

Bastrop Public Library Board Meeting

AGENDA

Bastrop Public Library

1100 Church Street

Bastrop, TX 78602



February 4, 2019 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 status report on previously approved items.
- 4C. Monthly report on Friends of the Bastrop Public Library.
- 4D. Monthly statistical report.
- 4E. Monthly Detail Listing Library Board Fund.

5. CONSENT AGENDA

- 5A. Consider action to approve Bastrop Public Library Board minutes from the January 7, 2019 regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

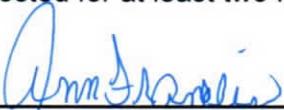
- 6A. Discuss Creation Station Policy

7. UPDATES

- 7A. Individual requests from Library Board members for particular 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: Wednesday, January 30, 2019 at 12:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Ann Franklin, City Secretary

BASTROP PUBLIC LIBRARY

BOARD OF DIRECTORS

JANUARY 7, 2019

CALL TO ORDER--The meeting was called to order by President Mary Jo Jenkins at 6:00 pm. Members present were as follows: Becky Schaefer, Barbara Clemons, Rebecca Bennett, Lesa Neese, Jamie McDonald and Carolyn Wiginton. Bonnie Pierson and City Council Liason Mayor Connie Schroeder were also in attendance.

CITIZEN COMMENTS--None

ANNOUNCEMENTS--The Library will be closed on the following dates--

January 17 closed for State Training (dealing with Mental Health)

January 21 MLK

On January 23rd the Library will host the Library Systems Summer Reading Workshop.

STAFF REPORTS

A. Librarian--November statistics are down and computer usage was way down. Bonnie will see if there is a way to track who is using wi-fi on their own devices. There were 28 programs held with 1193 in attendance. The door count for the Open House in December was 1208. There were 20 teens that rode the float in the Christmas Parade. There were 88 people that showed up for the party on New Year's Eve. Katherine Lombardo has been hired as a Circulation Associate. Carrie prepared a spread sheet on tickets turned in for computer issues. Jesse provides the number of tickets and Carrie checks on the individual issues. One issue was that a website was being blocked. The Library Director position should be advertised soon.

B. A patron has requested a sewing machine for the Creation Station. The Shelter is ready and the Policy has been returned by the lawyer and Bonnie will have this ready at our February meeting.

C. The Friends of the Library will not have a meeting this month. They will have a Soup Supper to honor lifetime members

D. Statistical Report is in the packet

E. Library Board Fund--no questions asked

CONSENT AGENDA

A. The minutes for the December meeting were approved as written once a typing correction was made.

ITEMS FOR INDIVIDUAL CONSIDERATION AND DISCUSSION

A. There will be an Open Meeting Act training on January 24th from 6:30-9:00 pm at City Hall. **This can be completed on-line on the Attorney General website

B. Carrie and Katherine worked very hard on the Retirement Party for Mickey and Cookie. There were over 100 in attendance. Lesa Neese made the flower arrangements.

UPDATES

The Library Board would like to know when we can expect information on the hiring of a new director. City Council Liason Mayor Connie Schroeder advised the Board that she did relay our comments to the City Manager about being part of the hiring process for the new director and the City Manager said we would not be part of that process. Carolyn Wiginton asked to put on the agenda for next month to get an update on the Library Director position and the Board asked Bonnie to ask Tonya for a copy of the hiring packet.

ADJOURN--the meeting was adjournedat 6:45 pm.

Respectfully submitted, _____

Becky Schaefer, Secretary

Approved, _____

Mary Jo Jenkins, President

Bastrop Public Library Librarian's Report February 4, 2019

1. Library Statistics comparing December 2018 to December 2017.

	<u>2018</u>	<u>2017</u>	
Circulation:	9,561	9,955	down 4%
Door Count:	8,459	9,005	down 6%
Program Attendance:	1,193	735	up 62%
Computer Usage:	1,921	3,313	down 42%
Reference Assistance:	2,095	1,483	up 41%
Meeting Room Use:	281	251	up 12%

2. Library Programming for December 2018

228 Children and adults attended 8 Preschool Storytimes

20 Teens attended 4 Teen Programs

Programs included an Elves Workshop where teens made gifts to give as holiday presents, a Cookie War where teens decorated cookies, Anime Club, and Playing board games.

5 Tweens (ages 10-13) attended 1 tween programs

The program was based on the YouTube program Good Mythical Morning

21 people met to play chess at our weekly Wednesday Chess Club (Chess Club met 4 times this month)

12 children and adults attended our monthly Lego Club.

The program theme was Super Bowl. The kids build stadiums and other football related items.

No Homeschool Classes this month because of the New Year's Day Holiday.

Calvary after school care visited the Library for stories 3 times this month.

20 people attended our Saturday maker space program.

The theme was cardboard city.

No one attended the Adult Crafters Anonymous program.

Overall program attendance for January: 339

Overall number of programs for January: 24

3. Meetings and Training:

Bonnie Pierson attended the Friends of the Library meeting on Monday January 8.

Library staff attended the Texas Stat Library Mental Health First Aid training on Thursday, January 17.

Library staff attended the city employee quarterly information meetings the fourth week of January.

Carmen Serna and Bonnie Pierson attended the CTLS Summer Reading Program workshop on Wednesday, January 23.

