

Notice of Meeting of the Library Advisory Board of the City of Georgetown, Texas January 6, 2026

The Georgetown Library Advisory Board will meet on January 6, 2026 at 6:00 PM at Public Library, 402 W. 8th Street.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found on the table at the entrance to the meeting room. Clearly print your name and the letter of the item on which you wish to speak and present it to the Board Liaison prior to the start of the meeting. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form prior to the meeting being called to order may speak. Speakers will be allowed up to three minutes to speak. If you wish to speak for six minutes, it is permissible to use another requestor's granted time to speak. No more than six minutes for a speaker may be granted. The requestor granting time to another speaker must also submit a form and be present at the meeting.

On a subject not posted on the agenda: A request must be received by the Advisory Board or Commission Liaison prior to the day the agenda for this meeting is posted. Each speaker will be given three minutes to address the Board or Commission members. No action can be taken.

Public wishing to address the board.

As of the deadline, no persons were signed up to address the Board.

Regular Session

1.A LAB Minutes

Consideration and possible action to approve the September 9, 2025 Library Advisory Board minutes -- Catherine Morales, Chair

1.B Review of newly amended ordinances and newly adopted Library policies

Review of newly amended ordinances and newly adopted Library policies -- Sally Mikulek, Library Director

1.C Meeting schedule

Consideration and possible action to reschedule the next Library Advisory Board meeting -- Catherine Morales, Chair

1.D Library Director's Report

Consideration of the Library Director's report -- Sally Mikulek, Library Director

Adjournment

Adjournment

Adjournment

Adjournment

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2025, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Library Advisory Board
January 6, 2026

SUBJECT:

LAB Minutes

SUGGESTED ACTION:

Consideration and possible action to approve the September 9, 2025 Library Advisory Board minutes -- Catherine Morales, Chair

ITEM SUMMARY:

FINANCIAL IMPACT:

SUBMITTED BY:

Valerie Barber, Library

ATTACHMENTS:

[Minutes_LAB_11.04.2025.pdf](#)

Minutes of the Library Advisory Board City of Georgetown, Texas Tuesday, November 4, 2025

The Georgetown Library Advisory Board met on Tuesday, November 4, 2025 at 6:00 PM at Public Library, 402 W. 8th Street.

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King, Jr Street for additional information; TTY users route through Relay Texas at 711.

The following Members were in attendance:

Present were: Catherine Morales, Dustin Lujan, Susan C. Raser, Thomas Sinwell, David Zeornes

Meeting started at 6:00. Helpert and Brown excused absence

Public Wishing to Address the Board

On a subject that is posted on this agenda: Please fill out a speaker registration form which can be found on the table at the entrance to the meeting room. Clearly print your name and the letter of the item on which you wish to speak and present it to the Board Liaison prior to the start of the meeting. You will be called forward to speak when the Board considers that item. Only persons who have delivered the speaker form prior to the meeting being called to order may speak. Speakers will be allowed up to three minutes to speak. If you wish to speak for six minutes, it is permissible to use another requestor's granted time to speak. No more than six minutes for a speaker may be granted. The requestor granting time to another speaker must also submit a form and be present at the meeting.

On a subject not posted on the agenda: A request must be received by the Advisory Board or Commission Liaison prior to the day the agenda for this meeting is posted. Each speaker will be given three minutes to address the Board or Commission members. No action can be taken.

Public wishing to address the board.

As of the deadline, no persons were signed up to address the Board.

None were present

1. Regular Session

- 1.A Introduction of new Library Advisory Board member
Introduction of new Library Advisory Board member Denise Brown -- Sally Miculek, Library Director
Brown absent. Item will be re-posted at a later date.
- 1.B Library staff spotlight
Library staff spotlight featuring the new Library Security Specialist Supervisor and Administrative Assistant -- Sally Miculek, Library Director
Miculek introduced Catherine Regan, Administrative Assistant and John Martin, Library Security Supervisor.
- 1.C Vice Chair election
Consideration and possible action to elect a Vice Chair of the Library Advisory Board -- Catherine Morales, Chair

Moved by Thomas Sinwell; seconded by Susan C. Raser to Approve Dustin Lujan for vice-chair.

Motion Approved: 5- 0

Voting For: Catherine Morales, Dustin Lujan, Susan C. Raser, Thomas Sinwell, David Zeornes

Voting Against: None

- 1.D [LAB Minutes](#)
Consideration and possible action to approve the September 9, 2025 Library Advisory Board minutes -- Catherine Morales, Chair

Moved by Susan C. Raser; seconded by Dustin Lujan to Approve the September 9, 2025 minutes.

Motion Approved: 5- 0

Voting For: Catherine Morales, Dustin Lujan, Susan C. Raser, Thomas Sinwell, David Zeornes

Voting Against: None

- 1.E [Library Director's Report](#)
Consideration of the Library Director's report -- Sally Miculek, Library Director
Miculek reviewed library statistics, comments from the suggestion box and programs with the board

- 1.F Meeting schedule
Consideration and possible action to reschedule the next Library Advisory Board meeting -- Catherine Morales, Chair
The next Library Advisory Board meeting will take place as regularly scheduled on Tuesday, January 6, 2026

Adjournment

Adjournment

Chair Morales adjourned the meeting at 6:55 pm.

These minutes were approved at the meeting of _____

Chair

Attest

City of Georgetown, Texas
Library Advisory Board
January 6, 2026

SUBJECT:

Review of newly amended ordinances and newly adopted Library policies

SUGGESTED ACTION:

Review of newly amended ordinances and newly adopted Library policies -- Sally Mikulek, Library Director

ITEM SUMMARY:

FINANCIAL IMPACT:

SUBMITTED BY:

Valerie Barber, Library

ATTACHMENTS:

[LAB_Ordinance_Update_12.09.2025.pdf](#)

[Georgetown_Public_Library_Policies_12.09.2025.pdf](#)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF GEORGETOWN, TEXAS, AMENDING SECTION
2.72.020 OF THE CODE OF ORDINANCES TO UPDATE
THE PUROSE OF THE LIBRARY ADVISORY BOARD;
REPEALING CONFLICTING ORDINANCES AND
RESOLUTIONS; INCLUDING A SEVERABILITY CLAUSE;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Council supports the Georgetown Public Library’s mission to engage, enlighten, and empower the community; and

WHEREAS, the Library Advisory Board’s purpose is to participate in the update of the Long-Range Plan for the Library and serve to promote Library programs and services in the community; and

WHEREAS, the City Council desires to update the Library Advisory Board’s purpose to include its participation in collection development and provide recommendations to the City Council on Library policies; and

WHEREAS, the City Council finds it to be in the best interest of the public amend Section 2.72.020 of the Code to update the Library Advisory Board’s purpose as set out herein.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF GEORGETOWN, TEXAS, THAT:**

Section 1. The meeting at which this ordinance was approved was conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Section 2. The facts and recitations contained in the preamble of this ordinance are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim.

Section 3. Section 2.72.020 of the Code of Ordinances is hereby amended as shown below:

The purpose of the Board shall be:

- A. To participate in the update of the Long-Range Plan for the library;
- B. To promote library programs and services in the community;
- C. To participate in the Library’s collection development; and
- D. To provide recommendations to City Council on Library policies.

Section 4. All ordinances or resolutions that conflict with the provisions of this ordinance are hereby repealed, and all other ordinances or resolutions of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 5. If any provision of this ordinance, or application thereof, to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

Section 6. The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This Ordinance shall become effective and be in full force and effect immediately in accordance with the provisions of the City Charter of the City of Georgetown.

PASSED AND APPROVED on First Reading on the _____ of _____, 2025.

PASSED AND APPROVED on Second Reading on the _____ of _____, 2025.

CITY OF GEORGETOWN, TEXAS

Josh Schroeder, Mayor

ATTEST:

Robyn Densmore, City Secretary

APPROVED AS TO FORM:

Skye Masson, City Attorney

Georgetown Public Library Policies

The following manual contains many of the major policies of the Georgetown Public Library (the “Library”). The Library is a department within the City of Georgetown; policies set by the Georgetown City Council and City Manager can supersede internal Library policies. Library-specific policies are set by the Director, with annual review and input from the Library Advisory Board, and review and input at least once every 3 years by the Georgetown City Council, more frequently if substantive updates are needed.

