

**Bastrop Public Library Board Meeting  
AGENDA**

**REMOTELY HELD MEETING**

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



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**September 14, 2020 at 6:00 P.M.**

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*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.*

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**PLEASE NOTE: ANYONE WISHING TO ADDRESS THE BOARD MUST PROVIDE COMMENTS WITH FULL NAME, ADDRESS, PHONE NUMBER TO BECCA@BASTROPLIBRARY.ORG BEFORE 3:00 P.M. ON SEPTMBER 14, 2020. SUBMITTED COMMENTS WILL BE READ ALOUD AT THE MEETING. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.**

- 1. CALL TO ORDER**
- 2. CITIZEN COMMENTS**

*Anyone wishing to address the Board must submit comments as directed above before 3:00 p.m. on September 14, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.*

*In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific information or a recitation of existing policy in response to the inquiry. Issues may be referred to City staff for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the City's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.*

**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 August 3, 2020, regular meeting.

**6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION**

**7. UPDATES**

- 7A. 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](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: Wednesday, September 9, 2020, at 3:00 p.m. and will remain posted for at least two hours after said meeting has convened.

  
\_\_\_\_\_  
Ann Franklin, City Secretary

## Bastrop Public Library Board Meeting Minutes

August 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, Jaime McDonald, Jennifer Leisure, Sally Keinarth, Barbara Clemons, Library Director Becca Sexton, and Mayor Connie Schroeder.

### **Citizen Comments:**

There were none.

### **Announcements:**

Mayor Schroeder shared that the new City Manager, Paul Hoffman, started work August 3.

### **Staff Report:**

Ms. Sexton stated that city department heads had met with Mr. Hoffman that day and felt they were off to a good start!

### **Statistics Highlights through July 21, 2020 –**

Patrons are embracing changes to library services due to coronavirus restrictions: Computer by appointment had 132 users; eBook checkouts are brisk (up 9% from last year); there were 1302 curbside transactions. Staff is keeping up with demand and receiving positive feedback. There have been 31 new applications for library cards, as well. Adult program attendance is going well.

### **Activities –**

Summer Reading program went well. Although total participation was down, 41% of participants completed their reading goals which is an increase over last year.

The library received a Texas State Library grant for more than \$7,000 to implement contactless and touchless self-checkout.

The two VOE students who have worked at library, Kaitlin Baez and Arlette Castro-Nunez, have graduated and are moving on to college! The Friends awarded each student a \$300 scholarship.

Further scientific studies indicate that library materials would benefit from additional quarantine after check-out. Library will increase time to 5 days. Mayor Schroeder stated that the city has a COVID CARES grant which could provide additional resources to assist with quarantine, cleaning, etc.

The Texas State Library has accredited the Bastrop Public Library for another year.

### **Friends of the Library –**

The Lost Pines Garden Club sold plants person to person when their annual sale was curtailed. They were able to donate more than \$2,000 to the library. Ms. Sexton expressed gratitude for the club's flexibility and dedication.

The Friends are meeting to discuss ways to continue fundraising. Their immediate plan is to place books outside for sale with an honor system and a lockbox to collect funds.

Commented [SK1]:

### **Financial Report –**

The Library has received the eRate rebate of approximately \$5,000 for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. This funding will continue next year for a total of \$10,000 for internet service.

Through June 2020, total non-donation revenue for the Library is \$13,877.46, including \$7,500 in non-resident card fees. To date, the Library has received \$11,606.68 in private donations in addition to \$9,500 donated by the Friends of the Library.

Online bill pay has brought in \$803. Some funds were diverted from physical material purchases to order additional digital materials.

Ms. Sexton discussed ideas for use of Library Board funds. At one point, the fund was being earmarked for outdoor signage and other "facelift" items. With COVID-19 considerations, there may be some needs for new improvements such as re-arranging the library for separation and/or an outdoor programming space, as examples.

Budget requests have been adjusted to reflect COVID-19 changes. Sanitation supplies and materials necessary (face shields, decals, etc.) will be provided by the City and not from library budget.

### **Consent Agenda:**

The minutes for the March 9, 2020, meeting were approved as written.

### **2020 COVID-19 Operational Plans:**

To expand services while maintaining Phase Two safety measures, plans are in place to increase computer by appointment use from 6 to 8 computers. This increase is in consideration of school resuming and the need for Wi-Fi access. In addition, plans call for 1 appointment to be available at a time for genealogy and local history research. Library staff will sanitize in between each appointment. Any materials used for research will be quarantined before the next use.

There is now a Phased Operation Plan for each program, adding specific standards for each program.

Ms. Sexton reported that she feels comfortable with many aspects of library operations and she is still working on organizing the physical space for safety. The computer furniture presents a challenge. She estimates that study carrels may need to be reduced to 9 from 30 because of distance requirements. She will continue to research options. There are many unknowns to consider.

City Council will determine when operations can advance to Phase 3.

**Items for Individual Consideration and Discussion:**

There was discussion of City board nominations. The Library Board has two board members whose terms are up. Barbara Clemmons' term expires, and she has applied to continue. Rebecca Bennett's Place 1 position expires as well.

