CITY OF HUTTO, TEXAS
LIBRARY ADVISORY BOARD
SPECIAL MEETING
MONDAY, JANUARY 7, 2019 AT 6:00 PM
HUTTO PUBLIC LIBRARY
205 WEST STREET

**LIBRARY ADVISORY BOARD**

Dwight Baker, Chair
Tara Chappell, Vice-Chair
Patricia Elssasser
Kathi Shilling
Lori Ortiz
David Westbrook

## AGENDA

1. **CALL MEETING TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENT:**
   3A. Remarks from visitors. (*Three-minute time limit*)

4. **AGENDA ITEMS**

   4A. Consideration and possible action on the November 13, 2018 Library

   Advisory Board meeting minutes. (Lisa Riggs)

   4B. Discussion and possible action concerning the renaming of the Hutto Public Library. (Eliska Padilla)

5. **OTHER BUSINESS**

6. **ADJOURNMENT**

## CERTIFICATION

I certify that this notice of the January 7, 2019 Library Advisory Board meeting was posted on the City Hall bulletin board of the City of Hutto on January 4, 2019 at 2:40pm.

Lisa L. Brown, City Secretary

The City of Hutto is committed to comply with the American with Disabilities Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 759-4033 or lisa.brown@huttotx.gov for assistance.

**CITY OF HUTTO, TEXAS**
**LIBRARY ADVISORY BOARD**
**REGULAR MEETING**
**MONDAY, NOVEMBER 13, 2018 AT 6:00 P.M.**
**HUTTO PUBLIC LIBRARY**
**205 WEST STREET**

**LIBRARY ADVISORY BOARD MEMBERS**

Dwight Baker Chair
Tara Chappell, Vice-Chair
Camille Baptiste
Patricia Elsasser
Lori Ortiz
Kathi Shilling
David Westbrook

## MINUTES

1. **Call Meeting to Order**
   *Meeting was called to order at 6:07 pm by Vice-Chairperson Chappell.*

2. **Roll Call**
   *All members were present except for Chairperson Baker. City staff present included Lisa Riggs, Library Supervisor and Eliska Padilla, Executive Director of Communications and Marketing.*

3. **Public Comment**
   Public Comment can be taken on each item listed. Speakers must limit comments to three minutes.

   *No Public Comment.*

4. **Agenda Items**
   4A. Consideration and possible action on August 13, 2018, Library Advisory Board meeting minutes.

   *Elsasser motioned for the minutes to be accepted for August 13, 2018, Library Advisory Board meeting minutes; Westbrook second motion; motion passed 5-0.*

   4B. Discussion concerning the new Hutto Public Library at the Co-Op in the New City Hall.

   Padilla showcased a rendering with new furnishings in the new library including the new lay out. She did state the furnishings in the large meeting rooms and in Riggs office did come out the city hall furnishing budget. ADA did require two bathrooms. The library will receive new bookshelves instead of customizing the current shelves. Padilla explained the colors used through the library with orange, green, blue and different patterns used in each area. She showed the ceiling design in another rendering. Explaining how the material and computer areas accent the ceiling. The tables in the meeting and chairs are stackable. She also shared the designs in the study rooms that can be put together to create a large table. Ms. Padilla showed where the computers will be throughout the library. Padilla also showed the storage areas within the library and under the stairs. She also explained that at this time there is not furnishing on the patio which was not budgeted in the landscape budget. Ms. Padilla explained there are 200 seats in the City Council chambers that the library has already reserved for performances. There are also two other conference rooms which can be utilized by the library. She also added that the library should be able to be able to have assistance with utility billing for patrons to pay by credit card.

*Vice-Chair Chappell questioned electric connections and Ortiz asked about USB charging outlets.*

Padilla did explain electric connections will be available for computers and stated USB outlets will be added by the city after building completed.

4C. Discussion and possible actions concerning the renaming of the Hutto Public Library.

