

**Bastrop Public Library Board Meeting
AGENDA**

**Bastrop Public Library
1100 Church Street
Bastrop, TX 78602**



August 3, 2020 at 6:00 P.M.

Bastrop Public Library Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Library Board concerning any item on the agenda, please submit a fully completed request card to the Board Secretary prior to the meeting.

3. ANNOUNCEMENTS

4. STAFF REPORT

- 4A. Monthly report on Library activities.
- 4B. Monthly report on Friends of the Bastrop Public Library.
- 4C. Monthly statistical report.
- 4D. Monthly financial report.

5. CONSENT AGENDA

5A. Consider action to approve Bastrop Public Library Board minutes from the March 9, 2020, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION


6A. Report on Library Phased Operations Plan.

7. UPDATES

7B. Individual requests from Library Board members for items to be listed on future agendas.

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: Thursday, July 23, 2020 at 4:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Ann Franklin, City Secretary

Bastrop Public Library Board Meeting Minutes

March 9, 2020

Call to Order:

The meeting was called to order at 6:00 p.m. by President Mary Jo Jenkins

Members present were

Mary Jo Jenkins, Jaime McDonald, Jennifer Leisure, Lesa Neese, Sally Keinarth, Rebecca Bennett, Barbara Clemons, Library Director Becca Sexton, and Mayor Connie Schroeder.

Citizen Comments:

There were none.

Announcements:

Ms. Sexton will present the National Library Week proclamation to City Council at their meeting on April 14 at 6:30 p.m.

Staff Report:

Activities -

Ms. Sexton highlighted some of the activities in the agenda packet. She thanked the Friends for their support. The Library hosted a successful Black History Month program. The Birding 101 class averaged 36 attendees. Staff had expected only 8 to 10 attendees. Young Adult Librarian Bethany Dietrich participated in Colorado River Collegiate Academy's Advocacy Jam and Bastrop High School's Gay Straight Alliance Book Club. The Library celebrated two staff anniversaries. Ms. Sexton is currently working on the Texas State Library and Archives Commission Annual Report. Ms. Sexton and the Library supervisors are currently working on updating all job descriptions. Ms. Sexton is leading the city's task force for the Bastrop County Complete Count Committee. The Library has finalized the closing dates for 2020. They appear in the agenda packet. Ms. Sexton, Bonnie Pierson, and Ashely Guerrero are still planning on attending Texas Library Association Annual Conference in Houston.

Friends of the Library –

The Friends currently have 41 members.

The Book and Plant sale is set for March 27-28.

They are currently collecting donations for the silent auction.

Two elementary schools responded to their offer of gift certificates for one free book for each student at the Book and Plant sale.

Statistical Report –

Ms. Sexton noted that Library volunteer hours are up 20% over last year.

Financial Report –

The Library has received the eRate rebate for the second quarter for \$2600.

Non-resident fees collected so far total \$5265. If this rate continues, the Library expects to receive \$30,000 annually from non-resident fees.

The Friends have made their quarterly donation of \$3000. They have also donated \$500 to cover the cost of TLA registrations.

Consent Agenda:

The minutes for the January 6, 2020, meeting were approved as written.

The minutes for the February 3, 2020, meeting were approved as written.

Items for Individual Consideration and Discussion:

Report on policy review

All Library policies are currently under review. Ms. Sexton pointed out that it is good practice to periodically review policies. Staff are not reviewing the dress code policy or the social media policy. City Hall is reviewing the latter. Ms. Sexton hopes to have the policy revisions ready for to present to the board in June. Ms. Sexton said her priorities are policies that are easy to understand, easy to enforce, and are user-oriented.

Updates:

Keys and facilities

All keys have been returned to the library except for two. One was loaned to the Downtown Business Alliance, which no longer exists, and has not been located. The other is loaned to the Pine Needlers, who meet on Tuesday mornings, when the Library is closed. The Pine Needlers have decided to change their meeting time starting next month. They will meet in the Maker Space during Library hours so that they will no longer need a key. Mayor Schroeder said that she would contact some people who might know what happened to the key that was loaned to DBA.

The meeting adjourned at 6:30 p.m.

Respectfully submitted _____

Rebecca Bennett, Secretary

Approved _____

Mary Jo Jenkins, President

Bastrop Public Library Librarian's Report August 3, 2020

1. Statistics Highlights through July 21, 2020

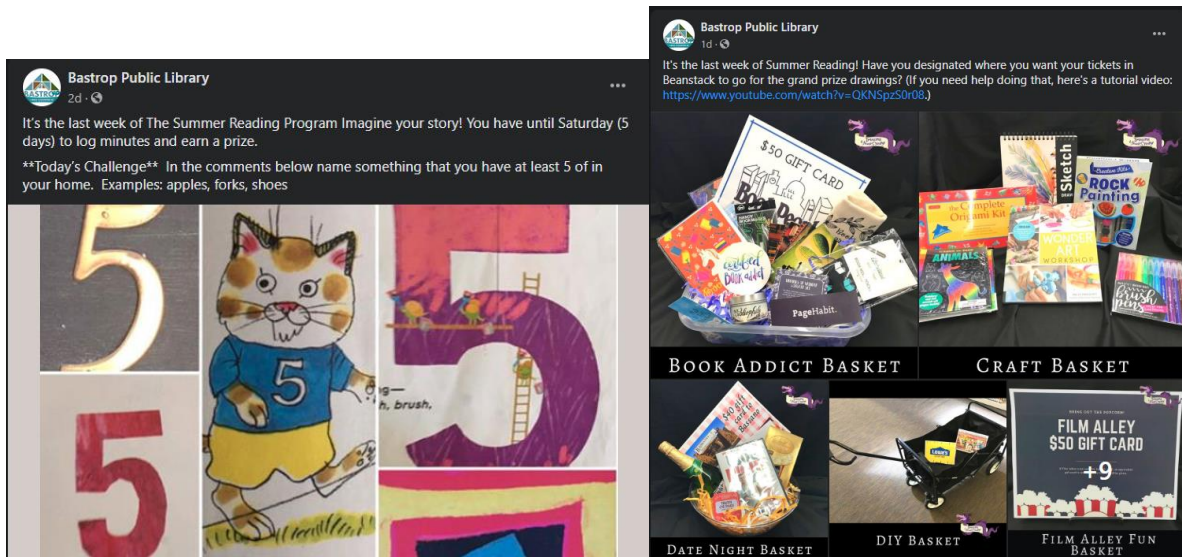
- Appointments for computer use since June 22, 2020: 132
- YTD eBook circulations: 14,642, a 33% increase over last year
- Since beginning curbside service on May 4, 2020:
 - 5,741 checkouts
 - 1,301 transactions
- Since implementing online card applications in April, 31 new members have registered:
 - 22 City residents
 - 9 non-residents.

2. Programs

Summer Reading Program

As of July 20, 2020:

- 358 people registered for the Summer Reading Program.
- 41% of registrants have completed the program (an increase over last year!).
- 96 people registered for the Community Adventure.
- Participants earned 379 prize books for reading!
- Almost 350 people have participated in virtual programs.



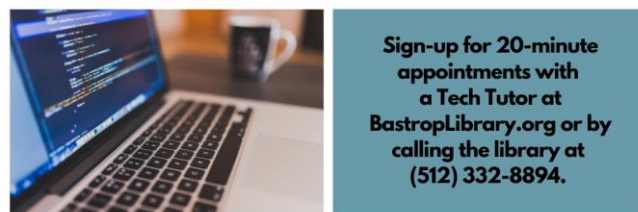


In addition to our many virtual programs, the Library has launched an overhauled version of its Reserve-a-Librarian program, now known as Tech Tutors. Library staff will help patrons via phone or Zoom with 20-minute appointments to teach and troubleshoot technology.



