rooms are used appropriately and will be responsible for reimbursing the library for all damage, outside of normal wear and tear.

Use of the Room

During the meeting

- All organizations/users are expected to follow all library policies and city ordinances when using the rooms
- Exits must remain unlocked and a clear path for egress provided
- Maintain a respectable noise level

Clean-up expectations

- Wipe down tables and chairs if needed
- Restore room to its original configuration
- Return tables and chairs to racks and storage, if applicable
- Remove any waste generated from the meeting and dispose of it in the outside dumpster

Promotional Materials

Promotional material for meetings occurring in the library's public rooms may list the library as a location.

- Promotional materials may not imply the library's participation or endorsement of an event without written permission from the library director or their appointee.
- The library logo may not be used by any organization without written permission from the library director or their appointee.

Reservations

Organizations may reserve the meeting rooms in advance by completing the reservation form (see [appendix](#) or view on the library's [website](#)) and submitting it.

Reservation Guidelines

- Applicants must be:
 - 18 years or older
 - Willing to accept financial responsibility for any damage or cleaning fees
- Reservations may be made up to 90 days in advance.
- Applications will be processed in the order in which they are received.
- Organizations may use a room no more than once a month and for no more than three consecutive hours. Library partners may use the room two times per month.

- Organizations may apply for an exception (see [Appendix](#)), which will be considered in the order they are received.
- The library has five business days from receipt of the reservation form to contact the group or organization
 - Once contacted, organizations have five business days to complete the reservation process.
 - Failure to respond will result in the cancellation of the reservation.
- Study groups and other informal groups consisting of three or more people may use the Maynard Conference Room without a reservation, depending on availability, on a first-come, first-served basis.
- Groups/organizations may not assign their reservations to other groups.

Reservation Cancellation

- Notice of cancellation should occur as soon as possible.
- Fees are refundable if cancellation occurs 72 hours before reservation time.
- A group/organization is considered a no-show after 30 minutes, and the reservation will be forfeited.

Exceptions and Accommodations

Exceptions/Accommodations to the Public Room Policy will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

Reevaluation of Public Room Policy

The Bastrop Public Library Public Room Policy is reviewed every three years so that it adequately reflects changes in the library's goals and community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.

Appendix

- American Library Association's [Bill of Rights](#)

- Meeting Rooms: [An Interpretation of the Library Bill of Rights](#)
- Bastrop Public Library Fee Schedule:
 - https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APX_AFESC_SA1.12LI
- Definitions: page 6
- Public Room Reservation Application: page 7
- Public Room Reservation Reconsideration Application: page 8

DRAFT

Definitions

The following definitions outline the intent of words or phrases used in the Bastrop Public Library's Public Room Policy.

Community Group

Does

- Support the library's mission
- Consists of individuals from Bastrop County
- Consists of three or more individuals
- Gather for education and community building around a shared interest

Does Not

- Profit either directly or indirectly through meeting at the library.
- Have a nonprofit status

Library Partner

Groups/organizations who participate in a mutually beneficial collaboration with the library through a written/verbal agreement. Partner contributions provide and/or promote activities, services, events, and/or programs for the public in ways that support the library's mission.

DRAFT

Library Board Approval:

Legal Review:

City Council Approval:



A service of the City of Bastrop

Room Reservation Application

Organization Information

Organization name: _____

Email address: _____

Primary contact: _____ Phone number: _____

Secondary contact: _____ Phone number: _____

Meeting Information:

Date: _____ Start time: _____ Event start time: _____ End time: _____

Room (circle one): Maynard Conference Pressley Meeting

Purpose of meeting (2-3 sentences) : _____

By signing this application, I confirm the following statements:

- 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 Bastrop Public Library's Public Room Policy.
- I understand that I am assuming financial responsibility for any damage, losses, or clean-up expenses that may result from the use of library facilities.