Padilla stated possible actions is if the Library Advisory Board chooses to create a subcommittee to research the name. She provided and reviewed the Policy for Naming Facilities, Events, and Properties and asked Mayor Gaul to submit his request in writing per email to rename the library the Ken Love Library. She also added the Friends of the Hutto Public Library cookbook insert with library history and as one of the members of the original Library Advisory Board and provided verbal history on Ken Love. Chairman Baker stated he would like to serve on the subcommittee if you choose to create a subcommittee.

*Baptiste motioned that the library advisory board approve to form a subcommittee to considered the possible renaming of the library by Mayor Gaul, seconded by Elsasser; motion passed 5-0. Subcommittee members will be Chair Dwight Baker, Lori Ortiz, and Patricia Elsasser. Vice-Chair Chappell reminds the board this is an opportunity to consider and explore various names for the library. Chappell also requested if the library name is changed that signage for the exterior be considered and was agreed to by Westbrook.*

Padilla explained the process and procedure of items to be considered for City Council during Council Meetings.

4D. Discussion and possible action concerning grants, outside funding, and fundraising.

Riggs provided an update on grants, outside funding, and fundraising for the library.

- 2018 Texas Books Festival Grant – monthly data being collection for final report due December 31.
- Estela and Raúl Mora Award – Submitted - As a recipient of the $200 Lone Star Día grant and participant for celebrating Día, Children's Day/Book Day the library is eligible to apply for the award through First Books. If selected awarded the library will receive either $500 or $1000 credit to purchase books through First Books. Awards will be given in September 2018. Not awarded.
- Best Buy - Grant is for up to $10,000. – Submitted for 2-3D Printer, filament, Stop-Motion stand - The library will complete research and grant to build skill proficiency in technology through out-of-school time programs for teens. Due May 31, 2018. Award date in August 2018. Not awarded.
- Ladd and Katherine Hancher Library Foundation Grant – This foundation offers grants for Public Libraries serving populations of 50,000 or less. The library is requesting equipment for a MakerSpace including 3D Printer, 3D Printer Cart, ReadyANIMATOR, Art Supports for Props, iPad, Keva Plank, Makey Makey Kits, Interlocking Plastic Disk Sets, Interlocking Learning Blocks, Preschool Education Blocks, Tools for Cardboard, STEAM gadgets. Not awarded.
- The Hutto Public Library is recipients of the federally funded reimbursement award from the Texas State Library and Archives Commission for interlibrary loan lends (114) made to Texas public libraries in State Fiscal Year 2018 for $1038.54

2019 Texas Book Festival Grant- Library will start gathering data and information to apply the grant to update the junior non-fiction collection.

Request for Approval -

- Partnership with Friends of the Hutto Public Library for Family Literacy Night's refreshments and assistance with Winter Reading Program kick-off.

Sponsoring Hutto-

- Library and FOTHPL Vice-President Stacey Applegate attended the Business Meet-N-Greet September 27. Life's a Gift stated they will sponsor a bookshelf for $100.
- Friends of the Hutto Public Library received a Bronze Sponsorship for $200 and from patron honoring their child's love of reading for $100 for a bookshelf.

Updates

- Library Card Sign Up Month – Changes to policies allow patrons of all ages to receive a library card. The library participated at Farmer's Market each week with different activities to encourage library card sign up. New accounts in In comparison by year:
  2016 - 76
  2018 - 102
  2018 – 126
- TexShare Database Menu will delay making changes till the August 2019.
- Friends of the Hutto Public Library held the 2018 Fall Book Sale on October 20 raising $744.85
- Library participated at Treats on Park St. which was held at the Riverhorse Academy gym due to weather.
- Hutto Chess Club began programming for beginner/casual players and advance/competition bound players.
- Library attended the Summer Performance Workshop to plan for 2019 Summer Reading Program.
- Nov. 19 - Brown Bag Movie Matinee 12:30 pm
- Nov. 20 - Family Literacy Night from 6:30-7:30 pm
- December 1 - Winter Reading Program – Kick Off
- December 8 – Health Expo with True Heart discussing Advanced Directives, Diabetes, Fall Prevention, Hydration; Connect Hearing; Two authors- one to discussion raw life enhancing foods with demonstration and one to discuss pain management; and Impact Family Chiropractic.