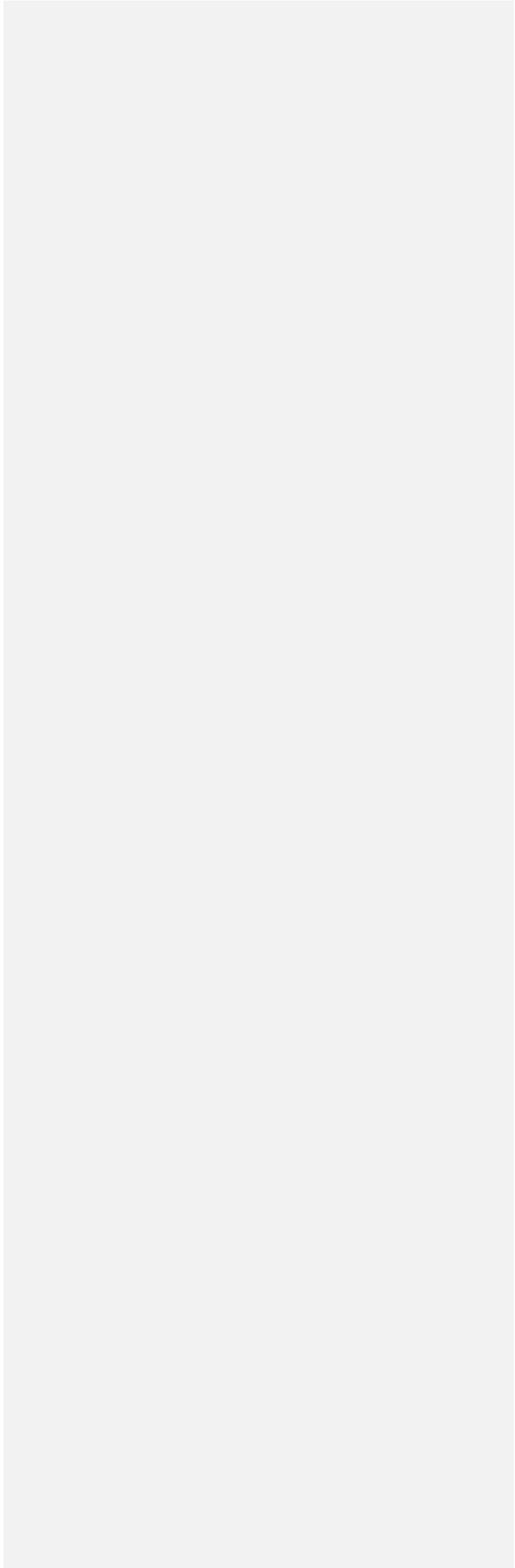
**The meeting adjourned at 6:39 p.m.**

Respectfully submitted \_\_\_\_\_

Sally Keinarth, Board Member

Approved \_\_\_\_\_

Mary Jo Jenkins, President



# **Bastrop Public Library Librarian's Report September 14, 2020**

## **1. Statistics Highlights through September 7, 2020**

- Appointments for computer use since June 22, 2020: 316
- YTD eBook circulations: 17,057, a 31% increase over last year
- Since beginning curbside service on May 4, 2020:
  - 8,947 checkouts
  - 1,994 transactions
- Since implementing online card applications in April, 62 new members have registered.

## **2. Programs**

Summer Reading Program Wrap-up:

- 373 people registered for the Summer Reading Program.
- 50% of registrants completed the program (compared to 39% last year!).
- 119 people registered for the Community Adventure.
- Participants earned 513 prize books for reading!
- 375 people participated in virtual programs.

Director's Book Club has been suspended until further notice due to limited virtual attendance. Ms. Sexton will be doing a monthly book recommendation on Facebook.

Due to the complicated nature of Facebook's algorithms and search functions, the programming team has transitioned much of our virtual programming to YouTube. Here are some of the other reasons for the change:

- Content is searchable by Library name, as opposed to scrolling on Facebook.
- Research shows that young people are more likely to use YouTube than Facebook.
- Viewing YouTube videos does not require an account.
- Videos can be prerecorded or live.

## **3. Noteworthy Items**

On August 12, Library Director Becca Sexton received the attached letter from Emma Hilbert of the Texas Civil Rights Project via email. This letter was sent to several public library directors throughout Central Texas. Please also see attached the pertinent section of the Texas Election Code.

Ms. Sexton consulted with Ian Steusloff of the Bojorquez Law Firm via phone on August 21. Mr. Steusloff replied to Ms. Hilbert and advised Ms. Sexton that an additional response was not necessary. The Library is largely in compliance with the Code and goes beyond the requirements of the Code by promoting voter registration in our communications and including the option to get a voter registration card on our curbside request form. The only outstanding item is an NVRA Implementation Plan to be filed with the Texas Secretary of

State (SOS). Ms. Sexton submitted a draft plan to Mr. Steusloff on August 31. He then submitted a final draft to the SOS legal division on September 8 (see attached).

On August 27, five library staff members attended a virtual Red Cross training on operating a shelter in a pandemic, hosted by the Bastrop County Office of Emergency Management and the COAD (Community Organizations Active in Disaster). Current guidelines are to reduce shelter capacity by 2/3, at which our shelter can house 15 residents.

The Library has applied to participate in the Texas State Library and Archives Commission's interlibrary loan (ILL) reimbursement program. TSLAC will reimburse libraries up to \$6.94 per item lent. We anticipate a reimbursement of approximately \$570 for items lent between August 1, 2019, and July 31, 2020.

On September 12, Bonnie Pierson, Library Supervisor for Public Services, celebrated 20 years with the City of Bastrop. Congrats to Bonnie! We are so grateful for her dedication, creativity, and leadership.

The Library continues to support efforts to get a complete Census count in our community, most recently by having Library staff call approximately 900 cardholders to ask if they had filled out the Census; discuss its importance to our community; and answer any questions.

#### **4. Coming Soon**

Library staff are drafting a revised plan for the 2020 Holiday Open House. Ms. Sexton will present the plan at the October Library Board meeting. It will then be submitted to the City Manager, Emergency Management Chief, and Mayor for approval.

Ms. Sexton will be participating on a panel on library leadership during the pandemic at the October 26 Texas Library Association District 3 virtual fall workshop.

#### **5. Patron Feedback**

- 8/10/20 response to Curbside confirmation email: "All makes sense, sounds simple, protective, and wonderful! Thanks, Bethany and all the BPL staff and volunteers making this possible – I'm thrilled to return to 'BPL borrowing' after a long absence!"
- 8/11/20 Facebook recommendation: "Highly recommend using the curbside pick up! It was easy to renew my daughter's library card over the phone. Everyone was so nice and helpful on the phone and at pick up. Thank you for being so great, and making books available during these crazy times!"
- 8/14/20 Facebook comment re: Summer Reading prize pick-up: "My kids picked such awesome books!! Thanks for arranging this reward—my kids are fired up about reading some MORE!!"
- 8/18/20 email from a patron who had been fostering a child: "Getting him excited about books and the library was so incredible an experience for him. He kept asking me over and over to tell him about what a library is – how there are rooms with books on shelves on every wall."

Respectfully submitted: Becca Sexton, Library Director



Michael Tigar Human Rights Center  
1405 Montopolis Drive  
Austin, TX 78741  
512.474.5073(p) 512.474.0726(f)  
texascivilrightsproject.org

August 12, 2020

Becca Sexton  
1100 Church St.  
Bastrop, TX 78602  
becca@bastroplibrary.org  
bsexton@cityofbastrop.org

via:email:      *becca@bastroplibrary.org*  
*bsexton@cityofbastrop.org*

Dear Ms. Sexton or Whom It May Concern:

My name is Emma Hilbert, and I am an attorney in the Voting Rights Program at the Texas Civil Rights Project. I want to first thank you for the amazing work that your library does to support the community in so many different ways. I know that your role in everything from providing public internet access to assistance with the Census is instrumental to the wellbeing of the community. I am writing today, however, to bring your attention to some of the library's possibly overlooked responsibilities related to voter registration, especially in light of the difficult circumstances resulting from the COVID-19 pandemic, and to offer assistance in making sure the library is properly carrying out these responsibilities.

As you may be aware, any time a library patron registers for a library card, renews their library card, or updates their contact information on file at a public library, the National Voter Registration Act (NVRA) and the Texas Election Code collectively require that the library *affirmatively offer* voter registration opportunities, assist patrons with voter registration applications, and collect and submit those applications to the county registrar in a timely manner. Where services have changed due to the pandemic, such as curbside or online services, these requirements remain in place, and I am concerned that library employees may not know that they still must offer voter registration with every qualifying transaction.