The Library will make every effort to inform patrons of any major policy changes before new policies are implemented.

Policies are created to assist the Library in fulfilling its mission.

Table of Contents

I.	Mission Statement	4
II.	Vision Statement	4
III.	Patron-Use Policies	5
	a. Library Behavior Policies	5
	i. General Rules	5
	ii. Children's Use of the Library Rules.....	6
	b. Library Membership	8
	i. Library Cards and Fees	8
	ii. Children's Library Cards.....	9
	iii. Texshare Cards	10
	iv. Borrowing Library Materials	10
	v. Internet Use.....	13
	vi. Printing and Fax Services	15
	vii. Proctoring Services.....	15
	viii. Meeting Room Use	16
	ix. Art Displays	21
	x. Exhibits, Signs, and Soliciting Policy	22
IV.	Collection Policies	24
	a. Criteria for Selection of Materials	24
	b. Formats Collected	26
	c. Placement in Library Collections	26
	d. Patron Requests for Purchase/Interlibrary Loan	27

e. Multiple Copies	28
f. Library Collection Donations	28
g. Withdrawing and Discarding Items from the Collection.....	29
h. Reconsideration of Library Materials	31
V. Appendix A – Meeting Room Rental Fees.....	34
VI. Appendix B – Library Collection Descriptions and Levels.....	39
VII. Appendix C – Georgetown Citizen’s Request for Reconsideration of Library Material Form.....	43

I. Mission Statement

The Georgetown Public Library engages, enlightens, and empowers the community.

II. Vision Statement

The Georgetown Public Library will be a catalyst for an enriched community.

III. Patron-Use Policies

a. Library Behavior Policies

i. General Rules

1. Tobacco use is prohibited throughout the Library campus, including the parking lot, patios, and sidewalks. Tobacco use includes cigarettes, cigars, pipes, rolling tobacco, snuff, tobacco substitutes, chewing or spit tobacco, or any type of electronic smoking device.
2. Persons appearing to be intoxicated or on drugs will be required to leave.
3. Abusive, vulgar, or excessively loud language or noise that is disturbing to patrons or staff is prohibited.
4. Personal items must remain with their owner at all times. A limited number of day-use lockers are available in the 9th street entrance: patrons can ask a staff member for assistance borrowing a locker. Any items not in a locker must be kept with the owner at all times. Items left unattended for more than 15 minutes will be removed and stored until they are picked up or until the Library closes for the day, at which point they will be disposed of.
5. Bicycles must be stored outside of the Library, at one of the bicycle racks near either entrance. Bicycles are not permitted inside the Library building. If a bicycle is locked or stored someplace other than at a bicycle rack, the lock will be cut and the bicycle will be moved to the nearest rack.
6. Service and well-behaved companion animals on leash are allowed in the building. Animals that lunge or bark at Library patrons or staff, or that are otherwise uncontrolled by their owners will be required to leave.
7. All patrons must wear shoes and shirts in the Library.
8. Wheeled recreational devices such as skateboards, shoes with wheels, roller skates, roller blades, bicycles, and scooters are prohibited in the Library.
9. Physical, verbal, or sexual harassment of staff, visitors, volunteers and patrons is prohibited.

10. Soliciting, panhandling, and proselytizing in the Library is prohibited.
11. Patrons are expected to treat people and property with respect and to use spaces and resources appropriately. Moving shelving, equipment, and furniture is prohibited. Sitting on tables, desks, carrels, or bookstacks is prohibited.
12. Bathing in the Library restrooms or outdoor fountains is prohibited.
13. Running, sleeping, lying down on furniture or the floor, and climbing on furniture and equipment is prohibited.
14. Room occupancy limitations must be followed for study and meeting rooms. Additional seating or furniture is not permitted.
15. Any other activity or behavior that undermines the function of the Library, the work of staff and volunteers, or other patrons' use and enjoyment of Library facilities and resources is not permitted.
16. Violations may result in Library staff asking a user to leave, revoking their Library privileges, prohibiting them from returning to the Library, or calling the Georgetown Police Department. Any violations of applicable law may result in arrest and prosecution.

ii. Children's Use of the Library Rules

1. The Library cannot act in loco parentis. Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their children. Parents may feel some resources are inappropriate for their children. Library staff and tools such as the Library's online catalog are available to assist parents and children in finding materials and information that meet their needs.
2. Children in the Library
 - a. The Library is a public building. Library staff cannot provide long- or short-term childcare or supervision.
 - b. For children under the age of 18 to safely and comfortably use the Library, a responsible parent, guardian, or adult caregiver must accompany and

supervise children who are in the Library. **Parents, guardians, and adult caregivers are responsible for monitoring and regulating the behavior of the children they bring into the Library, including which areas of the Library they visit and the materials they use.**

- c. “Accompany” means being on the same floor of the Library and being near enough to provide appropriate supervision and enforcement of the Library policies for all children under their care.
- d. Library staff will intervene in the following situations:
 - i. A child under 12 appears to be unattended;
 - ii. An unattended child is found frightened or crying;
 - iii. An unattended child is perceived to be endangering themselves or another person;
 - iv. Another person appears to pose a threat to an unattended child;
 - v. An unattended child is behaving counter to the Library’s behavior policies; or
 - vi. An unattended child has not been met by a responsible caregiver at closing time or at the conclusion of a Library youth program event.
- e. Staff members will evaluate the situation and will attempt to contact the parent or guardian of the unattended child. If a parent or guardian cannot be reached, the child will be placed in the care of the Georgetown Police Department.

- 3. **Children’s Programming.** A parent, guardian, or caregiver must accompany their children to all children’s programming. There may be limited instances where children’s programming staff encourage the parent, guardian, or caregiver to allow their child to participate independently,

however, the parent, guardian, or caregiver must remain on the premises.

4. **Children's use of Library materials.** Parents or legal guardians are responsible for deciding which library resources are appropriate for their children. Parents may feel some resources are inappropriate for their children. Library staff and resources such as the Library's online catalog are available to assist parents and children in finding materials that meet their needs.
5. **Children's use of Library computers and wifi.** Library computers use filtering software to access the Internet. As there is no filtering software that can control access to all content that an individual may deem inappropriate, parents are responsible for supervising their children's computer and internet use while in the Library.

b. **Library Membership**

The Georgetown Public Library is a department of the City of Georgetown supported by the general fund.

i. **Library Cards and Fees**

1. Individuals older than 18 who wish to apply for Library membership must present picture ID and proof of current residence. A parent or guardian must apply for membership for a child under 18 years of age.
2. If a person applying for a new library card lives at the same address as a person who has fines or fees of \$5.00 or more, the new applicant may be denied a library card until the fees are paid.
3. **Residents of the City of Georgetown** means persons who own or rent property inside the corporate City Limits of Georgetown, Texas ("Residents"). Residents may receive library membership at no cost.
4. **Non-Resident Users:** Patrons who are not eligible for a no-cost Resident Library membership may become members through other means:

- a. A Non-Resident user may pay an annual fee which will provide Library membership for that person and members of their immediate household. A discounted fee is available for users aged 65 or older.
- b. Cardholders in good standing with other Texas libraries that participate in the TexShare card program may present a current TexShare card in order to gain borrowing privileges for circulating physical library materials.
- c. Current active-duty members of the military and members of their immediate households may receive a Library card for no annual fee, regardless of residency status.
- d. Military veterans who were discharged due to injury or disability and members of their immediate households may receive a Library card for no annual fee, regardless of residency status.
- e. City of Georgetown Employees and former employees who retired from the City of Georgetown, and members of their immediate households may receive Library membership for no annual fee, regardless of their residency.
- f. A volunteer who provides 100 or more hours of service to the Library in a year may receive a Library membership for no annual fee, regardless of their residency.
- g. Children enrolled in or staff who work for the Georgetown Independent School District may receive borrowing privileges for circulating physical library materials from the beginning of a school year until August 31 of the following year.

ii. Children's Library Cards

- 1. A child of any age may receive a library membership when an adult parent or guardian library member requests that they be added to his or her record. The adult parent or

guardian must submit a signed Patron acknowledgement and agreement form prior to a child receiving a membership.

