

Bastrop Public Library Board Meeting

AGENDA

Bastrop Public Library

1100 Church Street

Bastrop, TX 78602



March 9, 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 January 6, 2020, regular meeting.
- 5B. Consider action to approve Bastrop Public Library Board minutes from the February 3, 2020, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 6A. Report on Library Policy Review.

7. UPDATES

- 7A. Update on Library keys and facility security.
- 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, March 5, 2020, at 2:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Ann Franklin, City Secretary

Bastrop Public Library Meeting Minutes

January 6, 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, Barbara Clemons, Jennifer Leisure, Jamie McDonald, Lesa Neese, Mayor Connie Schroeder, Library Director Becca Sexton.

Citizen Comments:

There were none.

Announcements:

The library staff will begin using Tuesday mornings once a quarter for a time of planning and staff development.

Programming numbers were high for the month of December. The coverage by the Bastrop Advertiser highlighting the varied activities throughout December is greatly appreciated. Large numbers of patrons took advantage of reading, crafting, the multiple events of the annual library open house as well as the Christmas parade this month.

Police Chief, James Altgelt, has announced his retirement. Library Director, Becca Sexton, will now join a team comprised of leaders from the police, fire and public works department who all will directly report to the city manager.

January marks the beginning of the implementation of fines and the new fees for county residents. The transition has been smooth thus far.

The library has received a \$10,000 estate donation.

After the eRate bidding process, the Library will remain with its current internet service provider.

Staff Report:

The Bastrop staff, along with the board, wish to offer their condolences to the family of Angie Perez, who served on the staff as custodian, on her passing.

The library is adding an additional eBook provider, Simply E. The platform is free through the State Library, which will provide all collection development services.

The Friends of the Bastrop Library have four new members. Memorials in the amount of \$350.00 honoring Ann Beck and her work with the library has been received.

Material use statistics will continue to see varied numbers from those reported in the past as systems are updated to reflect a more accurate count. These same changes in numbers will also be evident in "in-house" statistics which will see a drop as the method of checking in books multiple times for each individual book checked out will cease and books will efficiently be checked in only once.

The recent estate \$10,000 donation will be reflected in the Library Board Fund.

Consent Agenda:

The December minutes were approved as written.

Items for Individual Consideration and Discussion:

The open house was a success with 1400 in attendance for that one day event--the library normally welcomes 1800 weekly. The appearance of Mike and Kim Hewitt as Santa and Mrs. Claus was much appreciated and enjoyed. Teamwork among city departments plays a helpful role in helping to assure success for events; Bastrop's Mainstreet Director helped to make the gingerbread man booked through them to be an added delight to the open house festivities. All performers, musicians and volunteers are greatly appreciated.

The staff is already reviewing and making adjustments to improve enjoyment for next year's annual event. Gingerbread houses will be scheduled in waves and musicians are being sought out.

Updates:

There will be no collective embargo among libraries on McMillian Publishing concerning their implemented policies regarding eBooks.

Structural and streamlined city ordinances regarding Boards and Commissions may be referred to in the January packet.

A request was presented by President Mary Jo Jenkins to add and discuss current and future key distribution policies for the library to those other than library and city employees.

The meeting adjourned.

Bastrop Public Library Board Meeting Minutes

February 3, 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, Barbara Clemons, Jamie McDonald, Sally Keinarth, Lesa Neese, Jennifer Leisure, Rebecca Bennett, Mayor Connie Schroeder, and Library Director Becca Sexton.

Citizen Comments:

There were none.

Announcements:

Trey Job is the acting city manager.

Staff Report:

Activities -

Becca Sexton reviewed the monthly reports on Library activities, the Friends of the Library, statistics, and the Library Board Fund, which were included in the agenda packet.

Friends of the Library –

The plant and book sale will be held March 27-28.

Statistical Report –

Becca Sexton reminded everyone that statistics are collected differently than in the past. Previously check outs included renewals. Now, check outs and renewals are reported separately.