Signature: _____ Name (printed): _____

Title: _____ Date: _____

Staff Information:

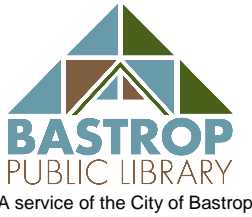
Approved (circle one): Yes No Received initials: _____

Partner (circle one): Yes No Rental fee: _____

If no, state reason: _____

Library director or acting agent name: _____ Date: _____

Library director or acting agent signature: _____



Room Reservation Exception Application

Organization Information Date/time of meeting: _____

Organization name: _____

Primary contact: _____ Phone number: _____

Select the exception to the public room policy that you are applying for:

- Request to meet multiple times a month
- Request to meet longer than three hours
- Request to book more than one room at a time
- Request re-occurrence: _____
- Other: _____

Reason: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

To keep public rooms available, decisions on exceptions may not be made until 2 weeks before the requested meeting date.

Staff Information:

Approved (circle one): Yes No

Partner (circle one): Yes No

Previous exceptions: _____

If no, state reason: _____

Library Director or acting agent: _____ Date: _____

Library Director or acting agent signature: _____



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Public Room Policy

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Purpose of the Public Room Policy

The Public Room Policy defines the time, place, and manner of use of the public rooms, including restrictions (Bastrop Public Library Meeting Room / Conference Room Policy 2015 [MCP 2015], Page 1, Note 1). This policy does not pertain to the content of a meeting or to the beliefs or affiliations of the meeting sponsors.

Public Room Policy Goals

- Convey the priorities of the use of the public rooms.
- Ensure organizations understand the rules and expectations surrounding the use of the public rooms.
- Provide the manner in which public rooms may be reserved by organizations.

Principles and Objectives

- The public rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs (MCP 2015, Page 1, Note 6).
- The Bastrop Public Library supports “equal and equitable access to all library resources and services by users of all ages,” as outlined by the American Library Association’s Bill of Rights.
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- Via mailing address:
 Bastrop Public Library
 P.O. Box 670
 Bastrop, TX, 78602 (MCP 2015, Page 3, Note 30)

At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation (MCP 2015, Page 1, Note 13).

General Information:

The Bastrop Public Library has two public rooms, the Pressley Meeting Room and the Maynard Conference Room, which may be reserved for use by organizations and community groups (MCP 2015, Page 1, Note 7). The rooms are available when not in use by the library, City of Bastrop, government entities, or library partners.

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 the organizer or the attendees (MCP 2015, Page 1, Note 11).

The library director or their appointee is responsible for implementing this policy and maintaining reservations (MCP 2015, Page 1, Note 2).

Pressley Meeting Room

- Occupancy – 100 without tables or 50 with tables (MCP 2015, Page 3, Note 36)
- Equipment – mobile tables, mobile chairs, podium, projector, and a projection screen.
- May be used outside of library open hours at the discretion of library staff (MCP 2015, Page 2, Note 16).

Maynard Conference Room

- Occupancy – 10 (MCP 2015, Page 3, Note 36)
- Equipment – The room is set up with one large conference table and 10 chairs. A projector can be moved into the room.
- Only available when the library is open (MCP 2015, Page 2, Note 16).

Public Room Fees

	Pressley Meeting Room	Maynard Conference Room
Nonprofit meetings open to the public	No charge	No charge
Community groups or library partners (See Appendix)	No charge	No charge
Commercial, political organizations, or private meetings*	\$40.00*	\$25.00*

*(MCP 2015, Page 1, Note 9)

Nonprofit organizations may be asked to present their 501(c)(3) documentation to verify their status (MCP 2015, Page 1, Note 10).

Library partners and government entities are not subject to the fees listed above (MCP 2015, Page 1, Note 8).

Private meetings supersede other group status.

Public Meeting Room Guidelines:

Meeting rooms are provided as a service to the public. The following guidelines are established in order to ensure the continuation of this service:

- The City of Bastrop and the Bastrop Public Library reserve the right to preempt any other scheduled event (MCP 2015, Page 2, Note 17).