Additionally, Texas law requires public libraries to "submit to the secretary of state a plan to implement voter registration procedures" required by the NVRA. Tex. Elec. Code § 20.004. Because of the necessary changes at libraries due to the pandemic, I recently requested a copy of your library's implementation plan from the Texas Secretary of State, and I was informed that your library has never submitted this plan required by law. Recognizing that this might be an error by the Secretary of State, you can imagine, this was nevertheless concerning to me, since this requirement has been in the law since at least the early 1990s. At a minimum, this plan should include a designated employee to oversee voter registration, information about how the library trains employees in voter registration procedures, and other details about its plan to ensure compliance with the NVRA.

I am sure this oversight is not purposeful, and your library is certainly not the only one we have found to be out of compliance. Because we love our libraries and want to help, I am hoping that we can work together to bring the library into compliance. We have developed amicable partnerships with other libraries to provide information and training materials, and we see this as an exciting opportunity to work together. Please contact me by August 24, 2020 to discuss this matter and so that we can avoid any need to take an unnecessary adversarial posture. You can reach me at [emma@texascivilrightsproject.org](mailto:emma@texascivilrightsproject.org) or 512.474.5073, ext. 105. Thank you for your time and attention to this very important matter, and I hope to hear from you soon.

Sincerely,  
Emma Hilbert

ELECTION CODE

TITLE 2. VOTER QUALIFICATIONS AND REGISTRATION

CHAPTER 20. VOTER REGISTRATION AGENCIES

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 20.001. DESIGNATION OF VOTER REGISTRATION AGENCIES.

(a) The following state agencies are designated as voter registration agencies:

- (1) Health and Human Services Commission;
- (2) Department of Aging and Disability Services;
- (3) Department of Assistive and Rehabilitative Services;
- (4) Department of State Health Services; and
- (5) any other agency or program as determined by the secretary of state that primarily provides:
  - (A) public assistance; or
  - (B) services to persons with disabilities.

(b) The Department of Public Safety is designated as a voter registration agency.

(c) Each public library, including any branch or other service outlet, is designated as a voter registration agency. In this chapter, "public library" means a library that:

- (1) is regularly open for business for more than 30 hours a week;
- (2) is operated by a single public agency or board;
- (3) is open without charge to all persons under identical conditions; and
- (4) receives its financial support wholly or partly from public funds.

(d) Each marriage license office of the county clerk is designated as a voter registration agency.

(e) The secretary of state shall designate other agencies or offices as voter registration agencies as necessary for compliance with federal law.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Amended by:

Acts 2005, 79th Leg., Ch. 1090 (H.B. 2068), Sec. 1, eff. September 1, 2005.

Sec. 20.002. AGENCY-PRESCRIBED REGISTRATION APPLICATION FORM. Instead of using the official voter registration application form prescribed by the secretary of state, a voter registration agency may use an official form prescribed by the agency, if approved by the secretary of state.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.003. OFFICIAL DECLINATION OF REGISTRATION FORM. The officially prescribed form for a declination of a voter registration must include:

(1) spaces for the person's signature and printed name and the date of signing;

(2) the following question, followed by appropriate boxes preceding "YES" and "NO": "If you are not registered to vote where you live now, would you like to apply to register to vote here today?";

(3) if the agency provides public assistance, the statement: "Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.";

(4) the statement: "IF YOU HAVE NOT CHECKED EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.";

(5) the statement: "If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.";

(6) the statement: "If you believe that someone has interfered with your right to register or to decline to register to vote or with your right to privacy in deciding whether to register or in applying to register to vote, you may file a complaint with the Elections Division of the Office of the Secretary of State, P.O. Box 12060, Austin, Texas 78711.";

(7) a statement that if the applicant declines to

register to vote, that fact will remain confidential and will be used only for voter registration purposes;

(8) a statement that if the applicant does register to vote, information regarding the agency or office to which the application is submitted will remain confidential and will be used only for voter registration purposes; and

(9) a space for indicating that the applicant refused to sign the declination or kept the application to personally submit it to the voter registrar.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.004. AGENCY COORDINATOR. (a) A voter registration agency shall designate one or more persons to coordinate the agency's voter registration program. The agency shall notify the secretary of state of the name of each coordinator.

(b) The registration coordinator shall conduct training for agency employees in voter registration procedures with the assistance of the secretary of state.

(c) The agency shall submit to the secretary of state a plan to implement voter registration procedures under this chapter.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.005. DEGREE OF ASSISTANCE. A voter registration agency shall provide the same degree of assistance, including any necessary bilingual assistance, to a person in completing a voter registration form as is provided to a person in completing the agency's forms, unless the assistance is refused.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.006. DETERMINATION OF ELIGIBILITY. (a) An employee of a voter registration agency may not make a determination about a person's eligibility for registration other than a determination of whether the person is of voting age or is a United States citizen.

(b) A person's age or citizenship may be determined by the employee only if the age or citizenship can be readily determined from information filed with the agency by the person for purposes

other than voter registration.

(c) A person shall be offered voter registration assistance as provided by this chapter even if the person's age or citizenship cannot be determined.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.007. PROHIBITED ACTS. An employee of a voter registration agency may not:

(1) seek to influence an applicant's political party preference;

(2) display any political party preference or allegiance; or

(3) make any statement or take any action the purpose or effect of which is to:

(A) discourage the applicant from registering to vote; or

(B) lead the applicant to believe that a decision of whether to register has any bearing on the availability of services or benefits.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.008. ASSISTANCE BY SECRETARY OF STATE OR REGISTRAR. If a question arises concerning voter registration that an agency employee cannot answer, the employee shall provide the person:

(1) the toll-free telephone number of the Elections Division of the Office of the Secretary of State; and

(2) the telephone number of the voter registrar to whom registration applications are submitted.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.009. ADDITIONAL PROCEDURES. The secretary of state shall prescribe any additional procedures necessary for the orderly and proper administration of voter registration procedures under this chapter.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

#### SUBCHAPTER B. REGISTRATION ASSISTANCE GENERALLY

Sec. 20.031. FORM PROVIDED. A voter registration agency shall provide a voter registration application form to each person who is of voting age and a United States citizen in connection with the person's application for initial services, and also in connection with any recertification, renewal, or change of address, unless the person declines in writing to register to vote.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.032. REGISTRATION PROCEDURES. (a) An appropriate agency employee shall routinely inform each person who applies in person for agency services of the opportunity to complete a voter registration application form and on request shall provide nonpartisan voter registration assistance to the applicant.

(b) An agency that provides services at a person's residence shall provide the opportunity to complete the form and the assistance under Subsection (a) at the residence.