*Baptist motioned .for approval the request for partnership with Friends of the Hutto Public Library for Family Literacy Night's refreshments and assistance with the Winter Reading Program kick-off; Westbrook second motion; motion approved 5-0.*

4E. Discussion concerning the Texas Public Standards Local Implementation Checklist (APPENDIX A) and the focus on Facility Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Facility Standards. Padilla stated these guidelines are not needed to meet state accreditation but are useful to see how we stand in comparison with recommended library standards.

*Westbrook inquired whether this review needed to wait till we were in the new library. Vice-Chair Chappell reminded Library Advisory Board this is reviewed yearly.*

4F. Discussion regarding collection comparisons with benchmark cities.

Riggs provided a comparison between the Hutto Public Library and benchmark cities having similar populations. This comparison compared square footage, populations, collection budget, collection size, age of the library, and library standard status.

*Vice-Chair Chappell requested the number of collection items the new library will be able to accommodate.*

Padilla stated there will be enough space for the collection to hold 35-36,000 items. Padilla also reminded the board the new city hall was designed with a 3-5 year growth plan and when all offices are at capacity the city would consume the library and a new library would be planned. Riggs added the library will have access to additional space in city hall for programming. Padilla also wanted to remind the board that the overall budget should be considered for the library when comparing with other libraries and as well as revenue. The library only had $8,674 in revenue for the year. The remaining budget is subsidized by the city. Recommends to look at the revenue from benchmark cities as well fines/fees and membership fees.

*Vice-Chair Chappell question if there will be another Reading Garden at the new building.*

Padilla stated landscapers will be putting butterfly friendly plants in the area of the library. Jessica Romigh also met with landscapers and new benches will be provided with landscaping. Riggs added the Ms. Misiti provided Padilla with Texas Native plants to consider for the area around the library to create the Butterfly Way Station. The library and Keep Hutto Beautiful plan to partner for a Junior Master Garden Program with classroom work in the library and lab work in the community garden.

**5. Adjournment**

*Baptiste stated this was her last meeting serving on the Library Advisory Board after serving for 10 years.*

*Baptiste motioned to adjourn the meeting at 7:43 p.m.; second by Westbrook; motion carried 5-0.*

I certify that the meeting minutes are official, on the **13** of **November**, 2018 at ________PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

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| Tara Chappell, Vice-Chairperson<br>Library Advisory Board | Eliska Padilla, Executive Director<br>Communications & Marketing | Lisa Riggs, Library Supervisor<br>Hutto Public Library |

# CITY OF HUTTO, TEXAS
## LIBRARY ADVISORY BOARD
## REGULAR MEETING
## MONDAY, AUGUST 13, 2018AT 6:00 P.M.
## CITY HALL – CITY COUNCIL CHAMBERS
## 401 WEST FRONT STREET

**LIBRARY ADVISORY BOARD MEMBERS**

Dwight Baker Chair
Tara Chappell, Vice-Chair
David Westbrook
Camille Baptiste
Patricia Elsasser
Kathi Shilling

**MINUTES**

1. **Call Meeting to Order**
   *Meeting was called to order at 6:03 pm by Chairperson Baker.*

2. **Roll Call**
   *All members were present except for Camille Baptiste and Kathi Shilling. City staff present included Lisa Riggs, Library Supervisor and Eliska Padilla, Executive Director of Communications and Marketing, Odis Jones, City Manager.*

3. **Public Comment**
   Public Comment can be taken on each item listed. Speakers must limit comments to three minutes.

   *No Public Comment.*

4. **Agenda Items**
   4A. Consideration and possible action on May 14, 2018, Library Advisory Board meeting minutes.