2. A parent or guardian may apply for their child to receive Library individual borrowing privileges if the child is enrolled in Georgetown ISD. These privileges are limited to physical circulating items only and expire on August 31 after the current school year ends. The adult parent or guardian must submit a signed Patron acknowledgement and agreement form prior to a child receiving a membership.
3. A Georgetown ISD student who is a resident of the City of Georgetown will receive full-access Resident membership.
4. A child's parent or guardian is responsible for any fines or fees incurred on the child's Library account.

iii. Tex Share Cards

1. After a patron has been a member of the Georgetown library for one month, with a record free of fines and fees, that patron is eligible to receive a TexShare card, which grants borrowing privileges at many public and academic libraries in Texas. Nearby libraries that participate in this program include the Smith Library at Southwestern University, Round Rock Public Library, and UT-Austin. A TexShare card must be renewed annually. Patrons can request TexShare cards at the Circulation Desk.
2. The Georgetown Public Library will only accept TexShare cards from libraries certified by the Texas State Library and Archives Commission. Users presenting TexShare cards from other participating libraries will be granted borrowing privileges for all physical materials available for circulation at the Library. These users will request materials for purchase and InterLibrary Loan, as well as access digital resources through their home libraries.

iv. Borrowing Library Materials

1. **Loan Periods.**

- a. The loan period for most library books, all audio books, all music CDs, and all DVDs is 21 days. The

loan period for most new books is 14. Reference materials, current issues of magazines, and newspapers may not be checked out.

- b. Materials borrowed from a Words on Wheels (WOW) Bookmobile stop or assisted living facility lobby visit will be loaned for 28 days, in keeping with the schedule for those visits from the WOW Bookmobile and Library staff.

2. **Renewals.** Unless another patron has placed a reserve on an item, all materials will automatically be renewed one time by the Library's automation system. A patron may request one additional renewal for that item, in person, by phone, or by email. Staff will renew an item at patron request in instances where another patron has not reserved that item.

3. **Bookdrops.**

- a. One drive-up outdoor bookdrop is available on the south side of the Library building, accessible from the parking lot entrance. This bookdrop is open at all times, and is emptied regularly during the Library's open hours. The Library maintains a bookdrop in the Main Library's lobby as well as a bookdrop in the Children's room. These bookdrops are emptied throughout the Library's open hours, and are only open when the Library building is open.
- b. Outdoor bookdrops are available at the Sun City Amenity Center at 2 Texas Drive, as well as at the Carver Center for Families, at 12 W 17th Street. These bookdrops are emptied 2-3 times per week; materials are checked in when they are retrieved.
- c. Oversized and fragile materials, as well as InterLibrary Loan materials, must be returned to the Library's Lobby, or in person to Library staff on the WOW bookmobile or Home Delivery vehicle.

4. **Overdue Notices**

- a. Patrons who have an email address on record with the library will receive email notice three days before borrowed items are due.
 - b. If due items are not returned or renewed, the Library will send another email notice three days after the due date.
 - c. If items are overdue for thirty days, the Library will mail a postcard reminder to the patron's address on file.
 - d. After sixty days, a letter will be mailed informing the patron that the missing item has been declared lost and the Library will place a charge for replacement on the patron's record. Patrons who believe they have received these notices or a replacement charge in error are encouraged to contact the Library at 512-930-3551 to rectify the mistake.
5. **Patron Requests and Interlibrary Loan.** If the Library does not have materials a patron is looking for, it may be possible for the Library to purchase them or to borrow them from another library through interlibrary loan (ILL). Requests can be made through the Library's on-line catalog or with staff assistance. Requested materials may take several weeks to arrive. A patron will be alerted when the requested item arrives, or if the Library is unable to fulfill the request either through purchase or through interlibrary loan.
6. **Bookmobile.** The Library operates a bookmobile and will make stops only within the City limits of Georgetown. Anyone with a valid Georgetown Public Library card may borrow materials from the WOW bookmobile. Due dates are adjusted correspondent to the frequency of stops at a particular location. Due dates are determined by the Library Director and Community Outreach Librarian.
7. **Home Delivery.** The Library provides home delivery service for patrons residing inside the City limits of Georgetown who are unable to visit the Main Library or a bookmobile stop. Patrons who are interested in this service can contact the

Main Library by phone or email to request more information and enroll in the program.

v. Internet Use

1. Public Use Computers and Internet Access

- a. Desktop computer workstations as well as laptop computers for in-building use only are available for connection to the Internet, children's games, or to use word processing and spreadsheet software.
- b. Access to the computer workstations is available on a first-come, first-served basis. Anyone may use a computer for up to two hours per day. Length of use can be extended based on computer availability. The same use rules apply to all public use computers in the Library building.
- c. Free wireless access to the Internet is available for visitors who wish to use their personal laptop computers in the library. Wireless printing is available at the Circulation desk and the second-floor copier for patrons wishing to print from their own devices. Wireless printing costs 10 cents per page.
- d. Due to the unrestricted environment of the Internet, information accessed on the Internet may contain material that is incorrect, inauthentic, unreliable, illegal, obscene, or sexually explicit. Although the Library's computers are filtered, the City of Georgetown assumes no liability or responsibility for what is viewed by patrons or is left on the screen to be later viewed by a subsequent patron. Restriction or supervision of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not have the right or responsibility to act in loco parentis. The Library and the City of Georgetown expressly disclaim any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

2. Rules Governing Computer Use

- a. Children's computer use must be supervised by a parent or guardian.
- b. All computers in the Library are filtered.
- c. Users must end their session and leave the terminal when asked to do so by Library staff.
- d. Users may not install or download any software without express permission from Library staff.
- e. Users may not use any library workstation for any illegal or criminal purpose.
- f. Users may not make any attempt to damage computer equipment or software.
- g. Users will not make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
- h. Users may not violate copyright laws or software licensing agreements in their use of Library workstations or laptops.
- i. Users may not engage in any activity that is deliberately and maliciously offensive, indecent, libelous, or slanderous.
- j. Users will respect the privacy of other users, and will refrain from attempting to view or read material being used by others.
- k. Users may bring a personal laptop, keyboard, mouse, or other small peripherals to use in the Library; users may not bring personal outboard monitors to attach to their own or a Library's computer.
- l. By mutual agreement, two persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff.

m. Violations may result in loss of access. Users are advised that due process will be used to handle violations of an illegal nature, including criminal prosecution, if necessary.

3. **Privacy.** The Georgetown Public Library seeks to protect patrons' privacy. However, Internet users must be aware that workstations are in public areas and, therefore, images and text on the screen are subject to view by a wide audience. Users are cautioned that the Internet is not a secure environment. Personal information included in all transactions, files and communications may be subject to unauthorized access by third parties. The Georgetown Public Library respects the confidentiality of those using its electronic resources and will only release library records as required by law or for the Library's operations.

vi. **Printing and Fax Services**

1. Printing is available for desktop public access computers at the first-floor circulation desk. Wireless printing, copying, and scanning are available at the first-floor circulation desk and the second-floor reference desk. Fax Service for sending and receiving in the United States only is available at the second-floor reference desk.
2. All printing and copies cost \$.10 per page.
3. Fax service costs \$.25 per page.
4. **Microfilm Reader.** A manually operated microfilm reader/copier is located in the Texas History Room. Prints from this machine are \$.10 per page. The Library has a small collection of microfilm that includes an archive of ***The Williamson County Sun*** from its inception to the present and census records for Williamson County from 1850 through 1930. Patrons are welcome to bring in other microfilm to read on this machine.

vii. **Proctoring Services**

1. To assist Georgetown residents in achieving their lifelong learning goals, the Georgetown Public Library provides

exam proctoring for individuals who are resident Georgetown Public Library Card holders in good standing for at least 90 days. TexShare card holders and non-resident cardholders are not eligible for this service. Exams can be either paper-pencil or online. There is no charge for this service.