(c) On receipt of a registration application, the appropriate agency employee shall review it for completeness in the applicant's presence. If the application does not contain all the required information and the required signature, the agency employee shall return the application to the applicant for completion and resubmission.

(d) Information regarding the agency or office to which an application is submitted is confidential and may be used only for voter registration purposes.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.033. EFFECT OF SUBMISSION OF APPLICATION TO EMPLOYEE. The date of submission of a completed registration application to the agency employee is considered to be the date of submission to the voter registrar for the purpose of determining the effective date of registration only.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.034. SUBMISSION TO REGISTRAR BY APPLICANT. (a) The applicant may keep the registration application form or the

completed application to submit the application personally to the voter registrar.

(b) The agency employee shall enter on the declination of registration form a notation that after being given the opportunity to register, the applicant kept the application or application form for personal submission of the application to the registrar.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.035. DELIVERY OF APPLICATIONS TO REGISTRAR. (a) The agency shall deliver to the voter registrar of the county in which the agency office is located each completed registration application submitted to an agency employee.

(b) An application shall be delivered to the registrar not later than the fifth day after the date the application is submitted to the employee.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.036. DECLINATION OF REGISTRATION. (a) If the applicant does not wish to complete a voter registration application form, the agency employee shall request that the applicant complete and sign an official declination of registration form unless the employee determines that the applicant has previously completed and signed the form.

(b) If the applicant refuses to sign the declination form, the agency employee shall enter on the form a notation of that fact.

(c) The agency shall preserve each declination for at least 22 months after the date of signing. The declination may be retained in the applicant's file at the agency or in a separate declination file.

(d) A declination is confidential and may be used only for voter registration purposes.

(e) The secretary of state shall prescribe the procedures necessary to eliminate the filing of multiple declinations by an applicant.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.037. TELEPHONE OR MAIL SERVICES. (a) A voter

registration agency that allows a person to apply for services by mail shall deliver to an applicant by mail a voter registration application form on the approval of services for the applicant.

(b) An agency shall deliver to an applicant by mail a voter registration application form if:

(1) the agency automatically notifies an applicant to renew or recertify a service by mailing a form to the applicant; or

(2) the applicant requests services by telephone and the agency provides services in that manner.

(c) An application form delivered by mail must be accompanied by a notice informing the applicant that the application may be submitted in person or by mail to the voter registrar of the county in which the applicant resides or in person to a volunteer deputy registrar for delivery to the voter registrar of the county in which the applicant resides.

(d) The agency may maintain a written record indicating that a registration application was delivered to an applicant.

(e) The agency is not required to deliver a declination of registration form under this section.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

#### SUBCHAPTER C. DEPARTMENT OF PUBLIC SAFETY

Sec. 20.061. APPLICABILITY OF OTHER PROVISIONS. The other provisions of this chapter apply to the Department of Public Safety except provisions that conflict with this subchapter.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.062. DEPARTMENT FORMS AND PROCEDURE. (a) The Department of Public Safety shall prescribe and use a form and procedure that combines the department's application form for a license or card with an officially prescribed voter registration application form.

(b) The department shall prescribe and use a change of address form and procedure that combines department and voter registration functions. The form must allow a licensee or cardholder to indicate whether the change of address is also to be

used for voter registration purposes.

(c) The design, content, and physical characteristics of the department forms must be approved by the secretary of state.  
Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.063. REGISTRATION PROCEDURES. (a) The Department of Public Safety shall provide to each person who applies in person at the department's offices for an original or renewal of a driver's license, a personal identification card, or a duplicate or corrected license or card an opportunity to complete a voter registration application form.

(b) When the department processes a license or card for renewal by mail, the department shall deliver to the applicant by mail a voter registration application form.

(c) A change of address that relates to a license or card and that is submitted to the department in person or by mail serves as a change of address for voter registration unless the licensee or cardholder indicates that the change is not for voter registration purposes. The date of submission of a change of address to a department employee is considered to be the date of submission to the voter registrar for the purpose of determining the effective date of registration only.

(d) If a completed voter registration application submitted to a department employee does not include the applicant's correct driver's license number or personal identification card number, a department employee shall enter the appropriate information on the application. If a completed application does not include the applicant's correct residence address or mailing address, a department employee shall obtain the appropriate information from the applicant and enter the information on the application.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.  
Amended by Acts 1997, 75th Leg., ch. 454, Sec. 9, eff. Sept. 1, 1997.

Sec. 20.064. DECLINATION FORM NOT REQUIRED. The Department of Public Safety is not required to comply with the procedures prescribed by this chapter relating to the form for a declination of

voter registration.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.065. DELIVERY OF APPLICATIONS AND CHANGES OF ADDRESS. (a) At the end of each day a Department of Public Safety office is regularly open for business, the manager of the office shall deliver by mail or in person to the voter registrar of the county in which the office is located each completed voter registration application and applicable change of address submitted to a department employee.

(b) Each weekday the department is regularly open for business, the department shall electronically transfer to the secretary of state the name of each person who completes a voter registration application submitted to the department. The secretary shall prescribe procedures necessary to implement this subsection.

(c) On the weekday the secretary of state is regularly open for business following the date the secretary receives information under Subsection (b), the secretary shall inform the appropriate voter registrar of the name of each person who completes a voter registration application submitted to the department. The registrar may verify that the registrar has received each application as indicated by the information provided by the secretary under this subsection.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Amended by Acts 2001, 77th Leg., ch. 1178, Sec. 5, eff. Jan. 1, 2002.

Amended by:

Acts 2005, 79th Leg., Ch. 1105 (H.B. [2280](#)), Sec. 8, eff. January 1, 2006.

Sec. 20.066. REGISTRATION PROCEDURES. (a) If a person completes a voter registration application as provided by Section [20.063](#), the Department of Public Safety shall:

(1) input the information provided on the application into the department's electronic data system; and

(2) inform the applicant that the applicant's

electronic signature provided to the department will be used for submitting the applicant's voter registration application.

(b) Not later than the fifth day after the date a person completes a voter registration application and provides an electronic signature to the department, the department shall electronically transfer the applicant's voter registration data, including the applicant's signature, to the secretary of state.

(c) The secretary of state shall prescribe additional procedures as necessary to implement this section.

(d) Expired.

(e) Expired.

Added by Acts 2001, 77th Leg., ch. 1136, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. 1105 (H.B. 2280), Sec. 9, eff. January 1, 2006.

#### SUBCHAPTER D. PUBLIC LIBRARY

Sec. 20.091. APPLICABILITY OF OTHER PROVISIONS. The other provisions of this chapter apply to a public library except provisions that conflict with this subchapter.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.092. REGISTRATION PROCEDURE. (a) A public library shall provide to each person of voting age who applies in person for an original or renewal of a library card an opportunity to complete a voter registration application form.

(b) A public library shall use the official form prescribed by the secretary of state.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.093. DECLINATION FORM NOT REQUIRED. A public library is not required to comply with the procedures prescribed by this chapter relating to the form for a declination of voter registration.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

SUBCHAPTER E. MARRIAGE LICENSE OFFICE

Sec. 20.121. APPLICABILITY OF OTHER PROVISIONS. The other provisions of this chapter do not apply to a marriage license office of the county clerk unless expressly provided otherwise by the other provision or by rule of the secretary of state.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.122. REGISTRATION PROCEDURES. (a) When an original marriage license is returned to the licensees after being recorded, the county clerk shall also deliver to the licensees by mail two voter registration application forms.

(b) The county clerk shall use the official form prescribed by the secretary of state.

(c) The application forms must be accompanied by a notice informing the licensees that the applications may be submitted in person or by mail to the voter registrar of the county in which they reside or in person to a volunteer deputy registrar for delivery to the voter registrar of the county in which they reside.

(d) The county clerk may maintain a written record indicating that a registration application was delivered to a licensee.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

Sec. 20.123. DECLINATION FORM NOT REQUIRED. The county clerk is not required to comply with the procedures prescribed by this chapter relating to the form for a declination of voter registration.

Added by Acts 1995, 74th Leg., ch. 797, Sec. 33, eff. Sept. 1, 1995.

## DRAFT

### BASTROP PUBLIC LIBRARY

#### National Voter Registration Act (NVRA) Implementation Plan

1. Section 20.001(c) of the Texas Election Code designates each public library as a voter registration agency. All staff who register new and renewing Bastrop Public Library patrons for library services provide voter registration services.

2. The NVRA Agency Coordinator for the Bastrop Public Library is:

Becca Sexton, Director of Library Services

becca@bastroplibrary.org

(512) 332-8880

3. NVRA procedures:

- a. Voter registration cards are provided on official forms prescribed by the Texas Secretary of State, in English and Spanish.
- b. The NVRA Coordinator orders new voter registration cards as necessary to maintain an adequate supply for at least two months.
- c. Library staff offer voter registration cards to all new and renewing patrons upon applying for a library card or TexShare card, including patrons who apply online or by phone, or reporting a change of address.
- d. Library staff will confirm that all required fields on the voter registration card have been completed and will offer assistance to the extent offered to patrons filling out a library card application. Staff will not confirm voter eligibility.
- e. Patrons may elect to mail their own applications or submit them to Library staff. The NVRA Coordinator will deliver submitted applications to the Bastrop County Elections office within five days of receipt.
- f. If a question arises concerning voter registration that Library staff cannot answer, staff shall provide the toll-free telephone number of the Elections Division of the Texas Secretary of State and the telephone number of the Bastrop County Elections office.

4. Staff training overview:

- a. Staff are trained on NVRA procedures annually using Secretary of State training documents.
- b. All new staff are trained on NVRA procedures as part of the onboarding process.

5. The Bastrop Public Library's voter registration services are ongoing. This plan will be implemented September 15, 2020.

6. During normal business operations, the ~~The~~ Bastrop Public Library provides voter registration services at 1100 Church Street, Bastrop, Texas, during the following hours:

Monday, Wednesday, and Friday: 10am—6pm

Tuesday and Thursday: 1—9pm

**DRAFT**

BASTROP PUBLIC LIBRARY

National Voter Registration Act (NVRA) Implementation Plan

Saturday: 10am—4pm

7. Questions about voter registration services are emailed to the Secretary of State Elections Division at [elections@sos.texas.gov](mailto:elections@sos.texas.gov).

**Bastrop Public Library**  
**Friends of the Bastrop Public Library Report**  
**September 14, 2020**

1. On Tuesday, September 1, the Friends Executive Board passed their FY21 budget (see attached). The Friends had enough saved to continue funding the Library at the same level for another year, despite the significant decrease in FY20 income due to the COVID-19 pandemic.
2. The Friends Executive Board has several open positions, including Vice Presidents of Membership, Publicity, and Fundraising.
3. The Friends Executive Board will be changing their meeting time from 3:30pm on the first Tuesday of the month to 4:00pm.
4. Friends volunteers have resumed sorting donated materials for sale. One volunteer is permitted to be in the building at a time in Phase Two and must be wearing a mask at all times.
5. The Friends of the Bastrop Public Library annual all-membership meeting will be Tuesday, October 6, at 4pm.

**2020-2021 Budget**  
Submitted by Barbara Durkin

**PROPOSED -DRAFT COPY #1**

Chart #	Income	Compared to Est. Budget	2019-2020 Year to Date	Proposed 2020-2021 Budget	notes
		Brought forward			Bank balance as of 8/27/20
1M	Book Nook	\$ 31,109.00	\$ 7,356.85	\$ 28,496.70	
2N	Membership	\$ 11,000.00	\$ 947.16	\$ 800.00	
3O	Donations	\$ 800.00	\$ 2,873.02	\$ 1,000.00	
4P	Garden Club Donation	\$ 1,500.00	\$ 2,921.20	\$ 3,500.00	
5Q	Fund Rasing-Book Sales	\$ 8,500.00	\$ -	\$ -	
6R	Fund Rasing-Other	\$ 3,000.00	\$ -	\$ 500.00	
7S	Bank Seed Money	\$ 500.00	\$ -	\$ 200.00	
8T	Bank Seed Money	\$ 200.00	\$ -	\$ 200.00	
9U	Sales Tax Received	\$ -	\$ 606.94	\$ 200.00	
	Other Income	\$ -	\$ 22.00	\$ -	
	Sub Total Estimated Income	\$ 25,500.00	\$ 14,727.17	\$ 8,200.00	
	<b>Total Beginning Balance &amp; Income</b>	<b>\$ 56,609.00</b>		<b>\$ 36,696.70</b>	
	<b>Expense</b>				
	Contingent	\$ 10,609.00	Year to Date	\$ 5,996.70	
1V	Library Support-Quarterly	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	
2W	Library Support-Other	\$ 20,000.00	\$ 500.00	\$ 12,000.00	
3X	Garden Club BPL Donation	\$ 8,500.00	\$ 2,921.20	\$ 3,500.00	
4Y	Scholarship Awards	\$ 600.00	\$ 600.00	\$ 600.00	
5Z	Membership Event Exp	\$ 250.00	\$ -	\$ 100.00	
6AA	Resale Purchases	\$ 400.00	\$ -	\$ 200.00	
7AB	Outreach Expenses	\$ 500.00	\$ 249.11	\$ 250.00	
8AC	Marketing/Advertising/Dues	\$ 600.00	\$ 267.00	\$ 300.00	
9AD	Website Exp	\$ 250.00	\$ 250.58	\$ 300.00	
10AE	Office Supplies/Equip. **	\$ 800.00	\$ 460.08	\$ 500.00	
11AF	Fundraising Expenses (+Seed \$)	\$ 400.00	\$ 25.00	\$ 100.00	
12AG	P & L (Professional/Legal)	\$ 250.00	\$ -	\$ 250.00	
13AH	Sales Tax Exp	\$ 1,250.00	\$ 997.04	\$ 500.00	
14AI	Transaction Fees-CC	\$ 200.00	\$ 15.00	\$ 100.00	
	Sub Total	\$ 56,609.00		\$ 36,696.70	
	<b>Total</b>	<b>\$ 56,609.00</b>	<b>\$ 18,285.01</b>	<b>\$ 36,696.70</b>	

Bastrop Public Library  
Annual Stats Comparision FY20

	Monthly		% Change	YTD		% Change
	FY20	FY19		FY20	FY19	
<b>MATERIAL USE</b>						
Check-Outs - Kids	236	2,468	-90%	8,345	20,227	-59%
Check-Outs - Tween	286	2,775	-90%	7,694	20,726	-63%
Check-Outs - Teen	105	754	-86%	1,450	5,015	-71%
Check-Outs - Adult	978	6,419	-85%	23,709	53,066	-55%
Renewals	612	X	n/a	15,064	X	n/a
In-House Use	47	X	n/a	17,841	X	n/a
OverDrive eBooks - Kids	174	X	n/a	1,003	X	n/a
OverDrive eBooks - Teen	69	X	n/a	732	X	n/a
OverDrive eBooks - Adults	966	1,310	7%	8,172	11,437	9%
OverDrive eAudio - Kids	67	X	n/a	683	X	n/a
OverDrive eAudio - Teen	52	X	n/a	557	X	n/a
OverDrive eAudio - Adults	442	X	n/a	4,262	X	n/a
OverDrive Other - Kids	0	X	n/a	20	X	n/a
OverDrive Other - Teen	0	X	n/a	45	X	n/a
OverDrive Other - Adults	0	X	n/a	21	X	n/a
<b>Total Checkouts</b>	<b>4,034</b>	<b>13,726</b>	<b>-71%</b>	<b>89,598</b>	<b>110,471</b>	<b>-19%</b>
<b>CIRCS BY PATRON TYPE</b>						
Juv	59	X	n/a	2,491	X	n/a
Teen	32	X	n/a	393	X	n/a
Adult	517	X	n/a	10,757	X	n/a
Staff	45	X	n/a	859	X	n/a
NR Juv	255	X	n/a	6,467	X	n/a
NR Teen	37	X	n/a	869	X	n/a
NR Adult	1,219	X	n/a	30,228	X	n/a
TexShare	0	X	n/a	13	X	n/a
<b>Total NR Usage</b>	<b>1,511</b>	<b>X</b>	<b>n/a</b>	<b>37,577</b>	<b>X</b>	<b>n/a</b>
<b>% NR Usage</b>	<b>70%</b>	<b>77%</b>	<b>-7%</b>	<b>72%</b>	<b>78%</b>	<b>-6%</b>
<b>Interlibrary Loan</b>						
ILL Borrowed	0	12	-100%	79	137	-42%
ILL Lent	0	5	-100%	63	30	110%
<b>Programming</b>						
Kids - # of Programs	15	X	n/a	165	X	n/a
Kids - Program Attendance	70	1,663	-96%	3697	6,201	-40%
Tweens - # of Programs	0	X	n/a	6	X	n/a
Tweens - Program Attendance	0	15	-100%	35	95	-63%
Teens - # of Programs	4	X	n/a	72	X	n/a
Teens - Program Attendance	19	38	-50%	535	365	47%
Adults - # of Programs	12	X	n/a	80	X	n/a
Adults - Program Attendance	35	4	n/a	574	66	770%
Outreach - # of Programs	0	X	n/a	9	X	n/a
Outreach - Program Attendance	0	0	-	681	4,930	-86%

Bastrop Public Library  
Annual Stats Comparision FY20

Passive - Coloring Sheets	0	290	-100%	710	1,092	-35%
Virtual - # of Programs	10	X	n/a	82	X	n/a
Virtual - Program Attendance	131	X	n/a	1103	X	n/a
<b>Total # of Programs</b>	<b>31</b>	<b>37</b>	<b>-16%</b>	<b>414</b>	<b>316</b>	<b>31%</b>
<b>Total Program Attendance</b>	<b>255</b>	<b>1,720</b>	<b>-85%</b>	<b>6,625</b>	<b>11,657</b>	<b>-43%</b>
<u>Makerspace</u>						
Kids - # of Programs	2	X	n/a	7	X	n/a
Kids - Program Attendance	9	X	n/a	47	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	9	X	n/a
Adults - Program Attendance	0	X	n/a	46	X	n/a
<b>Total # of Programs</b>	<b>3</b>	<b>X</b>	<b>n/a</b>	<b>16</b>	<b>X</b>	<b>n/a</b>
<b>Total Program Attendance</b>	<b>9</b>	<b>42</b>	<b>n/a</b>	<b>93</b>	<b>141</b>	<b>-34%</b>
<u>Reference Transactions</u>						
General Reference Questions	25	752	-97%	3,064	3,888	-21%
Directional Questions	0	718	-100%	2,728	4,638	-41%
Tech Support Questions	20	1,034	-98%	3,217	8,533	-62%
Phone Reference	967	258	275%	5,377	1,891	184%
Tests Proctored	0	0	-	37	39	-5%
Reserve-a-Librarian	20	2	900%	46	1	n/a
<b>Total Reference Transactions</b>	<b>1,032</b>	<b>2,764</b>	<b>-63%</b>	<b>14,469</b>	<b>18,990</b>	<b>-24%</b>
<u>Database Use</u>						
Portal to Texas History	5,587	6,547	-15%	76,495	68,552	12%
Bastrop Advertiser	0	0	n/a	0	0	n/a
Heritage Quest	165	X	n/a	1,148	X	n/a
Learning Express Library	87	X	n/a	912	X	n/a
Small Business Reference Center	0	X	n/a	142	X	n/a
TeachingBooks	32	X	n/a	62	X	n/a
Explora Elementary	0	X	n/a	211	X	n/a
Explora High School	0	X	n/a	690	X	n/a
<b>Total Use Kids Databases</b>	<b>32</b>	<b>X</b>	<b>n/a</b>	<b>963</b>	<b>X</b>	<b>n/a</b>
<u>Facility</u>						
Door Count	148	8,706	-98%	41,544	84,148	-51%
Hours Open	200	X	n/a	1,587	X	n/a
Study Room Use	0	226	-100%	1,016	2,117	-52%
Pressley Use - Library	0	31	-100%	138	327	-29%
Pressley Use - Nonprofit	0	X	n/a	95	X	n/a
Pressley Use - Other	0	X	n/a	0	X	n/a
Maynard Use - Library	0	22	-100%	47	249	-44%
Maynard Use - Nonprofit	0	X	n/a	93	X	n/a

Bastrop Public Library  
Annual Stats Comparision FY20

Maynard Use - Other	0	X	n/a	0	X	n/a
<b>Total Meeting Room Use</b>	<b>0</b>	<b>279</b>	<b>-100%</b>	<b>1,389</b>	<b>2,693</b>	<b>-48%</b>
<u>Technology</u>						
Kids Computer Use	2	200	-99%	550	1,675	-67%
Teen Computer Use	25	82	-70%	365	664	-45%
Adult Computer Use	82	1,045	-92%	4,436	9,440	-53%
Wifi Use	302	1,108	-73%	6,407	10,917	-41%
Website Visits	3,123	3,287	-5%	21,579	26,595	-19%
3D Prints	6	8	0%	95	49	n/a
<b>Total Public Computer Use</b>	<b>411</b>	<b>2,435</b>	<b>-83%</b>	<b>11,758</b>	<b>22,696</b>	<b>-48%</b>
<u>Membership - New Cards</u>						
City	6	44	-86%	169	439	-62%
City Renewals	42	X	n/a	376	X	n/a
Faculty	0	0	0%	3	7	-57%
Faculty Renewals	5	X	n/a	35	X	n/a
Friends	0	X	n/a	0	X	n/a
Friends Renewals	3	X	n/a	14	X	n/a
Staff	0	X	n/a	1	X	n/a
Staff Renewals	5	X	n/a	9	X	n/a
Nonresident	4	99	-96%	363	1,222	-70%
Nonresident Renewals	67	X	n/a	839	X	n/a
TexShare Visitor	0	X	n/a	3	X	n/a
TexShare Visitor Renewals	0	X	n/a	15	X	n/a
<b>Total New Registrations</b>	<b>10</b>	<b>143</b>	<b>-93%</b>	<b>536</b>	<b>1,668</b>	<b>-68%</b>
<b>Total Renewals</b>	<b>122</b>	<b>X</b>	<b>n/a</b>	<b>1,288</b>	<b>X</b>	<b>n/a</b>
<u>TexShare Home</u>						
TexShare Home New	0	X	n/a	5	X	n/a
TexShare Home Renewals	0	X	n/a	25	X	n/a
<u>Revenue</u>						
Nonresident Annual	\$1,550.00	X	n/a	\$8,300.00	X	n/a
Nonresident 6 Months	\$195.00	X	n/a	\$945.00	X	n/a
Meeting Rooms	\$0.00	X	n/a	\$0.00	X	n/a
Materials Fines & Fees	\$106.80	X	n/a	\$3,623.57	X	n/a
Other	\$123.50	X	n/a	\$3,280.40	X	n/a
<b>Total Revenue</b>	<b>\$1,975.30</b>	<b>\$0.00</b>	<b>n/a</b>	<b>\$16,148.97</b>	<b>\$0.00</b>	<b>n/a</b>
<u>Volunteers</u>						
Volunteer Hours	0	196.50	-100%	703.8	1,250.75	-44%
FOL Volunteer Hours	0	122.50	-100%	641.75	1,398.79	-54%
Teen Volunteer Hours	0	143.25	-100%	201.25	498.95	-60%
<b>Total Volunteer Hours</b>	<b>0.00</b>	<b>462.25</b>	<b>-100%</b>	<b>1,546.80</b>	<b>3,148.49</b>	<b>-51%</b>
<u>Collection</u>						
Items Added - E, 1st Readers	26	X	n/a	449	X	n/a

Bastrop Public Library  
Annual Stats Comparison FY20

Items Added - J	62	X	n/a	570	X	n/a
Items Added - Teens	15	X	n/a	173	X	n/a
Items Added - Adults	0	X	n/a	1,247	X	n/a
Items Withdrawn	55	326	-83%	5,225	4,414	18%
Missing Items	7	78	-91%	83	351,677	-100%
<b>Total Items Added</b>	<b>103</b>	<b>266</b>	<b>-61%</b>	<b>2,439</b>	<b>3,077</b>	<b>-21%</b>
<u>Social Media</u>						
Facebook Likes	1,813	1,503	21%	16,723	13,636	23%
Facebook Engaged	601	1,992	-70%	12,684	16,018	-21%
Facebook Reach	9,033	23,435	-61%	173,550	214,764	-19%
Weebly Views	86	1,598	-95%	1,131	14,137	-92%
Weebly Unique Users	79	986	-92%	880	7,797	-89%
Instagram Followers	649	X	n/a	5,499	X	n/a
Instagram Engaged	645	X	n/a	10,274	X	n/a
Instagram Reach	517	X	n/a	9,026	X	n/a
Teen Instagram Followers	479	314	53%	4,045	2,678	51%
Teen Instagram Engaged	1,340	X	n/a	25,703	X	n/a
Teen Instagram Reach	449	X	n/a	6,084	X	n/a
# Google Hits	15,557	X	n/a	149,166	X	n/a

**Bastrop Public Library**  
**Monthly Financial Report**  
**September 14, 2020**

1. The City's fiscal year ends on Wednesday, September 30. Staff are working diligently to close out all purchases and complete paperwork for the Finance department.
2. Through August, 2020, total non-donation revenue for the Library is \$13,877.46, including \$7,500 in non-resident card fees. To date, the Library has received \$11,606.68 in private donations in addition to \$15,421.20 donated by the Friends of the Library.
3. Since implementing online bill pay, the Library has brought in \$1198.53 via PayPal. Revenue from printing since the Library opened for computer appointments on June 22 is \$302.91.

Respectfully submitted: Becca Sexton, Library Director

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

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

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

00-00-3200 RESTRICTED FUND BALANCE
B E G I N N I N G B A L A N C E 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

Table with columns: DATE, TRAN #, REFERENCE, DESCRIPTION, VEND, INV/JE #, NOTE, AMOUNT, BALANCE. Rows include transactions from 10/31/19 to 3/31/20, such as 'Mthly Interest Alloc' and 'MBS CD INT EARNED'.