TECH TUTOR

at Bastrop Public Library



3. Noteworthy Items

On Monday, July 20, the Library received official notice that we have been awarded a Texas State Library and Archives Commission CARES grant to implement touchless and contactless self-checkout. Touchless self-checkout allows patrons to use their own mobile devices to checkout materials. There is no need to use shared library technology. Contactless self-checkout allows patrons to check out their own materials using library technology.

While it does involve using shared technology, it does decrease contact between patrons and staff for increased social distancing. The grant year runs through the end of August 2021.

Other technology initiatives Library staff are pursuing to increase safe access to the internet include applying for a grant to purchase laptops and hotspots for patron use; installing network cards on the library's desktop computers so that they are not dependent on data ports and can be spaced at least six feet apart; exploring options that will allow patrons to print from their home computers and pick up their papers using curbside service; and extending the wifi to the parking lot.

The Library's two part-time VOE student employees, Kaitlin Baez and Arlette Castro-Nunez, will both work their last day with the Library the week of August 10.

As of July 15, 2020, the Texas State Library and Archives Commission had completed its review the Library's Annual Report and has accredited the Library for the 2021 State fiscal year beginning September 1, 2020.

On July 20, the Institute for Museum and Library Services, in conjunction with OCLC and Batelle, issued its second report from the REALM (Reopening Archives, Libraries, and Museums) project. This project studies how long the SARS CoV-2 virus survives on library materials. The first round of testing supported the Library's 72-hour quarantine period, however the second test shows that popular library materials including board books, magazines, and books with glossy pages still have detectable amounts of the virus after that time frame. Because of this, the Library has moved to a 5-day quarantine period.

The Library continues to support efforts to get a complete Census count in our community. Initiatives include:

- Including an insert in City utility bills sent out in March. The insert was in English and Spanish.
- Working with the City's Communications department on a banner for the Old Iron Bridge that went up in April.
- Recording a PSA at the end of a storytime all about counting that aired on the Library's Facebook page on May 29.
- Collaborating with Terry Moore at the YMCA to include a blurb about the Census in their newsletter and on their blog in June.

The Library has formed a new staff committee to focus on marketing and outreach efforts. Initiative include:

- Contributing to new teacher welcome bags distributed by the Chamber of Commerce.
- Partnering with the Housing Authority to leave door hangers with Library info.
- Partnering with the Food Pantry and YMCA to distribute Library brochures.

4. Patron Feedback

3/30 response to newsletter announcement of virtual programming: "This is SO GREAT! Congrats to all of you at Bastrop Public Library for putting together these wonderful tools to keep us connected. Can't wait to see you at many of these online gathers."

4/1 Facebook Storytime comment: “Thank you both for your time! Your work is very enjoyable watch and play along! Much appreciated and grateful for your talents!”

5/18 Facebook message “I felt lost without my books and DVD’s, then Catherine told me about curbside pick up. Great service and safe. Now, I am busy reading and watching. Thank you.”

5/25 Facebook post comment “Thank you so much! Im so happy the kids and I will be able to do the summer reading program remotely!”

6/30 email “..thank you for all that y’all are doing to still make the reading program fun. My girls look forward to it every summer! We sure miss our library and will be very thankful for the privilege to attend again one day. In the meantime, thank you for all the efforts to work to keep our community safe and healthy.”

In response to the July newsletter asking “Have you used curbside service at the library yet?”

- “Yes, I have used it and will probably use it in the future. Thank you for your work in making all of this happen.”
- “I have used curbside pickup and it works great...Thanks for being there for us, stay safe.”

Respectfully submitted: Becca Sexton, Library Director

Bastrop Public Library
Friends of the Bastrop Public Library Report
March 9, 2020

1. The Friends Executive Board will resume meeting, via Zoom, on Tuesday, August 4. On the agenda for the August 4 meeting is a discussion of how the Friends can safely move forward with donation processing and fundraising.
2. The Friends awarded two \$300 scholarships this year to Kaitlin Baez and Arlette Castro-Nunez, both of whom also work part-time here at the Library in addition to their extracurricular and volunteer activities (see below).
3. Though the annual Book & Plant Sale was cancelled, the Lost Pines Garden Club was still able to raise over \$2,000 from person-to-person sales that they will be donating to the Friends of the Library. Members of the Friends Board met with LPGC officers on Friday, July 24.

More about Kaitlin Baez

Kaitlin will be attending Texas State in San Marcos, where she will be majoring in Criminal Justice. She enjoys cooking and drawing. She volunteered at the library for a year before being hired as a part-time employee and at Mina Elementary as a reading buddy.

More about Arlette Castro-Nunez

Arlette will be attending Texas A&M in College Station, where she will be majoring in Landscape Architecture. Her hobbies include drawing, painting, reading, and photography. She was a PAL (Peer Assistant and Leader), secretary and treasurer for Key Club, a member of Art Club, and secretary for the National Honor Society. She has volunteered at the Central Texas Food Bank, Ascension Catholic Church, and Emile Elementary, among others. Her life goals are to become a great architect, allowing her to do what she loves most and provide her family with a better life.

Bastrop Public Library
Annual Stats Comparision FY20

	Monthly		% Change	YTD		% Change
	FY20	FY19		FY20	FY19	
<u>MATERIAL USE</u>						
Check-Outs - Kids	184	2,967	-94%	8,109	17,759	-54%
Check-Outs - Tween	319	3,172	-90%	7,408	17,951	-59%
Check-Outs - Teen	75	648	-88%	1,345	4,261	-68%
Check-Outs - Adult	915	5,686	-84%	22,731	47,013	-52%
Renewals	976	X	n/a	14,452	X	n/a
In-House Use	36	X	n/a	17,794	X	n/a
OverDrive eBooks - Kids	151	X	n/a	829	X	n/a
OverDrive eBooks - Teen	102	X	n/a	663	X	n/a
OverDrive eBooks - Adults	978	1,215	18%	7,206	10,127	9%
OverDrive eAudio - Kids	65	X	n/a	616	X	n/a
OverDrive eAudio - Teen	53	X	n/a	505	X	n/a
OverDrive eAudio - Adults	454	X	n/a	3,820	X	n/a
OverDrive Other - Kids	0	X	n/a	20	X	n/a
OverDrive Other - Teen	0	X	n/a	45	X	n/a
OverDrive Other - Adults	0	X	n/a	21	X	n/a
Total Checkouts	4,308	13,688	-69%	85,564	97,111	-12%
<u>CIRCS BY PATRON TYPE</u>						
Juv	92	X	n/a	2,432	X	n/a
Teen	29	X	n/a	361	X	n/a
Adult	614	X	n/a	10,240	X	n/a
Staff	47	X	n/a	814	X	n/a
NR Juv	289	X	n/a	6,212	X	n/a
NR Teen	45	X	n/a	832	X	n/a
NR Adult	1,308	X	n/a	29,009	X	n/a
TexShare	0	X	n/a	13	X	n/a
Total NR Usage	1,642	X	n/a	36,066	X	n/a
% NR Usage	62%	78%	-16%	72%	78%	-6%
<u>Interlibrary Loan</u>						
ILL Borrowed	0	12	-100%	75	125	-40%
ILL Lent	0	2	-100%	58	25	132%
<u>Programming</u>						
Kids - # of Programs	18	X	n/a	150	X	n/a
Kids - Program Attendance	74	1,892	-96%	3627	5,690	-36%
Tweens - # of Programs	0	X	n/a	6	X	n/a
Tweens - Program Attendance	0	7	-100%	35	80	-56%
Teens - # of Programs	5	X	n/a	68	X	n/a
Teens - Program Attendance	25	41	-39%	516	327	58%
Adults - # of Programs	12	X	n/a	68	X	n/a
Adults - Program Attendance	43	7	n/a	539	62	769%
Outreach - # of Programs	0	X	n/a	9	X	n/a
Outreach - Program Attendance	0	0	#DIV/0!	681	4,930	-86%