- Sales of any kind are not permitted.
- Fees may not be charged for activities held in the rooms.
- Rooms are only available for organizational meetings and community gatherings and may not be used for social purposes including but not limited to birthday parties, reunions, showers, religious services, etc (MCP 2015, Pages 1-2, Notes 14-15).
- Library staff retain the right to attend or observe any meeting/event to ensure compliance with library policies.
- Permission to use the meeting rooms can be denied to organizations for the following:
 - Previous damage to the building or its furnishings
 - Prior failure to leave the rooms in clean, orderly, and/or secure conditions
 - Creating a disturbance that hinders access or use of the library
 - Failure to comply with library policies (MCP 2015, Page 4, Note 39)
- The signee of the Room Reservation Application is ultimately responsible for ensuring the rooms are used appropriately and will be responsible for reimbursing the library for all damage, outside of normal wear and tear (MCP 2015, Page 4, Note 38).

Use of the Room

During the meeting

- All organizations/users are expected to follow all library policies and city ordinances when using the rooms (MCP 2015, Page 2, Note 18)
- Exits must remain unlocked and a clear path for egress provided (MCP 2015, Page 3, Note 34)
- Maintain a respectable noise level

Clean-up expectations

- Wipe down tables and chairs if needed (MCP 2015, Page 3, Note 32)
- Restore room to its original configuration (MCP 2015, Page 3, Note 33)
- Return tables and chairs to racks and storage, if applicable (MCP 2015, Page 3, Note 31)
- Remove any waste generated from the meeting and dispose of it in the outside dumpster (MCP 2015, Page 3, Note 37)

Promotional Materials

Promotional material for meetings occurring in the library's public rooms may list the library as a location (MCP 2015, Page 1, Note 12).

- Promotional materials may not imply the library's participation or endorsement of an event without written permission from the library director or their appointee (MCP 2015; Pages 1, 3; Notes 12, 35).
- The library logo may not be used by any organization without written permission from the library director or their appointee (MCP 2015, Page 1, Note 12).

Reservations

Organizations may reserve the meeting rooms in advance by completing the reservation form (see [appendix](#) or view on the library's [website](#)) and submitting it (MCP 2015, Page 2, Note 19).

Reservation Guidelines

- Applicants must be:
 - 18 years or older

- Willing to accept financial responsibility for any damage or cleaning fees
- Reservations may be made up to 90 days in advance (MCP 2015, Page 2, Note 22).
- Applications will be processed in the order in which they are received (MCP 2015, Page 2, Note 20).
- Organizations may use a room no more than once a month and for no more than three consecutive hours. Library partners may use the room two times per month (MCP 2015, Page 2, Note 23).
 - Organizations may apply for an exception (see [Appendix](#)), which will be considered in the order they are received (MCP 2015, Page 2, Note 24).
- The library has five business days from receipt of the reservation form to contact the group or organization
 - Once contacted, organizations have five business days to complete the reservation process.
 - Failure to respond will result in the cancellation of the reservation (MCP 2015, Page 2, Note 21).
- Study groups and other informal groups consisting of three or more people may use the Maynard Conference Room without a reservation, depending on availability, on a first-come, first-served basis.
- Groups/organizations may not assign their reservations to other groups (MCP 2015, Page 2, Note 27).

Reservation Cancellation

- Notice of cancellation should occur as soon as possible (MCP 2015, Page 2, Note 25).
- Fees are refundable if cancellation occurs 72 hours before reservation time (MCP 2015, Page 3, Note 29).
- A group/organization is considered a no-show after 30 minutes, and the reservation will be forfeited (MCP 2015, Page 2, Note 26).

Exceptions and Accommodations

Exceptions/Accommodations to the Public Room Policy will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience (MCP 2015, Page 1, Note 3).

Reevaluation of Public Room Policy

The Bastrop Public Library Public Room Policy is reviewed every three years so that it adequately reflects changes in the library's goals and community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy (MCP 2015, Page 1, Note 4).

Appendix

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Definitions

The following definitions outline the intent of words or phrases used in the Bastrop Public Library's Public Room Policy.

Community Group

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- Support the library's mission
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Library Partner

Groups/organizations who participate in a mutually beneficial collaboration with the library through a written/verbal agreement. Partner contributions provide and/or promote activities, services, events, and/or programs for the public in ways that support the library's mission.