2. A patron who is seeking proctoring services must contact the Library at the earliest possible date to begin the process for scheduling this service. The request must be confirmed by a staff member at least 2 business days prior to the exam administration.

viii. Meeting Room Use

1. The Georgetown Public Library has a variety of meeting rooms. Some require a rental fee, while others are free. Rented rooms are available every day from 8:00 AM until 11:00 PM, but free rooms are available from the time library opens until 15 minutes before closing.

2. Room Rentals

a. Free Rooms

- i. The study rooms and conference room are available from library opening until 15 minutes before closing. These free rooms include three study rooms that each accommodate 4 people, and a conference room that accommodates up to 10 people. No commercial use of these rooms is allowed. Commercial use includes but is not limited to the following: political, legal, sales, business training, seminars, etc.
- ii. If you wish to put in a request for a study room, please call the reference desk OR create a free account and request a study room on the Library's website.

iii. Study Rooms and Conference Room Rules.

1. To ensure equitable use of library facilities, the library reserves the right to

limit usage, cancel or re-schedule any reservation for any reason.

2. Reservations will be held for 15 minutes past the reservation before the room is released to another user. GPL is not responsible for notifying reservation holder of this cancellation.
3. Rooms can be reserved for up to 2 hours, four times per month. If no one else is waiting, you may stay in the room until library staff notify you the room is needed by another person.
Reservations can be made up to 2 months in advance online, in person, or by calling the library.
4. Please note that this limit may not be circumvented by different individuals using their names to register the same group, or by a group using different names. Use by two or more people constitutes a use that day for each person present.
5. Any room left unattended for more than 15 minutes will be considered available. At that time, library staff will consider items left unattended to be lost and will place them in the library's lost and found by closing of that evening.
6. When you arrive for your reservation, check-in at the Reference Desk. Please close the door when you exit and check-out at the Reference Desk.
7. GPL rooms are not soundproof. Patrons should keep noise levels low to be courteous to all users.

8. Study rooms are not compatible with use of A/V equipment, such as TVs or projectors. Lights do not dim or turn off.
9. GPL is not responsible for lost or stolen items left in the study and conference rooms.
10. Per City of Georgetown fire safety, patrons may not exceed the occupancy limits listed above in each room.

b. Rental Rooms

- i. Rental rooms include the Hewlett Room with a capacity of 200 and the Friends Room with a capacity of 150. These two rooms may also be rented as one, large room with a 350-person capacity. Smaller groups may wish to rent the Classroom (capacity of 27 people).
- ii. Rental Room Rates are attached here as Appendix A.

3. Rental Rules and Policies for Meeting Room Use Renting a Room

- a. Reservations are made on a first-come, first-serve basis **up to 6 months in advance**. Previous use does not imply future bookings. No person or organization may rent the meeting rooms more than **twice** a month, unless hosted/sponsored by Library or the City of Georgetown. Exceptions may be made at the Library Director's discretion.
- b. ALL food and beverages served in Library meeting rooms **MUST** come from the Sweet Lemon Kitchen unless the Library expressly exempts such requirements in writing. Contact sweetlemoncateringtx@gmail.com for catering options. A minimum of 30 days' notice is required for groups of 30 people or more and a minimum of 2 weeks' notice is required for groups of 30 or fewer that require catering services. For exemption

requests, contact

librarymeetingrooms@georgetowntexas.gov.

Exemption requests will only be considered once a renter has contacted Sweet Lemon Kitchen for options.

- c. **Renters are responsible for set-up and clean-up, which must take place during the reservation period.** Renters are permitted to rearrange meeting room furniture but must return the room to its original configuration. Library staff is NOT available to change the room arrangement. Groups who set up or take down outside the reservation period will be billed for an additional hour.
- d. Rental fees are due prior to start of the reservation, payable at second floor Reference Desk. Payment can be made with cash, credit card (excluding American Express), or check (made out to the City of Georgetown). **Groups/individuals who cancel a reservation less than 24 hours in advance or fail to show are responsible for paying the full rental fee. The room cannot be accessed before the beginning of the reservation period. If a meeting goes 15 minutes over the scheduled time, an additional HOUR will be billed.**
- e. Advertising and printed materials of events or programs sponsored by the renter must contain the following disclaimer: **"THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY THE GEORGETOWN PUBLIC LIBRARY OR THE CITY OF GEORGETOWN."** The disclaimer must be clearly displayed on all advertisements, and no smaller than font size 10.
- f. If unfamiliar with the operation of the Library's AV equipment (projector, microphones, etc.), renters should call the library at 512-930-6730 to arrange a tutorial with staff at least 2 weeks in advance.

- g. Activities for minors must be supervised at all times by an appropriate number of adults.
- h. Meetings must be free and open to the public unless commercial rental rates are paid. Only groups that pay the commercial rental rate may charge admission fees or hold fundraising events. Groups that do not pay commercial rental rates may only charge attendees for food that is served at the event and/or materials provided as a part of the event.
- i. Groups claiming 501(c) status must provide documentation that confirms that status. In order to reserve this rate online, you must first provide documentation of status to librarymeetingrooms@georgetowntexas.gov.
- j. ALL political organizations will be charged the commercial rate. The Library is a government-owned facility. Renters are responsible for complying with Section 255.003 of the Texas Election Code, which prohibits the use of public funds (including the use of government-owned facilities), for the distribution of written political advertising materials, or for radio or television broadcasts of political advertising. Political advertising materials can only be distributed to guests in the rented room.
- k. **Georgetown Public Library and/or City of Georgetown meetings and events may take precedence over any other scheduled event. The Library and the City reserve the right to reschedule or cancel any meeting, for any reason.** Library staff will notify each meeting's representative of cancellation and will arrange to reschedule or refund rental fee.
- l. The City of Georgetown and the Library are not responsible for any lost or stolen items.

4. Miscellaneous Restrictions

- a. Smoking, candles, and open flames are not allowed. This includes the balcony area.
- b. Registration tables, or any other activities are not permitted outside of the room. Registration lines cannot extend into the hallway.
- c. Decorations are not allowed on the walls, windows, or ceilings. Decorations may be placed on the tables and bulletin boards, located on either side of the white board in each room. Furniture cannot be moved from other meeting rooms or areas of the Library. All decorations must be removed at the end of the rental period.
- d. Alcoholic beverages are only permitted with prior approval of the Director. A professional security guard and TABC licensed servers will be required at events where alcohol is served. A security guard will be hired at the renter's expense. Sweet Lemon Kitchen is the required caterer for alcohol served in the meeting rooms.
- e. The Library cannot store equipment and/or supplies for any non-library meeting room functions.
- f. Events with amplified music are not permitted during Library operating hours.

ix. **Art Displays**

- 1. The Library maintains three primary gallery spaces where local artists exhibit their work. Most exhibits last 4-6 weeks; length of exhibits varies due to scheduling needs of the artist(s) or the Library.
- 2. The goals of the library's exhibit program are to promote local artists and/or art groups, to provide cultural and artistic enrichment for the library's visitors, and to serve as a center for arts and culture in Georgetown. Exhibited works feature local artists who work in a wide range of media and styles.