Library Board fund –

Becca Sexton reviewed the purpose and operation of the Library Board Fund. She is assessing Library needs in preparation of creating a long term plan to update the Library.

Consent Agenda:

There were none.

Items for Individual Consideration and Discussion:

Becca Sexton provided talking points to use when responding to inquiries from the public about the new fee. She noted that anyone can use the library; that checking out books is the only activity that requires a library card.

Updates:

The Library staff is working to confirm who has badge access or key access to the Library. They are updating the key management system and implementing a stricter process of documenting who is given or loaned a Library key.

The Library has changed its magazine vendor. They have updated subscriptions by dropping some that are very expensive or duplicated and adding some that patrons have requested.

The Library will be closed March 2 for Texas Independence Day. The Board will meet March 9.

The meeting adjourned at 6:45 p.m.

Respectfully submitted _____

Rebecca Bennett, Secretary

Approved _____

Mary Jo Jenkins, President

Bastrop Public Library Librarian's Report March 9, 2020

1. Meetings, Training, and Community Events

Week of Feb. 3: Library staff attended quarterly meetings with Acting City Manager Trey Job, during which he gave updates on City projects, goals, etc.

Feb. 12: Library Director Becca Sexton attended a breakfast with community partners from the Art Institute of Austin; BISD; the Chamber of Commerce; the Convention Center; the Opera House; the Museum and Visitors Center; Lost Pines Art Center; and BEDC.

Feb. 13: Library Supervisor Bonnie Pierson attended the monthly meeting of Bastrop County Cares' Early Childhood Coalition.

Feb. 14: Ms. Sexton met with BEDC Director Cameron Cox about partnership opportunities.

Feb. 21: Ms. Sexton and Ms. Pierson visited the Smithville emergency shelter to learn more about best practices for sheltering.

Feb. 25: Ms. Sexton attended the Bastrop County Complete Count Committee Meeting.

Mar. 3: Ms. Sexton attended the City's Budget Kick-off Meeting.

Throughout the month, Library staff attended various community events including a retirement party for City custodian Josie Castellanos; an Open House for the newly renovated and expanded YMCA; and the groundbreaking for the Main Street Rehabilitation Project.

Ms. Sexton attended regular monthly meetings of the Library Board, Friends of the Library, and Bastrop County COAD, and weekly meetings of Library staff and the City Manager's Cabinet.

All staff are enrolled in the Texas Library Association A to Z webinar series thanks to support from the Friends of the Library. Topics so far have included: Critical Aspects of Communication; Dealing with Difficult Situations; Critical Roles for Library Support Staff; Supervising, Managing, and Leading for Library Specialists; and Children's and Youth Services.

Other professional development staff have participated in this month include webinars on marketing; rural libraries and their role in the community; collection development; and managing volunteers. Library Associate for Youth Services Carmen Serna also attended a Central Texas Library System workshop on the Summer Reading Program at Round Rock Public Library.

2. Programs

We kicked off February with a great program in partnership with the Bastrop Juneteenth Committee, a Black History Month Youth Forum. 32 people came to enjoy music, a dance performance, and a panel discussion involving six local high school students and moderated by Council Member Dock Jackson.



Birding 101, presented in partnership with the Bastrop County Audubon Society was a huge success! An average of 36 people attended each session and we received several wonderful comments on Facebook, via email, and through the post-program surveys.



It was a great month for teen programming in and out of the library! Young Adult Librarian Bethany Dietrich and seven teens from the Youth Volunteer Club made cat toys for Bastrop County Animal Control and the teen Dungeons & Dragons program continues to draw an average of ten people a week. Ms. Dietrich also took her passion for working with teens out into the community to participate in the Advocacy Jam at Colorado River Collegiate Academy and the Bastrop High School Gay-Straight Alliance Book Club.



Six people came to discuss *Census* by Jesse Ball at the second meeting of the Director's Book Club.

Ms. Pierson and Ms. Serna participated in literacy events at Main Street and Lost Pines Head Start programs on February 18.

Though not a Library program, we were happy to host the Bastrop Police Department and members of the public for Coffee with the Chiefs on Tuesday, February 25.

Other program attendance in February:

Babies & Books: 37
 Storytime: 268
 Lego Club: 31
 Maker Buffet: 7

Tween I Spy Challenge: 5
 Teen Thursdays: 21
 Crafters Anonymous: 7
 Legal Aide: 17



3. Noteworthy Items

Two staff celebrated anniversaries with the City in February: Ashley Guerrero (six years) and Terry Carwell (one year).

Ms. Sexton is working on the Texas State Library and Archives Commission Annual Report. This 20-page annual report details library expenditures, revenue, usage, staffing, and more and is a condition of the Library's accreditation. Accreditation is required to participate in statewide programs like the TexShare card and database programs and interlibrary loan and to apply for TSLAC grants. The deadline is the end of April.

Ms. Sexton is working with supervisors, staff, and Human Resources to update job descriptions. Ms. Guerrero and Library Associate Catherine Lombardo updated the expectations for the part-time Library Clerk/VOE student workers (see attached).

As a result of implementing the non-resident fee, there have been some procedural changes in circulation. Patrons must now visit the circulation desk in person to renew their accounts, rather than calling in. Also, refunds will be issued for non-resident cards only on the day the account was created. No refunds will be issued after that date.

Ms. Sexton is leading the City-area task force for the Bastrop County Complete Count Committee. Efforts include coordinating with City colleagues from Media & Communications, the Main Street Program, and Utility Billing to get the word out and bringing laptops and hotspots to events for people to complete the Census.

Ms. Dietrich updated the patron purchase request form to include ebooks.

The Library will be closed the following dates in 2020:

Friday, April 10—Saturday, April 11: Easter weekend

Monday, May 25: Memorial Day

Friday, July 3—Saturday, July 4

Saturday, July 25: Summer Reading Program Finale Party, reduced hours

Monday, September 7: Labor Day

Saturday, November 7: Hot Rods & Heroes

Wednesday, November 11: Veteran's Day

Thursday, November 26—Saturday, November 28: Thanksgiving weekend

Thursday, December 24—Saturday, December 26: Christmas weekend

Thursday, December 31: New Year's Eve, closing at 6pm

4. Patron Feedback

February 1 Bastrop PRIDE Facebook page comment: "Bethany Dietrich and the library is [sic] AWESOME!"

February 13 email to Ms. Sexton and Ms. Pierson "We sure enjoyed Birding for Adults! Kudos and thanks to Bastrop Public Library and Bastrop County Audubon! Keep up the exemplary team work and excellent "public good" endeavors and community building."

February 15 Bastrop Advertiser Letter to the Editor from Kathleen Caso, president of the Lost Pines Garden Club, touting the community's support for the Library in response to a January 11 letter and promoting the Book and Plant Sale.

February 16 Facebook post by Kerry Fossler raving about Birding 101: "...At the end of the 4 week course, we were asked to complete a brief survey. I stuck to the format and answered the birding questions, but here's what I really wanted to say about the humans involved - "THANK YOU for going above and beyond the birdcall of duty to thoughtfully prepare and present the Birding 101 to a class that was 4x the size you dreamt would come. It was 4x beyond expectation. It was artfully and heart-fully carried out. It was truly interactive and accessible for all types of learners...Thank you to Lost Pines Master Naturalists, Bastrop County Audubon Society and Bastrop Public Library for joining forces to create these wonderful classes."

5. Coming up in March and April

- March 6: Complete Count Committee City of Bastrop Task Force meeting
- March 12: Quarterly Staff Development, featuring fire safety and policy review
- March 12: Becca and Ashley attending Bastrop Historical Commission meeting
- March 16—20: Spring Break programming, including tween Dungeons and Dragons, "Secret Life of Pets 2," and a Mario Kart tournament
- March 24—27: Becca, Bonnie, and Ashley in Houston for Texas Library Association Annual Conference.
- April 1: Bethany at Bastrop Chamber of Commerce luncheon for Census
- April 6 and 7: Becca on vacation, Bonnie attending Board and Friends meetings

Respectfully submitted: Becca Sexton, Library Director

VOE Main Duties:

Shelve all materials

Shelf read (especially on Saturday)

Straighten shelves

Shift materials where needed to ensure that the shelves aren't tight

Straighten Children's area daily and clear the book cart (especially 30 min. before closing)

****Make sure that the children's books are shelved correctly by author. ****

Pick up mail - Saturdays

When finished, please come to Ashley or Catherine for additional tasks.

VOE Closing Procedures: Please watch the clock!

5:30 (8:30) Go through the library and pick up misplaced materials from shelves and tables

Spot check Adult, Children's, YA sections to ensure they're ready for the next day

5:45 (8:45) Do a final check of the children's area to ensure that everything is still in order and ready for closing

Empty the sorting carts in the back to the middle "ready to shelve area"

6:00 (9:00) Assist other staff in closing the library. This includes:

- Turning off the computer thin clients
- Straightening tables and chairs throughout the library
- Propping open the doors (Study Rms./Teen Rm/Local History/Conference Rm) and turning off the lights
- Turning off the printers (Children/Teen/Adult)
- Checking both book drops a final time for returned materials

SHELVING PRIORITIES:

Shelve items in this order unless directed otherwise.

Juvenile---Young Adult---Adult

Section 1: Arlette

Christian and Mystery

Adult Non-Fiction

Large Print

YA

Juv. Fiction

Easy (Picture) A-M

Easy Non-Fiction

Juv. DVDs

Juv. CD Books/Music

Section 2: Kaitlin

Novels, Romance, SFF, Western

Adult Spanish

Adult DVDs

Adult CD Books

Adult Music CDs

Easy (picture) N-Z

Juv. Non-Fiction

Juv. Spanish

1st Readers

We may ask you to shelve outside your area if needed. Remember, getting materials back on the shelves is important and it's everyone's job.

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

1. The Friends Executive Board met Tuesday, March 3.
2. There are currently 39 FOL members for 2020.
3. Book and Plant sale is March 27 and 28, in partnership with Lost Pines Garden Club.
4. Two BISD elementary schools responded to the Friends' offer of certificates for students good for one free book at the annual Book Sale: Mina and Bluebonnet.
5. The Friends received \$425 in donations in January.
6. The Book Nook brought in an average of \$1,650 per month from November through January.
7. Grace Dacy was elected to complete Elizabeth Sims' term as FOL president.
8. Two new members were elected to the FOL Executive Board as members-at-large in February: Lisa Gossett and Claudia Barker.

	Monthly		% Change	YTD		% Change
	FY20	FY19		FY20	FY19	
<u>MATERIAL USE</u>						
Check-Outs - Kids	1,524	1,827	-17%	5,677	7,080	-20%
Check-Outs - Tween	1,357	1,831	-26%	5,056	7,333	-31%
Check-Outs - Teen	218	450	-52%	837	1,878	-55%
Check-Outs - Adult	3,781	5,593	-32%	15,727	21,533	-27%
Renewals	9,009	X	n/a	36,725	X	n/a
In-House Use	847	X	n/a	16,759	X	n/a
OverDrive eBooks - Kids	49	X	n/a	199	X	n/a
OverDrive eBooks - Teen	75	X	n/a	285	X	n/a
OverDrive eBooks - Adults	597	1,205	-11%	2,432	4,541	-7%
OverDrive eAudio - Kids	67	X	n/a	219	X	n/a
OverDrive eAudio - Teen	56	X	n/a	234	X	n/a
OverDrive eAudio - Adults	481	X	n/a	1,779	X	n/a
OverDrive Other - Kids	0	X	n/a	3	X	n/a
OverDrive Other - Teen	0	X	n/a	6	X	n/a
OverDrive Other - Adults	0	X	n/a	19	X	n/a
Total Checkouts	18,061	10,906	66%	85,957	42,365	103%
<u>CIRCS BY PATRON TYPE</u>						
Juv	403	X	n/a	1,531	X	n/a
Teen	45	X	n/a	199	X	n/a
Adult	1,677	X	n/a	6,637	X	n/a
Staff	98	X	n/a	521	X	n/a
NR Juv	972	X	n/a	4,384	X	n/a
NR Teen	145	X	n/a	508	X	n/a
NR Adult	4,882	X	n/a	19,785	X	n/a
TexShare	1	X	n/a	1	X	n/a
Total NR Usage	6,000	X	n/a	24,678	X	n/a
% NR Usage	73%	78%	-5%	74%	76%	-2%
<u>Interlibrary Loan</u>						
ILL Borrowed	21	19	11%	58	69	-16%
ILL Lent	8	2	300%	37	12	208%
<u>Programming</u>						
Kids - # of Programs	21	X	n/a	94	X	n/a
Kids - Program Attendance	512	299	71%	2790	2,033	37%
Tweens - # of Programs	1	X	n/a	4	X	n/a
Tweens - Program Attendance	8	5	60%	23	45	-49%
Teens - # of Programs	12	X	n/a	38	X	n/a
Teens - Program Attendance	89	30	197%	321	180	78%
Adults - # of Programs	9	X	n/a	25	X	n/a
Adults - Program Attendance	136	0	n/a	220	16	1275%
Outreach - # of Programs	1	X	n/a	5	X	n/a
Outreach - Program Attendance	13	0	n/a	626	387	62%

Passive - Coloring Sheets	120	143	-16%	500	323	55%
Total # of Programs	44	24	83%	166	110	51%
Total Program Attendance	758	334	127%	3,980	2,661	50%
<u>Makerspace</u>						
Kids - # of Programs	1	X	n/a	3	X	n/a
Kids - Program Attendance	8	X	n/a	24	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	4	X	n/a
Adults - Program Attendance	6	X	n/a	29	X	n/a
Total # of Programs	2	X	n/a	7	X	n/a
Total Program Attendance	14	0	n/a	53	52	2%
<u>Reference Transactions</u>						
General Reference Questions	940	461	104%	2,377	1,824	30%
Directional Questions	516	621	-17%	2,131	2,138	0%
Tech Support Questions	520	1,039	-50%	2,226	3,803	-41%
Phone Reference	493	246	100%	1,383	834	66%
Tests Proctored	9	3	200%	27	28	-4%
Reserve-a-Librarian	11	0	n/a	14	0	n/a
Total Reference Transactions	2,489	2,370	5%	8,158	8,627	-5%
<u>Database Use</u>						
Portal to Texas History	7,074	9,423	-25%	33,133	26,856	23%
Bastrop Advertiser	0	0	n/a	0	0	n/a
Heritage Quest	64	X	n/a	145	X	n/a
Learning Express Library	240	X	n/a	524	X	n/a
Small Business Reference Center	18	X	n/a	68	X	n/a
TeachingBooks	0	X	n/a	30	X	n/a
Explora Elementary	7	X	n/a	57	X	n/a
Explora High School	10	X	n/a	160	X	n/a
Total Use Kids Databases	17	X	n/a	247	X	n/a
<u>Facility</u>						
Door Count	7,426	8,949	-17%	30,500	34,288	-11%
Hours Open	200	X	n/a	761	X	n/a
Study Room Use	173	220	-21%	738	804	-8%
Pressley Use - Library	26	34	38%	93	132	19%
Pressley Use - Nonprofit	21	X	n/a	64	X	n/a
Pressley Use - Other	0	X	n/a	0	X	n/a
Maynard Use - Library	8	24	21%	31	87	18%
Maynard Use - Nonprofit	21	X	n/a	72	X	n/a
Maynard Use - Other	0	X	n/a	0	X	n/a
Total Meeting Room Use	249	278	-10%	998	1,023	0

<u>Technology</u>						
Kids Computer Use	128	180	-29%	399	713	-44%
Teen Computer Use	48	34	41%	225	200	13%
Adult Computer Use	841	1,018	-17%	3,175	3,564	-11%
Wifi Use	1,000	1,178	-15%	3,929	4,298	-9%
Website Visits	2,256	2,364	-5%	7,976	8,432	-5%
3D Prints	11	6	83%	70,909	12	n/a
Total Public Computer Use	2,017	2,410	-16%	7,728	8,775	-12%
<u>Membership - New Cards</u>						
City	28	18	56%	104	118	-12%
City Renewals	73	X	n/a	230	X	n/a
Faculty	3	0	0%	3	1	0%
Faculty Renewals	3	X	n/a	27	X	n/a
Friends	0	X	n/a	0	X	n/a
Friends Renewals	1	X	n/a	10	X	n/a
Staff	0	X	n/a	0	X	n/a
Staff Renewals	1	X	n/a	1	X	n/a
Nonresident	44	103	-57%	289	417	-31%
Nonresident Renewals	85	X	n/a	632	X	n/a
TexShare	1	X	n/a	1	X	n/a
TexShare Renewals	1	X	n/a	14	X	n/a
Total New Registrations	76	121	-37%	394	536	-26%
Total Renewals	164	X	n/a	914	X	n/a
TexShare Home New	0	X	n/a	5	X	n/a
TexShare Home Renewals	3	X	n/a	16	X	n/a
<u>Revenue</u>						
Nonresident Annual	\$2,475.00	X	n/a	\$2,475.00	X	n/a
Nonresident 6 Months	\$315.00	X	n/a	\$315.00	X	n/a
Meeting Rooms	\$0.00	X	n/a	\$0.00	X	n/a
Materials Fines & Fees	\$507.35	X	n/a	\$2,397.56	X	n/a
Other	\$621.00	X	n/a	\$2,340.00	X	n/a
Total Revenue	\$3,918.35	\$0.00	n/a	\$7,527.56	\$0.00	n/a
<u>Volunteers</u>						
Volunteer Hours	140	57.75	142%	537.8	343.50	57%
FOL Volunteer Hours	110	168.00	-35%	479	523.75	-9%
Teen Volunteer Hours	32.25	24.30	33%	141.75	95.90	48%
Total Volunteer Hours	282.25	250.05	13%	1,158.55	963.15	20%
<u>Collection</u>						
Items Added - E, 1st Readers	72	X	n/a	219	X	n/a
Items Added - J	138	X	n/a	283	X	n/a
Items Added - Teens	2	X	n/a	74	X	n/a

Items Added - Adults	129	X	n/a	554	X	n/a
Items Withdrawn	259	202	28%	2,806	1,195	135%
Missing Items	10	24	-58%	32	149	-79%
Total Items Added	341	229	49%	1,130	947	19%
<u>Social Media</u>						
Facebook Likes	1,657	1,313	26%	6,494	5,136	26%
Facebook Engaged	1,094	1,506	-27%	5,483	5,216	5%
Facebook Reach	15,739	19,895	-21%	74,829	66,738	12%
Weebly Views	74	1,235	-94%	308	4,171	-93%
Weebly Unique Users	64	787	-92%	238	1,993	-88%
Instagram Followers	514	X	n/a	1,949	X	n/a
Instagram Engaged	1,825	X	n/a	3,586	X	n/a
Instagram Reach	1,018	X	n/a	2,060	X	n/a
Teen Instagram Followers	381	249	53%	1,458	933	56%
Teen Instagram Engaged	3,173	X	n/a	12,654	X	n/a
Teen Instagram Reach	716	X	n/a	2,719	X	n/a
# Google Hits	25,187	X	n/a	57,859	X	n/a

Bastrop Public Library
Monthly Financial Report
March 9, 2020

1. On March 4, 2020, the Library received the second quarterly eRate reimbursement in the amount of \$2,67.20 for internet service provided October—December, 2019.
2. In the first two months of implementation, the non-resident fee has generated \$5,265 in revenue. At this rate, the fee will generate approximately \$30,000 in revenue annually.
3. Through February, 2020, total revenue for the Library is \$10,992.91.
4. The Friends of the Bastrop Public Library made their first quarterly donation of \$3,000 to the Library in January. They have also given the Library \$500 this year to cover the cost of registering staff for the TLA A to Z webinar series.
5. The FY20 budget for the Library Board fund is \$23,480, which accounts for the \$12,000 donated annually by the Friends of the Bastrop Library and the anticipated \$11,000+ donation from the Lost Pines Garden Club from the annual Book and Plant Sale.
 - a. Supplies & Materials: \$18,500
 - i. Summer Reading Club prizes
 - ii. Supplies for programs and outreach (craft supplies, Halloween candy, etc.)
 - b. Maintenance & Repairs: \$200
 - i. Brick paver installation
 - c. Contractual Services: \$1,000
 - i. Summer Reading Program performers and rentals
 - d. Other – Advertising: \$500
 - e. Personnel: \$3,030
 - i. Seasonal, part-time positions for Summer Reading Program

Respectfully submitted: Becca Sexton, Library Director

FUN00255 : 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	
				=====	ACCOUNT TOTAL	DB:	4.60	CR:	354.17CR	

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

FUN00255 : 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
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
12/23/19	12/23	C34782	RCPT 01085630	36278	LIBRARY DEPOSIT				60.50CR	1,359.97CR
12/30/19	12/30	C34814	RCPT 01085927	36306	LIBRARY DEPOSIT				1.84CR	1,361.81CR
12/30/19	12/30	C34814	RCPT 01085928	36306	LIBRARY DEPOSIT				10,028.84CR	11,390.65CR
12/31/19	12/31	C34817	RCPT 01085959	36312	LIBRARY DEPOSIT				51.09CR	11,441.74CR
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

FUN00255 : 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=====

00-00-4504 LIBRARY DONATIONS * (CONTINUED) *

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
=====				ACCOUNT TOTAL	DB:	0.00	CR:	15,031.03CR		

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

FUN00255 : 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=====

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

11/01/19 12/04 A14447 CHK: 124888 32557 WM - COFFEE CREAMERS 5347 1910LIB 33.30 33.30
===== ACCOUNT TOTAL DB: 33.30 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
===== ACCOUNT TOTAL DB: 44.82 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

FUN00255 : 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=====
12/14/19	12/26	A14909	EFT: 007850	32546	PERFORMANCE @ OPEN HOUSE	29088	123		200.00	350.00
			=====	ACCOUNT TOTAL	DB:	350.00	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

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		44,617.44	CR
REPORTED ACTIVITY:		432.72		15,385.20	CR
ENDING BALANCES:		432.72		60,002.64	CR
TOTAL FUND ENDING BALANCE:				59,569.92	CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	44,617.44CR
REPORTED ACTIVITY:	432.72	15,385.20CR
ENDING BALANCES:	432.72	60,002.64CR
GRAND TOTAL ENDING BALANCE:		59,569.92CR

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

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 ***

Bastrop Public Library

Report on Library Policy Review

March 9, 2020

Library staff are undertaking a policy review to bring our policies in line with current best practice and improve customer service. This is also to resolve discrepancies in policies created by the loss of electronic files, including some of the most recently adopted policies, to two ransomware attacks.

Library policies are:

- Circulation
- Collection Management
- Facilities
- Dress Code
- Internet & Computer Use
- Makerspace
- Privacy & Confidentiality
- Reference
- Social Media/Communication, on hold pending City policy
- Using the Library
- Volunteers

Benchmark libraries are:

- Cedar Park
- Elgin
- Georgetown
- New Braunfels
- Pflugerville
- Round Rock
- San Marcos
- Smithville
- Taylor

Timeline is:

- February 12: Staff policy review kick-off
 - Three teams of three, led by Becca Sexton, Bonnie Pierson, and Ashley Guerrero
 - Each team will work on three policies
- April 22: Drafts due to library management team for review
- May 12: Final staff review at quarterly Staff Development meeting
- June: Presentation to and work session with Library Board

Respectfully submitted: Becca Sexton, Library Director