Bastrop Public Library
Annual Stats Comparision FY20

Passive - Coloring Sheets	0	90	-100%	710	802	-11%
Virtual - # of Programs	10	X	n/a	72	X	n/a
Virtual - Program Attendance	224	X	n/a	972	X	n/a
Total # of Programs	35	41	-15%	373	279	34%
Total Program Attendance	366	1,947	-81%	6,370	11,089	-43%
<u>Makerspace</u>						
Kids - # of Programs	0	X	n/a	5	X	n/a
Kids - Program Attendance	0	X	n/a	38	X	n/a
Tweens - # of Programs	0	X	n/a	0	X	n/a
Tweens - Program Attendance	0	X	n/a	0	X	n/a
Teens - # of Programs	0	X	n/a	0	X	n/a
Teens - Program Attendance	0	X	n/a	0	X	n/a
Adults - # of Programs	1	X	n/a	8	X	n/a
Adults - Program Attendance	7	X	n/a	46	X	n/a
Total # of Programs	1	X	n/a	13	X	n/a
Total Program Attendance	7	31	n/a	84	99	-15%
<u>Reference Transactions</u>						
General Reference Questions	10	587	-98%	3,039	3,888	-22%
Directional Questions	1	512	-100%	2,728	4,638	-41%
Tech Support Questions	5	863	-99%	3,197	8,533	-63%
Phone Reference	1,020	199	413%	4,410	1,891	133%
Tests Proctored	0	2	-100%	37	39	-5%
Reserve-a-Librarian	6	1	500%	26	1	n/a
Total Reference Transactions	1,042	2,164	-52%	13,437	18,990	-29%
<u>Database Use</u>						
Portal to Texas History	5,566	5,750	-3%	70,908	62,005	14%
Bastrop Advertiser	0	0	n/a	0	0	n/a
Heritage Quest	80	X	n/a	983	X	n/a
Learning Express Library	87	X	n/a	825	X	n/a
Small Business Reference Center	0	X	n/a	142	X	n/a
TeachingBooks	0	X	n/a	30	X	n/a
Explora Elementary	0	X	n/a	211	X	n/a
Explora High School	6	X	n/a	690	X	n/a
Total Use Kids Databases	6	X	n/a	931	X	n/a
<u>Facility</u>						
Door Count	37	8,490	-100%	41,396	75,442	-45%
Hours Open	200	X	n/a	1,387	X	n/a
Study Room Use	0	196	-100%	1,016	1,891	-46%
Pressley Use - Library	0	32	-100%	138	296	-21%
Pressley Use - Nonprofit	0	X	n/a	95	X	n/a
Pressley Use - Other	0	X	n/a	0	X	n/a
Maynard Use - Library	0	28	-100%	47	227	-38%
Maynard Use - Nonprofit	0	X	n/a	93	X	n/a

Bastrop Public Library
Annual Stats Comparision FY20

Maynard Use - Other	0	X	n/a	0	X	n/a
Total Meeting Room Use	0	256	-100%	1,389	2,414	-42%
<u>Technology</u>						
Kids Computer Use	0	187	-100%	548	1,475	-63%
Teen Computer Use	15	69	-78%	340	582	-42%
Adult Computer Use	29	975	-97%	4,354	8,395	-48%
Wifi Use	313	1,178	-73%	6,105	9,809	-38%
Website Visits	3,428	4,388	-22%	18,456	23,308	-21%
3D Prints	0	4	0%	89	41	n/a
Total Public Computer Use	357	2,409	-85%	11,347	20,261	-44%
<u>Membership - New Cards</u>						
City	12	40	-70%	163	395	-59%
City Renewals	5	X	n/a	334	X	n/a
Faculty	0	0	0%	3	7	0%
Faculty Renewals	0	X	n/a	30	X	n/a
Friends	0	X	n/a	0	X	n/a
Friends Renewals	0	X	n/a	11	X	n/a
Staff	0	X	n/a	1	X	n/a
Staff Renewals	0	X	n/a	4	X	n/a
Nonresident	7	105	-93%	359	1,123	-68%
Nonresident Renewals	18	X	n/a	772	X	n/a
TexShare Visitor	0	X	n/a	3	X	n/a
TexShare Visitor Renewals	0	X	n/a	15	X	n/a
Total New Registrations	19	145	-87%	526	1,525	-66%
Total Renewals	23	X	n/a	1,166	X	n/a
<u>TexShare Home</u>						
TexShare Home New	0	X	n/a	5	X	n/a
TexShare Home Renewals	0	X	n/a	25	X	n/a
<u>Revenue</u>						
Nonresident Annual	\$575.00	X	n/a	\$6,750.00	X	n/a
Nonresident 6 Months	\$15.00	X	n/a	\$750.00	X	n/a
Meeting Rooms	\$0.00	X	n/a	\$0.00	X	n/a
Materials Fines & Fees	\$68.60	X	n/a	\$3,091.96	X	n/a
Other	\$20.50	X	n/a	\$3,285.50	X	n/a
Total Revenue	\$679.10	\$0.00	n/a	\$13,877.46	\$0.00	n/a
<u>Volunteers</u>						
Volunteer Hours	0	202.25	-100%	703.8	1,054.25	-33%
FOL Volunteer Hours	0	151.75	-100%	641.75	1,276.29	-50%
Teen Volunteer Hours	0	121.50	-100%	201.25	355.70	-43%
Total Volunteer Hours	0.00	475.50	-100%	1,546.80	2,686.24	-42%
<u>Collection</u>						
Items Added - E, 1st Readers	29	X	n/a	423	X	n/a

Bastrop Public Library
Annual Stats Comparision FY20

Items Added - J	62	X	n/a	533	X	n/a
Items Added - Teens	13	X	n/a	158	X	n/a
Items Added - Adults	86	X	n/a	1,131	X	n/a
Items Withdrawn	280	1,199	-77%	5,170	4,088	26%
Missing Items	20	116	-83%	76	309,563	-100%
Total Items Added	190	428	-56%	2,245	2,811	-20%
<u>Social Media</u>						
Facebook Likes	1,794	1,474	22%	14,910	12,133	23%
Facebook Engaged	1,617	2,488	-35%	12,083	14,026	-14%
Facebook Reach	19,726	26,230	-25%	164,517	191,329	-14%
Weebly Views	68	1,575	-96%	1,045	12,539	-92%
Weebly Unique Users	82	1,007	-92%	801	6,811	-88%
Instagram Followers	619	X	n/a	4,850	X	n/a
Instagram Engaged	589	X	n/a	9,629	X	n/a
Instagram Reach	1,064	X	n/a	8,509	X	n/a
Teen Instagram Followers	461	305	51%	3,566	2,364	51%
Teen Instagram Engaged	1,879	X	n/a	24,363	X	n/a
Teen Instagram Reach	480	X	n/a	5,635	X	n/a
# Google Hits	19,229	X	n/a	133,609	X	n/a

Bastrop Public Library
Monthly Financial Report
August 3, 2020

1. Applications for eRate reimbursement for internet service provided during the 3rd and 4th quarters of the federal fiscal year (January—June) were submitted on July 21, 2020. The anticipated reimbursement is \$4,983.65.
2. On May 9, 2020, the Library was awarded \$9,926.40 in eRate funding for the federal fiscal year that began on July 1, 2020. These funds will cover 80% of our monthly internet costs.
3. Through June, 2020, total non-donation revenue for the Library is \$13,877.46, including \$7,500 in non-resident card fees. To date, the Library has received \$11,606.68 in private donations in addition to \$9,500 donated by the Friends of the Library.
4. Since implementing online bill pay, the Library has brought in \$802.82 via PayPal. Revenue from printing since the Library opened for computer appointments on June 22 is \$90.70.
5. While the Library was closed to circulating physical materials, \$4,261.82 was diverted from funds used to purchase physical materials in order to purchase additional digital materials for the OverDrive collection.
6. FY21 Proposed Budget (see attached)