3. Some portions of the year are reserved for specific exhibits (including the GISD Student Art Show, the City of Georgetown Employee Art Show, the Art Hop, and the Texas Society of Sculptors' Summer Exhibit). The remaining months are scheduled for solo or group exhibits. During each year's open call (March 1 through May 15), artists and organizations may submit proposals and representations of their work for consideration by the Library Art Committee.
4. Residence in Georgetown or Williamson County is not required, but may be a factor in the selection process. Additionally, preference will be given to artists and groups who have not exhibited at the Library within the past two years.
5. Upon acceptance of an exhibit proposal by the Library Art Committee, the artist(s) will be notified and the exhibit scheduled by the Library staff. Once an exhibit is scheduled, the artist or group organizer is responsible for organizing and installing the exhibit as well as removing it on the dates agreed. Artists or group organizers are provided with Guidelines for Artists Exhibiting in the Georgetown Public Library, which include requirements and expectations for preparing pieces to safely and properly display in the Library, estimates of the required number of pieces for exhibits in each of the Library's gallery spaces, and information for artists to handle any potential sales that may result from the exhibit.
6. Community Display Cases
 - a. Enclosed Community Display Cases are installed in the Library's lobby. Two-to-three mobile display cases are occasionally available for community display use.
 - b. Library staff solicit and schedule displays for these cases throughout the year, typically for one month at a time. Preference is given to community service organizations and clubs, but local historians and collectors are also welcome to schedule opportunities to display.

x. Exhibits, Signs, and Soliciting Policy

1. Informational materials displayed in common public areas are intended to inform the community about services and resources available from government and non-profit organizations.
2. Community information bulletin boards are available at both entrances to the Library, as well as in the Library Café space. Users may post community announcements, advertisements for services, business cards, and other information of general interest to those bulletin boards, providing that they adhere to the following rules:
 - a. Community bulletin boards may not be used for a political campaign.
 - b. Any postings to community bulletin boards may not cover the button for automated door operation.
 - c. Postings to community bulletin boards must be dated and initialed by a Library staff member, and will be removed after they have been posted for one month
3. Any materials that do not adhere to these requirements will be removed from the community bulletin boards and will be thrown away.
4. Library information kiosks, display stands at service desks, and elsewhere in the Library are reserved for Library use only.
5. Friends of the Georgetown Library, other City of Georgetown departments, and City co-sponsored events may provide information and outreach inside the Library. All requests to provide information and outreach inside the Library must be coordinated with the Library. All other forms of solicitation inside the Library, including the Library's common public areas, entryways, meeting rooms, service desks, and display spaces, is prohibited.

IV. Collection Policies

a. Overview

- i. The Georgetown Public Library Collection Policy serves to support the stated goals, objectives, and functions of the Georgetown Public Library, guide librarians in the selection of materials, and inform the public about selection principles and practices.
- ii. Final responsibility and authority for materials selection rests with Georgetown City Council, which has delegated the responsibility for implementation of Library policies to the Director of the Library. The Director of the Library will implement Library policies in consultation with the Library Advisory Board.
- iii. Library staff may assist the Director using their professional training, knowledge of the Library's collection and the needs of the local community, and their informed critical judgment concerning materials available through selected vendors.
- iv. The Library's collection will be developed in accordance with this Library Collection policy. The Library's collection is curated to include a variety of viewpoints in order to meet the needs of the community. The City does not endorse the content of any particular item within the collection.

b. Criteria for Selection of Materials

- i. Many factors will be considered in making selection decisions.
- ii. Primary Consideration: In order to be added to the collection, an item must:
 1. Be in a format the Library currently collects;
 2. Be in a language the Library currently collects;
 3. Be in as-new physical condition, with a binding or case that will withstand repeated use;
 4. Have license agreements (if digital items) that meet the Library's technological specifications and are accessible to

Library cardholders by authentication through the existing integrated library system;

5. Be available from the Library's vendors, and the Library must have sufficient funds available for the purchase; and
 6. Be written at the appropriate reading level for a given collection's audience; and
 7. If informational, be up to date and accurate.
- iii. Secondary Consideration: If an item meets the above criteria, it must then also meet one or more of the following criteria:
1. The item is evaluated in a published review in a standard professional book review source such as: Booklist, Library Journal, Publishers Weekly, the New York Times Book Review, School Library Journal, Horn Book, or Kirkus Reviews;
 2. The item is included on a recommended reading list for the publishing industry, the local school district, a local, state, or national library association, or a best-of list from a library vendor;
 3. The item won or was nominated for an established prize such as: the Pulitzer Prize, Booker Prize, National Book Award, Caldecott Medal, Newbery Medal, GRAMMY, or Academy Award;
 4. The item appeared on a bestsellers list in the New York Times, Publishers Weekly, Wall Street Journal, or a similar source;
 5. The item was created by an author, illustrator, editor, artist, performer, etc., with a high level of authority on a topic or an excellent literary reputation; or
 6. The item was issued by a publisher that incorporates an editorial review process to ensure the content is credible, accurate, and objective.
- iv. Acquisitions that do not meet the criteria for Secondary Consideration may still be considered for addition to Library collections if it meets one or more of the following criteria:

1. The content or the author's background fills a gap in the collection;
2. The item fits the Library's Local History or Historic Resource collection policies;
3. The Library anticipates broad local interest in the item;
4. The item represents a high-interest movement, genre, or culture; or
5. The item was created by an author who resides in Williamson County, was published by an independent publishing company, and is intended to be added to the Local Authors Collection.

v. Items that are not collected include:

1. Textbooks, unless they are of broad community interest
2. Scholarly or technical publications
3. Workbooks, diaries, and other consumable items
4. Self-published works, unless they are:
 - a. Published in the last five years and donated by the author, who must live in Williamson County, for the Library's Local Authors Collection;
 - b. Focused on local history; or
 - c. Genre fiction for adults by an author with demonstrated local popular appeal.

- c. **Formats Collected.** The adoption or discontinuation of material formats is based on current demand, usage trends, cost, space considerations, strengths of the format, and technological advances. Accessibility for patrons with special needs is also considered.

d. **Placement in Library Collections**

- i. Items will be placed throughout the Library's collections to facilitate discovery and use by appropriate audiences. Materials are sorted by medium, language, age of intended audience, and, in NonFiction collections, by subject according to Dewey Decimal Classification.

- ii. Children's collections are intended for young people from birth to age 18. These collections are generally divided between materials intended for children from birth to age 12, and from age 12 to age 18. Detailed information regarding age ranges for children's collections is provided in Appendix A: Library Collection Descriptions and Levels.
- iii. Several factors will be used to determine the appropriate collection placement for an item, including:
 - 1. The item's format and language
 - 2. The item's publication data, including publisher's suggested placement
 - 3. An established review source's suggested placement
- iv. For an item to be placed in a collection for children aged 0 to 12 or a collection for children between the ages of 12 and 18, the Library will determine that at least 2 established professional review sources confirm the intended age of audience for the item.
- v. In some cases, two review sources are not available to definitively place an item in a particular collection for children. The item will be placed in an adult materials collection, unless:
 - 1. The item is replacing a previous edition of the same title already placed in a children's collection,
 - 2. The item is a continuation of a series with earlier titles already reviewed and placed in a children's collection, or
 - 3. Two Library staff members and the Library Advisory Board determine that the item in question is intended for a children's collection. After an item is determined to be appropriate for a children's collection the Library Advisory Board will affirm which children's collection is most appropriate, based on guidance from staff.

e. Patron Requests for Purchase/Interlibrary Loan

- i. Cardholders holding a Resident, Military, or paid Non-Resident Library account are eligible to place a request for any item the Library does not own that they would like to borrow. The selector for the appropriate collection will refer to the Library's Criteria for

Selection of Materials in deciding whether to provide it to the patron by purchasing the item outright, or by borrowing it through interlibrary loan from another library.

- ii. The patron request service is for individuals who are going to borrow the requested items for their own use when they become available. The patron will be notified when the item is ready to pick up and check out. If the Library cannot provide a copy at all, the patron will also be notified.

- f. **Multiple Copies.** When there is extra demand for a particular item, the Library will purchase added copies according to a ratio of a certain number of patron reserves per one copy, based on funding availability.