Bethan Dietrich participated in a webinar, Size doesn't Matter: transforming Big Ideas into Small Library Environments, on January 23.

4. Noteworthy Items:

Cary Kittrell is part of the hiring committee for a new IT Associate. She participated in three interviews for this position.

Ashley Guerrero has moved into the position of Interim Technical Services Supervisor since Cookie's retirement.

Literacy Volunteers of Bastrop has partnered with the Library to provide an eight week ESL class. The class meets once a week and 7 students are registered.

Respectfully submitted: Bonnie Pierson, Interim Library Director

Bastrop Public Library
Monthly Status Report on Previously Approved Items
February 4, 2019

1. Brick pavers and tiles update— 1 paver was sold in January
2. Creation Station update— we continue to provide programming in the Creation Station.
3. Emergency Shelter update—if needed, the City’s emergency shelter is ready and available for use.
4. Update: Library Directors position

Bastrop Public Library
Friends of the Bastrop Public Library Report
February 4, 2019

1. The Friends honored their Life Time Members on Tuesday, January 22 with a soup dinner. The 12 honorees received a unique membership card and a lifetime 20% discount on all purchases in the Friends Book Nook.
2. They are working to increase their membership. Currently there are 52 active members.
3. The annual Book & Plant sale will take place on March 29th & 30th during Library hours. Friends members will be allowed to shop from 9:00-10:00 before the doors open to the public.
4. The Friends provided refreshments for the CTLS Summer Reading Workshop on January 23rd.
5. The Library received a quarterly support check for \$3,000.

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	11	13	18										42
100-199	67	47	50										164
200-299	61	25	44										130
300-399	98	94	102										294
400-499	6	7	5										18
500-599	50	48	27										125
600-699	261	226	249										736
700-799	81	62	68										211
800-899	25	21	27										73
92-920	44	52	71										167
900-999	130	92	110										332
Adult DVD's	1,886	1708	1,321										4,915
Adult Fiction	720	397	369										0
CHR	84	70	56										210
MYS	711	741	819										2,271
ROM	57	163	87										307
NOV	133	69	184										386
SFF	145	139	186										470
Wes	4	0	14										18
Adult Fiction CD's	422	384	319										1,125
Adult Large Print	741	706	668										2,115
Adult MP3 Book	17	14	7										38
Adult Music on CD	100	99	94										293
Adult Nonfiction CD'S	26	30	18										74
Adult Overdrive e-book	1,201	1,058	1,077										3,336
Adult Reference	0	0	0										0
Adult Reference Desk	0	0	0										0
Adult Spanish DVD's	11	7	3										21
Adult Spanish Fiction	10	5	16										31
Adult Spanish Nonfiction	24	19	31										74
Adult Texana	40	27	20										87
Adult Videocassettes	24	8	9										41
Cake Pans	13	8	10										31

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Subtotal Adult:	7,203	6,339	6,079	0	19,621								
Juvenile and children's:													
Child Braille Picture Bks	0	2	1										3
Child Literacy Bags	11	5	3										19
Child Spanish 1st R	5	5	13										23
Child Spanish Easy	57	55	15										127
Child Spanish Easy NF	3	3	3										9
Easy Nonfiction	118	89	69										276
Easy Picture Books	1,606	1158	1,007										3,771
First Readers	458	356	211										1,025
J 000 - J 099	21	6	7										34
J 100 - J199	4	0	0										4
J 200 - J 299	26	8	10										44
J 300 - J 399	40	26	17										83
J 400 - J 499	9	6	0										15
J 500 - J 599	131	75	75										281
J 600 - J 699	38	18	28										84
J 700 - J 799	86	78	93										257
J 800 - J 899	8	8	8										24
J 92-920	56	33	15										104
J 900 - J 999	84	85	79										248
Juvy Braille	0	0	0										0
Juvy CD'S	64	57	49										170
Juvy DVD	479	387	328										1,194
Juvy Fiction	905	724	548										2,177
Juvy Graphic Novels	255	225	192										672
Juvy Oversize	4	8	5										17
Juvy Reference	0	0	0										0
Juvy Spanish Fiction	14	13	11										38
Juvy Spanish Nonfiction	27	13	16										56
Subtotal Juv. & child.	4,509	3,443	2,803	0	10,755								

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Young Adult:													
Young Adult Fiction	229	202	188										619
YA Graphic Novels	262	309	238										809
Subtotal Young Adult	491	511	426	0	1,428								
Other:													
Magazines	167	83	56										306
Paperbacks	228	163	197										588
Subtotal Other	395	246	253	0	894								
Grand Total All	12,598	10,539	9,561	0	32,698								
OTHER SERVICES:													
Cataloging:													
Apollo	105	71	79										105
Baker & Taylor	12	18	24										54
Brodart	0	0	0										0
Cat Express--OCLC	0	0	0										0
Ingram	151	63	65										279
Original	48	41	18										107
Recorded Books	9	9	5										23
Total items cataloged	325	202	191										718
Total items withdrawn	521	313	159										993
Total items lost	4	89	32										125
Computer Usage:													
ADA	49	38	45										132
Adult	909	708	716										2,333
Children	222	162	149										533
Reference--Local Hist.	27	26	28										81
Teen	63	55	48										166

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Wireless	1,119	1,021	980										3,120
Total Comp. Usage	2,389	1,972	1,921	0	6,365								
Gifts and Memorials:	\$0	\$0	\$0									\$0	\$0
Interlibrary Loan:													
Borrowed	17	11	22										50
Loaned	6	1	3										10
Total Transactions	23	12	25	0	60								
Meeting Rm Reserv													
Pressley Meeting Room	34	34	30										98
Maynard Board Room	21	21	21										63
Study Rooms	229	188	167										584
Total Reservations	284	243	218										745
New Library Patrons:													
City	35	61	38										134
County	98	120	72										290
Faculty	0	0	0										
Non-residents	12	13	10										35
Total Patrons added	145	194	120	0	459								
Patron Usage:													
County	67%	66%	67%										
City	23%	25%	22%										
Faculty	4%	3%	3%										
Other	6%	6%	8%										
Portal to Texas History:	4,263	4,532	8,638										
Bastrop Advertiser Search													
Proctored Tests Given:	10	6	9										25
Programming:													
Adult	7	2	7										16

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Children	376	262	325										963
Classes / Groups	0	139	14										153
MakerSpace	21	4	0										25
Outreach	87	0	0										87
Special Events	300	0	771										1,071
Teen	48	42	60										150
Tween	15	9	16										40
Total Programming	854	458	1,193	0	2,505								
Number of Programs	31	27	28										86
Reference Assistance:													
Directional Questions	568	465	484										1,517
Microfilm assistance	0	0	0										0
Reference Questions	561	378	424										1,363
Telephone Reference	217	147	224										588
Computer Assistance	996	792	957										2,745
Ereader Assistance	7	6	6										19
Total Reference	2,349	1,788	2,095	0	6,232								
Reserve a Librarian	0	0	0										
Social Media:													
Facebook Likes	1,255	1,272	1,296										3,823
FB daily engaged	1,218	1,194	1,298										3,710
FB daily total reached	13,085	15,636	18,122										46,843
Weebly page views	662	1,012	1,262										2,936
Weebly unique users	307	319	580										1,206
Teen Instagram Foll.	216	229	239										684
Visitor Count:	9,131	7,749	8,459										25,339
Volunteer Hours:													
Regular volunteers	109.00	95.75	81.00										285.75

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Friends volunteers	114.25	132.50	109.00										355.75
Teen volunteers	10.00	6.10	55.50										71.60
Total Volunteer Hours	223.25	234.35	245.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	713.10
Website Hits:	2,296	1,877	1,895										
Coloring Sheets	30	60	90										
3D Prints		4	2										

FUN00154 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-6012

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 30,626.48CR

00-00-4400 INTEREST
B E G I N N I N G B A L A N C E 0.00

10/31/18 11/13 B31113 04294 Mthly Interest Alloc JE# 015067 000025 2.13CR 2.13CR
10/31/18 11/15 B31146 04304 TEXPOOL MTHLY INT ALLOC JE# 015089 000032 5.53CR 7.66CR
10/31/18 11/15 B31147 04305 MBS CD INT EARNED JE# 015090 20.08CR 27.74CR
10/31/18 11/15 B31148 04306 Mthly Interest Alloc JE# 015091 000033 13.43CR 41.17CR
10/31/18 11/15 B31151 04307 CD INT EARNED JE# 015092 16.38CR 57.55CR

===== OCTOBER ACTIVITY DB: 0.00 CR: 57.55CR 57.55CR

11/30/18 12/10 B31438 04377 TEXPOOL MTHLY INT ALLOC JE# 015258 000061 6.43CR 63.98CR
11/30/18 12/11 B31448 04379 Mthly Interest Alloc JE# 015261 000062 12.41CR 76.39CR
11/30/18 12/11 B31451 04382 CD INT EARNED JE# 015264 61.76CR 138.15CR
11/30/18 12/11 B31452 04383 MBS CD INT EARNED JE# 015265 7.16CR 145.31CR
11/30/18 12/13 B31468 04390 Mthly Interest Alloc JE# 015273 000066 2.93CR 148.24CR

===== NOVEMBER ACTIVITY DB: 0.00 CR: 90.69CR 90.69CR

12/31/18 1/07 B31664 04438 CD INT EARNED JE# 015366 18.32CR 166.56CR
12/31/18 1/07 B31665 04439 MBS CD INT EARNED JE# 015367 0.40CR 166.96CR
12/31/18 1/07 B31666 04440 Mthly Interest Alloc JE# 015368 000092 2.39CR 169.35CR
12/31/18 1/07 B31667 04441 TEXPOOL MTHLY INT ALLOC JE# 015369 000093 8.16CR 177.51CR
12/31/18 1/07 B31668 04442 Mthly Interest Alloc JE# 015370 000094 15.82CR 193.33CR

===== DECEMBER ACTIVITY DB: 0.00 CR: 45.09CR 45.09CR

===== ACCOUNT TOTAL DB: 0.00 CR: 193.33CR

00-00-4504 LIBRARY DONATIONS
B E G I N N I N G B A L A N C E 0.00

10/01/18 10/02 C30784 RCPT 01032412 33817 LIBRARY DEPOSIT 23.27CR 23.27CR
10/05/18 10/05 C30804 RCPT 01032738 33834 FOL DONATION BOARD ACCT 3,000.00CR 3,023.27CR
10/05/18 10/05 C30804 RCPT 01032743 33834 GEOSOUTHERN 62.36CR 3,085.63CR
10/09/18 10/10 C30840 RCPT 01033181 33853 LIBRARY DEPOSIT 38.05CR 3,123.68CR
10/15/18 10/15 C30894 RCPT 01034633 33886 LIBRARY DEPOSIT 24.10CR 3,147.78CR
10/22/18 11/14 C31124 RCPT 01038813 34059 LIBRARY DEPOSIT 250.41CR 3,398.19CR
10/30/18 11/14 C31125 RCPT 01038814 34060 LIBRARY DEPOSIT 134.97CR 3,533.16CR
10/31/18 11/14 C31126 RCPT 01038816 34061 LIBRARY DEPOSIT 7.35CR 3,540.51CR

===== OCTOBER ACTIVITY DB: 0.00 CR: 3,540.51CR 3,540.51CR

FUN00154 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-6012

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
11/05/18	11/14	C31127	RCPT 01038817	34062 LIBRARY DEPOSIT				15.97CR	3,556.48CR
11/14/18	11/15	C31145	RCPT 01039388	34072 LIBRARY DEPOSIT				194.59CR	3,751.07CR
11/19/18	11/19	C31208	RCPT 01039851	34089 LIBRARY DEPOSIT				9.79CR	3,760.86CR
11/26/18	11/26	C31274	RCPT 01040325	34121 LIBRARY DEPOSIT				11.19CR	3,772.05CR
11/30/18	12/03	C31359	RCPT 01040664	34158 LIBRARY DEPOSIT				38.08CR	3,810.13CR
			=====	NOVEMBER ACTIVITY DB:	0.00	CR:	269.62CR	269.62CR	
12/03/18	12/03	C31360	RCPT 01040673	34159 LIBRARY DEPOSIT				14.29CR	3,824.42CR
12/10/18	12/10	C31444	RCPT 01041768	34199 LIBRARY DEPOSIT				10.18CR	3,834.60CR
12/10/18	12/10	C31444	RCPT 01041769	34199 LIBRARY DEPOSIT				26.33CR	3,860.93CR
12/17/18	12/17	C31488	RCPT 01043544	34239 LIBRARY DEPOSIT				5.57CR	3,866.50CR
12/17/18	12/17	C31488	RCPT 01043546	34239 LIBRARY DEPOSIT				5.14CR	3,871.64CR
12/27/18	1/07	C31673	RCPT 01044972	34345 LIBRARY DEPOSIT				169.79CR	4,041.43CR
12/27/18	1/07	C31673	RCPT 01044973	34345 LIBRARY DEPOSIT				6.45CR	4,047.88CR
12/31/18	1/07	C31674	RCPT 01044976	34346 LIBRARY DEPOSIT				1.09CR	4,048.97CR
12/31/18	1/07	C31674	RCPT 01044977	34346 LIBRARY DEPOSIT				3.05CR	4,052.02CR
			=====	DECEMBER ACTIVITY DB:	0.00	CR:	241.89CR	241.89CR	
1/02/19	1/07	C31675	RCPT 01044980	34347 LIBRARY DEPOSIT				2.94CR	4,054.96CR
1/02/19	1/07	C31675	RCPT 01044982	34347 LIBRARY DEPOSIT				1.86CR	4,056.82CR
1/07/19	1/07	C31679	RCPT 01045008	34350 LIBRARY DEPOSIT				61.99CR	4,118.81CR
1/07/19	1/07	C31679	RCPT 01045009	34350 LIBRARY DEPOSIT				2.39CR	4,121.20CR
1/14/19	1/14	C31737	RCPT 01046928	34397 LIBRARY DEPOSIT				5.84CR	4,127.04CR
1/14/19	1/14	C31737	RCPT 01046930	34397 LIBRARY DEPOSIT				10.14CR	4,137.18CR
1/23/19	1/23	C31811	RCPT 01048181	34447 LIBRARY DEPOSIT				11.99CR	4,149.17CR
1/23/19	1/23	C31811	RCPT 01048182	34447 LIBRARY DEPOSIT				26.78CR	4,175.95CR
			=====	JANUARY ACTIVITY DB:	0.00	CR:	123.93CR	123.93CR	
			=====	ACCOUNT TOTAL DB:	0.00	CR:	4,175.95CR		

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

FUN00154 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

ACCOUNTS: 00-00-3000 THRU 81-00-6012

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

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

11/01/18	12/13	A99817	CHK: 122491	30265	PLA FIL - SKY BLUE	5347	1810DIETRICH	26.99	26.99
11/01/18	12/13	A99817	CHK: 122491	30265	PLA FIL - SILVR, CLR	5347	1810DIETRICH	47.99	74.98
			=====		NOVEMBER ACTIVITY DB:	74.98	CR: 0.00	74.98	
1/03/19	1/24	A01462		30516	PLAQS DUVALL /ADKINS	5347	1812HR	185.76	260.74
1/17/19	1/17	A01252	CHK: 122720	30481	RETIREMENT GIFT DUVA	5347	1812WALDRON	161.00	421.74
			=====		JANUARY ACTIVITY DB:	346.76	CR: 0.00	346.76	
			=====		ACCOUNT TOTAL DB:	421.74	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

FUN00154 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : 81 ** INVALID DEPT **