Respectfully submitted: Becca Sexton, Library Director

Library Fund
Proposed Budget FY21

ACCOUNT	FY2020	FY2021			Notes
	BUDGET	PROPOSE	\$ CHG	% CHG	
5101 OPERATIONAL SALARIES	\$426,921	\$438,177	\$11,256	2.64%	
5116 LONGEVITY, LIBRARY	\$2,334	\$2,787	\$453	19.41%	
5117 OVERTIME	\$0	\$600	\$600	-	custodian overtime for three annual events
5150 SOCIAL SECURITY	\$32,812	\$33,866	\$1,054	3.21%	
5151 RETIREMENT	\$46,777	\$48,802	\$2,025	4.33%	
5155 GROUP INSURANCE	\$78,262	\$80,350	\$2,088	2.67%	
5156 WORKERS COMPENSATION	\$924	\$1,281	\$357	38.64%	
PERSONNEL COSTS SUBTOTAL	\$588,029	\$596,578	\$8,549	1.45%	
5201 SUPPLIES	\$20,110	\$18,000	(\$2,110)	-10.49%	5 year average \$16,500, \$2,110 moved to eBooks
5203 POSTAGE	\$1,090	\$1,090	\$0	0.00%	
5210 SMALL EQUIPMENT	\$2,400	\$1,020	(\$1,380)	-57.50%	FY20 printers/FY21 speakers for paging system
5231 BOOKS	\$39,450	\$41,560	\$2,110	5.35%	
5232 AUDIO VISUALS	\$9,000	\$9,000	\$0	0.00%	
SUPPLIES AND MATERIALS SUBTOTAL	\$72,050	\$70,670	(\$1,380)	-1.92%	
5302 BOOK MAINTENANCE	\$2,760	\$2,000	(\$760)	-27.54%	reflect changes to materials processing
5320 EQUIPMENT MAINTENANCE	\$280	\$280	\$0	0.00%	
5325 COMPUTER MAINTENANCE	\$2,118	\$2,650	\$532	25.12%	addition of eNewsletter service
5345 BUILDING MAINTENANCE	\$1,500	\$950	(\$550)	-36.67%	fire inspection fee moved to PW budget
MAINTENANCE AND REPAIRS SUBTOTAL	\$6,658	\$5,880	(\$778)	-11.69%	
5401 COMMUNICATION	\$13,920	\$13,500	(\$420)	-3.02%	
5403 UTILITIES	\$20,000	\$15,500	(\$4,500)	-22.50%	
OCCUPANCY SUBTOTAL	\$33,920	\$29,000	(\$4,920)	-14.50%	
5505 PROFESSIONAL SERVICES	\$3,000	\$2,000	(\$1,000)	-33.33%	not utilizing collection development consultant
5533 LIBRARY AUTOMATION	\$4,500	\$4,500	\$0	0.00%	
5561 CONTRACTED SERVICES	\$16,640	\$16,640	\$0	0.00%	
CONTRACTUAL SERVICES SUBTOTAL	\$24,140	\$23,140	(\$1,000)	-4.14%	
5601 ADVERTISING	\$1,150	\$1,230	\$80	6.96%	add UB insert, Chamber Directory increase
5605 TRAVEL AND TRAINING	\$4,300	\$4,150	(\$150)	-3.49%	TLA closer to Bastrop this year
5615 DUES, SUBSCRIPTION AND PUB	\$6,345	\$6,500	\$155	2.44%	market increase
5655 EQUIPMENT RENTAL	\$4,650	\$5,970	\$1,320	28.39%	reflect actual costs for color printing

Library Fund
Proposed Budget FY21

5680 OVER/SHORT	\$25	\$25	\$0	0.00%	
OTHER CHARGES SUBTOTAL	\$16,470	\$17,875	\$1,405	8.53%	
TOTAL	\$741,267	\$743,143	\$1,876	0.25%	

Library Board Fund
Proposed Budget FY21

ACCOUNT	FY2020	FY2021			Notes
	BUDGET	PROPOSE	\$ CHG	% CHG	
5101 OPERATIONAL SALARIES	\$0	\$0	\$0	#DIV/0!	
5117 OVERTIME	\$0	\$0	\$0	#DIV/0!	
5150 SOCIAL SECURITY	\$0	\$0	\$0	#DIV/0!	
PERSONNEL COSTS SUBTOTAL	\$0	\$0	\$0	#DIV/0!	
5201 SUPPLIES	\$12,500	\$12,500	\$0	0%	
5203 POSTAGE	\$0	\$0	\$0	#DIV/0!	
5206 OFFICE FURNITURE	\$0	\$0	\$0	#DIV/0!	
5210 SMALL EQUIPMENT	\$0	\$0	\$0	#DIV/0!	
5231 BOOKS	\$4,750	\$4,750	\$0	0%	
5232 AUDIO VISUALS	\$1,500	\$1,500	\$0	0%	
SUPPLIES AND MATERIALS SUBTOTAL	\$18,750	\$18,750	\$0	0%	
5320 EQUIPMENT MAINTENANCE	\$0	\$0	\$0	#DIV/0!	
5345 BUILDING MAINTENANCE	\$200	\$200	\$0	0%	
MAINTENANCE AND REPAIRS SUBTOTAL	\$200	\$200	\$0	0%	
5505 PROFESSIONAL SERVICES	\$1,000	\$1,000	\$0	0%	
5517 MEETING ROOM DEPOSIT RETURN	\$0	\$0	\$0	#DIV/0!	
CONTRACTUAL SERVICES SUBTOTAL	\$1,000	\$1,000	\$0	0%	
5601 ADVERTISING	\$500	\$500	\$0	0%	
5605 TRAVEL AND TRAINING	\$0	\$0	\$0	#DIV/0!	
5615 DUES, SUBSCRIPTION AND PUB	\$0	\$0	\$0	#DIV/0!	
OTHER CHARGES SUBTOTAL	\$500	\$500	\$0	0%	
6012 EQUIPMENT	\$0	\$0	\$0	#DIV/0!	
CAPITAL OUTLAY SUBTOTAL	\$0	\$0	\$0	#DIV/0!	
8001 TRANSFER OUT-GENERAL FD 101	\$3,003	\$3,030	\$27	1%	
TRANSFERS OUT SUBTOTAL	\$3,003	\$3,030	\$27	1%	last two numbers transposed last year
TOTAL 505-00-00	\$23,453	\$23,480	\$27	0%	

FUN00287 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====

00-00-3000			UNASSIGNED FUND BALANCE							
			B E G I N N I N G		B A L A N C E					0.00

00-00-3200			RESTRICTED FUND BALANCE							
			B E G I N N I N G		B A L A N C E					44,617.44CR

00-00-4400			INTEREST							
			B E G I N N I N G		B A L A N C E					0.00
10/31/19	11/06	B34230		05274	Mthly Interest Alloc		JE# 016533	000007	21.68CR	21.68CR
10/31/19	11/06	B34247		05289	MBS CD INT EARNED		JE# 016564		17.43CR	39.11CR
10/31/19	11/08	B34265		05296	TEXPOOL MTHLY INT ALLOC		JE# 016572	000011	1.88CR	40.99CR
10/31/19	11/12	B34307		05304	CD INT EARNED		JE# 016580		35.78CR	76.77CR
10/31/19	11/12	B34310		05305	Mthly Interest Alloc		JE# 016583	000016	2.72CR	79.49CR
11/30/19	12/08	B34581		05393	Mthly Interest Alloc		JE# 016772	000052	11.00CR	90.49CR
11/30/19	12/08	B34582		05393	TEXPOOL MTHLY INT ALLOC		JE# 016773	000053	1.70CR	92.19CR
11/30/19	12/08	B34583		05393	Mthly Interest Alloc		JE# 016774	000054	2.60CR	94.79CR
11/30/19	12/08	B34584		05393	MBS CD INT EARNED		JE# 016775		18.54CR	113.33CR
11/30/19	12/08	B34585		05393	CD INT EARNED		JE# 016776		78.99CR	192.32CR
11/30/19	12/08	B34591	Deposit 000000	05399	MBS CD INT EARNED		JE# 016782	000057	4.60	187.72CR
12/30/19	1/03	B34843		05443	Mthly Interest Alloc		JE# 016873	000091	14.29CR	202.01CR
12/31/19	1/08	B34895		05473	MBS CD INT EARNED		JE# 016906		6.03CR	208.04CR
12/31/19	1/08	B34897		05472	CD INT EARNED		JE# 016905		48.56CR	256.60CR
12/31/19	1/10	B34916		05481	TEXPOOL MTHLY INT ALLOC		JE# 016927	000101	2.54CR	259.14CR
12/31/19	1/10	B34946		05485	Mthly Interest Alloc		JE# 016932	000103	3.27CR	262.41CR
1/31/20	2/06	B35196		05546	CD INT EARNED		JE# 017040		36.80CR	299.21CR
1/31/20	2/06	B35197		05546	MBS CD INT EARNED		JE# 017041		22.09CR	321.30CR
1/31/20	2/06	B35199		05549	Mthly Interest Alloc		JE# 017043	000133	20.76CR	342.06CR
1/31/20	2/11	B35224		05557	Mthly Interest Alloc		JE# 017053	000142	3.47CR	345.53CR
1/31/20	2/13	B35268		05569	TEXPOOL MTHLY INT ALLOC		JE# 017077	000158	4.04CR	349.57CR
2/29/20	3/06	B35500		05643	MBS CD INT EARNED		JE# 017188		19.16CR	368.73CR
2/29/20	3/06	B35502		05642	CD INT EARNED		JE# 017187		22.79CR	391.52CR
2/29/20	3/06	B35510		05649	TEXPOOL MTHLY INT ALLOC		JE# 017195	000175	4.41CR	395.93CR
2/29/20	3/06	B35511		05650	Mthly Interest Alloc		JE# 017196	000176	29.20CR	425.13CR
2/29/20	3/09	B35516		05652	Mthly Interest Alloc		JE# 017198	000178	3.03CR	428.16CR
3/31/20	4/02	B35722		05695	Mthly Interest Alloc		JE# 017298	000200	29.43CR	457.59CR
3/31/20	4/06	B35734		05699	CD INT EARNED		JE# 017306		66.55CR	524.14CR
3/31/20	4/06	B35735		05700	MBS CD INT EARNED		JE# 017309		21.13CR	545.27CR
3/31/20	4/06	B35736		05700	MBS CD INT EARNED		JE# 017310		3.17CR	548.44CR
3/31/20	4/06	B35750		05702	TEXPOOL MTHLY INT ALLOC		JE# 017314	000209	3.46CR	551.90CR
3/31/20	4/07	B35768		05708	Mthly Interest Alloc		JE# 017330	000213	2.42CR	554.32CR

FUN00287 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
5/31/20	6/03	B36162		05761	CD INT EARNED		JE# 017511		110.32CR	752.17CR
5/31/20	6/03	B36163		05761	MBS CD INT EARNED		JE# 017512		14.84CR	767.01CR
5/31/20	6/03	B36164		05761	Mthly Interest Alloc		JE# 017513	000262	10.50CR	777.51CR
5/31/20	6/03	B36165		05761	TEXPOOL MTHLY INT ALLOC		JE# 017514	000263	0.79CR	778.30CR
5/31/20	6/09	B36218		05772	Mthly Interest Alloc		JE# 017527	000271	1.09CR	779.39CR
6/30/20	7/09	B36434		05800	CD INT EARNED		JE# 017623		61.90CR	841.29CR
6/30/20	7/09	B36435		05800	MBS CD INT EARNED		JE# 017624		35.17CR	876.46CR
6/30/20	7/09	B36436		05800	TEXPOOL MTHLY INT ALLOC		JE# 017625	000291	0.62CR	877.08CR
6/30/20	7/09	B36437		05800	Mthly Interest Alloc		JE# 017626	000292	7.92CR	885.00CR
6/30/20	7/14	B36458		05809	Mthly Interest Alloc		JE# 017638	000299	0.83CR	885.83CR
				=====	ACCOUNT TOTAL	DB:	4.60	CR:	890.43CR	

00-00-4504 LIBRARY DONATIONS

B E G I N N I N G B A L A N C E 0.00

10/02/19	10/02	C33892	RCPT 01077496	35870	LIBRARY DEPOSIT				2.07CR	2.07CR
10/02/19	10/02	C33892	RCPT 01077497	35870	LIBRARY DEPOSIT				0.70CR	2.77CR
10/07/19	10/07	C33915	RCPT 01077711	35894	LIBRARY DEPOSIT				21.07CR	23.84CR
10/07/19	10/07	C33915	RCPT 01077712	35894	LIBRARY DEPOSIT				6.30CR	30.14CR
10/15/19	10/15	C33991	RCPT 01079079	35930	LIBRARY DEPOSIT				6.59CR	36.73CR
10/15/19	10/15	C33991	RCPT 01079084	35930	LIBRARY DEPOSIT				34.25CR	70.98CR
10/21/19	10/21	C34070	RCPT 01079657	35956	LIBRARY DEPOSIT				6.74CR	77.72CR
10/21/19	10/21	C34070	RCPT 01079658	35956	LIBRARY DEPOSIT				354.41CR	432.13CR
10/28/19	10/28	C34150	RCPT 01080137	35997	LIBRARY DEPOSIT				13.71CR	445.84CR
10/28/19	10/28	C34150	RCPT 01080138	35997	LIBRARY DEPOSIT				4.84CR	450.68CR
11/01/19	11/01	C34195	RCPT 01080414	36029	LIBRARY DEPOSIT				9.08CR	459.76CR
11/01/19	11/01	C34195	RCPT 01080415	36029	LIBRARY DEPOSIT				1.28CR	461.04CR
11/04/19	11/04	C34197	RCPT 01080448	36034	LIBRARY DEPOSIT				4.74CR	465.78CR
11/04/19	11/04	C34197	RCPT 01080449	36034	LIBRARY DEPOSIT				2.08CR	467.86CR
11/12/19	11/12	C34306	RCPT 01081269	36074	LIBRARY DEPOSIT				4.12CR	471.98CR
11/12/19	11/12	C34306	RCPT 01081271	36074	LIBRARY DEPOSIT				12.49CR	484.47CR
11/18/19	11/18	C34395	RCPT 01082502	36105	LIBRARY DEPOSIT				35.76CR	520.23CR
11/18/19	11/18	C34395	RCPT 01082503	36105	LIBRARY DEPOSIT				556.49CR	1,076.72CR
11/25/19	11/25	C34486	RCPT 01082894	36137	LIBRARY DEPOSIT				56.36CR	1,133.08CR
11/25/19	11/25	C34486	RCPT 01082895	36137	LIBRARY DEPOSIT				8.51CR	1,141.59CR
12/02/19	12/02	C34511	RCPT 01083113	36164	LIBRARY DEPOSIT				0.13CR	1,141.72CR
12/02/19	12/02	C34511	RCPT 01083114	36164	LIBRARY DEPOSIT				2.50CR	1,144.22CR
12/02/19	12/02	C34512	RCPT 01083115	36165	LIBRARY DEPOSIT				3.18CR	1,147.40CR
12/02/19	12/02	C34512	RCPT 01083116	36165	LIBRARY DEPOSIT				0.35CR	1,147.75CR
12/09/19	12/09	C34597	RCPT 01083632	36199	LIBRARY DEPOSIT				26.62CR	1,174.37CR
12/09/19	12/09	C34597	RCPT 01083633	36199	LIBRARY DEPOSIT				11.36CR	1,185.73CR
12/16/19	12/16	C34712	RCPT 01084917	36235	LIBRARY DEPOSIT				59.01CR	1,244.74CR
12/16/19	12/16	C34712	RCPT 01084920	36235	LIBRARY DEPOSIT				36.93CR	1,281.67CR
12/23/19	12/23	C34782	RCPT 01085629	36278	LIBRARY DEPOSIT				17.80CR	1,299.47CR

FUN00287 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
1/07/20	1/07	C34884	RCPT 01086147	36344	LIBRARY DEPOSIT				0.72CR	11,442.46CR
1/07/20	1/07	C34884	RCPT 01086272	36344	LIBRARY DEPOSIT				105.53CR	11,547.99CR
1/13/20	1/13	C34969	RCPT 01087114	36363	LIBRARY DEPOSIT				3,112.49CR	14,660.48CR
1/13/20	1/13	C34969	RCPT 01087116	36363	LIBRARY DEPOSIT				60.61CR	14,721.09CR
1/22/20	1/22	C35055	RCPT 01088310	36395	LIBRARY DEPOSIT				38.46CR	14,759.55CR
1/22/20	1/22	C35055	RCPT 01088328	36395	LIBRARY DEPOSIT				109.58CR	14,869.13CR
1/22/20	1/24	C35080	RCPT 01088304	36407	LIBRARY DEPOSIT				1.20CR	14,870.33CR
1/27/20	1/27	C35087	RCPT 01088518	36415	LIBRARY DEPOSIT				23.85CR	14,894.18CR
1/27/20	1/27	C35087	RCPT 01088519	36415	LIBRARY DEPOSIT				3.45CR	14,897.63CR
1/30/20	1/30	C35121	RCPT 01088653	36431	LIBRARY DEPOSIT				4.20CR	14,901.83CR
1/31/20	1/31	C35145	RCPT 01088674	36432	LIBRARY DEPOSIT				14.06CR	14,915.89CR
1/31/20	1/31	C35145	RCPT 01088675	36432	LIBRARY DEPOSIT				3.62CR	14,919.51CR
2/03/20	2/03	C35168	RCPT 01088743	36442	LIBRARY DEPOSIT				8.96CR	14,928.47CR
2/03/20	2/03	C35168	RCPT 01088744	36442	LIBRARY DEPOSIT				16.63CR	14,945.10CR
2/03/20	2/03	C35171	RCPT 01088750	36447	LIBRARY DEPOSIT				0.30CR	14,945.40CR
2/03/20	2/03	C35171	RCPT 01088774	36447	LIBRARY DEPOSIT				1.90CR	14,947.30CR
2/04/20	2/05	C35191	RCPT 01088813	36450	LIBRARY DEPOSIT				2.30CR	14,949.60CR
2/10/20	2/10	C35220	RCPT 01089249	36467	LIBRARY DEPOSIT				7.54CR	14,957.14CR
2/10/20	2/10	C35220	RCPT 01089250	36467	LIBRARY DEPOSIT				12.41CR	14,969.55CR
2/17/20	2/17	C35328	RCPT 01090464	36504	LIBRARY DEPOSIT				0.10CR	14,969.65CR
2/18/20	2/18	C35333	RCPT 01090640	36512	LIBRARY DEPOSIT				7.25CR	14,976.90CR
2/18/20	2/18	C35333	RCPT 01090641	36512	LIBRARY DEPOSIT				5.72CR	14,982.62CR
2/24/20	2/24	C35379	RCPT 01090940	36540	LIBRARY DEPOSIT				11.90CR	14,994.52CR
2/24/20	2/24	C35379	RCPT 01090941	36540	LIBRARY DEPOSIT				3.55CR	14,998.07CR
2/26/20	2/26	C35424	RCPT 01091080	36558	LIBRARY DEPOSIT				3.70CR	15,001.77CR
2/27/20	2/27	C35456	RCPT 01091140	36562	LIBRARY DEPOSIT				3.70CR	15,005.47CR
3/03/20	3/03	C35471	RCPT 01091285	36569	LIBRARY DEPOSIT				8.39CR	15,013.86CR
3/03/20	3/03	C35471	RCPT 01091286	36569	LIBRARY DEPOSIT				11.35CR	15,025.21CR
3/03/20	3/03	C35472	RCPT 01091289	36570	LIBRARY DEPOSIT				0.70CR	15,025.91CR
3/03/20	3/03	C35472	RCPT 01091290	36570	LIBRARY DEPOSIT				5.12CR	15,031.03CR
3/06/20	3/06	C35514	RCPT 01091530	36593	LIBRARY DEPOSIT				2.00CR	15,033.03CR
3/09/20	3/09	C35517	RCPT 01091682	36595	LIBRARY DEPOSIT				22.04CR	15,055.07CR
3/09/20	3/09	C35517	RCPT 01091686	36595	LIBRARY DEPOSIT				3.24CR	15,058.31CR
3/11/20	3/11	C35561	RCPT 01092194	36612	LIBRARY DEPOSIT				3.80CR	15,062.11CR
3/16/20	3/16	C35599	RCPT 01092964	36622	LIBRARY DEPOSIT				3.02CR	15,065.13CR
3/16/20	3/16	C35599	RCPT 01092975	36622	LIBRARY DEPOSIT				12.11CR	15,077.24CR
3/25/20	3/25	C35663	RCPT 01093422	36650	LIBRARY DEPOSIT				0.17CR	15,077.41CR
3/25/20	3/25	C35663	RCPT 01093423	36650	LIBRARY DEPOSIT				2.28CR	15,079.69CR
5/01/20	5/01	C35918	RCPT 01095536	36735	LIBRARY DEPOSIT				6,000.00CR	21,079.69CR
5/26/20	5/26	C36111	RCPT 01097487	36804	LIBRARY DEPOSIT				25.37CR	21,105.06CR
6/22/20	6/22	C36297	RCPT 01099599	36893	LIBRARY DEPOSIT				25.00CR	21,130.06CR
6/29/20	6/29	C36356	RCPT 01099781	36916	LIBRARY DEPOSIT				0.90CR	21,130.96CR
7/07/20	7/08	C36427	RCPT 01100200	36945	LIBRARY DEPOSIT				4.40CR	21,135.36CR
7/08/20	7/08	C36431	RCPT 01100349	36949	LIBRARY DEPOSIT				200.00CR	21,335.36CR

FUN00287 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

00-00-4505 LIBRARY BUILDING FUND DONATION
B E G I N N I N G B A L A N C E 0.00

00-00-4506 GRANT PROCEEDS
B E G I N N I N G B A L A N C E 0.00

00-00-4536 MISCELLANEOUS
B E G I N N I N G B A L A N C E 0.00

00-00-4560 MEETING ROOM DEPOSIT
B E G I N N I N G B A L A N C E 0.00

00-00-4709 TRANS IN - DESIGNATED FUND
B E G I N N I N G B A L A N C E 0.00

DEPT: 00 ** INVALID DEPT **

00-00-5601 ADVERTISING
B E G I N N I N G B A L A N C E 0.00

DEPT: 81 ** INVALID DEPT **

81-00-5101 OPERATION SALARIES
B E G I N N I N G B A L A N C E 0.00

81-00-5117 OVERTIME
B E G I N N I N G B A L A N C E 0.00

81-00-5150 SOCIAL SECURITY
B E G I N N I N G B A L A N C E 0.00

81-00-5201 SUPPLIES
B E G I N N I N G B A L A N C E 0.00

FUN00287 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 ** INVALID DEPT **

ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
6/10/20	6/12	A21004	DFT: 001461	33699	HL - CRAFT SUPPLIES - SR	5347	2005LIBRARY		10.50	799.31
			=====	ACCOUNT TOTAL	DB:	799.31	CR:	0.00		

81-00-5203			POSTAGE							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5206			OFFICE EQUIPMENT							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5210			SMALL EQUIPMENT							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5231			BOOKS							
				B E G I N N I N G	B A L A N C E					0.00

10/30/19	11/14	A13681	EFT: 007568	32440	BOOKS 10/2019		17043 1910		44.82	44.82
3/01/20	3/18	A17651	EFT: 008206	33164	BOOKS		17043 2002		218.08	262.90
7/10/20	7/08	A21838	EFT: 009041	33978	DBC - 3		17043 45926984		31.25	294.15
			=====	ACCOUNT TOTAL	DB:	294.15	CR:	0.00		

81-00-5232			AUDIO VISUALS							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5320			EQUIPMENT MAINTENANCE							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5345			MAINT OF BUILDING							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5401			COMMUNICATIONS							
				B E G I N N I N G	B A L A N C E					0.00

81-00-5505			PROFESSIONAL SERVICES							
				B E G I N N I N G	B A L A N C E					0.00

12/01/19	12/10	A14526	EFT: 007758	32583	OPEN HOUSE PERFORMANCE 1	15250	LHTE - HUSER		50.00	50.00
12/01/19	12/10	A14527	CHK: 124900	32583	OPEN HOUSE PERFORMANCE 1	27133	LHTE NICHOLSON		50.00	100.00

FUN00287 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 ** INVALID DEPT **

ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/JE # NOTE =====AMOUNT===== BALANCE=====

81-00-5517 MEETING ROOM DEPOSIT RETURN
B E G I N N I N G B A L A N C E 0.00

81-00-5601 ADVERTISING
B E G I N N I N G B A L A N C E 0.00

81-00-5605 TRAVEL & TRAINING
B E G I N N I N G B A L A N C E 0.00

3/11/20 3/12 A17578 CHK: 125267 33111 TLA / WEBINAR SERIES REG 5347 1911LIB 500.00 500.00
===== ACCOUNT TOTAL DB: 500.00 CR: 0.00

81-00-5615 DUES, SUBSCRIPTION & PUBLICATI
B E G I N N I N G B A L A N C E 0.00

81-00-5655 EQUIPMENT RENTAL
B E G I N N I N G B A L A N C E 0.00

--*-*-*-*-*-*-*-*-*-*-*-*-*-* 000 ERRORS IN THIS REPORT! *-*-*-*-*-*-*-*-*-*-*-*-*-*-**

** REPORT TOTALS ** --- DEBITS --- --- CREDITS ---
BEGINNING BALANCES: 0.00 44,617.44CR
REPORTED ACTIVITY: 1,948.06 22,225.79CR
ENDING BALANCES: 1,948.06 66,843.23CR
TOTAL FUND ENDING BALANCE: 64,895.17CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	44,617.44CR
REPORTED ACTIVITY:	1,948.06	22,225.79CR
ENDING BALANCES:	1,948.06	66,843.23CR
GRAND TOTAL ENDING BALANCE:		64,895.17CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2019 / Sep-2020
 FUND: Include: 505
 PERIOD TO USE: Oct-2019 THRU Sep-2020
 TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 00-00-3000 THRU 81-00-5655
 DEPARTMENT RANGE: - THRU -
 ACTIVE FUNDS ONLY: NO
 ACTIVE ACCOUNT ONLY: NO
 INCLUDE RESTRICTED ACCOUNTS: NO
 DIGIT SELECTION:

PRINT OPTIONS	DETAIL
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OMIT ACCOUNTS WITH NO ACTIVITY:	NO
PRINT ENCUMBRANCES:	NO
PRINT VENDOR NAME:	NO
PRINT PROJECTS:	NO
PRINT JOURNAL ENTRY NOTES:	NO
PRINT MONTHLY TOTALS:	NO
PRINT GRAND TOTALS:	YES
PRINT: INVOICE #	
PAGE BREAK BY:	NONE

*** END OF REPORT ***

Introduction

This document outlines the Bastrop Public Library's general plans to provide services to its patrons during and after the COVID-19 closure and any subsequent closures related to pandemic. As information is received from health and government officials, more phases may be added or hybrid phases utilized. Several steps in each phase are intentionally scalable to allow for flexibility in our response to a rapidly changing environment. We must remain flexible to incorporate new information from health and government officials; careful consideration of the welfare of our staff and patrons; and the availability of necessary sanitation and safety supplies.

Phase Zero: Library Closed, Shelter-in-Place order in effect

Staffing

Staff will work staggered schedules to limit the number of people in the building, working alternately on-site and from home. When reporting in-person, staff will check and record temperatures. Half of the staff will begin using the meeting room kitchen and the break room will be limited to use by one person at a time.

Volunteers, VOE students, and security guard will not report to work during this time.

PPE Needed

masks, gloves, disinfectant

- No circulation of physical materials. Exterior book drop closed.
- Holds requests and fulfillment suspended.
- Increased promotion of digital formats.
- Fine accrual suspended during closure.
- Library staff will provide reference services, account assistance, and tech support over the phone during our regular open hours.
- Library cards that expire during this time will be automatically renewed for an additional six weeks so that users can continue to access eBooks from home even without being able to come in to renew their cards.
- We will accept payment for fines and fees over the phone and online.
- New users may register for a library card online.
- Programs that can be moved online will be provided virtually using Zoom, Facebook, and other platforms. All other programs and meeting room reservations will be cancelled or postponed.
- Post Office visits will be reduced to once per week.
- Funds may be diverted from print material budget to allow for increased spending on digital materials. Print material purchases will be suspended to reduce contact with delivery services.
- Explore options for providing wifi access in the parking lot.

Phase One: Curbside Pickup Service

Staffing

All staff will resume working on-site. Public service desks and patron study rooms will be utilized as staff workspace as the staff work area does not allow for six feet of separation between staff. Saturday schedules will be altered so that one person from the Circulation team and one from the Programming team will be on every Saturday. Staff will continue to check and record temperatures upon reporting to work. Staff will continue to use separate break rooms and limit break room occupancy to one person.

VOE students may return to work during this time. Volunteers and security guard will not report to work.

PPE Needed

masks, gloves, disinfectant

Step 1: Requesting Materials

- Patrons will be able to request materials over the phone or online via Google Forms.
- Patrons may request up to five items.
- Patrons may request items for up to three cardholders in their household.
- Pick up times will be:
 - Monday, Wednesday, Friday: 11am—5pm
 - Tuesday and Thursday: 2—7pm
 - Saturday (by appointment only, same day available only if VOE students working): 11am—3pm
- Same day pick-up requests require two hours notice.
- Materials that include soft parts, like literacy kits, or that require additional sanitizing, such as cake pans, will not circulate.

Step 2: Staff Follow-up

- Each day before opening, staff will pull items requested for pick up that day, check them out, and bag them with the due date receipt. Bags will be labeled with last names and placed on tables labeled with pick up dates.
- Bags will include literature on best practices for safely using library materials, including notes to wash hands after handling items and to “Please stay home if you or anyone in your household is feeling sick. If you or anyone in your household becomes ill while you have library materials checked out, please contact us at 512-332-8880 and we will be happy to renew your materials.”
- Bags may include promotional materials or informational materials that will benefit the community.

Step 3: Curbside Pick-up

- We will designate three of the handicap spots for curbside pickup. When we notify patrons their order is ready, we will ask them to park in one of those spots or, if they arrive and are full, to wait in the parking lot until a spot becomes available. The spots will have signs with the Library's phone number so that patrons can call when they arrive.
- There will be three small tables in front of the Library's main doors. We will inform the patron when they call that their books will be on Table 1, 2, or 3, and to wait until the Library staff member (or patron before them in line) is back inside with the door closed before taking their materials from the table. We will watch from the doors to make sure items are picked up and will disinfect tables if they are touched, coughed on, sneezed on, etc.
- This way the transaction is contactless. Staff will wear masks, but we will not have to use up PPE such as gloves as staff will only be handling materials and bags that have been in the library (or, in the case of library books, quarantined before recirculation).
- This method is being used by the New Braunfels and San Marcos Public Libraries.

Step 4: Book Return

- We will re-open the exterior book drop and will not accept returns via curbside tables.
- The book drop will be emptied two to three times per day by a staff member wearing a mask and gloves. Materials will be carted to the meeting room, where they will be placed on tables labeled with the date of return.
- After books have been quarantined for five days, they will be checked in using the original return date minus one day (to account for items returned after closing on the due date) so patrons will not accrue fines for the time books spent in quarantine.

Phase One A: Scaling Up Curbside Service

- We can scale up the number of items that can be checked out and/or the available service times once we have a sense of community demand, etc. Lead time for same day pick-up may also be reduced as we establish routines and best practices.
- Can be scaled up to allow people to pick up their printed materials using the curbside service using remote printing function.

Phase One: Other Functions

- Hold fulfilment resumes. Placing holds dependent upon future Apollo functionality.
- No Interlibrary Loan service.
- Library staff will provide reference services, account assistance, and tech support over the phone during our regular open hours.
- Library cards may be renewed over the phone.
- We will accept payment for fines and fees over the phone and online.
- New users may register for a library card online.
- Programs that can be moved online will be provided virtually via Zoom and Facebook. All other programs and meeting room reservations will be cancelled or postponed.
- Post Office visits will be reduced to once per week.

- We will resume purchasing print materials.

Phase Two: Computer Use by Appointment (Phase One: Curbside Service & Other Functions continue)

Staffing

Remains the same as Phase One.

PPE Needed:

masks, gloves, disinfectant

- Will reduce curbside tables to one to avoid crowding as computer users arrive.
- Remove a portion of the public computer monitors to facilitate appropriate social distancing.
- Patrons can make appointments to use public computers via phone.
- We can accommodate up to six users for 45-minute appointments to allow time for disinfecting between appointments (computer sessions at the library are set for 30 minutes, but may be extended if necessary). If patrons arrive late for the appointment, they will have only until quarter to the hour to use the computer.
- Up to two additional users may make appointments to access the wifi using their own devices. Two tables will be made available and will be disinfected after each use.
- Only the patron with the appointment will be admitted to the library.
- Appointments will be available on the hour at the following times:
 - Monday, Wednesday, Friday: 11am—4pm (last appointment at 4pm)
 - Tuesday and Thursday: 2—6pm (last appointment at 7pm)
 - Saturday: 11am—2pm (last appointment at 2pm)
- Ref Desk staff will disinfect computer stations after every use.
- Ref Desk staff will give patrons courtesy warnings near the end of their sessions.
- Laminated guest passes will be made available at the computers and disinfected with the other surfaces after each use.
- All computer use will be self-service.
- Printing will be cash only, using an “honor system” change jar.
- Browsing collections and the Friends of the Library Book Nook will be closed off.

Phase Three: Limited Capacity (Phase One: Curbside Service & Other Functions continue)

Staffing

Security guard from Emerald returns to work. All staff working in public spaces will wear masks. Circulation staff may also wear gloves. Volunteers will not return to work at the Library.

PPE Needed

masks, gloves, disinfectant, sneeze guards, hand sanitizer stations for patrons

Other Supply Considerations

Signage and decals to indicate appropriate social distancing, particularly when lining up at service desks. Per the Open Texas guidelines released by the Governor's Office in early May 2020 and revised on May 18, 2020, signage should include "readily visible signage...to remind everyone of best hygiene practices." Stanchions will be needed to block off areas of the library including the Reading Room and Creation Station, as well as to limit access to staff work areas.

- Limit number of patrons in the building based on local guidelines. The security guard or other staff member will monitor the building's entrance to maintain capacity. Hourly head counts may be utilized. Signage at the door will indicate the capacity and that patrons may be asked to wait to enter the building.
 - Access to Local History and Teen rooms limited to two users at a time.
 - Require hand sanitizer use at entrance.
 - Require patrons to wear masks.
 - Patrons will be asked to take temperatures and sign in.
- Limited hours to allow staff time for additional cleaning and to shelve materials.
 - Monday, Wednesday, Friday:
 - 11am—5pm
 - Senior Hours, for at-risk populations: 11am—12pm
 - Tuesday and Thursday
 - 2—7pm
 - Senior Hours: 2—3pm
 - Saturday
 - 11am—3pm
 - Senior Hours: 11am—12pm
- Use a "Grab & Go" service model.
 - Encourage patrons to limit visits to 30 minutes or less.
 - Remove all patron seating and tables.
 - Remove all but "New Book" book displays. New Book displays will have signage asking that only one person browse at a time to maintain appropriate social distance.
 - Remove all interactive/shared-contact elements, including toys and puzzles.
 - Study Rooms closed to the public.
- Implement contactless and touchless checkout.
- Continue to restrict computer use.
 - Continue to limit the number of computers available, per Phase Two.
 - Staff will disinfect computer stations after every use.
 - Staff will provide limited tech support and will not use library equipment used by patrons to provide instruction. Laser pointers can be used to demonstrate on-screen guidance from a social distance. If staff must use the keyboard or mouse to troubleshoot a problem, the patron will be asked to step away from computer and staff will wear gloves.
- Interlibrary Loan availability dependent on Texas State Library.

- All programming will continue to be done virtually.
- Meeting rooms will not be available for public use.
- Remove one Public Access Catalog from the Kids Area for appropriate social distancing.
- Patrons may not use staff equipment, including phones, keyboards, or scanners. Staff will not handle patron devices.
- The Book Nook will remain closed.

Phase Out: Increased Safety Guidelines

Staffing

All staff working in public spaces will wear masks. Circulation staff may also wear gloves. Volunteers may return to work at the Library, but no more than two at time to allow for appropriate social distancing in the work area.

PPE Needed

hand sanitizer stations, sneeze guards, disinfectant spray, gloves, masks

- Continue Curbside as a takeout service and Senior Hours
- If necessary, limit number of patrons in the building based on local guidelines. The security guard or other staff member will monitor the building's entrance to maintain capacity. Hourly head counts may be utilized. Signage at the door will indicate the capacity and that patrons may be asked to wait to enter the building.
 - Access to Local History and Teen rooms limited to two users at a time.
 - Require hand sanitizer use at entrance.
 - Require patrons to wear masks.
 - Patrons will be asked to take temperatures and sign in.
- Resume normal hours of operation.
- Returned limited seating and tables to allow for social distance.
- Resume book displays, with signage reminding patrons to limit the number of browsers.
- Interactive/shared contact elements, including toys and puzzles will remain stored.
- Study rooms will remain closed.
- Continue to restrict computer use and pursue options for increasing computer availability (circulating laptops and tablets, etc.)
 - Continue to limit the number of computers available, per Phase Two.
 - Staff will disinfect computer stations after every use.
 - Staff will provide limited tech support and will not use library equipment used by patrons to provide instruction. Laser pointers can be used to demonstrate on-screen guidance from a social distance. If staff must use the keyboard or mouse to troubleshoot a problem, the patron will be asked to step away from computer and staff will wear gloves.
- Resume lending cake pans, literacy kits, and board books.

- Continue to quarantine returned materials for 72 five days.
- Interlibrary Loan availability dependent on Texas State Library.
- Some programs will resume with increased safety guidelines in place, including capped attendance. Programs that involve shared-contact items, such as Lego programs, will not resume.
- Meeting Room usage may resume as space allows, dependent upon where materials are quarantined and additional furniture is stored.
- Second Public Access Catalog from the Kids Area will remain out of service, as it does not allow for appropriate social distancing.
- Patrons may not use staff equipment, including phones, keyboards, or scanners. Staff will not handle patron devices.
- Resume Book Nook sales.
- Only one person may browse the Book Nook at a time, to maintain six feet social distance.
- Resume accepting donated materials. Donations will be quarantined for five days.