- g. **Library Collection Donations**

- i. Donations to the Library in the form of materials or money are welcome.
- ii. Donations of money may be designated for use where the Library's need is greatest or may be designated for collections or programs. Donors may wish for their donation to be used to purchase specific collection materials or materials of a particular type. Donors are encouraged to add these notes to the form submitted at the time of donation. The Library does not guarantee that those materials will be purchased, but staff will endeavor to meet the donor's request when possible and appropriate.
- iii. Donations of printed books, CDs, DVDs, and magazine issues are gratefully accepted. Most donated materials are not added to the Library's collection. Instead, they are sold by the Friends of the Library, who raise funds for Library collections, services, and programs. Donated items are accepted with the following conditions:
 - 1. Donations with any restriction or special request regarding the disposition of an item—i.e., the donor requests a bookplate, or the donor wants the item back if it can't go into the collection—must be offered to and accepted by the selector for the appropriate collection before being left at the library. The selector will research the item and let the potential donor know whether the item will be added to the collection or not. These items, once donated and added to

the collection, are managed in the same way as materials purchased with public funds.

2. No estimate of value of donated materials can be provided by the Library, but staff can provide a receipt including the number of items and date of donation.
3. The Library may refuse any items that do not otherwise meet acceptance criteria.

h. Withdrawing and Discarding Items from the Collection

- i. Ensuring that the Library collection is up-to-date and well-maintained is a high priority. Continual review and withdrawal are required to stay within shelving constraints of the Library facility.
- ii. Withdrawing and discarding items are standard practices in libraries. Items in the collection are regularly examined and re-considered to maintain a balanced, current, and attractive collection. This is an ongoing process conducted by library staff, employing both detailed usage data and physical examination of items to decide which items should be withdrawn from the collection.
- iii. Reasons for withdrawal of an item include:
 1. Poor physical condition
 2. Dated or inaccurate content
 3. Lack of reader interest as evidenced by lack of usage
 4. Duplicate copies not justified by current demand
 5. No longer meets current selection criteria
 6. Availability from other sources, including interlibrary loan and online services.
 7. The format is no longer collected
 8. Limited space in the Library
- iv. The controversial nature of an item is not sufficient reason for removal unless the material has been subjected to a full formal review as outlined below.

- v. Library materials that have been withdrawn will be disposed of in the following ways:
 - 1. Materials that are in good condition will be transferred to the Friends of the Library for sale;
 - 2. Materials that are unattractive, or too worn or obsolete for sale, will be recycled or discarded; or
 - 3. In some instances, withdrawn materials may be donated to a local non-profit organization, area school, or another library.

i. Reconsideration of Library Materials

- i. Tastes and opinions differ, and therefore some materials the Library acquires may be objectionable to some patrons, or some patrons may believe some items are shelved in the incorrect Library collection. If, a patron objects to material held by the Library or believes it should be placed in a different Library collection, they may submit a "Request for Reconsideration of Library Materials" form, available at the Circulation Desk. In no instance will the material be removed on demand.
- ii. To file a Request for Reconsideration of Library Material, the patron must:
 1. Reside within the corporate limits of the City of Georgetown;
 2. File a complete, handwritten "Request for Reconsideration of Library Material" form with the Director for each title to be reconsidered; and
 3. Supply their full name and residential address: anonymous complaints will not be considered.
 4. Not have submitted a request for reconsideration within the previous two months. Patrons are limited to submitting up to 6 requests for reconsideration per calendar year.
 5. A request for reconsideration is only pertinent to one title at a time. Once a title has been submitted to the Library Advisory Board for reconsideration, no additional requests for reconsideration for that title will be addressed. The Library Advisory Board's decision regarding the title will take into account the work as a whole, and will be final.
- iii. Requests for Reconsideration are reviewed according to the following established procedure:
 1. All requests to review materials will be considered using Section I of this Policy, Criteria for Selection of Materials, as a guide. In addition to the Criteria for Selection of Materials, consideration will be given to the length of time an item has

been in the Library collection as well as the number of unique users that have borrowed the item.

2. After a completed Request for Reconsideration form is received, the Library Director will review the material in question and will attempt to answer the complaint to the patron's satisfaction.
3. A patron who is not satisfied may request that the material be reviewed by the Library Advisory Board at the next bimonthly Library Advisory Board meeting:
 - a. The Library Director will send an invitation to the patron to attend the bimonthly meeting.
 - b. During that meeting, the patron who made the request will be allowed three minutes to explain why they would like to have the material reconsidered. The Library Advisory Board may assume that non-attendance by the patron at the designated Library Advisory Board meeting is a request to withdraw the Reconsideration. Library Advisory Board members may ask questions of the patron, but the patron cannot speak during the deliberations of the agenda item unless they are responding to a direct question.
 - c. After the initial Library Advisory Board meeting, the material in question will be kept at a designated location within the Library for Library Advisory Board members to review. The request will be considered again at a second meeting. The same rules and procedures will apply for the second board meeting: the patron will be granted three minutes to speak on the agenda item; members of the Library Advisory Board may ask questions of the patron; during deliberations, the patron is not allowed to speak except to answer a direct question from the Board.
 - d. At the second meeting the Board will consider and vote on the Reconsideration Request. The Board's review and consideration of the material is as a whole. The Board will vote whether to retain the item in the current collection, move the item to a different

collection, or remove the item from the Library. Any vote to move or remove the item requires a supermajority of the Library Advisory Board. The Library Advisory Board's decision is final for the material (all editions and formats).

- iv. **A note about digital materials:** most of the Library's ebooks, e-audiobooks, and databases are purchased through consortia and other group arrangements with other libraries. The outcomes of any reconsideration requests for these materials depend on different factors, such as whether any requested change would impact other libraries' access to the content.

Appendix A – Meeting Room Rental Fees

Georgetown Public Library Meeting Room Rental Fees

Meeting Rooms

The Library has three meeting rooms that are available every day from 8:00 AM until 11:00 PM and require a rental fee. **To reserve online please visit <https://secure.rec1.com/TX/georgetown-public-library-tx/catalog> or call 512-930-6730 or email librarymeetingrooms@georgetowntexas.gov. Online requests may take up to 3 business days to process.**

Failure to follow Library Meeting Room Policies will result in refusal of further room reservations.

- **Hewlett Room 222*** is set up auditorium style with seating for 112 and can seat up to 200. Tables can be set up in this room: banquet style seating capacity is 78.
- **Friends Room 218*** is set up banquet style with seating for 52, chairs can be added to seat up to 78. If tables are collapsed, this room can seat 150.
- **Classroom 211** is set up 2 to a table and seats 20, chairs can be added to seat up to 27.

*These two rooms may also be rented as one large room

Meeting Room Fees & Equipment			
Rooms are rented for a MINIMUM of two hours	Hewlett Friends Seats 112 Set for 52 Seats up to 134 Seats up to 78	Classroom Set for 20 Seats up to 27	Hewlett <u>and</u> Friends Set for 164 Seats up to 212
501(c) Nonprofit, Community Program, or Government Agency	\$25 per hour	\$10 per hour	\$50 per hour
Commercial, Private Events, or Political Organizations*	\$250 per hour	\$100 per hour	\$500 per hour
Audio/Visual Equipment Available <i>No fees will be charged for the use of AV equipment, but <u>full replacement cost will</u> be charged in case of damage.</i>		• Wireless Microphones (handheld and headset) • Laptop • Projector • Hearing loop system in Friends and Hewlett rooms for hearing aid users	
*A political organization is any entity, regardless nonprofit or any other status, that conducts political advertising as defined in § 251.001 of the Texas Election Code. To the extent a Nonprofit, Community Program, and/or Government Agency is also a political organization, that entity will be charged the commercial, private events, or political organizations rate. The commercial, private events, or political organizations rate will apply when the meeting rooms are used for the following non-exhaustive list of activities: (1) meetings of profit-making groups or businesses; (2) fundraising events; (3) meetings that			

require payment of tuition or fees (except for government or library agencies); (4) meetings where products or services are promoted or sold; (5) meetings designed to further the specific goals of an individual or group, such as political campaign meetings or paid tutorials; (6) meetings or gatherings where attendance is restricted to invited or ticket-holding guests only.

A 501(c) Nonprofit group must provide documentation of its 501(c) status to ensure the Nonprofit rate.