ACCOUNTS: 00-00-3000 THRU 81-00-6012

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

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

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

12/06/18	12/06	A99477	CHK: 122435	30201	HARPIST 2HR @ OH	25159	181208LIBOPENHOUSE	150.00	150.00
12/06/18	12/06	A99478	CHK: 122447	30201	HOLIDAY MUSIC @ OH	39419	181208LIBOPENHOUSE	300.00	450.00
			=====		DECEMBER ACTIVITY DB:	450.00	CR: 0.00	450.00	
			=====		ACCOUNT TOTAL DB:	450.00	CR: 0.00		

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

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

FUN00154 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : 81 ** INVALID DEPT **

ACCOUNTS: 00-00-3000 THRU 81-00-6012

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

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

81-00-5679 BAD DEBTS
 B E G I N N I N G B A L A N C E 0.00

81-00-5699 MISCELLANEOUS
 B E G I N N I N G B A L A N C E 0.00

81-00-6012 OFFICE EQUIPMENT
 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 30,626.48CR
 REPORTED ACTIVITY: 871.74 4,369.28CR
 ENDING BALANCES: 871.74 34,995.76CR
 TOTAL FUND ENDING BALANCE: 34,124.02CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	30,626.48CR
REPORTED ACTIVITY:	871.74	4,369.28CR
ENDING BALANCES:	871.74	34,995.76CR
GRAND TOTAL ENDING BALANCE:		34,124.02CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2018 / Sep-2019
FUND: Include: 505
PERIOD TO USE: Oct-2018 THRU Sep-2019
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 00-00-3000 THRU 81-00-6012
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

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

*** END OF REPORT ***

Ticket Report for Computer Issues

Month	Ticket #	Units-Affected	Description of issue	Resolution	Number effected
January:					
01/04/2019	#INC-2046	All computers	Fortinet blocking a job website...samejobs.com	Ticket placed...fixed remotely	Anyone using that website
01/08/2019	#INC-2057	Staff computers and circ. Comp.	Adobe software issue	Ticket placed...fixed remotely	Staff
01/22/2019+	#INC-2117	Adult #10	Showing faulty, have re-started computer three times already	Ticket placed...fixed remotely	Adult #10
01/25/2019	#INC-2132	All computers periodically	Computers don't always recognize flash drives. The problem is it isn't consistant and doesn't always happen on all flash drives. I (Cary) haven't been able to figure out a pattern to help Jesse. This is the first ticket place on this subject in a long time.	Being worked on	Randomly on all computers
01/25/2019	#INC-2135	Reservation Station	Reservation station is down, giving the message..."Untrusted Connection" failed to connect to the connection server. Tried to re-start the computer several times with no luck.	Ticke placed and is being worked on. IT is working with support to resolve the issue. We are still able to log patrons onto the computers at the Circulation and Reference Desk.	Everyone trying to log on to the computers themselves.
01/25/2019	#INC-2136	Wireless	Fortinet blocking the following websites...FriendsFundForward.com Funding4life.com	Ticket placed and it is being processed	Anyone using those websites.

Bastrop Public Library

CREATION STATION POLICY

Purpose

The Bastrop Public Library has created a Creation Station to provide opportunities to foster curiosity, creativity, imagination, collaboration, and critical thinking skills. Patrons are encouraged to engage with items (i.e. 3D printer, CNC Vinyl Cutter) and one another to create and explore.

Safety

- I. Children eight years old or younger must be supervised by a parent or guardian.
- II. The Creation Station is a gathering space that may be utilized by individuals or small groups unless it is reserved for a Library program.
- III. Appropriate safety-wear must be worn when working with certain tools (i.e. goggles, gloves).
- IV. Never work while you are impaired, overly stressed, tired, or otherwise unable to work carefully.
- V. Use equipment in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff have the right to end the use of equipment if deemed necessary.
- VI. Due to the lack of proper ventilation, only PLA (polylactic acid, plant based) filament will be used for 3D printing.
- VII. Alert staff to malfunctioning equipment.
- VIII. Take precautions to prevent avoidable mess or damage in the Creation Station. Avoid wastefulness.
- IX. Always clean up after yourself and keep the work area clean.
- X. Report all injuries to staff immediately.
- XI. Bastrop Public Library's Patron Behavior Policy must be adhered to while in the Creation Station. This policy is posted at the entrance of the Creation Station.

Bastrop Public Library

CREATION STATION POLICY

Availability

- I. Open Lab
 - a. Open Lab encourages individuals to play and explore at their own will. Open Labs are available to all ages and individual instruction will occur to assist patrons with troubleshooting and problem solving.
 - b. Open Lab is scheduled time on the Library's calendar with direct staff supervision.
- II. Programs
 - a. Programs are structured activities within the Creation Station. Programs are planned for targeted audiences and may or may not require a pre-registration depending on the supplies necessary for the program.
 - b. Programs are scheduled times on the Library's calendar with direct staff supervision.
- III. Individual Use
 - a. Individual use outside of Open Lab or Program activities is not available.

Guidelines

- I. Equipment, tools, materials, and/or supplies are available on a first-come, first-served basis.
- II. Only library computers may be used to connect to the technology and/or equipment.
- III. Creation Station equipment may not leave the library building.
- IV. Patrons may not use the Creation Station to create:
 - a. Items that are prohibited by local, state, or federal law;
 - b. Items that violate the manufacturers' terms and use of the equipment;
 - c. Items that violate another's intellectual property rights (i.e. items that are subject to copyright, patent, or trademark protection).
 - d. Jobs that are too large or complex or that violate the Patron Behavior Policy;
- V. The library does not accept responsibility if a project is destroyed, prints incorrectly, fails to work, or if a patron's personal equipment is damaged or destroyed while using the library's equipment.
- VI. Patrons must pay for the plastics and other materials used to create independent projects.

Bastrop Public Library CREATION STATION POLICY

- a. Charges will be paid at the time of pick up.
 - b. Refunds will not be given.
 - c. Material charges for projects:
 - i. The library charges \$0.10 per gram for 3D printer filament.
 - ii. The library charges \$1.00 per linear foot for CNC vinyl used.
- VII. Objects unclaimed after seven days will become property of the Library and may be discarded.

Equipment

- I. 3D printer
 - a. Patrons may submit only one file at a time for printing. Staff will perform the actual print job.
 - b. The library reserves the right to delay or change the printing order of projects based on the project's estimated print time.
 - c. If a project fails to print correctly after three tries, the library staff will abort printing.
 - d. The Library does not guarantee complete patron privacy during the printing process as printing may be done in a public space.
 - e. All files will be deleted following the completion of the project.
- II. CNC vinyl cutter
 - a. Patrons may submit only one file at a time for printing. Staff will perform the actual print job.
 - b. The library reserves the right to delay or change the printing order of projects based on the project's estimated print time.
 - c. All files will be deleted following the completion of the project
- III. iPads and laptops
 - a. Patrons may only use library iPads and laptops for Creation Station activities.
 - b. iPads and laptops are to be returned to the charging port or other location designated by library staff when use is completed.

Bastrop Public Library CREATION STATION POLICY

IV. Other Creation Station Items

- a. Other Creation Station items include kits, equipment, tools and games.
- b. Other Creation Station items are only available during programs.
- c. Other Creation Station items are available only with direct staff supervision.
- d. The following is not necessarily a complete list of additional items available during programs.
 - i. Blocks Rock!
 - ii. Keva blocks
 - iii. Strawbees
 - iv. K'nex
 - v. Legos
 - vi. WeDo kits
 - vii. Buddha Boards
 - viii. Spinning puzzle
 - ix. Button maker
 - x. Accucut Die cut machine
 - xi. Perler beads
 - xii. Suspend game

The Library Director or his or her designee is responsible for administering this policy. The Library Director may refuse a library patron's request to use any equipment at any time. Failure to abide by this policy may result in revocation of the library patron's privileges to use equipment in the Creation Station or attend any Creation Station programs.

DIRECTOR OF LIBRARY SERVICES

City of Bastrop, Texas

Bastrop – The Community

Known as the “Heart of the Lost Pines,” Bastrop, Texas, is a unique community that couples historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 9.4 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the southwest, Bastrop is in an advantageous position for cultural and economic development.

Historic by Nature

Bastrop is among the oldest towns in Texas. Originally, the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and the City was officially established on June 8, 1832. Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop.

Downtown Bastrop represents a unique blending of the old and new. Nestled on the banks of the Colorado River, the historic district is filled with a variety of shops and restaurants. Bastrop has more than 130 registered historic sites and beautifully restored 19th and early 20th century homes. Its picturesque Main Street downtown district bustles with an eclectic mix of retail shops and restaurants. In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. The Bastrop Main Street Program is a proud participant of the Texas Main Street Program and Main Street America. Bastrop’s Main Street Program celebrated its 10th anniversary in 2017 with a continued vision of preservation, enhancement, and commercial vitality of our historic downtown as a distinctive destination that engages and inspires both residents and visitors.

Embracing the Future

Today, this dynamic city is growing. With a current population of approximately 8,911, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop’s population increased 30.93% from the previous census in 2000. It is estimated the City has grown an additional 20.14% since 2010. The projected population for 2021 is 9,345. The City has about 18 square miles under annexation agreements and an additional 154.7 square miles of extraterritorial jurisdiction. Austin was named the Number 1 place to live in 2017 by *the U.S. News and World Report*, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

There are several major development projects currently underway. Seton Family of Hospitals has started construction on a \$30 million, 40,000 square foot medical facility slated to be completed by summer 2019. This facility will include an emergency room, imaging services, at least eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services.

Construction has started on several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. The Villages at Hunters Crossing, 182 units, and The Preserve at Hunters Crossing, 140 units, are multi-family developments under construction and will open in 2019. New Haven Assisted Living & Memory Care Facility opened in May 2018.

Recreation

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming little town.

Annually, Bastrop plays host to numerous events, such as the Patriotic Festival, Homecoming & Rodeo, Halloween Festival, Heroes & Hotrods Veteran's Day Car Show, Juneteenth Celebration, and Lost Pines Christmas, which features a Lighted Parade, River of Lights, and historic home tours. Several events are hosted on the Colorado River throughout the year, including the Colorado River 100 and the SUP Cup.

Cultural Arts

Bastrop has been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012. Since that time, Bastrop Art in Public Places (BAIPP) has been instrumental in creating a public art scene that has been mimicked across the country.

The Lost Pines Art Center features several rotating galleries, a sculpture garden, classes, shops, a cafe, and hosts many events throughout the year. Jerry Fay Wilhelm Center for the Performing Arts Center is owned and operated by the Bastrop Independent School District. This versatile state-of-the-art facility includes a 1500 seat auditorium, 250-seat black box theatre, and a multi-purpose room.

The historic 1889 Bastrop Opera House, known as the Strand Theatre during World War II, offers stage performances of vaudeville, melodramas, musicals, and comedies year-round. They also host classes in acting, theatre, musical theatre, and improv for both children and adults.

Employment

As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous economic growth and is poised for future growth and development. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

Education

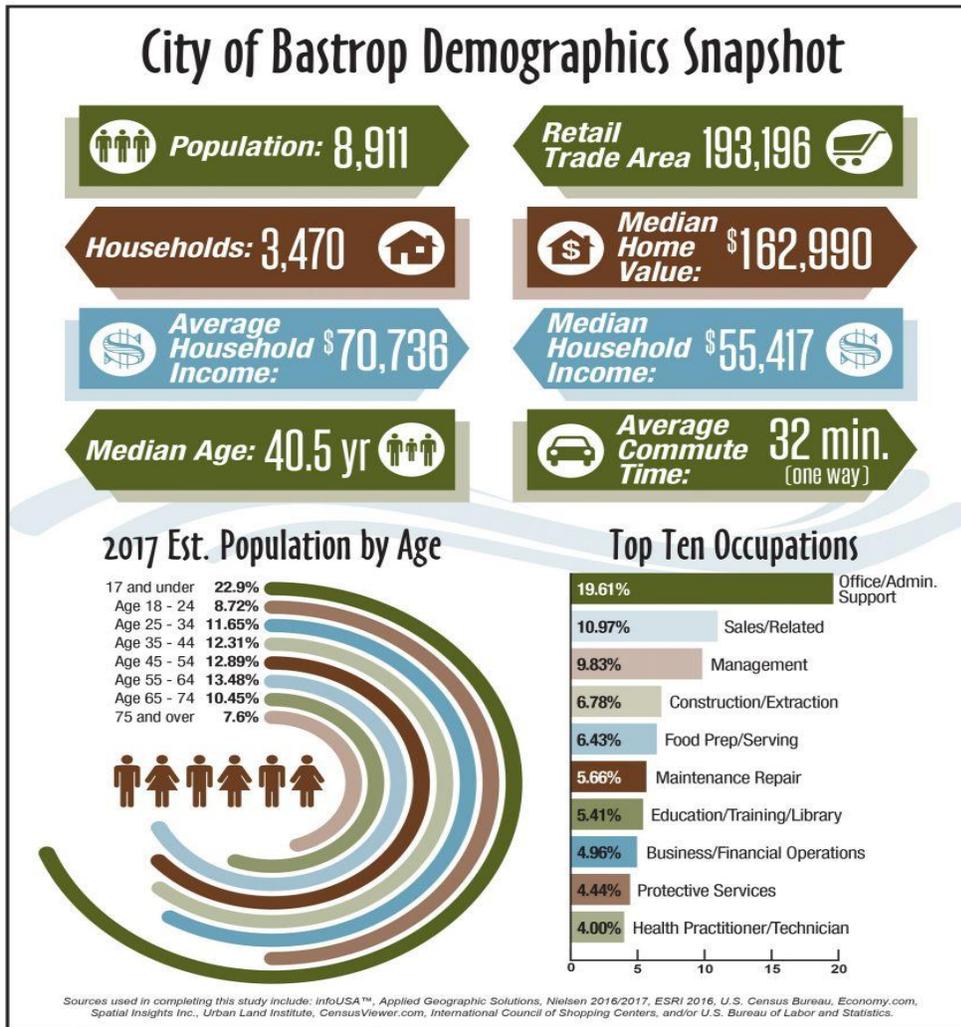
Area students are served by Bastrop Independent School District, which has an enrollment of over 10,000. Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County. The District's Colorado River

Collegiate Academy was one of only 400 institutions that earned all possible Academic Distinctions in 2016, with other schools in the district earning distinctions in social studies, science, math, and postsecondary readiness.

Calvary Episcopal School is a private school serving children from Pre-K through 6th grade located in Downtown Bastrop.

Six colleges and universities are within an hour's drive of Bastrop: Austin Community College, University of Texas, St. Edward's University, Concordia University, Texas A&M, and Texas State University.

Demographics



Governance & Organization

The City of Bastrop is a home rule city with a council-manager form of government. The City Council consists of the Mayor and five Council Members, all elected at-large, who serve three-year terms limited to six consecutive years. The Council appoints the City Manager, City Attorney, and the Judge of the Municipal Court.

The City of Bastrop has an annual budget of over \$45 million and 145 employees. The City's ad valorem tax rate is \$0.564 per \$100 of assessed valuation.

About the Department

Staff: 9.95 Employees: 8.95 full-time employees and 2 part-time students from the Cooperative Education Program at Bastrop Independent School District

Budget: \$764,955

Square footage of the main Building: 19,000

Service Measures Reported in the Texas Public Libraries Annual Report include 23,292 Reference transactions, 115,461 Library visits, and 11,741 Registered Users

About the Position

The essential functions of the Director of Library Services include the following:

- Manages Library Services by planning, directing, and overseeing library activities, developing work plans, monitoring the effectiveness of work plans, coordinating the expansion of library collections, establishing goals and objectives and overseeing the development and presentation of library programs and outreach activities.
- Develops and implements policies and procedures with input from the Library Board, overseeing the implementation of policies and procedures, and soliciting patron comments and suggestions on Library Services.
- Supervises employees by selecting and hiring new employees, coordinating staff training and development, working with employees to correct deficiencies and establish a sense of teamwork, administering personnel policies and procedures, completing performance evaluations and resolving personnel matters when necessary.
- Oversees the development and administration of the budget by preparing and recommending department budget items, coordinating budget requests, monitoring and approving the budget expenditures and monitoring adjustments to the budget.
- Designs and recommends future plans for library services by staying abreast of trends in library services and local needs, investigating and pursuing grants from federal, state and regional agencies and obtaining financial support from community organizations.
- Works closely with the Friends of the Bastrop Public Library and Volunteers to insure the future growth of the library in the Bastrop community.
- Responsible for the regular up keep and maintenance of the library.
- Responsible for regular attendance and arriving to work on time.

Leadership and Innovation

The new Director of Library Services will be expected to take a talented and well-led departmental workforce to the next performance level. The selected candidate should create a culture of excellence, employing best practices, and promoting continuous improvement ensuring that the needs of residents are met with the highest degree of professionalism. Outstanding customer service will be an ongoing priority.

Libraries have always been responsible for preserving information and providing access to resources in order to strengthen patron knowledge and imagination. The library has always been a physical building, filled with books, that the community comes to visit. With the rise of the Internet, which puts access at our fingertips, information became ubiquitous. Navigating the endless sea of information requires strong critical thinking skills to discern quality search results, and the public library stands ready to meet the challenge. Librarians are practiced at evaluating the weight and accuracy of information from a variety of sources, taking responsibility to provide access

to quality information and worldly interactions. And so, the library remained front and center, connecting patrons to new sources of information, in new formats, with new devices to support information literacy in an ever-expanding pool of content. While the Internet was a compelling event for library transformation, libraries remain in a state of ongoing evolution. As technology advances and patron demands continue to change, the expectation of what a library should be and offer changes with them. The new Director will promote, embrace, and be a champion for new and upcoming services, increasing programming for all ages, in order to provide excellent services to our citizens, while remaining relevant in the 21st century.

Ideal Candidate

- A strong leader who believes in staff empowerment, delegates effectively, embraces open and transparent government, embodies fair play and teamwork, and leads and inspires his/her team.
- Passion for libraries and truly cares about his/her customers and the role the public libraries play in enhancing Bastrop's sense of community.
- A strong understanding of collection development and experience in developing and managing programs.
- A forward-thinking innovative individual who can strategically position the Bastrop Public Library to meet the changing needs of the community.
- Grant writing experience a strong plus.
- Ability to recognize potential in employees and provide coaching and mentoring to develop employees.
- Comprehensive knowledge of the principles and practices of public library administration.
- Ability to plan and direct the work of subordinate personnel engaged in various professional, technical, and clerical functions of library services.
- Ability to prepare comprehensive reports and present ideas clearly and concisely, both verbally and in writing.
- Ability to exercise considerable judgement and discretion in establishing and maintaining good working relationships with officials, appointed boards, department directors, and other agencies.

Education, Experience, and Skills

Candidates must have a master's degree in Library Science from an ALA-accredited university and at least seven (7) years of progressively responsible professional library experience for a major library in a public library system, including three (3) years as a Director or Assistant Director.

Management Style and Personal Traits of the Ideal Candidate is someone:

- Who will embrace and welcome community engagement in an open, transparent manner, viewing stakeholders as partners in problem solving and service delivery, and deal in a professional, fair, straightforward, and responsive manner.
- Who is customer focused, who actively gathers information about customer needs, suggestions and feedback.
- Who is willing to question the status quo and be a force for constructive and positive change.
- Who is naturally collaborative, with a desire and ability to be able to work effectively with City management, departments, employees, neighborhood groups, and other stakeholders.
- Who is a self-starter, able to take a project or initiative from start to finish.
- Who is able to think in innovative and creative ways, challenging self and the organization to set high expectations.
- Who is able to lead and motivate by personal example, encouraging high standards of performance, productivity, and ethical conduct from all Department personnel.

- Who is an engaged leader, who actively manages his/her department, and is an effective member of the City's management teams.
- Who is a leader championing diversity in the workplace and is committed to making progress in enhancing diversity in the department.
- Who is patient, resilient, and a visionary leader with the ability to focus on the "big picture" and to anticipate, rather than react, to problems and opportunities.

Compensation & Benefits

The City of Bastrop offers a starting salary between \$74,006 and \$107,181 depending on qualifications and experience. In addition to a competitive salary, the City provides a generous benefits package that includes a mandatory retirement plan through Texas Municipal Retirement System (TMRS) at a 6% employee deposit rate with a municipal matching ratio of 2:1, a voluntary 457 plan, as well as comprehensive medical coverage, life insurance, paid vacation, paid sick leave, and 12 paid holidays.

For more information on this position, contact:

Tanya Cantrell, Human Resources Director

tcantrell@cityofbastrop.org

Phone: 512-332-8812

The City of Bastrop is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and drug/physical