   *Westbrook motioned for the minutes to be accepted for May 14, 2018, Library Advisory Board meeting minutes; Elsasser second motion; motion passed 4-0.*

   4B. Discussion and possible action concerning grants, outside funding, and fundraising.

   Riggs provided updates on current grants:
   -2018 Texas Book Festival Grant-monthly data being collected for final reports due December 31.
   -$200 Lone Star Día grant – Completed.
   -Estela and Raúl Mora Award – Submitted. If selected awarded the library will receive either $500 or $1000 credit to purchase books through First Books. Awards will be given in September 2018.
   -Dollar General Literacy Foundation Grant – Not awarded. Possible to small programming release. The library applied for the literacy foundation grant to supplement the summer reading program to purchase book and

playaway kits. This kit will be used to assist student in the Book Buddy program and to assist struggling readers. The grant amount is for $3000.
-Best Buy - Grant is for up to $10,000 – Submitted for 2-3D Printer, filament, Stop-Motion stand - The library will complete research and grant to build skill proficiency in technology through out-of-school time programs for teens. Due May 31, 2018. Award date in August 2018.
-Ladd and Katherine Hancher Library Foundation Grant – This foundation offers grants for Public Libraries serving populations of 50,000 or less. The library is requesting equipment for a MakerSpace including 3D Printer, 3D Printer Cart, ReadyANIMATOR, Art Supports for Props, iPad, Keva Plank, Makey Makey Kits, Interlocking Plastic Disk Sets, Interlocking Learning Blocks, Preschool Education Blocks, Tools for Cardboard, STEAM gadgets.

Request for Approval
-Dollar General Literacy Foundation: Youth Literacy Grant – With partnership through the Friends of the Hutto Public Library as a 501 3C to apply for a Bilingual AWE Early Literacy Computer, table, chairs, headphones, and splitters for $4000. Not applied for due to not meeting due date with preparation for the Summer Reading Program.
-Lois Lenski Covey Foundation Grant – With recent donated items are not need for immediate usage. This grant can be take in year round with due dates September 1. Items submitted afterward are considered for the next year. With partnership through the Friends of the Hutto Public Library we would like to apply for the Lois Lenski Covey Foundation Grant. This grant is used to supply books used for the Early Literacy Outreach Program. The grant would help purchase replacement children's books for a bookmobile program through First Books. The Early Literacy Outreach Program provides crates with 50 books (15 Toddler Board Books, 10 Early Reader Books, 20 Story Books, and 5 Oversize Big Story Time Books) to preschools and daycares each month. Each month the crates refilled and rotated among the six preschools and daycares.

Upcoming events for September and October were discussed.

4C. Discussion concerning the Texas Public Standards Local Implementation Checklist (APPENDIX A) and the focus on Administration Standards and Collection Standards.

Riggs reviewed the Texas Public Library Standards Local Implementation Checklist items with a focus Administration Standards and Collection Standards. Padilla stated these guidelines are not needed to meet state accreditation but are useful to see how we stand in comparison with recommended library standards.

*Chairperson Baker request the "The library conduct an annual meeting for the purpose of planning and evaluating service" to become a line item for the February Library Advisory Board Meeting. Westbrook states he believes this more the library and not the board but will like to be informed with planning. Chappell and Westbrook request inquiry to benchmark cities for Collections Standards with providing adequate number of materials and library's collections is used by the community.*

4D. Discussion concerning the Hutto Public Library move to the Co-Op and New City Hall.

Padilla stated the library met with the architect and provided board members with renderings of the new library showcasing three entrances, meeting rooms, and study rooms. The rendering also show the computer and storage areas along with three staff circulation desk. Padilla also discussed patron seating, adult, teen, children, and junior areas in the library as well as space for collection items. Furnishings and storage for areas we discussed with board. Padilla also explain all the additional city hall space that will be available to the library for usage for programs. Riggs stated how space in the computer was for patrons was configured for usage and it also creating a line of sight from door to door. Items to be discussed with architect will be the USB charging plugs, materials, and furniture for the library.