A service of the City of Bastrop

Room Reservation Application

Organization Information

Organization name: _____

Email address: _____

Primary contact: _____ Phone number: _____

Secondary contact: _____ Phone number: _____

Meeting Information:

Date: _____ Start time**: _____ Event start time**: _____ End time**: _____

Room (circle one): Maynard Conference Pressley Meeting

Purpose of meeting (2-3 sentences) : _____

By signing this application, I confirm the following statements:

- 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 Bastrop Public Library's Public Room Policy (MCP 2015, Page 1, Note 5).
- I understand that I am assuming financial responsibility for any damage, losses, or clean-up expenses that may result from the use of library facilities (MCP 2015, Page 4, Note 38).

Signature: _____ Name (printed): _____

Title: _____ Date: _____

Staff Information:

Approved (circle one): Yes No Received initials: _____

Partner (circle one): Yes No Rental fee: _____

If no, state reason: _____

Library director or acting agent name: _____ Date: _____

Library director or acting agent signature: _____

** (MCP 2015, Page 2, Note 28)



Room Reservation Exception Application

Organization Information Date/time of meeting: _____

Organization name: _____

Primary contact: _____ Phone number: _____

Select the exception to the public room policy that you are applying for:

- Request to meet multiple times a month
- Request to meet longer than three hours
- Request to book more than one room at a time
- Request re-occurrence: _____
- Other: _____

Reason: _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

To keep public rooms available, decisions on exceptions may not be made until 2 weeks before the requested meeting date.

Staff Information:

Approved (circle one): Yes No

Partner (circle one): Yes No

Previous exceptions: _____

If no, state reason: _____

Library Director or acting agent: _____ Date: _____

Library Director or acting agent signature: _____

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 (Note 1). The Library Director or his appointee is responsible for implementing this Policy and for maintaining reservation lists (Note 2). 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 (Note 3). The City of Bastrop reserves the right to revise this Policy, as it deems necessary from time to time (Note 4).

Use of library meeting rooms by any group signifies acceptance of the terms of this policy (Note 5).

I. General Guidelines

1. Meeting rooms at the Bastrop Public Library are designed to meet general informational, educational, cultural, and civic needs (Note 6) including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays, Storytimes, puppet shows, book signings 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 (Note 7).
3. There is no charge for the library, City, County, Federal agencies, nonprofit organizations or clubs to use the meeting rooms (Note 8). For-profit organizations and companies will be charged a fee (Note 9).
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 (Note 10).
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 (Note 11). Advertisements or announcements implying such endorsements are not permitted (Note 12).
6. The library does not discriminate on the basis of race, religion, ethnicity, gender, disability or age for the use of the meeting room (Note 13).
7. Meeting rooms may not be used for social gatherings such as wedding showers, birthday parties, dances, family reunions, etc (Note 14).

8. Meeting rooms may not be used for religious services (Note 15) 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 (Note 16).
10. City or Library needs may preempt any other scheduled event (Note 17).
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 (Note 18).
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 (Note 19). Requests to use a conference or meeting room will be honored on a first-come, first served basis (Note 20). 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 (Note 21).
2. Reservations are accepted up to six months in advance. Only one reservation can be submitted at a time (Note 22).
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 (Note 23). The Library Director must approve exceptions to this rule in advance (Note 24). 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 (Note 25). If a group fails to appear after 30 minutes its reservation is forfeited (Note 26).
5. Groups may not assign their reservations to other groups (Note 27).
6. A refundable \$100.00 deposit is required for use of the Presley Meeting Room or Maynard 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 (Note 28).

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 (Note 29).
13. Cancellation notification may be made by phone, email or in person (Note 30).

111. 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 (Note 31) (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 (Note 32).
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 (Note 33).
3. Furniture and/or equipment from the main area of the library may not be brought into the meeting rooms.
4. Walls and Sound boards are not to be used as bulletin boards. The use of push pins, straight pins, sticky note pad paper, tape or glue on wall or sound boards is strictly 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 (Note 34).
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 (Note 35).
10. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed at the end of this policy (Note 36). 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 (Note 37).

- 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 (Note 38).
- 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 (Note 39).
- 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, 512-332-8880.

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

Revised: 08/04/15
 Library Board Approval: 12/7/15
 City Council Approval: