

Bastrop Public Library Board Meeting

AGENDA

Bastrop Public Library

1100 Church Street

Bastrop, TX 78602



October 1, 2018, 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 Commission 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 September 4, 2018 regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 6A. Discuss and consider action to approve amendments of the Library Board Charter.
- 6B. Discuss and consider action to approve election of Library Board officers.
- 6C. Discuss Library Board budget for F.Y. 2018/2019 (Creation Station funding).
- 6D. Discuss City of Bastrop Purchasing Policy.
- 6E. Discuss the second draft of the Creation Station Policy.
- 6F. Continue discussion on the legality of making guns on the Library's 3-D printer.

7. UPDATES

- 7A. Individual requests from Library Board members for particular items to be listed on future agendas (no group discussion allowed.)

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: Tuesday, September 25, 2018 at 10:00 a.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

SEPTEMBER 4, 2018

1. **CALL TO ORDER** President Mary Jo Jenkins called the meeting to order at 6:00 p.m.
2. **CITIZEN COMMENTS** None
3. **ANNOUNCEMENTS** Effective 8-15-18 Board Member Dixie West resigned
4. **STAFF REPORT**
 - A. There was not much activity at the library during the month of August
 - B. Mickey is waiting on a call back from the AC company
 - C. The next annual meeting for the Friends of the Library will be held September 25th at 6:30. Every quarter they will donate \$3,000
 - D. Numbers are down again and daily business is different. Mickey will review the statistics and make some changes in order to provide different information
 - E. The Library Board Fund has a balance of \$40,300.86
5. **CONSENT AGENDA**
 - A. The minutes for the August meeting stand approved as written. According to Robert's Rules we do not have to vote on approving the minutes. Mickey told the Board that the City Manager wants to make everything uniform across the board so the minutes should be voted on. The decision on this will come from the City.
6. **ITEMS FOR INDIVIDUAL CONSIDERATION**
 - A. The Trick or Treat Trail will be held at Bob Bryant Park. Library Staff will have a booth with games and candy prizes.
 - B./C. The first draft of the Maker Space Policy will include guidelines on the

use of the 3-D printer. 3-D printer gun making issues will be enforced. The Library can say there is a 3 hour time limit for printing. The policy can also incorporate a statement to not allow the printing of dangerous or harmful items. Mickey will do some research and find verbage to add to the policy and then present it to the Boad at the October meeting. Once the Board reviews the policy Mickey will have the City Attorney at it.

look

- D. The agenda for the October meeting will include discussion for election of officers and discussion to amend the by-laws to change the election of officers to October

7. **ADJOURNMENT** President Mary Jo Jenkins adjourned the meeting at 6:45 p.m.

Respectfully submitted, _____

Becky Schaefer, Secretary

Approved, _____

Mary Jo Jenkins, President

**Bastrop Public Library
Librarian's Report
October 1, 2018**

1. Library Statistics for the month of August. Circulation statistics are down 2% compared to August 2017; gate count is up 2% compared to August 2017; programming is up 3% compared to August 2017; Internet usage is up 5% compared to August 2017; reference requests are up 20% compared to August 2017, and meeting room reservations are up 2% compared to August 2017.
2. In the month of September 227 children and adults attended story time.
3. In the month of September 20 children and adults met to play chess.
4. On Tuesday, September 4, Bethany Dietrich hosted a Tween Homeschool Club 2.0 program. Fourteen tweens learned about pirates, made feather quills, and made a treasure map for the littler kids to find buried treasure.
5. On Tuesday, September 4, Bonnie Pierson hosted a children home school program. Eleven children learned about pirates and pirate ships, then made a compass. The children hunted for treasure the tweens had hid.
6. On Wednesday, September 5, Bonnie Pierson provided a library tour and read a story to fifteen second graders from the Calvary Episcopal School.
7. On Thursday, September 6, Bethany Dietrich hosted a Teen "Video Game Night." Fifteen teens enjoyed playing video games.
8. On Saturday, September 8, Bethany Dietrich and five Youth Advisory Squad members participated in the Journals for the Hard Journey program. 401 journals were donated and 84 of them were decorated.
9. On Monday, September 10, Cookie Adkins started her FMLA leave.
10. From September 10 through September 13 Director, Mickey DuVall, was out of state. Bonnie Pierson oversaw the library during that time.
11. On Tuesday, September 11, Bethany Dietrich hosted a Tween "Mario Kart Tournament." Fourteen tweens competed in the tournament.
12. On Tuesday, September 11, Cassy Wilhelm worked her last day.
13. On Tuesday, September 11, Terry Carwell, a previous AARP Foundation employee, was hired as a temporary worker to fill Cassy Wilhelm's vacated position.
14. On Thursday, September 13, Bethany Dietrich hosted a Teen "Experiments with Invisible Ink" program. Eight teens tried to create invisible ink, but the experiment failed, and they ended up playing Mafia instead.
15. On Thursday, September 13, Bonnie Pierson attended a meeting to discuss and plan for the City's Halloween Bash.
16. On Saturday, September 15, Bonnie Pierson hosted a Creation Station program for elementary school aged children. Three children learned how pirates navigated, built water compasses, and how to locate the North Star.
17. On Monday, September 17, Bonnie Pierson hosted fifteen students from the Calvary Episcopal School Aftercare program.

18. On Tuesday, September 18, Carmen Serna hosted the monthly LEGO Club program. Twenty-four children took part in the production of LEGO creations.
19. On Tuesday, September 18, Bethany Dietrich hosted a program for adults, “Crafters Anonymous: Book Pumpkins.” Five adults “upcycled” old books into pumpkins.
20. On Tuesday, September 18, a crew from Mark’s A/C and Heating installed a new 15-ton split heat pump A/C unit.
21. On Thursday, September 20, Bethany Dietrich hosted a Teen viewing of the movie: “Avengers, Infinity War.” Eleven teens enjoyed watching the movie.
22. On Thursday, September 20, Mickey DuVall, Bonnie Pierson, Cary Kittrell, and Police Chief Altgelt met to discuss the upcoming emergency shelter training for Senior Center volunteers.
23. On Thursday, September 20, staff received flu shots provided by the City.
24. On Friday, September 21, library staff attended the City’s Employee Appreciation Luncheon.
25. On Friday, September 21, Mickey DuVall met with Trey Job to discuss personnel issues.
26. From Tuesday, September 25 through Friday, September 28, Director, Mickey DuVall, will be out of state. Bonnie Pierson oversees the library in his absence.
27. On Tuesday, September 25, Bonnie Pierson, Cary Kittrell, and Police Chief Altgelt will conduct a shelter training exercise for Senior Center volunteers.
28. On Tuesday, September 25, the Friends of the Bastrop Public Library will hold their annual membership meeting. Bonnie Pierson will represent the library in the Director’s absence.
29. On Wednesday, September 26, Bonnie Pierson will attend a COAD (Bastrop County Community Organizations Active in Disasters meeting.

Respectfully submitted: Mickey DuVall, Library Director

Bastrop Public Library
Monthly Status Report on Previously Approved Items
October 1, 2018

1. Brick pavers and tiles update—no bricks or tiles sold in September.
2. Creation Station update—Bethany Dietrich, Bonnie Pierson, and Cary Kittrell are each providing programming in the Creation Station. People of all ages are attending the programs.
3. Update—A crew from Mark's A/C and Heating installed a new 15-ton split heat pump A/C unit. The crew installed the compressors on the roof and a new air-handler in the mechanical room located next to the staff work area.
4. Emergency Shelter update—Police Chief James Altgelt, Bonnie Pierson, and Cary Kittrell are going to conduct a shelter opening training session for members of the Senior Center. Mickey DuVall, Bonnie Pierson, and Cary Kittrell continue to review and update shelter documentation.

Bastrop Public Library
Friends of the Bastrop Public Library Report
October 1, 2018

1. Friends held their Annual Membership Meeting.
2. Elected new committee members.
3. Discussed and voted on changes in their bylaws.

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	18	30	8	19	21	14	3	7	22	24	9		175
100-199	38	74	45	58	66	62	68	59	65	82	48		665
200-299	40	47	29	42	58	43	47	44	46	43	34		473
300-399	85	131	89	89	103	106	136	128	159	125	106		1,257
400-499	13	13	14	9	10	16	8	8	11	12	4		118
500-599	65	57	47	41	78	79	63	30	38	42	68		608
600-699	260	265	207	331	342	333	347	284	425	353	283		3,430
700-799	118	92	78	95	94	81	63	90	142	131	97		1,081
800-899	27	39	18	18	28	24	20	28	49	46	46		343
900-999	139	124	96	149	148	94	94	88	137	109	111		1,289
92-920	56	85	74	54	68	65	73	82	76	88	61		782
Adult Book Club Bag	0	0	0	1	0	0	0	0	0	0	0		1
Adult DVD's	1,692	1,713	1,611	1,898	1,713	1,561	1,473	1,593	1,838	1,753	1,871		18,716
Adult Fiction	1,770	1,701	1,649	1,759	1,695	1,675	1,667	1,772	1,826	1,522	1,302		18,338
CHR	0	0	0	0	0	0	0	8	63	69	93		233
MYS	0	0	0	0	0	0	0	28	143	324	406		901
ROM	0	0	0	0	0	0	0	7	25	48	47		127
NOV	0	0	0	0	0	0	0	7	52	90	104		253
SFF	0	0	0	0	0	0	0	4	18	81	101		204
Wes	0	0	0	0	0	0	0	0	2	2	0		4
Adult Fiction CD's	531	482	450	380	412	325	361	401	384	448	472		4,646
Adult Genealogy	0	0	0	0	0	0	0	0	0	0	0		0
Adult Historical File	0	0	0	0	0	0	0	0	0	0	0		0
Adult Large Print	658	618	590	657	681	745	660	615	794	694	834		7,546
Adult Microfilm	0	0	0	0	0	0	0	0	0	0	0		0
Adult MP3 Book	23	15	16	8	5	9	12	7	14	8	7		124
Adult Music on CD	150	147	161	114	93	80	98	102	130	88	76		1,239
Adult Nonfiction CD'S	0	31	37	26	26	22	26	15	39	25	39		286
Adult Overdrive e-book	961	916	815	879	895	1,043	1,043	895	1,077	1,208	1,329		11,061
Adult Pro Col	0	0	0	0	0	0	0	0	0	0	0		0
Adult Reference	0	0	0	0	0	0	0	0	1	0	0		1
Adult Reference Desk	0	0	0	0	0	0	0	0	0	0	0		0
Adult Spanish DVD's	5	2	2	0	0	0	0	0	9	12	3		33
Adult Spanish Fiction	12	11	14	5	12	5	1	10	10	15	15		110

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Adult Spanish Nonfiction	8	12	11	16	16	18	14	20	27	36	22		200
Adult Texana	16	26	29	39	33	27	39	29	38	42	37		355
Adult Videocassettes	33	25	5	9	8	15	10	14	19	21	14		173
Cake Pans	7	5	12	7	5	14	1	3	15	7	10		86
Subtotal Adult:	6,725	6,661	6,107	6,703	6,610	6,456	6,327	6,378	7,694	7,548	7,649	0	74,858
Juvenile and children's:													
Child Braille Picture Bks	4	2	2	3	2	1	0	0	0	0	0		14
Child Literacy Bags	0	0	0	0	0	0	0	0	7	10	15		32
Child Spanish 1st R	11	27	7	36	7	14	8	6	11	4	10		141
Child Spanish Easy	104	73	39	58	54	61	62	62	82	79	60		734
Child Spanish Easy NF	1	4	12	21	7	10	4	4	7	5	3		78
Child Storytime box	0	0	0	0	0	0	0	0	0	0	0		0
Easy Nonfiction	138	133	100	169	124	146	139	103	189	173	152		1,566
Easy Picture Books	1,511	1,444	1,058	1,196	1,383	1,392	1,316	1,210	2,346	1,706	1,489		16,051
First Readers	474	430	290	330	395	466	435	372	648	445	406		4,691
J 000 - J 099	20	21	6	20	26	24	26	18	26	14	14		215
J 100 - J199	5	3	4	1	4	4	0	1	6	5	2		35
J 200 - J 299	8	8	7	13	7	6	5	15	15	12	7		103
J 300 - J 399	44	30	16	25	36	33	35	11	37	31	26		324
J 400 - J 499	2	0	0	2	0	5	3	3	2	6	1		24
J 500 - J 599	150	91	55	141	124	177	128	85	202	168	106		1,427
J 600 - J 699	69	38	19	52	43	40	52	27	53	66	35		494
J 700 - J 799	139	107	75	96	137	96	163	141	240	237	135		1,566
J 800 - J 899	12	11	5	6	7	15	21	11	16	20	11		135
J 900 - J 999	101	81	42	71	18	42	41	38	78	60	57		629
J 92 - J 920	31	34	9	28	53	31	31	40	36	57	19		369
Juvy Braille	0	0	0	0	0	0	0	0	0	0	0		0
Juvy CD'S	85	59	30	55	43	46	48	62	89	75	74		666
Juvy DVD	414	354	335	380	337	322	314	306	480	506	408		4,156
Juvy Fiction	1,054	869	631	624	845	903	918	823	1,657	1,282	917		10,523
Juvy Graphic Novels	196	226	180	194	198	275	290	262	430	307	223		2,781
Juvy Oversize	6	10	3	12	5	4	5	10	12	10	4		81
Juvy Reference	0	0	0	0	0	0	0	0	0	0	0		0
Juvy Spanish Fiction	11	8	9	8	13	16	3	13	34	36	23		174
Juvy Spanish Nonfiction	33	16	8	22	22	9	16	17	36	42	21		242

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Subtotal Juv. & child.	4,623	4,079	2,942	3,563	3,890	4,138	4,063	3,640	6,739	5,356	4,218	0	47,251
Young Adult:													
Young Adult Fiction	228	253	229	242	169	281	214	292	408	371	226		2,913
YA Graphic Novels	264	279	319	235	306	231	181	193	255	342	154		2,759
Subtotal Young Adult	492	532	548	477	475	512	395	485	663	713	380	0	5,672
Other:													
Magazines	52	52	69	45	54	62	67	36	27	39	48		551
Paperbacks	231	267	289	299	382	247	243	243	301	288	258		3,048
Subtotal Other	283	319	358	344	436	309	310	279	328	327	306	0	3,599
Grand Total All	12,123	11,591	9,955	11,087	11,411	11,415	11,095	10,782	15,424	13,944	12,553	0	131,380
OTHER SERVICES:													
Total Online Bastrop Advertiser Searches	4,780	3,850	3,774	3,769	5,002	4,444	4,152	5,864	4,114	3,397	6,625		49,771
Computer Usage:													
ADA	0	0	0	57	52	55	53	54	48	50	67		436
Adult	1,133	932	898	643	821	788	852	842	824	796	1,039		9,568
Children	224	333	210	136	132	183	139	139	322	258	227		2,303
Teen	171	159	181	54	53	81	61	69	105	68	75		1,077
Reference--Local Hist.						28	37	28	35	38	49		215
Wireless	1,890	1,900	2,024	1,978	2,121	2,075	1,864	1,915	2,433	2,340	2,334		22,874
Total Comp. Usage	3,418	3,324	3,313	2,811	3,127	3,210	3,006	2,993	3,719	3,500	3,724	0	36,145
Gifts and Memorials:	\$500	\$0	\$1,780	\$10,240	\$0	\$125	\$2,500	\$11,180	\$325	\$25	\$100		\$26,775

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Items Processed:													
Items Cataloged:													
Apollo	100	25	209	69	91	121	141	44	29	30	43		902
Baker & Taylor	41	34	25	11	19	15	23	20	32	6	8		234
Brodart	0	0	0	0	0	0	0	0	0	0	0		0
Cat Express--OCLC	18	6	39	9	20	13	51	12	45	0	0		213
Ingram	154	0	84	230	165	71	110	241	99	157	184		1,495
Original	20	43	73	59	79	186	87	70	73	4	31		725
Recorded Books	11	17	4	5	13	8	11	9	2	3	9		92
Total items cataloged	344	125	434	383	387	414	423	396	280	200	275	0	3,661
Total items withdrawn	355	354	275	1,568	586	996	561	368	743	394	665		6,865
Total items lost	14	3	0	0	49	83	12	21	21	0	26		229
Interlibrary Loan:													
Borrowed	5	17	11	18	10	11	7	9	16	16	22		142
Loaned	2	5	1	4	1	3	2	3	3	2	5		31
Total Transactions	7	22	12	22	11	14	9	12	19	18	27	0	173
New Library Patrons:													
City	22	27	24	48	27	35	30	41	43	55	38		390
County	101	74	63	115	83	90	66	74	94	107	140		1,007
Non-residents			9	9	13	11	11	8	5	18	31		115
Total Patrons added	123	101	96	172	123	136	107	123	142	180	209	0	1,512
Patron Usage:													
County	71%	68%	66%	69%	68%	66%	66%	67%	66%	67%	68%		
City	19%	20%	23%	21%	21%	23%	25%	24%	24%	23%	21%		
Faculty	4%	6%	5%	4%	5%	5%	3%	3%	4%	4%	3%		
Other	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	8%		
Proctored Tests Given	3	2	3	0	7	4	3	3	3	2	0		30
Programming:													
Children's programs	409	459	694	278	314	321	598	427	1,711	1,297	330		6,838

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Children's outreach	1,268	0	0	0	0	40	0	1,384	74	33	0		2,799
Teen programs	67	44	41	44	43	28	32	30	63	78	32		502
Teen's outreach	0	0	0	0	0	0	0	1,775	0	0	0		1,775
Adult programs	0	0	0	0	0	0	0	0	18	8	0		26
Special Events						114	0	0	500	300	98		1,012
Creation Station Prog.									70	66	1		137
Total Programming	1,744	503	735	322	357	503	630	3,616	2,436	1,782	461		13,089
Number of Programs	26	35	26	24	26	26	29	25	37	34	20		308
Reference Assistance:													
Directional Questions	492	418	392	167	343	484	431	416	446	406	589		4,584
Microfilm assistance	0	0	0	0	0	0	0	0	0	0	0		0
Reference Questions	379	305	255	296	450	448	350	388	398	401	413		4,083
Telephone Reference	204	159	136	100	246	171	133	108	86	75	121		1,539
Computer Assistance	658	777	698	611	1,304	1,239	1,204	1,023	968	910	1,098		10,490
Ereader Assistance	10	11	2	6	18	3	5	3	3	7	15		83
Total Reference	1,743	1,670	1,483	1,180	2,361	2,345	2,123	1,938	1,901	1,799	2,236	0	20,779
Reservations:													
Pressley Meeting Room	44	40	41	42	41	39	45	42	35	35	30		434
Maynard Board Room	27	30	27	25	20	19	23	24	21	19	24		259
Study Rooms	224	229	183	180	243	213	220	204	224	206	257		2,383
Total Reservations	295	299	251	247	304	271	288	270	280	260	311	0	3,076
Visitor Count:	9,959	8,608	9,005	9,005	8,954	10,198	8,970	8,736	12,116	10,544	9,467		105,562
Volunteer Hours:													
Regular volunteers	73.25	69.50	87.25	40.50	109.75	97.00	106.75	87.25	144.25	135.25	70.00		1,020.75
Friends volunteers	107.50	104.00	88.00	109.50	80.50	111.75	94.75	134.50	143.25	166.25	164.50		1,304.50
Teen volunteers							27.30	28.30	113.12	102.05	3.76		274.53
Total Volunteer Hours	180.75	173.50	175.25	150.00	190.25	208.75	201.50	221.75	400.62	403.55	238.26	0.00	2,544.18

00-00-3000 UNASSIGNED FUND BALANCE B E G I N N I N G B A L A N C E 0.

00-00-3200 RESTRICTED FUND BALANCE B E G I N N I N G B A L A N C E 21,680.

00-00-4400 INTEREST B E G I N N I N G B A L A N C E 0.

POST DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
10/31/17	11/08	B28380		03690 CD INT EARNED		JE# 013946		8.10CR	8
10/31/17	11/08	B28381		03691 Mthly Interest Allloc		JE# 013947	000014	3.80CR	11
10/31/17	11/08	B28398		03694 TEXPOOL MTHLY INT ALLOC		JE# 013951	000016	1.75CR	13
10/31/17	11/14	B28476		03712 Mthly Interest Allloc		JE# 014005	000053	0.83CR	14
11/01/17	12/06	B28643		03752 MBS CD INT EARNED		JE# 014102		5.19CR	19
11/30/17	12/04	B28630		03746 CD INT EARNED		JE# 014091		20.98CR	40
11/30/17	12/06	B28644		03753 MBS CD INT EARNED		JE# 014103		2.42CR	43
11/30/17	12/06	B28648		03754 Mthly Interest Allloc		JE# 014104	000072	3.26CR	46
11/30/17	12/12	B28713		03763 TEXPOOL MTHLY INT ALLOC		JE# 014137	000100	1.63CR	47
11/30/17	12/11	B28733		03766 Mthly Interest Allloc		JE# 014140	000102	4.79CR	52
12/31/17	1/04	B28733		03778 Mthly Interest Allloc		JE# 014157	000114	4.80CR	57
12/31/17	1/09	B28864		03789 MBS CD INT EARNED		JE# 014190		0.28CR	57
12/31/17	1/10	B28871		03792 TEXPOOL MTHLY INT ALLOC		JE# 014196	000145	1.75CR	59
2/31/17	1/10	B28873		03794 Mthly Interest Allloc		JE# 014198	000147	0.84CR	60
1/31/17	1/10	B28875		03795 CD INT EARNED		JE# 014200		6.33CR	66
1/31/18	2/07	B29013		03812 MBS CD INT EARNED		JE# 014250		3.05CR	69
1/31/18	2/08	B29015		03813 TEXPOOL MTHLY INT ALLOC		JE# 014251	000167	1.96CR	71
1/31/18	2/08	B29052		03817 CD INT EARNED		JE# 014255		7.53CR	79
1/31/18	2/12	B29064		03821 Mthly Interest Allloc		JE# 014262	000197	10.50CR	89
2/28/18	3/07	B29236		03822 Mthly Interest Allloc		JE# 014263	000198	1.25CR	91
2/28/18	3/07	B29238		03847 TEXPOOL MTHLY INT ALLOC		JE# 014328	000249	0.55CR	91
2/28/18	3/12	B29257		03848 Mthly Interest Allloc		JE# 014329	000250	12.16CR	103
2/28/18	3/14	B29268		03855 Mthly Interest Allloc		JE# 014338	000256	1.67CR	105
2/28/18	3/14	B29269		03859 MBS CD INT EARNED		JE# 014343		3.95CR	109
2/28/18	3/14	B29272		03860 MBS CD INT EARNED		JE# 014344		1.04CR	110
3/31/18	4/06	B29406		03876 CD INT EARNED		JE# 014345		11.41CR	121
3/31/18	4/06	B29407		03877 Mthly Interest Allloc		JE# 014368	000269	15.69CR	137
3/31/18	4/06	B29407		03877 CD INT EARNED		JE# 014369		12.00CR	149
3/31/18	4/12	B29408		03878 MBS CD INT EARNED		JE# 014370		12.13CR	161
3/31/18	4/12	B29460		03885 Mthly Interest Allloc		JE# 014401	000279	1.31CR	162
4/30/18	5/04	B29640		03915 TEXPOOL MTHLY INT ALLOC		JE# 014461	000331	1.32CR	164
4/30/18	5/04	B29629		03907 Mthly Interest Allloc		JE# 014453	000326	15.79CR	180
4/30/18	5/04	B29633		03908 CD INT EARNED		JE# 014454		10.58CR	190
4/30/18	5/04	B29634		03909 MBS CD INT EARNED		JE# 014455		14.94CR	205
4/30/18	5/04	B29639		03914 TEXPOOL MTHLY INT ALLOC		JE# 014460	000330	1.41CR	206
4/30/18	5/10	B29665		03921 Mthly Interest Allloc		JE# 014468		2.04CR	209
5/31/18	6/05	B29821		03944 CD INT EARNED		JE# 014502	000336	40.54CR	249

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	AMOUNT	BALANCE
5/31/18	6/05	B29827		03948	Mthly Interest Alloc		JE# 014506	000368	19.97CR
5/31/18	6/05	B29833		03951	MBS CD INT EARNED		JE# 014511		7.58CR
5/31/18	6/05	B29836		03953	TEXPOOL MTHLY INT ALLOC		JE# 014513	000374	2.91CR
5/31/18	6/12	B29893		03959	Mthly Interest Alloc		JE# 014524	000379	3.17CR
6/30/18	7/06	B30117		03980	TEXPOOL MTHLY INT ALLOC		JE# 014577	000401	4.11CR
6/30/18	7/06	B30118		03981	Mthly Interest Alloc		JE# 014578	000402	20.40CR
6/30/18	7/06	B30121		03984	CD INT EARNED		JE# 014581		12.61CR
6/30/18	7/06	B30123		03985	MBS CD INT EARNED		JE# 014583		0.47CR
6/30/18	7/10	B30131		03987	Mthly Interest Alloc		JE# 014585	000405	2.53CR
7/31/18	8/14	B30361		04025	CD INT EARNED		JE# 014672		15.93CR
7/31/18	8/14	B30362		04026	Mthly Interest Alloc		JE# 014673		2.08CR
7/31/18	8/14	B30365		04030	MBS CD INT EARNED		JE# 014677	000433	5.42CR
7/31/18	8/14	B30367		04032	Mthly Interest Alloc		JE# 014679		23.93CR
8/31/18	9/06	B30368		04033	TEXPOOL MTHLY INT ALLOC		JE# 014680	000437	3.65CR
8/31/18	9/06	B30566		04072	Mthly Interest Alloc		JE# 014783	000438	15.91CR
8/31/18	9/06	B30568		04073	TEXPOOL MTHLY INT ALLOC		JE# 014784	000470	4.08CR
8/31/18	9/06	B30570		04074	CD INT EARNED		JE# 014785	000471	16.76CR
8/31/18	9/06	B30571		04075	MBS CD INT EARNED		JE# 014786		11.44CR
8/31/18	9/10	B30589		04086	TEXPOOL MTHLY INT ALLOC		JE# 014797	000473	2.64CR
8/31/18	9/10	B30590		04087	TEXPOOL MTHLY INT ALLOC		JE# 014798		2.64
8/31/18	9/10	B30591		04087	TEXPOOL MTHLY INT ALLOC		JE# 014799	000474	2.64CR
=====						2.64	CR:	427.80CR	

00-00-4504 LIBRARY DONATIONS B E G I N N I N G B A L A N C E
 0.

0/02/17	11/02	C28354	RCPT	00986911	31953	LIBRARY DEPOSIT			10.61CR
0/02/17	11/02	C28354	RCPT	00986916	31953	LIBRARY DEPOSIT			2.88CR
0/05/17	10/05	C28191	RCPT	00982962	31833	LIBRARY DEPOSIT			15.83CR
0/05/17	10/10	B28219	RCPT	00982962	03663	LIBRARY DEPOSIT	JE# 013879	000002	15.83
0/10/17	11/02	C28355	RCPT	00986918	31954	LIBRARY DEPOSIT			8.10CR
0/10/17	11/02	C28355	RCPT	00986919	31954	LIBRARY DEPOSIT			5.86CR
0/18/17	11/02	C28356	RCPT	00986920	31955	LIBRARY DEPOSIT			2.77CR
0/18/17	11/02	C28356	RCPT	00986921	31955	LIBRARY DEPOSIT			2.77CR
0/23/17	11/02	C28357	RCPT	00986922	31956	LIBRARY DEPOSIT			1.88CR
0/30/17	11/02	C28358	RCPT	00986926	31957	LIBRARY DEPOSIT			24.57CR
0/30/17	11/02	C28358	RCPT	00986929	31957	LIBRARY DEPOSIT			2.05CR
1/07/17	11/07	C28376	RCPT	00987640	31976	LIBRARY DEPOSIT			10.53CR
1/07/17	11/07	C28376	RCPT	00987642	31976	LIBRARY DEPOSIT			7.51CR
1/13/17	11/13	C28434	RCPT	00988535	31996	LIBRARY DEPOSIT			5.46CR
1/13/17	11/13	C28434	RCPT	00988537	31996	LIBRARY DEPOSIT			2.63CR
1/20/17	11/20	C28520	RCPT	00990200	32042	LIBRARY DEPOSIT			9.06CR
1/20/17	11/20	C28520	RCPT	00990201	32042	LIBRARY DEPOSIT			9.47CR
1/27/17	12/04	C28628	RCPT	00991098	32105	LIBRARY DEPOSIT			12.71CR
1/27/17	12/04	C28628	RCPT	00991099	32105	LIBRARY DEPOSIT			5.80CR
1/28/17	12/04	C28634	RCPT	00991110	32111	LIBRARY DEPOSIT			2.50CR
1/28/17	12/04	C28634	RCPT	00991111	32111	LIBRARY DEPOSIT			0.10CR
1/28/17	12/04	C28634	RCPT	00991111	32111	LIBRARY DEPOSIT			2.70CR

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/JE #	AMOUNT	BALANCE
12/04/17	12/04	C28637	RCPT	009911112	32110	LIBRARY DEPOSIT	1.92CR	652
12/04/17	12/04	C28637	RCPT	009911113	32110	LIBRARY DEPOSIT	8.54CR	661
12/12/17	12/18	C28731	RCPT	00993578	32183	LIBRARY DEPOSIT	1.87CR	663
12/12/17	12/18	C28731	RCPT	00993579	32183	LIBRARY DEPOSIT	18.93CR	682
12/18/17	12/18	C28732	RCPT	00993580	32184	LIBRARY DEPOSIT	3.96CR	686
12/18/17	12/18	C28732	RCPT	00993581	32184	LIBRARY DEPOSIT	5.32CR	691
12/28/17	12/29	C28785	RCPT	00994624	32239	LIBRARY DEPOSIT	1,952.79CR	2,644
12/28/17	12/29	C28785	RCPT	00994638	32239	LIBRARY DEPOSIT	5.97CR	2,650
12/29/17	1/02	C28792	RCPT	00994837	32246	LIBRARY DEPOSIT	3.36CR	2,653
12/29/17	1/02	C28793	RCPT	00994840	32247	LIBRARY DEPOSIT	1.72CR	2,655
1/02/18	1/02	C28793	RCPT	00994843	32247	LIBRARY DEPOSIT	4.20CR	2,659
1/08/18	1/08	C28850	RCPT	00995456	32280	LIBRARY DEPOSIT	0.41CR	2,660
1/08/18	1/08	C28850	RCPT	00995458	32280	LIBRARY DEPOSIT	6.30CR	2,666
1/17/18	1/17	C28889	RCPT	00997514	32319	LIBRARY DEPOSIT	6.52CR	2,672
1/17/18	1/17	C28889	RCPT	00997517	32319	LIBRARY DEPOSIT	5.77CR	2,678
1/22/18	1/22	C28922	RCPT	00998160	32343	LIBRARY DEPOSIT	10,246.58CR	12,925
1/22/18	1/22	C28922	RCPT	00998161	32343	LIBRARY DEPOSIT	4.21CR	12,929
1/29/18	1/29	C28956	RCPT	00998749	32377	LIBRARY DEPOSIT	5.45CR	12,934
1/29/18	1/29	C28956	RCPT	00998750	32377	LIBRARY DEPOSIT	7.31CR	12,942
1/30/18	2/01	C28965	RCPT	00998922	32392	LIBRARY DEPOSIT	8.57CR	12,950
2/05/18	2/06	C28999	RCPT	00999539	32420	LIBRARY DEPOSIT	0.98CR	12,951
2/05/18	2/06	C28999	RCPT	00999541	32420	LIBRARY DEPOSIT	8.31CR	12,952
2/12/18	3/05	C29191	RCPT	01003288	32557	LIBRARY DEPOSIT	2.11CR	12,963
2/12/18	3/05	C29191	RCPT	01003290	32557	LIBRARY DEPOSIT	7.85CR	12,970
2/19/18	3/05	C29192	RCPT	01003295	32558	LIBRARY DEPOSIT	22.86CR	12,993
2/19/18	3/05	C29192	RCPT	01003297	32558	LIBRARY DEPOSIT	12.06CR	13,005
2/26/18	3/05	C29193	RCPT	01003298	32559	LIBRARY DEPOSIT	6.84CR	13,012
2/26/18	3/05	C29193	RCPT	01003300	32559	LIBRARY DEPOSIT	4.09CR	13,016
2/28/18	3/05	C29194	RCPT	01003304	32560	LIBRARY DEPOSIT	6.64CR	13,023
2/28/18	3/05	C29194	RCPT	01003305	32560	LIBRARY DEPOSIT	14.75CR	13,038
3/05/18	3/09	C29253	RCPT	01004371	32599	LIBRARY DEPOSIT	1.86CR	13,040
3/05/18	3/09	C29253	RCPT	01004372	32599	LIBRARY DEPOSIT	14.16CR	13,054
3/12/18	3/12	C29255	RCPT	01004740	32605	LIBRARY DEPOSIT	1.90CR	13,056
3/12/18	3/12	C29255	RCPT	01004741	32605	LIBRARY DEPOSIT	3.49CR	13,059
3/19/18	3/19	C29315	RCPT	01006446	32646	LIBRARY DEPOSIT	15.85CR	13,075
3/19/18	3/19	C29315	RCPT	01006447	32646	LIBRARY DEPOSIT	3.29CR	13,078
3/26/18	3/26	C29342	RCPT	01007014	32696	LIBRARY DEPOSIT	52.51CR	13,131
3/26/18	3/26	C29342	RCPT	01007016	32696	LIBRARY DEPOSIT	130.37CR	13,261
3/29/18	3/29	C29380	RCPT	01007163	32718	LIBRARY DEPOSIT	7.90CR	13,269
4/02/18	4/02	C29382	RCPT	01007370	32733	LIBRARY DEPOSIT	1.85CR	13,271
4/02/18	4/02	C29382	RCPT	01007372	32733	LIBRARY DEPOSIT	1.40CR	13,272
4/10/18	4/16	C29503	RCPT	01008796	32789	LIBRARY DEPOSIT	1.10CR	13,273
4/10/18	4/16	C29503	RCPT	01008797	32789	LIBRARY DEPOSIT	1.33CR	13,275
4/16/18	4/16	C29505	RCPT	01010387	32823	LIBRARY DEPOSIT	2,507.62CR	15,782
4/16/18	4/16	C29505	RCPT	01010387	32823	LIBRARY DEPOSIT	16.08CR	15,798
4/23/18	4/23	C29536	RCPT	01010819	32860	LIBRARY DEPOSIT	12.31CR	15,811
4/23/18	4/23	C29536	RCPT	01010819	32860	LIBRARY DEPOSIT	4.68CR	15,815
4/23/18	4/23	C29536	RCPT	01010819	32860	LIBRARY DEPOSIT	11.08CR	15,827

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	AMOUNT	BALANCE
4/23/18	4/23	C29536	RCPT 01010821		LIBRARY DEPOSIT			14.77CR	15,841
4/30/18	4/30	C29587	RCPT 01011261		LIBRARY DEPOSIT			19.50CR	15,861
4/30/18	4/30	C29587	RCPT 01011262		LIBRARY DEPOSIT			10.25CR	15,871
5/08/18	5/10	C29666	RCPT 01012804		LIBRARY DEPOSIT			9.71CR	15,881
5/08/18	5/10	C29666	RCPT 01012806		LIBRARY DEPOSIT			3.61CR	15,884
5/14/18	5/21	C29748	RCPT 01013594		LIBRARY DEPOSIT			11.03CR	15,895
5/14/18	5/21	C29748	RCPT 01013595		LIBRARY DEPOSIT			29.44CR	15,925
5/21/18	5/21	C29749	RCPT 01014892		LIBRARY DEPOSIT			11,174.65CR	27,099
5/30/18	5/30	C29797	RCPT 01015436		LIBRARY DEPOSIT			50.15CR	27,150
5/31/18	5/31	C29801	RCPT 01015467		LIBRARY DEPOSIT			13.64CR	27,163
6/04/18	6/05	C29837	RCPT 01016085		LIBRARY DEPOSIT			329.89CR	27,493
6/11/18	6/11	C29885	RCPT 01017056		LIBRARY DEPOSIT			77.62CR	27,571
6/18/18	6/18	C29921	RCPT 01018949		LIBRARY DEPOSIT			158.88CR	27,730
6/25/18	6/25	C30040	RCPT 01019470		LIBRARY DEPOSIT			88.99CR	27,819
6/30/18	6/30	C30056	RCPT 01019652		LIBRARY DEPOSIT			33.43CR	27,852
7/02/18	7/11	C30153	RCPT 01021199		LIBRARY DEPOSIT			0.44CR	27,853
7/09/18	7/11	C30153	RCPT 01021192		LIBRARY DEPOSIT			11.39CR	27,864
7/16/18	7/16	C30167	RCPT 01022846		LIBRARY DEPOSIT			32.38CR	27,896
7/25/18	7/25	C30214	RCPT 01023482		LIBRARY DEPOSIT			39.10CR	27,935
7/30/18	7/30	C30264	RCPT 01023778		LIBRARY DEPOSIT			8.11CR	27,943
8/06/18	8/06	C30323	RCPT 01024463		LIBRARY DEPOSIT			18.26CR	27,962
8/13/18	8/17	C30433	RCPT 01027324		LIBRARY DEPOSIT			87.06CR	28,049
8/17/18	8/17	C30434	RCPT 01027346		FOL QTR DONATION			2,500.00CR	30,549
8/20/18	8/20	C30439	RCPT 01027451		LIBRARY DEPOSIT			26.78CR	30,576
8/27/18	9/01	C30542	RCPT 01028227		LIBRARY DEPOSIT			6.06CR	30,582
8/31/18	9/01	C30543	RCPT 01028230		LIBRARY DEPOSIT			56.71CR	30,638
9/04/18	9/17	C30667	RCPT 01031214		LIBRARY DEPOSIT			14.93CR	30,653
9/12/18	9/17	C30668	RCPT 01031218		LIBRARY DEPOSIT			86.15CR	30,739
9/17/18	9/17	C30669	RCPT 01031231		LIBRARY DEPOSIT			61.12CR	30,801
=====								ACCTOUNT TOTAL	15.83
=====								DB:	30,816.89CR

00-00-4505 LIBRARY BUILDING FUND DONATION B E G I N N I N G B A L A N C E 0.

00-00-4506 GRANT PROCEEDS B E G I N N I N G B A L A N C E 0.

00-00-4536 MISCELLANEOUS B E G I N N I N G B A L A N C E 0.

00-00-4560 MEETING ROOM DEPOSIT

00-00-4709 TRANS IN - DESIGNATED FUND
 B E G I N N I N G B A L A N C E 0.

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.

81-00-5117 OVERTIME
 B E G I N N I N G B A L A N C E 0.

81-00-5150 SOCIAL SECURITY
 B E G I N N I N G B A L A N C E 0.

81-00-5201	SUPPLIES	B E G I N N I N G	B A L A N C E	0.
1/03/17	12/06 A84246 CHK: 120131	27698	HINGES/SCREWS 3D CAB	5347 1710DUVALL 23.86
1/03/17	12/06 A84246 CHK: 120131	27698	POWER/COOLING 3D CAB	5347 1710DUVALL 64.31
1/03/17	12/06 A84246 CHK: 120131	27698	BATT BACKUP/SRG PROT	5347 1710DUVALL 74.24
1/03/17	12/06 A84246 CHK: 120131	27698	STAFF DEV- PASTRIES	5347 1710DUVALL 35.46
1/03/17	12/06 A84246 CHK: 120131	27698	STAFF DEVELOPMT- LUNCH	5347 1710DUVALL 86.49
1/03/17	12/06 A84248 CHK: 120131	27698	FALL DECORATIONS	5347 1710LIB 362.23
1/13/17	12/06 A84211 EFT: 003051	27698	TAILGATER REFUND	13028 103620 128.82CR
1/17/17	12/06 A84212 EFT: 003051	27698	1000 RAFFLE TICKETS	13028 103677 38.65
1/01/18	1/18 A85807 CHK: 120391	27946	STYLUS PENS - 500	35230 12117-E 928.20
1/01/18	1/11 A85607 CHK: 120355	27909	MKRSPC CAB WINDOWS	5347 1711DUVALL 152.00
1/01/18	1/11 A85608 CHK: 120355	27909	CANDY CANES - 1000	5347 1711LIB 54.60
1/01/18	1/11 A85608 CHK: 120355	27909	BUTTERMINTS - 2 BX	5347 1711LIB 262.89
1/01/18	1/11 A85608 CHK: 120355	27909	PARTS/ACC - 3D PRNTG	5347 1711LIB 94.85
1/01/18	1/11 A85608 CHK: 120355	27909	NAPS, SHRBT - OPEN HS	5347 1711LIB 45.92
1/03/18	2/01 A86210 CHK: 120432	28051	BVG/SUPL - OPEN HS	5347 1711LIB 183.97
1/03/18	2/01 A86210 CHK: 120432	28051	6 XL PIZZAS	5347 1712DUVALL 118.12
1/03/18	2/01 A86215 CHK: 120432	28051	SALES TAX	5347 1712DUVALL 9.74
1/03/18	2/01 A86215 CHK: 120432	28051	GC HOUSES SUPPLIES	5347 1712PIERSON 17.64
2/01/18	2/14 A86824 CHK: 120528	28051	GC HOUSES SUPPLIES	5347 1712PIERSON 156.09
4/01/18	4/19 A89545 CHK: 120852	28137	MARIO KART FOR Wii	7019 180108GAMESSTOP 13.97
4/01/18	4/06 A88844 CHK: 120775	28599	MONITORS (LIBS ROCK)	7038 1802291 249.58
4/01/18	4/06 A88844 CHK: 120775	28472	STICKERS (LIBS ROCK)	5347 1802LIB 145.00
5/03/18	5/31 A91244 CHK: 121087	28876	ACCUCUT DIES - 5	5347 1802PIERSON 195.00
			HP PAPER ROLLS - SRP	5347 1804DUVALL 34.16

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
5/03/18	5/31	A91244	CHK: 121087	28876	PAPER, INK, ETC- SRP	5347	1804DUVALL		268.09	3,524
5/03/18	5/31	A91244	CHK: 121087	28876	ADHESV BADGES - SRP	5347	1804DUVALL		11.88	3,536
5/03/18	5/31	A91244	CHK: 121087	28876	VELICRO ROLLS - SRP	5347	1804DUVALL		40.78	3,577
5/03/18	5/31	A91244	CHK: 121087	28876	SUPPLIES - SRP	5347	1804DUVALL		322.30	3,899
5/03/18	5/31	A91244	CHK: 121087	28876	PRIZES, SUPPL - SRP	5347	1804DUVALL		375.13	4,274
5/03/18	5/31	A91244	CHK: 121087	28876	1 EA KYO TONER - SRP	5347	1804DUVALL		252.41	4,527
5/03/18	5/31	A91246	CHK: 121087	28876	COUNT'G CUBES - SRP	5347	1804LIBRARY		32.49	4,559
5/03/18	5/31	A91246	CHK: 121087	28876	PRIZES - SRP CHLD	5347	1804LIBRARY		224.90	4,784
5/03/18	5/31	A91246	CHK: 121087	28876	SRP SHIRTS	5347	1804LIBRARY		299.09	5,083
5/03/18	5/31	A91248	CHK: 121087	28876	LG FOAM BOARD - SRP	5347	1804PIERSON		29.16	5,113
5/03/18	5/31	A91248	CHK: 121087	28876	PRIZES 4 TEEN PROGRAM	5347	1804PIERSON		25.00	5,138
5/03/18	5/31	A91248	CHK: 121087	28876	SUPPL, CANDY - TEENS	5347	1804PIERSON		62.64	5,200
5/03/18	5/31	A91248	CHK: 121087	28876	SRP-THEMED ITEMS	5347	1804PIERSON		550.64	5,751
5/03/18	5/17	A90549	EFT: 003737	28761	ART SUPPLIES	7019	1804PIERSON		113.22	5,864
5/04/18	6/28	A92427	CHK: 121340	29044	TEENS-SRP.BIGGAMES	19022	1805GAMESTOP		29.99	5,894
6/01/18	6/28	A92448	CHK: 121340	29044	MOOD PENCILS - 1000	19022	129353		364.11	6,258
6/01/18	6/28	A92448	CHK: 121340	29044	MOOD PENCILS - 500	35064	195633		404.29	6,662
6/01/18	7/10	A92854	CHK: 121384	29044	ROUND PENCILS - 1000	19022	129513		237.59	6,900
8/01/18	8/30	A95243	EFT: 004280	29509	4 iPads	5347	1805LIB		115.80	7,016
8/01/18	8/22	A94894	CHK: 121661	29436	SRP OPEN- FOOD&DRINKS	37235	GB00279912		1,246.00	8,262
8/01/18	8/22	A94894	CHK: 121661	29436	SRP TN - BOTTLED H2O	5347	1806PIERSON		118.97	8,381
8/01/18	8/22	A94894	CHK: 121661	29436	TN LARP PROG SUPPL	5347	1806PIERSON		11.34	8,392
8/01/18	8/22	A94894	CHK: 121661	29436	SRP - PIES,GIFT CARD	5347	1806PIERSON		87.91	8,480
8/01/18	8/22	A94894	CHK: 121661	29436	SRP PIE.SOC SUPPLIES	5347	1806PIERSON		49.60	8,530
8/01/18	8/22	A94894	CHK: 121661	29436	SRP - 8x10 FRAMES	5347	1806PIERSON		72.85	8,602
8/01/18	8/22	A94894	CHK: 121661	29436	SRP- TICKETS, SPONGES	5347	1806PIERSON		15.96	8,618
8/01/18	8/22	A94894	CHK: 121661	29436	SRP BGD - BATT,TAPE.	5347	1806PIERSON		23.24	8,642
8/01/18	8/22	A94894	CHK: 121661	29436	SRP CRAFT DAY SUPPL	5347	1806PIERSON		51.67	8,693
8/01/18	8/22	A94894	CHK: 121661	29436	SRP CRAFT SUPPLIES	5347	1806PIERSON		62.29	8,756
8/01/18	8/22	A94894	CHK: 121661	29436	SRP PRIZES - CHOC	5347	1806PIERSON		34.82	8,790
8/01/18	8/22	A94894	CHK: 121661	29436	SRP CRAFT SUPPLIES	5347	1806PIERSON		14.92	8,805
8/01/18	8/29	A95161	CHK: 121721	29490	SRP WTRDAY, FINALE	5347	1806PIERSON		89.46	8,895
9/01/18	9/20	A96328	CHK: 121854	29663	SRP MKRSPC	5347	1807LIB		18.36	8,913
9/01/18	9/20	A96328	CHK: 121854	29663	LIBS ROCK TEES - 25	5347	1807LIB		14.62	8,928
9/01/18	9/20	A96328	CHK: 121854	29663	SRP ADULT PROG SUPP	5347	1807LIB		261.47	9,189
9/01/18	9/20	A96328	CHK: 121854	29663	SRP ADULT PROG SUPP	5347	1807LIB		23.92	9,213
					ACCOUNT TOTAL	9,342.53	DB:		128.82CR	

81-00-5203		POSTAGE	BEGINNING	BALANCE		
81-00-5206 <td>OFFICE EQUIPMENT <td>BEGINNING <td>BALANCE <td colspan="2"></td> </td></td></td>		OFFICE EQUIPMENT <td>BEGINNING <td>BALANCE <td colspan="2"></td> </td></td>	BEGINNING <td>BALANCE <td colspan="2"></td> </td>	BALANCE <td colspan="2"></td>		
5/01/18	5/03	A90000	CHK: 120923	28664	4 LAPTOPS	7038
				ACCOUNT TOTAL	DB:	248.52
					CR:	102229528092
						0.00
						248.52
						0.

3/01/18	5/03	A87984	CHK: 120654	28348	JFJ DISC REPAIR MACH	5347	1801LIB	172.24	172
5/01/18		A90000	CHK: 120923	28664	4 LAPTOPS	7038	10229528092	1,827.76	2,000
				=====	ACCOUNT TOTAL	DB:		2,000.00	0.00

POST	DATE	TRAN	#	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE	#	NOTE	AMOUNT	BALANCE
8/01/18	8/22	A94865	EFT:	004200		JUV JUL 2018 - 84	17043	1807			824.24	824
8/01/18	8/22	A94865	EFT:	004200		JUV SRP PRZ #2 - 99	17043	1807			788.35	1,612
8/01/18	8/22	A94865	EFT:	004200		JUNE MISC 2018 - 1	17043	1807			14.18	1,626
8/01/18	8/22	A94865	EFT:	004200		MKRSPC - BETHANY - 1	17043	1807			15.29	1,642
8/01/18	8/22	A94865	EFT:	004200		JUV JUL 2018 - 1	17043	1807			10.19	1,652
8/01/18	8/22	A94865	EFT:	004200		JUV JUL 2018 - 1	17043	1807			10.72	1,662
8/01/18	8/22	A94865	EFT:	004200		JUV 2018 - 1	17043	1807			17.51	1,680
8/01/18	8/22	A94865	EFT:	004200		JUV SRP PRIZE 201 - 2	17043	1807			10.61	1,691
8/01/18	8/22	A94865	EFT:	004200		JULY B 2018 - 30	17043	1807			504.77	2,195
8/01/18	8/22	A94865	EFT:	004200		JUV SRP PRZ #2 - 12	17043	1807			117.62	2,313
8/01/18	8/22	A94865	EFT:	004200		TEENS JULY 2018 - 1	17043	1807			11.69	2,325
8/01/18	8/22	A94865	EFT:	004200		JULY B 2018 - 5	17043	1807			67.93	2,393
8/01/18	8/22	A94865	EFT:	004200		JUV JUL 2018 - 2	17043	1807			18.79	2,411
8/01/18	8/22	A94865	EFT:	004200		TEENS JULY 2018 - 1	17043	1807			10.72	2,422
8/01/18	8/22	A94865	EFT:	004195		LT MYS - 3	13025	640032754			74.97	2,497
8/01/18	8/22	A94865	EFT:	004195		LT C.FIC - 4	13025	64031664			97.46	2,595
8/01/18	8/22	A94865	EFT:	004195		LT WES - 4	13025	64107099			88.46	2,683
8/01/18	8/22	A94865	EFT:	004195		LT C.MYS - 4	13025	64107479			80.96	2,764
8/01/18	8/22	A94865	EFT:	004200		JUV MAY 2108	17043	1807			9.54	2,774
8/01/18	8/22	A94865	EFT:	004200		JULY B 2018 - 1	17043	1807			17.96	2,791
8/01/18	8/22	A94865	EFT:	004200		JUV JUL 2018 - 1	17043	1807			10.19	2,802
8/01/18	8/22	A94865	EFT:	004200		JUV SRP PRZ #2 - 1	17043	1807			6.49	2,808
8/01/18	8/22	A94865	EFT:	004200		TEENS JULY 2018 - 1	17043	1807			10.72	2,819
8/01/18	8/22	A94865	EFT:	004200		AYAT - 6	3032	5015082050			93.96	2,913
8/01/18	8/22	A94865	EFT:	004200		BTKIDS - 2	3032	5015082051			28.88	2,942
8/01/18	8/22	A94865	EFT:	004200		ATAT - 7	3032	5015091817			109.90	3,052
8/03/18	8/29	A95155	EFT:	004232		BTKIDS - 1	13025	5015091818			8.34	3,060
8/03/18	8/29	A95156	EFT:	004232		LT MYS - 4	13025	64200264			101.96	3,162
9/01/18	9/20	A96296	EFT:	004348		LT C.FIC - 4	17043	64200781			97.46	3,259
9/01/18	9/20	A96296	EFT:	004348		GRN SO - 1	17043	1808			5.89	3,265
9/01/18	9/20	A96302	EFT:	004354		JUV JULY 2018 - 1	3032	5015103622			70.43	3,272
9/01/18	9/20	A96302	CHK:	121854		AYAT - 10	3032	1807LIB			70.43	3,343
				=====	ACCOUNT TOTAL	DB:		3,385.58			0.00	3,385

81-00-5232 AUDIO VISUALS B E G I N N I N G B A L A N C E 0.

1/03/17	12/06	A84246	CHK: 120131	27698	STREAMING ANIME	5347	1710DUVALL	8.65	8
1/03/17	12/06	A84247	CHK: 120131	27698	STREAMING ANIME	5347	1710LIB	6.95	15
1/01/18	1/11	A85607	CHK: 120355	27909	ANIME - TEENS	5347	1711DUVALL	8.65	24
1/03/18	2/01	A86210	CHK: 120432	28051	STREAMG ANIME- TEENS	5347	1712DUVALL	8.65	32
3/01/18	3/15	A87981	CHK: 120654	28348	NETFLIX - TEENS	5347	1801DUVALL	8.65	41
4/01/18	4/06	A88842	CHK: 120775	28472	ANIME - TEENS	5347	1802DUVALL	8.65	50
4/01/18	4/06	A88843	CHK: 120775	28472	MEMB REFUND	5347	1802LIB	6.95CR	43
4/03/18	4/26	A89792	CHK: 120905	28640	NETFLIX - TEENS	5347	1803DUVALL	8.65	51
5/03/18	5/31	A91244	CHK: 121087	28876	NETFLIX - TEENS	5347	1804DUVALL	8.65	60
=====				ACCOUNT TOTAL		67.50	CR:		

81-00-5320 EQUIPMENT MAINTENANCE B E G I N N I N G B A L A N C E 0.

10/12/17	10/12	A81943	EFT: 002799	27359	CARD READER 50% DOWN	1304	371	1,055.00	1,055
10/17/17	11/02	A82883	EFT: 002898	27473	CARD READER BALANCE	1304	371FINAL	1,055.00	1,055
=====				ACCOUNT TOTAL		2,110.00	CR:		2,110

81-00-5401 COMMUNICATIONS B E G I N N I N G B A L A N C E 0.

6/03/18	7/10	A92853	CHK: 121384	29115	LOGO DESIGN - FINAL	5347	1805DUVALL	115.00	115
6/03/18	7/10	A92853	CHK: 121384	29115	COLLECTION DEV.SVCS	5347	1805DUVALL	450.00	565
7/01/18	7/19	A93363	EFT: 004054	29190	SRP MAGIC SHOW	25137	0711183	303.00	868
8/01/18	8/22	A94861	CHK: 121654	29436	SRP FINALE - SLIDE	1320	180724SRPFINALE	240.00	1,108
8/01/18	8/22	A94893	CHK: 121661	29436	STUNT JUGGLING	5347	1806LIB	250.00	1,358
8/01/18	8/30	A95245	CHK: 121738	29509	SRP PERFORMANCE	5321	180725SHOW	320.00	1,678
=====				ACCOUNT TOTAL		1,678.00	CR:		

81-00-5517 MEETING ROOM DEPOSIT RETURN B E G I N N I N G B A L A N C E 0.

81-00-5601 ADVERTISING
 BEGINNING BALANCE 0.

81-00-5605 TRAVEL & TRAINING
 BEGINNING BALANCE 0.

81-00-5615 DUES, SUBSCRIPTION & PUBLICATION
 BEGINNING BALANCE 0.

81-00-5655 EQUIPMENT RENTAL
 BEGINNING BALANCE 0.

000 ERRORS IN THIS REPORT!
 ** REPORT TOTALS **
 BEGINNING BALANCES: 0.00
 REPORTED ACTIVITY: 18,850.60
 ENDING BALANCES: 18,850.60
 TOTAL FUND ENDING BALANCE: 34,210.46CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	21,680.60CR
REPORTED ACTIVITY:	18,850.60	31,380.46CR
ENDING BALANCES:	18,850.60	53,061.06CR
GRAND TOTAL ENDING BALANCE:		34,210.46CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2017 / Sep-2018
 FUND: Include: 505
 PERIOD TO USE: Oct-2017 THRU Sep-2018
 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: NO

PRINT OPTIONS

DETAIL

PRINT 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: NO
 PRINT: INVOICE # YES
 PAGE BREAK BY: NONE

*** END OF REPORT ***

CHARTER OF THE BASTROP PUBLIC LIBRARY BOARD

1. Authorization

Bastrop City Ordinance No. 2014-10, Article 1.12, Division 2, Sec. 1.12.061 Library Board Created:

There is hereby created a public library board to be known as the Bastrop Public Library Board.

2. Powers and Duties of the Board

a. The members of the Library Board shall serve in an advisory capacity only, shall represent the people of the library area, and shall make recommendations to the City Council and to the staff for the supervision, management and operation of such library, and shall carry out the directives and policies established by the City Council.

b. The Library Board shall act in such capacity as to allow the public the means to appeal or challenge any library rules, policies, fines or acquisitions made to the books, magazines, pamphlets, and other types of material that make up the library collection.

c. The Library Board shall be authorized to accept donations, gifts, and bequests from individuals, firms, or companies, other than library related materials, for the general use of the library system. Monetary contributions shall be deposited to the City in a separate general fund Library Board account in accordance with established City policies and procedures, and shall be subject to regular City audit and budgetary procedures. All donations made to the library are limited to expenditures made by and for the library in accordance with City Purchasing policies and restrictions.

d. The Library Board shall render, by the Library Director to the City Council, through the City Manager, monthly attendance, minutes, reports, recommendations, and budgetary items for capital improvements and resolutions of the Library Board.

3. Membership of the Board

The Board shall consist of nine members, appointed in accordance with the City Charter, at least eight of whom shall be citizens of the City of Bastrop, and one member who may be a resident of Bastrop County who resides within the Bastrop Independent School District, to serve without compensation for a term of three years. Board terms will run from **October 1** through **September 30**. Terms will be staggered with three board positions expiring per year. Library Board members will recruit new and replacement members and make recommendations to the **Mayor**.

4. Officers of the Board

The officers shall be a Chairman, a Vice-Chairman, a Secretary and any other official, which the Board decides to elect at any time. Unless the term is limited at the time of election, each officer shall serve for one year and may be re-elected for any desired number of terms.

5. Meetings of the Board

a. The Board shall meet on the first Monday of each month, and at any time agreed to by the Board, or upon the call of the Chairman.

b. "Except as otherwise required by state law, or in circumstances otherwise set forth herein below, a simple majority of the total membership, excluding vacancies, of each advisory body shall constitute a quorum for purposes of convening a meeting, and/or conducting the business of the advisory body." (Excerpted from the City of Bastrop Ordinance 2014-10, Article 102, Sec. 102.002 (c) (4))

6. The Librarian

Bastrop City Ordinance No. 2014-10, Article 1.12, Division 3, Sec. 1.12.091 Office Created:

There is hereby created the office of Library Director, who shall be employed by the City Manager, and who shall be a person with a master's degree in library and information science, or its equivalent, from an ALA accredited school.

7. Amendments and Rules

The Board shall make recommendations to rules and amendments to the rules of the library operating policies and procedures as the need shall appear. The Board may create, discontinue or amend any part of the Library Board Charter, not otherwise defined by City Ordinance, subject to the approval of its authorizing source, the City Council.

Library Revision: 09/21/18

Library Board approval:

Bastrop City Council approval:

Recap Sheet--Library Board Fund
FY 2018/2019

	A	B	C	D	E	F	G	H
1						Budgeted	Estimated	Proposed
2						2017/2018	2017/2018	2018/2019
3								
4	81		5201	Supplies		\$ 12,725.00	\$ 12,600.00	\$ 11,700.00
5			5206	Office Equipment		\$ 500.00	\$ 450.00	\$ -
6			5210	Small Equipment		\$ 2,000.00	\$ 3,450.00	\$ -
7			5231	Books		\$ 2,000.00	\$ 2,500.00	\$ 4,000.00
8			5232	Audiovisuals		\$ 1,500.00	\$ 1,000.00	\$ 1,575.00
9			5345	Building Maintenance		\$ 200.00	\$ 2,110.00	\$ 200.00
10			5505	Professional Services		\$ 500.00	\$ 550.00	\$ 500.00
11			5601	Advertising		\$ 500.00	\$ 400.00	\$ 500.00
12			8001	Part Time Summer Employees		\$ 2,461.00	\$ 2,800.00	\$ 3,030.00
13								
14				Total		\$ 22,386.00	\$ 25,860.00	\$ 21,505.00

City of Bastrop

Purchasing Policy

Adopted 09/23/2014

TABLE OF CONTENTS

- I. Purpose
- II. Code of Ethics
- III. Competitive Purchasing Requirements
 - A. Who is authorized to make purchases?
 - B. Instructions for Bidding
 - C. Purchasing Control
 - D. Dollar Limitations
 - E. Personal and Professional Services
 - F. Other Exemptions
 - G. Sole Source Purchases
 - H. Change Orders
 - I. Making the purchase
 - J. 30 Day Accounts Payable Cycle
 - K. Emergency Procedures
- IV. Asset Control
 - A. Inventory Control
 - B. Use of Property
 - C. Disposal of Surplus Materials and Equipment/ Donations
 - D. Lost Property
 - E. Security Measures
- V. Responsibilities of Parties
- VI. Definition of Terms

I. PURPOSE

It is the policy of the City of Bastrop that all purchasing shall be conducted strictly on the basis of economic and business merit. This policy is intended to promote the best interest of the citizens of the City of Bastrop, Texas.

The City of Bastrop intends to maintain a cost effective purchasing system conforming to good management practices. The establishment and maintenance of a good purchasing system is possible only through cooperative effort. It must be backed by proper attitudes and cooperation of not only every department head and official, but also every supervisor and employee of the City of Bastrop.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law. In order to accomplish timely purchasing of products and services at the least cost to the City of Bastrop, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

This Policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that assets are received and retained in the custody of the City of Bastrop.

II. CODE OF ETHICS

It is important to remember that when employees are participating in the purchasing process, they represent the City of Bastrop. By participating in the purchasing process, employees of the City of Bastrop agree to:

- A. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
- B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
- C. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Bastrop.
- D. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
- E. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
- F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
- G. Expose corruption and fraud wherever discovered.

- H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.
- I. Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the two Ethics policies, the stricter of the two would apply.

III. COMPETITIVE PURCHASING REQUIREMENTS

The City of Bastrop policy requires three quotes for purchases over \$3,000. The only exceptions to this rule are for items purchased under a cooperative contract, sealed bid award, sole source purchases or purchases for an emergency situation.

Under no circumstances shall multiple requisitions be used in combination to avoid otherwise applicable bidding requirements or City Council approval.

A. Who is authorized to make purchases?

Purchases will only be processed if authorized by a Department Head or approved representative in an employee's direct chain of command.

B. Instructions for Soliciting Bids

When soliciting bids, City of Bastrop buyers must follow the steps below:

1. Give the same exact specifications to each vendor.
2. Give each bidder same deadline for turning in bids.

City of Bastrop buyers must inform vendors that bids submitted are all inclusive. Any charges for freight and handling, fuel fees or other costs must be included in the bid. In order to obtain contract status, the Department Head is responsible for first adhering to the procurement requirements stated below. City Manager approval or his designee is required.

C. Purchasing Control

Authorization levels established within INCODE for appropriations previously approved by the City Council are as follows:

Directors' or their designee not to exceed \$9,999.99
Chief Financial Officer or designee up to \$14,999.99
City Manager or designee approving purchases exceeding \$15,000.00

D. Dollar Limitations

The following dollar limitations should be used as a guideline. These limitations may not apply in all cases. Dollar limitations pertain to total purchase or invoice total not per single item cost. It is the Department Directors responsibility to insure Purchasing policies are being adhered to.

City of Bastrop
Purchasing Policy

\$0.01-\$3,000: Purchases of non-contract goods or services totaling \$3,000 or less require no quotation but are recommended.

If invoices for a single service contractor combine to total greater than \$3,000 in a fiscal year, the city will require the standards of \$3,001 to \$49,999 for purchasing to apply. As clearly identified in the II. Code of Ethics H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

\$3,001-\$49,999: Except where otherwise exempted by applicable State law, purchases totaling \$3,001 to \$49,999 require three (3) written quotes attached to a purchasing summary document and a purchase order provided to the Finance Department.

No purchase orders of non-contract goods or services will be issued in excess of \$15,000 without City Manager or his designee prior approval.

If the lowest quote is not selected an explanation should be provided on the purchasing summary document and approval by the City Manager will be required no matter what the dollar amount is. Only the City Manager or his designee may determine “Best Value”. The City Manager may elect to accept less than three quotes from a Director if due diligence has been documented by the Director in trying to adhere to the purchasing policy. A memo will be required from the Director providing a reason for their inability to obtain three written quotes and the scope of services being provided if applicable. It must be approved and signed by the City Manager and attached to each purchasing summary document and purchase order provided to the Finance Department.

According to State Law, two (2) Historically Underutilized Businesses (HUBs) are to be contacted on a rotating basis. HUB vendors are obtained from the Texas Comptroller of Public Accounts website. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a purchasing summary document and a purchase order. Any vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director’s responsibility to insure the cooperative information is on file with the Finance Department.

\$50,000+: Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than \$50,000 must be processed as competitive solicitations (e.g. sealed bids, request for proposals, and request for offers). Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

The Code requires that sealed bids and request for proposals (RFP) are advertised in a local newspaper for two consecutive weeks prior to the bid opening. All bids must be received sealed and turned in to the City Secretary's Office by the date and time listed in the bid. Any bids received after the stated time will be returned unopened. The bid opening process is open to the public and all vendors that respond to the specific are invited to attend. Questions concerning pricing will not be addressed at the opening. Contracts for services require Errors & Omissions coverage.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a purchasing summary document and a purchase order. All cooperative vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director's responsibility to insure the cooperative information is on file with the Finance Department.

City Manager written approval is required.

Rental Agreement: Vendors who provide rental items to the city are required to carry insurance. The type and amounts of insurance required vary based on the item rented. The Chief Financial Officer must review all rental contracts before the contract is awarded.

E. Personal or Professional Services

Under the Professional Services Procurement Act, a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. The City also provides exemption for the purchasing of planning services.

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated competence and qualifications for performing the services for a fair and reasonable price.

Professional services may include:

- Accounting.
- Architecture.
- Landscape architecture.
- Land surveying.
- Medicine.
- Optometry.

- Engineering.
- Real estate appraisal.
- Nursing.

According to the Texas Attorney General’s Office professional services may include “members of disciplines requiring special knowledge or attainment and a high order of learning, skill and intelligence,”

F. Other Exemptions

State law authorizes other categories of exempt purchases. Purchases from other governments, some auctions and going-out-of-business sales, and other purchases are exempt under provisions of the Local Government Code and Vernon’s Statutes.

The following is a list of other areas that are exempt from competitive bidding requirements:

1. Land or right-of-way.
2. Items that can be obtained from only one source, including:
 - a. items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
 - b. films, manuscripts or books;
 - c. electric power, gas, water, and other utility services; and
 - d. captive replacement parts or components for equipment;
3. Food
4. Personal property sold:
 - a. at an auction by a state licensed auctioneer;
 - b. at a going-out-of-business sale; or
 - c. by a political subdivision of the state, a state agency, or an entity of the federal government.
5. Any work performed and paid for by the day is exempt from the competitive bidding process.
6. Work performed under a contract for community and economic development made by a county designed to reasonably increase participation by historically underutilized businesses in public contract awards by establishing a contract percentage goal for HUB businesses.

G. Sole Source Purchases

Sole Source purchases must be approved by the City Manager before purchasing. These conditions occur when the purchase involves compatibility of equipment, accessories or replacement parts or when the goods or services is a one-of-a kind or protected by a patent, copyright, secret process. The product is only available from a regulated or natural monopoly. The product is a component or repair part that may only be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

City of Bastrop
Purchasing Policy

1. A memorandum to the City Manager with a statement must be attached to the requisition that says a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or states the reasons only one source exists. This memorandum should include the City Manager's signature signifying his approval.
2. A bid from the sole source provider on company letterhead.
3. A letter from the vendor stating they are the sole supplier of the good.

A purchasing summary document and purchase order is still required with the above information attached.

H. Change Orders

According to purchasing law, the City of Bastrop may make changes to plans, specifications or quantities after award of the contract, if necessary. However, no increase may exceed 25% of the original contract amount and any decrease of 25% or more must have the consent of the contractor.

Increases that cause a change in dollar limitations or purchasing law may supercede the 25% rule:

Example: If a contract is awarded for \$45,000, the allowable increase under the 25% rule would be \$11,250. However, this would cause the new price to exceed \$50,000, which by State law requires sealed bids and advertising. Increase would be limited.

Any change in a purchasing contract that exceeds 25% of the original amount will void the original contract.

I. Making the Purchase

City of Bastrop buyers' are responsible for making sure that the purchased good or service is received as specified. Under no circumstance should a buyer accept more goods or services than ordered. Employees are only authorized to purchase items that have been approved by their Department Head. A purchase over the original amount requires additional approval.

J. 30 Day Accounts Payable Cycle

Texas law requires municipalities to pay invoices within 30 days or be subject to the payment of interest.

It is the responsibility of each department to make sure the signed invoices, purchase orders and any other required paperwork is submitted to the Finance Department as soon as the product is received or service rendered.

It is the responsibility of Accounts Payable to pay all vendor invoices within 30 days of invoice date. Any Variance between the purchase order and the vendor invoice must be reconciled. Vendor payments can only be made for the original or modified purchase order amount.

K. Emergency Procedures

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. It is required to get City Manager or his designee approval on any emergency purchases.

The Legislature exempted certain items from sealed bidding in the **Texas Local Government Code Section 252.022(a)**, including, but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *Procurement necessary because of unforeseen damage to public machinery, equipment or other property.*

The following steps must be taken when making emergency purchases:

1. Employee must receive approval from the City Manager or his designee.
2. Employee will make every effort to solicit bids unless circumstances prevent employee from doing so.
3. A written statement concerning the emergency must be provided following the incident to provide necessary documentation in Accounts Payable and must include the City Managers signature or his designees.

IV. ASSET CONTROL

A. Inventory Control

The purpose of inventory control is to create and maintain a record/inventory of all fixed assets of the City of Bastrop. Fixed assets include all items over \$5,000 with a life expectancy of two (2) or more years. "Minor Capital Outlay" items must also be inventoried. These items will include assets purchased for \$1,000 to \$4,999.

When a fixed asset is received by the city, it is tagged with a City of Bastrop property tag and added to the Departments master list.

Each Department shall keep an inventory list of all fixed assets permanently assigned to employee.

A wall to wall inventory of all fixed assets shall be performed every year or as deemed necessary. It is recommended that Departments perform an annual fixed assets inventory of equipment permanently assigned to employees.

B. Use of Property

City of Bastrop employees should be aware that the use of City property for personal gain is strictly prohibited. City vehicles should only be used for official City business. City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

In addition, employees are not to use personal property for the performance of their job or at their work site. Personal items such as radios, coffee pots, picture frame, books, etc. is permissible; however, the City of Bastrop is not responsible for damage to or theft of these items.

C. Disposal of Surplus Materials and Equipment/ Donations

City surplus materials and equipment (a/k/a ‘surplus items’) includes any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools, clothing, or other such items, which have lost useful value to the City, have become non-functional or are obsolete. Such surplus items may be disposed of by one of the following methods:

- Sold competitively, by accepting sealed bids or by public auction;
- Traded in for acquisition of new equipment;
- Donated by the City to a recognized charitable organization;
- Provided to other governmental entities (donation or exchange).
- Sold as ‘scrap’ (for cash), if the items have no value except for salvage and the City Manager or his designee has authorized the sale for scrap; or
- Disposed of through solid waste collection services, if the item has no salvage or other value and the City Manager or his designee has authorized such disposal.

Trade-In or Donation: Before *trading-in* and/or *donating* surplus items, the Department Head must prepare a memorandum to the City Manager and remitting a copy to the Finance Department stating: 1) the identity of the surplus items to be disposed of, traded-in or donated, 2) the reasons for the surplus items being declared surplus, 3) the original purchase price (if ascertainable) of the surplus items, and 4) the value of proposed “trade-in” or “donation”, in the estimation of the Department Head. If the Department Head receives approval by City Manager to proceed, the Department Head must coordinate their *trading-in* and/or *donating* surplus items with the Finance Department to insure a Disposed Fixed Asset form is completed and any other ancillary paperwork.

[Note: All property is owned in the name of the City of Bastrop and is not vested in any specific department.]

Sales: If the surplus items are to be sold, then the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold to include year, make, model, and any other identification characteristics, 2) a brief description providing why it is necessary to dispose of the item. The Department Head having received approval to sell a surplus item may then utilize one of the following options: 1) post notice in the local newspaper and/or through an approved on-line auction provider 2) advertise in the local newspaper, 3) request sealed bids, or 4) sell through a public auction, which may take place at a specified location or, by means of an on-line sale.

Preferred Disposition: Whenever reasonably feasible, it is the City's preference that the Department Head dispose of the surplus equipment by means of a public auction or sale held in cooperation with other City departments and surrounding government entities.

Procedures: The City Manager shall have the authority to approve the disposal, sale, trade-in or donation of surplus items when the value of same is less than \$50,000, in total. If the total value exceeds \$50,001, then the City Manager shall obtain Council approval of the proposed disposal, sale, trade-in or donation of surplus items.

Once approved by either the City Manager or Council, as appropriate, in order to document the disposal, sale, trade-in or donation of surplus items a Disposed Fixed Asset form must be prepared and submitted to the Finance Department in addition to providing the license plates and titles for any vehicles or equipment disposed of. The Finance Department manages the change of ownership and the receipt of funds.

City decals must be removed from all surplus City vehicles, machinery, and equipment before disposal, donation, trade-in or sale.

City employees may participate, on their own time, in public auctions for the purchase of surplus City items.

D. Lost Property

After conducting an annual inventory and property is discovered to be lost, an explanation for the lost must be provided immediately to the Department Head using the Fixed Asset Form. Property losses that come to the attention of the employee before the annual inventory should be reported within 24 hours using the Fixed Asset Form.

All thefts are to be reported to a supervisor or Department Head as soon as possible. The City of Bastrop, Police Department must be notified immediately. Stolen fixed

asset must be removed from the master inventory list and a copy of the police report attached to the Fixed Asset Form.

E. Security Measures

All equipment will be kept in a secure area when not in use. Access to this area will be limited to the employees assigned to the secure area. In case of theft, the security of the area should be evaluated to determine if changes or re-keying of locks should be necessary.

V. RESPONSIBILITIES OF PARTIES

A. Department Heads

1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurement.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Approve all purchases up to \$9,999 including budgeted capital.
4. Adhere to the Purchasing Policies and the Code of Ethics.
5. Place cooperative agreements and RFP's on file with Finance and monitor purchases to ensure that supply agreements are used.
6. Ensure that sole source requests meet the guidelines and include required documentation.
7. Inventory all Fixed Assets every year.
8. Verify goods and services are received as ordered before approving payment.
9. Annually inventory equipment assigned to employee.
10. Keep records of losses occurring in their areas to detect patterns of theft in one area or individual employee.

B. Supervisors

1. Maintain security of equipment on-site
2. Keep a log of equipment issued to employees on a long-term basis.
3. Keep a log of equipment issued to employees on a short-term basis.
4. Forward all receipts and invoices to Department Head as soon as possible.
5. Check that equipment and supplies are returned upon termination of an employee.

C. City of Bastrop Accounts Payable

1. Pay bills in an accurate and timely manner.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Monitor purchases to ensure that supply agreements are used.

City of Bastrop
Purchasing Policy

4. Ensure that purchasing policy requirement guidelines are met and required documentation included.

D. City of Bastrop Accounting

1. Maintain the master fixed asset property list.
2. Assign inventory tags for fixed assets.
3. Provide fixed assets forms.
4. Produce master inventory list as needed.
5. Process fixed asset transfers and retirements.

VI. DEFINATION OF TERMS

Component Purchases – Purchases of component parts of an item that in normal purchasing practices would be accomplished by one purchase. (Purchasing parts and assembling a finished product.)

Pecuniary Benefit – Any form of economic gain (money, gifts, etc.).

Fixed Assets - A piece of equipment with a value of \$5000 or more and a life expectancy of two (2) year or more.

Separate Purchases – Purchases made separately of items that in normal purchasing practices would be accomplished by one consolidated purchase. (Multiple purchase orders of similar items to avoid bidding procedures.)

Sequential Purchases – Purchases, made over a period, of items in normal purchasing practices would be combined and bid as one purchase. (Similar to above but multiple purchases of the same items to avoid bids.)

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, tinker, and explore.

Safety

- I. Children eight years old or younger must be supervised by a parent or guardian.
- II. No one is allowed in the Creation Station outside of open lab times or programs without library staff approval.
- 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 may 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 Makerspace.

Availability

- I. Open Lab Times
 - a. Currently, the library schedules "open lab" times where individuals are invited to play and explore at their own will. Open labs are available to all ages and no direct instruction will occur other than staff assisting patrons with troubleshooting and solving problems.
- II. Programs
 - a. Currently, the library schedules various programs that are more directed and structured than Open Lab times. These are planned for targeted audiences and may or may not require a pre-registration depending on the supplies necessary for the program.

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. Restrictions to creations include:
 - a. Jobs that are too large or complex, dangerous, or violates the patron behavior policy

BASTROP PUBLIC LIBRARY CREATION STATION POLICY

- b. Items that are prohibited by local, state, or federal law
 - c. Items that are unsafe, harmful, dangerous, pose an immediate threat to the well-being of others, or is otherwise inappropriate for the library environment (such use may also violate the term and use of the manufacturer)
 - d. Items that violate another's intellectual property rights (i.e. items that are subject to copyright, patent, or trademark protection)
- V. The library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal equipment is damaged or destroyed while using any of the library's equipment.
- VI. Objects unclaimed after seven days 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 depending on how long a project may take to print.
 - c. If the patron's job does not correctly print after three tries, library staff will abort printing.
 - d. The library charges \$0.10 per gram for 3D filament.
- 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 depending on how long a project may take to print.
 - c. The library charges \$1.00 per linear foot for CNC vinyl used.
- 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.

Creation Station Kits, Materials, Tools, and Supplies

- I. Blocks Rock!
- II. Keva blocks
- III. Strawbees
- IV. K'nex
- V. Legos
- VI. MakeDo kits
- VII. Buddha Boards
- VIII. Spinning puzzle
- IX. Button maker
- X. Die cut
- XI. Perler beads
- XII. Suspend game

BASTROP PUBLIC LIBRARY CREATION STATION POLICY

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.