*Chappell request for USB charging station and water bottle water fountains for patrons to use. Chappell questioned if future internship will be available in the future and process on the moving plans.*

Riggs and Padilla discussed Library pages and assistant positions were request and not approved for the next fiscal and discussed possible moving processes with movers having library moving experience.

4E. Discussion regarding Food for Fines and other Library business.

Riggs provided updates on final Summer Reading Program stats along with changes upcoming to the TexShare Data Menu. Food for Fines completed on August first with a total 63 patrons utilizing the program, forgiving $379.00 and 422 lbs. of food for the Hutto Community Food Pantry. The library did received the Texas State Library Accreditation for the next year. Padilla met with research group manning the city survey and discussed library related draft report. There was no significant changes in other areas. For the library, 71% participants with salaries $75,000 and under rated the library services as good or excellent; 56% participants making more than $75,000 rated the library good or excellent; and 60%, participants 65 years of age and younger rated the library good or excellent; 75% participants 65 years of age and older rated the library good or excellent of those who filled out the survey along with no differential on race

*Westbrook mentioned the technology can always be added later and requested it be added in a timely manner. Elsasser questioned if library hours would change in the new building. Chappell inquired if doors would be handicap accessible with electronic doors.*

Padilla stated library hours would remain current but could be possible in the future. City engineers and designers will make sure entries are handicap accessible.

**5. Adjournment**

*Westbrook motioned to adjourn the meeting at 7:49 p.m.; second by Vice-Chairperson Chappell; motion carried 4-0.*

_______________________________________________________________________________

I certify that the meeting minutes are official, on the **13** of **November**, 2018 at ________PM and will remain available the through City of Hutto offices as reference to the business conducted during the meeting.

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| ___________________________ | ___________________________ | ___________________________ |
| Dwight Baker, Chairperson<br>Library Advisory Board | Eliska Padilla, Executive Director<br>Communications & Marketing | Lisa Riggs, Library Supervisor<br>Hutto Public Library |

**Subject:** Library Naming
**Date:** Wednesday, November 7, 2018 at 4:50:27 PM Central Standard Time
**From:** Eliska Padilla

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**From:** Doug Gaul <Doug.Gaul@HuttoTX.gov>
**Date:** Wednesday, November 7, 2018 at 11:38 AM
**To:** Eliska Padilla <Eliska.Padilla@HuttoTX.gov>
**Cc:** Odis Jones <Odis.Jones@HuttoTX.gov>
**Subject:** Re: Library Naming

I would like to formally ask the Library Advisory board to consider naming the Library when it moves into its new location the Ken Love Library. Ken was a past Mayor and council member of Hutto, served on the library advisory board was an avid supporter of the library and if I recall was instrumental in getting the library started in Hutto.

However, I would also request that you do your research and verify that my information is correct.

Thanks

Doug Gaul
Mayor
City of Hutto
512-759-4033
Doug.gaul@huttotx.gov
Www.huttotx.gov

# History of the Hutto Public Library

In 2002, the Hutto City Council voted to establish the Hutto Library Advisory Board to begin the process of opening a library. The first meeting was held on October 29 and the original members were Dale Alley, Judy Coats, Ken Love, L.C. Mayberry, Carolyn Nagel-Sanchez and Iola Sturm.

In May 2003, Hutto City Council approved the use of the old City Hall building for the site of the library. Then, in 2004 the Council approved the sale of the old City Hall with proceeds going towards the library and the decision was made to purchase the Fire Hall as the future home of the library. In July of 2004, the first Summer Reading Program was held at the Hutto Elementary School.



Over the years, the board reorganized to include Terry Dolan, Nicole Hohensee, Sherry Miller, Mary Morgan, Catherine Muehlbrad, Ruby Nunn, Don Shepard and Teri Villaneuva.