Policies for Meeting Room Use

1. Reservations are made on a first-come, first-serve basis **up to 6 months in advance**. Previous use does not imply future bookings. No person or organization may rent the meeting rooms more than **twice** a month, unless hosted/sponsored by Library or the City of Georgetown. Exceptions may be made at the Library Director's discretion.
2. ALL food and beverages served in Library meeting rooms **MUST** come from the Sweet Lemon Kitchen unless the Library expressly exempts such requirements in writing. Contact sweetlemoncateringtx@gmail.com for catering options. A minimum of 30 days' notice is required for groups of 30 people or more and a minimum of 2 weeks' notice is required for groups of 30 or fewer that require catering services. For exemption requests, contact librarymeetingrooms@georgetown.org.
3. **Renters are responsible for set-up and clean-up, which must take place during the reservation period.** Renters are permitted to rearrange meeting room furniture if the room is returned to its original configuration. Library staff is NOT available to change the room arrangement. Groups who set up or take down outside the reservation period will be billed for an additional hour.
4. Rental fees are due prior to start of the reservation, payable at second floor Reference Desk. Payment can be made with cash, credit card (excluding American Express), or check (made out to the City of Georgetown). **Groups/individuals who cancel a reservation less than 24 hours in advance or fail to show are responsible for paying the full rental fee. If a meeting goes 15 minutes over the scheduled time, an additional HOUR will be billed.**
5. Advertising and printed materials of events or programs sponsored by the renter must contain the following disclaimer: **"THIS EVENT IS NOT AFFILIATED WITH**

OR SPONSORED BY THE GEORGETOWN PUBLIC LIBRARY OR THE CITY OF GEORGETOWN.” The disclaimer must be clearly displayed on all advertisements, and no smaller than font size 10.

6. If unfamiliar with the operation of the Library's AV equipment (projector, microphones, etc.), renters should call the library at 512-930-6730 to arrange a tutorial with staff at least 2 weeks in advance.
7. Activities for minors must be supervised at all times by an appropriate number of adults.
8. Meetings must be free and open to the public unless commercial rental rates are paid. Only groups that pay the commercial rental rate may charge admission fees or hold fundraising events. Groups that do not pay commercial rental rates may only charge attendees for food that is served at the event and/or materials provided as a part of the event.
9. Groups claiming 501(c) status must provide documentation that confirms that status. To reserve this rate online, you must first provide documentation of status to librarymeetingrooms@georgetowntexas.gov.
10. ALL political organizations, as defined above, will be charged the commercial rate. The Library is a government-owned facility. Renters are responsible for complying with Section 255.003 of the Texas Election Code, which prohibits the use of public funds (including the use of government-owned facilities), for the distribution of written political advertising materials, or for radio or television broadcasts of political advertising. Political advertising materials can only be distributed to guests in the rented room.
11. **Georgetown Public Library and/or City of Georgetown meetings and events may take precedence over any other scheduled event. The Library and the City reserve the right to reschedule or cancel any meeting, for any reason.** The Library will notify each meeting's representative of cancellation and will arrange to reschedule or refund rental fee.
12. The City of Georgetown and the Library are not responsible for any lost or stolen items.

Miscellaneous Restrictions

1. Smoking, candles, and open flames are not allowed. This includes the balcony area.
2. Registration tables, or any other activities are not permitted outside of the room. Registration lines cannot extend into the hallway.
3. Decorations are not allowed on the walls, windows, or ceilings. Decorations may be placed on the tables and bulletin boards, located on either side of the white board in each room. Furniture **cannot** be moved from other meeting rooms or areas of the library. All decorations must be removed at the end of the rental period.
4. Alcoholic beverages are only permitted with prior approval of the Director. A professional security guard and TABC licensed servers will be required at events where alcohol is served. A security guard will be hired at the renter's expense. Sweet Lemon Kitchen is the required caterer for alcohol served in the meeting rooms.
5. The Library cannot store equipment and/or supplies for any non-library meeting room functions.
6. Events with amplified music are not permitted during Library operating hours.

Appendix B – Library Collection Descriptions and Levels

Adult Collections

The library's Adult collections are intended for people ages 18 and above. The collection includes:

- BC Adult** Book Club Books-in-a-Bag
- CD** Recorded music on CD
- CDBK** Fiction and nonfiction books on CD
- DVD** Feature films, series, and nonfiction films on DVD
- F** Fiction in English
- GF** Graphic fiction (fiction and nonfiction) in English
- GSPF** Graphic fiction (fiction and nonfiction) in Spanish
- GTN** Georgetown Collection
- HRC** History Resource Collection
- LPF** Large print fiction
- LPNF** Large print nonfiction
- MAP** Sheet maps
- MF** Microfilm
- NF** Nonfiction in English
- PER** Periodicals (magazines and newspapers) in English
- PUZZLE** Circulating jigsaw puzzles
- R** Reference Collection
- RD** Reference Desk Collection
- ROM** Romance paperbacks

SPCDBK Spanish language fiction and nonfiction books on CD

SPDVD Feature films, series, and nonfiction films on DVD in Spanish

SPF Fiction in Spanish

SPNF Nonfiction in Spanish

SPPER Periodicals (magazines and newspapers) in Spanish

WC Williamson County Collection

Juvenile (Children's) Collections

The library's Juvenile collections are intended for children from birth to age 12. The collection includes:

Intended audience: Birth-age 8 (Preschool-Grade 2)

BB Bin Books collection of board books

EF Easy fiction or picture books

HOL Holiday Easy Fiction

JCD Juvenile recorded music on CD

JCDBK Juvenile fiction and nonfiction books on CD

JDVD Juvenile feature films, series, and nonfiction films on DVD in English

JF Juvenile fiction in English

JGF Juvenile graphic fiction in English

JGNF Juvenile graphic nonfiction in English

JNF Juvenile nonfiction in English

JPER Juvenile periodicals (magazines, newspapers)

JSPDVD Juvenile feature films, series, and nonfiction films on DVD in Spanish

JSPF Juvenile fiction in Spanish

JSPNF Juvenile nonfiction in Spanish

KIT Kits (fiction and nonfiction)

TALK Juvenile Talking Books

Intended audience: Ages 5-9 (Grades K-3)

BR Beginning Readers

EC Early Chapter Books

JCDBK Juvenile fiction and nonfiction books on CD

JDVD Juvenile feature films rated G and PG, series, and nonfiction films on DVD in English

JF Juvenile fiction in English

JGF Juvenile graphic fiction in English

JGNF Juvenile graphic nonfiction in English

JNF Juvenile nonfiction in English

JPER Juvenile periodicals (magazines, newspapers)

JSPDVD Juvenile feature films, series, and nonfiction films on DVD in Spanish

JGSPF Juvenile graphic fiction in Spanish

JGSPNF Juvenile graphic nonfiction in Spanish

JSPF Juvenile fiction in Spanish

JSPNF Juvenile nonfiction in Spanish

TALK Juvenile Talking Books

Intended audience: Ages 9-12 (Grades 3-6)

JDVD Juvenile feature films rated G and PG, series, and nonfiction films on DVD in English

JF Juvenile fiction in English

JGF Juvenile graphic fiction in English

JGNF Juvenile graphic nonfiction in English

JNF Juvenile nonfiction in English

JPER Juvenile periodicals (magazines, newspapers)

JSPDVD Juvenile feature films, series, and nonfiction films on DVD in Spanish

JGSPF Juvenile graphic fiction in Spanish

JGSPNF Juvenile graphic nonfiction in Spanish

JSPF Juvenile fiction in Spanish

JSPNF Juvenile nonfiction in Spanish

TALK Juvenile Talking Books

Youth (Teen) Collections

The library's Youth, or Teen collections are intended for people ages 12-18 (Grades 6-12) The collection includes:

YCDBK Youth fiction and nonfiction books on CD

YF Youth fiction in English

YGF Youth graphic fiction

YGNF Youth graphic nonfiction

YMGF Youth manga graphic fiction

YNF Youth nonfiction in English

YPER Youth periodicals (magazines, newspapers)

YSPF Youth fiction in Spanish

YSPNF Youth nonfiction in Spanish

Appendix C - Georgetown Citizen's Request for Reconsideration of Library Material Form

To file a Request for Reconsideration of Library Material, the patron must:

Reside within the corporate limits of the City of Georgetown; complete this form; and supply their full name and residential address: anonymous complaints will not be considered.

Author:

Title: (Only one title per request form, please)

Your name (first and last):

Today's date:

Your residential address:

Your phone number:

Your e-mail address:

Are you making this request on behalf of...

_____ Yourself?

_____ A family member? (please specify)

_____ A group or organization? (please specify)

How did you become aware of this item?

Have you read, listened to, or viewed the entire item?

What is your specific objection to the item?

What would you like the Library to do about this item?

Reconsideration Process Overview

Requests for Reconsideration are reviewed according to the following established procedure:

1. All requests to review materials will be considered using Section I of this Policy, Criteria for Selection of Materials, as a guide. In addition to the Criteria for Selection of Materials, consideration will be given to the length of time an item has been in the Library collection as well as the number of unique users that have borrowed the item.
2. After a completed Request for Reconsideration form is received, the Library Director will review the material in question and will attempt to answer the complaint to the patron's satisfaction.
3. A patron who is not satisfied may request that the material be reviewed by the Library Advisory Board at the next bimonthly Library Advisory Board meeting:
 - i. The Library Director will send an invitation to the patron to attend the bimonthly meeting.

- ii. During that meeting, the patron who made the request will be allowed three minutes to explain why they would like to have the material reconsidered. The Library Advisory Board may assume that non-attendance by the patron at the designated Library Advisory Board meeting is a request to withdraw the Reconsideration. Library Advisory Board members may ask questions of the patron, but the patron cannot speak during the deliberations of the agenda item unless they are responding to a direct question.
- iii. After the initial Library Advisory Board meeting, the material in question will be kept at a designated location within the Library for Library Advisory Board members to review. The request will be considered again at a second meeting. The same rules and procedures will apply for the second board meeting: the patron will be granted three minutes to speak on the agenda item; members of the Library Advisory Board may ask questions of the patron; during deliberations, the patron is not allowed to speak except to answer a direct question from the Board.
- iv. At the second meeting the Board will consider and vote on the Reconsideration Request. The Board's review and consideration of the material is as a whole. The Board will vote whether to retain the item in the current collection, move the item to a different collection, or remove the item from the Library. Any vote to move or remove the item requires a supermajority of the Library Advisory Board.
The Library Advisory Board's decision is final for the material (all editions and formats).

City of Georgetown, Texas
Library Advisory Board
January 6, 2026

SUBJECT:

Library Director's Report

SUGGESTED ACTION:

Consideration of the Library Director's report -- Sally Miculek, Library Director

ITEM SUMMARY:

Miculek will review library statistics, patron comments, programs, and more with the board.

FINANCIAL IMPACT:

SUBMITTED BY:

Valerie Barber, Library

ATTACHMENTS:

[Director's report 01.06.2025.pdf](#)

[Statistics through November 2025.pdf](#)

November 2025 Highlights

- Youth programs (including but not limited to):
 - Friendsgiving
 - STEM Storytime
 - Anime Club
- Adult programs and activities (including but not limited to):
 - Live music featuring The Sieker Band
 - Keepin' it Reel: Superman
 - Adultish: Games

December 2025 Highlights

- Youth programs (including but not limited to):
 - Snow Much Fun!
 - Seasonal movie screenings
 - Tweek Kawaii Crafts & Sugoi Snacks
 - Teen Hangout
- Adult programs and activities (including but not limited to):
 - Live Music featuring Swing Shift
 - Adultish: Dungeons and Dragons
 - Silent Book Club
 - Read and Tell

Additional highlights

- The Library was closed on Monday, November 3-7 for Inventory
- The Library was closed on Tuesday, November 11 in observance of Veteran's Day.
- The Library was closed on Thursday, November 27 & Friday, November 28 in observance of Thanksgiving
- The Library was closed on Wednesday, December 24 & Thursday, December 25 in observance of Christmas
- The following books were donated to the Library's **Local Authors Collection**:
 - Stumbling Over Our Christian Mistakes by J. Christian Wood (Adult)
 - Hanukkah and Christmas with Mr. Mazoo and Mr. Tyler by Rachel L., Donald A., and Noah B. Westbrook (Adult)
 - Charlie's Sparkle by C.S. Brown (Child)
 - Unbreakable by Rubio Garza (Adult)
 - A Man Can't See Through Muddy Water by Nancy Kenek (Child)

Patron Comments

1. **Patron comment:** Need Programs on
 - a. How to use social media
 - b. How to use iPhone

Director's response: *Unfortunately this patron did not leave contact information, but the Library does offer a weekly Wired Wednesday program, which features one-on-one assistance with all sorts of technology questions. Patrons just bring in their devices and their questions, including about social media and/or iPhones, and staff are available to help them learn how to use their technology!*

2. **Patron comment:** Hello! We have a request for a chair or sitting bench for the Ladies Restroom; and/or side table for purse/belongings. Thank you!

Director's response: *This patron did leave contact information. I'll work with our Facilities team to find out what size furnishings can be safely added to the Library's restrooms, and we'll see what we might be able to add to these spaces.*

3. **Patron comment:** Loretta is ABSOLUTELY AMAZING SUPER POLITE AND HELPFUL. Great CC [Customer Care?] She Rules.

Director's response: *This is true. Loretta is a gem. She is the Library's Volunteer Coordinator, and a member of the Circulation Team. She's often the person who answers the phone or who greets a patron who's just entered the building. She's unfailingly friendly and sensitive; she has a fantastic sense of humor. Everyone is delighted to work with her!*

4. **Patron comment:** I'm not sure what kind of books are allowed in a library but I was hoping you could add some extreme horror books. Some authors I enjoy are:

- Aron Beauregard
- Daniel J Volpe
- Kristopher Triana
- Felix Blackwell
- Sian Rose
- Natasha Stevens

If you could add extreme horror to your collection it would be cool, but I understand if there are limits for a library.

Director's response: *Unfortunately this is another case where the patron did not leave contact information. We do try to purchase materials that patrons request, however in this case, the authors listed are self-published or independently published, which the Library does not usually purchase unless as a specific request that we can connect to a patron account. Our Fiction Selector is aware of this interest, though, and will be on the lookout for some trade-published authors whose work might speak to this user's interests.*

2025-2026 Georgetown Public Library Statistics

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Annual Total
Patron Usage													
Visits 2025-2026	25614	26761											52375
Visits 2024-2025	27103	27726	19814	37064	31874	37459	29077	30557	29835	28832	30356	34444	364141
# of patrons who checked out	4539	4082											8621
New Members													
City Residents	373	225											598
Non-residents	139	99											238
GISD Student	11	6											17
Total	523	330	0	0	0	0	0	0	0	0	0	0	853
Physical Collection Circulation													
2025-2026	39,673	32,254											71,927
2024-2025	41,858	39,570	35,967	39,612	36,476	40,388	38,391	42,074	46,183	46,684	43,482	40,012	490,697
WOW! Circs	1,560	1,352											2,912
Carver Circs	361	45											406
SC Circs	1,312	1,282											2,594
Digital Collection Circulation													
Ebooks	13,228	12,918											26,146
Streaming	575	518											1,093
Databases													0
Periodicals													0
Total Digital Circs													0
Library Collection Changes													
Copies Added	918	833											1,751
Copies Discarded	1,054	609											1,663
Donations Added	34	3											37
Interlibrary Loans													
GPL ILL Req. filled	133	42											175
Outgoing ILL	12	7											19
Internet usage (sessions)	1870	1295											3165
Volunteer Hours													0.00
Programs													
Children's Programs													
Programs	5	2											7
Storytime Programs	56	22											78
Attendance	2448	32											2480
Teen Programs													
Programs	6	4											10
Attendance	50	25											75
Adult Programs													
Programs	33	17											50
Attendance	326	120											446
Meeting Room Use													
# of reservations	117	124											241
Study Room Use													
# of reservations	406	261											667