After the grand opening of the new Fire Station in 2006, the library took possession of the old Fire Hall to begin renovations for the library. In 2006, the board and the city agreed that the library become an entity of the city under the Parks and Recreation Department. During those years, the library board members continued to obtain donations of books and money and met with city staff, library consultants and architects to plan the future of the library. They also spent countless hours sorting through over a thousand books.

The library officially opened March 24, 2008, under the guidance of Yasmeen Jehangir, the librarian for the Hutto Public Library. Six months after the opening, the library received accreditation and became a member of the Central Texas Library Association.

The current members of the Friends of the Library are Frances Albert, Wanda Andrews, Sue Beirdon, Kathy Bowen, Judy Coats, Sharron Fulton, Pat Gantt, Lynda Herrin, Joan Hutchinson, Pam Leschber, Ken and Patricia Love, Sherry Miller, Mary Morgan, Brenda Ormsby, Amy Plunkett, Michael Smith, Rhonda Stromsness, Iola Sturm, Teri Villaneuva and Florence Winkler.

# Expression of Appreciation

The Friends of the Library would like to thank and express our sincere appreciation to the many people in the community who gave their time and energy in collecting and submitting recpes. Without their help, the book would not have been possible.

**CITY OF HUTTO**
**POLICY FOR NAMING FACILITIES, EVENTS AND PROPERTIES**
***(Approved By Hutto City Council per Resolution #2009-006-00)***
***PROPOSED Amendment to City Council 2/15/2018***

## PURPOSE

To establish a systematic, fair, and consistent policy and process for the official naming of City facilities, events and properties such as public parklands, KOKEFEST, recreational areas, the library, rooms, municipal buildings, and property. The policy provides for citizen input, recommendations from a diverse committee, and City Council approval to adopt all names.

No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or City policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The City has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. The factors to be considered by the City include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the City's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the City's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the City, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the City;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of City property or disrupts the operation of the City.

**PROCEDURES TO ESTABLISH NAMING RIGHTS**
The City Manager or his designee, City Council, Board or Commission, City Council Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the City Council.

1. All requests for naming and renaming city facilities, events, and properties shall be made in writing to the respective City Board, Commission, City Manager or his designee.
2. The Chairman of the respective board, i.e. Hutto Parks and Recreation Advisory Board, Library Advisory Board, Economic Development Corporation Board, shall name a sub-committee that will be responsible for recommending a name for the park lands, facilities, event, and/or properties to the Board.
3. The committee shall be responsible for research, study and recommendation of a proposed name to the Advisory Board. Rationale for the selection of the recommended name shall be given in writing.
4. The respective Board shall approve or disapprove of the name recommended by the sub-

committee.

5. If the sub-committee's recommendation is disapproved by the Advisory Board, then the matter may be referred back to the sub-committee for further action.
6. Upon approval, the recommended name will be forwarded to the City Council for their final consideration and action.

**NAMING CRITERIA**

**For Parks**

1. Regional / City level parks may be named after a geographical designation, a predominant physical feature of the land, a historical name, historical event, organizations, or the name of an individual.
2. Community and neighborhood level parks should be named after the subdivision, which dedicated the land, the name of the neighborhood, organizations, or the name of an individual.
3. The suffix "park" should be added to the name of the park.
4. Areas, facilities, and accessories such as playgrounds, pavilions or sport fields within a park can be named differently using the above stated criteria.

**For Facilities & Properties**

1. Consideration is given for naming for financial contributions, sponsorship or other commercial transactions, including the provision or supply of equipment, materials, land or services.
2. The City may partner with other community organizations, or Boards, to raise funds.
3. Major donations/sponsorships for physical spaces are given consideration, including, but not limited to: Amphitheaters/Auditoriums/Theaters, Libraries, Park Amenities, Gardens/Walks/City-owned streets and ways, Classrooms, Meeting Rooms, Conference Rooms, and Foyers.
4.

Other criteria may be based on the following:

1. A monetary, grant, donation or bequest to the City;
2. A substantial community service that has had a major impact or benefit to a large sector of the City from an individual who:
   a. Demonstrates dedication to service in ways that brings special credit to the City, or
   b. Volunteers and gives extraordinary help to individuals, families, groups, or community service;
3. Memoriam for an individual, who may be considered only after he/she has been deceased for a minimum of one year;
4. Honoring a living individual which will be subject to the most careful examination; and/or
5. Honoring City officials, management, staff or appointed public officials who may be considered after the employment or public service has concluded for a minimum of one year.

**DURATION OF NAMING RIGHTS**
The duration of naming rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the City Council, unless otherwise established in the contract with the donor and approved by the City Council and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to the City.

**RENAMING OF A CITY FACILITIES OR PARK LANDS**

Renaming of a City facility or parkland is strongly discouraged. Once it is named after an individual, the name of the public property should not be changed unless there are compelling reasons presented for the change. Requests to change a name should be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

**Physical Display of Naming Rights**
The physical display of the naming rights shall be decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the naming rights will take into account the identification of the City and comply with all applicable laws and regulations including, but not limited to, zoning and sign requirements.

**Transferability**
Naming rights may only be transferred to any other naming rights by mutual agreement between all the named parties.

**Assignment**
"Naming Rights in Consideration" may be assigned by mutual agreement between all parties. Assigned is defined as "to exchange one naming right for another." For example when a company changes its name the naming right may be changed to reflect the new name.

**LIMIT OF NAMING RIGHTS**

**On the part of the City**
The City's right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.

**On the part of the Named Party**
The named party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the City's facility use policy. The use of that building or part of the building may, however, be the subject of negotiated agreement in the specific contract between the parties. The City will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the City's mission and purpose, statutory obligations, or the local authority of the City Council for the City of Hutto.

In turn, the named party shall bear no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any limits should be included in any Naming Rights agreement.

**EARLY TERMINATION OF NAMING RIGHTS**

In the event of this policy and any specific contract entered into being breached, the parties may terminate a naming rights agreement in advance of the scheduled date, under the following conditions:

**Termination by the City**

The City reserves the right, in accordance with the terms of the applicable contract, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the City being brought into disrepute.

**Termination by the Named Party**

The named party may without refund of consideration, in accordance with the terms of the applicable contract, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the City directly brings the named party into disrepute.

In accordance with the terms of the applicable contract and this policy, the City Council shall have discretionary authority to rescind a naming right at any time based on any action by a private individual or corporate entity that is deemed by the City Council to be inappropriate and/or in conflict with the City's values.

**GENERAL**

1. When naming a City facility, event, or property, consideration must be given to any legal agreement or promises made when originally named.
2. City facilities, events, and property shall not be given the same name as existing school or public facility sites except where sites are adjacent to one another.
3. A recommendation to name a City facility, event, or property after an individual(s) should not be publicized (or assumed to be approved) until final action has been taken by the City Council.
4. Names, whenever possible, should be concise, easy to spell, and easily understood.
5. City facilities, events, and property previously named for individuals should not be renamed.
6. City facilities, events, and property may be named or renamed for deceased or living persons. For a living person to be considered, they must have established the most credible service to the community and the City of Hutto.

**NAMING RIGHTS AS SPONSORSHIP OF CITY FACILITIES**

The City of Hutto reserves the right to seek sponsorship for the naming rights to a City facility, event, or property such as a park or athletic facility, structure, playground or entire park, amphitheater, auditoriums, library, classroom, meeting room, conference room, and foyer as a method of obtaining funds to aid in the maintenance and operation of said facility, property, or event. This process may be done through a RFP (Request For Proposal) that is coordinated through the City. If a Board or Commission Chairperson is solicited with the request to obtain these naming rights, the Chairperson must notify the Staff Liaison of said interest. The existing committee will be utilized as well as City staff members to evaluate potential corporate and/or local sponsors if naming rights are sought. Careful scrutiny will be used in this process and a recommendation from the sub-committee to the Advisory Board as well as an evaluation and approval by City Council will be necessary for such action to occur.