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
5/31/20	6/03	B36162		05761	CD INT EARNED		JE# 017511		110.32CR	752.17CR
5/31/20	6/03	B36163		05761	MBS CD INT EARNED		JE# 017512		14.84CR	767.01CR
5/31/20	6/03	B36164		05761	Mthly Interest Alloc		JE# 017513	000262	10.50CR	777.51CR
5/31/20	6/03	B36165		05761	TEXPOOL MTHLY INT ALLOC		JE# 017514	000263	0.79CR	778.30CR
5/31/20	6/09	B36218		05772	Mthly Interest Alloc		JE# 017527	000271	1.09CR	779.39CR
6/30/20	7/09	B36434		05800	CD INT EARNED		JE# 017623		61.90CR	841.29CR
6/30/20	7/09	B36435		05800	MBS CD INT EARNED		JE# 017624		35.17CR	876.46CR
6/30/20	7/09	B36436		05800	TEXPOOL MTHLY INT ALLOC		JE# 017625	000291	0.62CR	877.08CR
6/30/20	7/09	B36437		05800	Mthly Interest Alloc		JE# 017626	000292	7.92CR	885.00CR
6/30/20	7/14	B36458		05809	Mthly Interest Alloc		JE# 017638	000299	0.83CR	885.83CR
7/31/20	8/13	B36661		05827	Mthly Interest Alloc		JE# 017705	000316	6.36CR	892.19CR
7/31/20	8/13	B36662		05827	TEXPOOL MTHLY INT ALLOC		JE# 017706	000317	0.69CR	892.88CR
7/31/20	8/13	B36663		05827	CD INT EARNED		JE# 017707		45.27CR	938.15CR
7/31/20	8/13	B36666		05832	MBS CD INT EARNED		JE# 017710		27.41CR	965.56CR
7/31/20	8/17	B36731		05838	Mthly Interest Alloc		JE# 017739	000327	0.89CR	966.45CR
				=====	ACCOUNT TOTAL	DB:	4.60	CR:	971.05CR	

00-00-4504

LIBRARY DONATIONS

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

0.00

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

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
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
2/18/20	2/18	C35333	RCPT 01090641	36512	LIBRARY DEPOSIT				5.72CR	14,982.62CR
2/24/20	2/24	C35379	RCPT 01090940	36540	LIBRARY DEPOSIT				11.90CR	14,994.52CR
2/24/20	2/24	C35379	RCPT 01090941	36540	LIBRARY DEPOSIT				3.55CR	14,998.07CR
2/26/20	2/26	C35424	RCPT 01091080	36558	LIBRARY DEPOSIT				3.70CR	15,001.77CR
2/27/20	2/27	C35456	RCPT 01091140	36562	LIBRARY DEPOSIT				3.70CR	15,005.47CR
3/03/20	3/03	C35471	RCPT 01091285	36569	LIBRARY DEPOSIT				8.39CR	15,013.86CR
3/03/20	3/03	C35471	RCPT 01091286	36569	LIBRARY DEPOSIT				11.35CR	15,025.21CR
3/03/20	3/03	C35472	RCPT 01091289	36570	LIBRARY DEPOSIT				0.70CR	15,025.91CR
3/03/20	3/03	C35472	RCPT 01091290	36570	LIBRARY DEPOSIT				5.12CR	15,031.03CR
3/06/20	3/06	C35514	RCPT 01091530	36593	LIBRARY DEPOSIT				2.00CR	15,033.03CR
3/09/20	3/09	C35517	RCPT 01091682	36595	LIBRARY DEPOSIT				22.04CR	15,055.07CR
3/09/20	3/09	C35517	RCPT 01091686	36595	LIBRARY DEPOSIT				3.24CR	15,058.31CR
3/11/20	3/11	C35561	RCPT 01092194	36612	LIBRARY DEPOSIT				3.80CR	15,062.11CR
3/16/20	3/16	C35599	RCPT 01092964	36622	LIBRARY DEPOSIT				3.02CR	15,065.13CR
3/16/20	3/16	C35599	RCPT 01092975	36622	LIBRARY DEPOSIT				12.11CR	15,077.24CR
3/25/20	3/25	C35663	RCPT 01093422	36650	LIBRARY DEPOSIT				0.17CR	15,077.41CR
3/25/20	3/25	C35663	RCPT 01093423	36650	LIBRARY DEPOSIT				2.28CR	15,079.69CR
5/01/20	5/01	C35918	RCPT 01095536	36735	LIBRARY DEPOSIT				6,000.00CR	21,079.69CR

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

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

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

7/28/20	7/28	C36564	RCPT 01101948	37011	LIBRARY DEPOSIT					3,000.00CR	24,335.36CR
8/07/20	8/07	C36604	RCPT 01102453	37051	LIBRARY DEPOSIT					200.00CR	24,535.36CR
8/10/20	8/10	C36612	RCPT 01102710	37060	LIBRARY DEPOSIT					2,721.20CR	27,256.56CR
8/10/20	8/10	C36614	RCPT 01102786	37064	LIBRARY DEPOSIT					0.60CR	27,257.16CR
8/25/20	8/25	C36826	RCPT 01104093	37117	LIBRARY DEPOSIT					1.00CR	27,258.16CR
=====					ACCOUNT TOTAL	DB:	0.00	CR:	27,258.16CR		

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

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 \*\* INVALID DEPT \*\*

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

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

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

81-00-5201 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
3/11/20	3/12	A17577	CHK: 125267	33111	AMZ -2221021 / LIB BD NA	5347	1911DIETRICH		50.75	84.05
3/11/20	3/12	A17577	CHK: 125267	33111	AMZ -2221021 / SALES TAX	5347	1911DIETRICH		4.20	88.25
4/30/20	5/07	A19763	DFT: 001409	33412	POLAR - ENGRVD BRICKS &	5347	2002LIB		361.31	449.56
4/30/20	5/07	A19766	DFT: 001409	33412	CSLP - SRP	5347	2002PIERSON		309.25	758.81
6/03/20	6/24	A21363	EFT: 009021	33767	SRP PRIZE REIMBURSEMENT	7019	200626 SRP_PRZ		30.00	788.81
6/10/20	6/12	A21004	DFT: 001461	33699	HL - CRAFT SUPPLIES - SR	5347	2005LIBRARY		10.50	799.31
7/08/20	8/11	A22803	DFT: 001527	33973	LOWES - GIFT CARD - SRP	5347	2006LIB		25.00	824.31
7/08/20	8/11	A22803	DFT: 001527	33973	BASSANO - GIFT CARD - SR	5347	2006LIB		40.00	864.31
7/08/20	8/11	A22803	DFT: 001527	33973	HEB - SNACKS - SRP PRIZE	5347	2006LIB		41.58	905.89
7/08/20	8/11	A22803	DFT: 001527	33973	AUSTIN BKS - GIFT CRDS -	5347	2006LIB		70.00	975.89
7/08/20	8/11	A22803	DFT: 001527	33973	BK PEOPLE - GIFT CARD -	5347	2006LIB		50.00	1,025.89
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - JAPANESE CANDY - S	5347	2006LIB		18.00	1,043.89
7/08/20	8/11	A22803	DFT: 001527	33973	LEGO - BRICK SETS - SRP	5347	2006LIB		69.98	1,113.87
7/08/20	8/11	A22803	DFT: 001527	33973	LEGO - SALES TAX	5347	2006LIB		5.77	1,119.64
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - 2 FIRE HD 10 - SRP	5347	2006LIB		360.98	1,480.62
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - MISC SRP PRZS	5347	2006LIB		35.11	1,515.73
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GEL EYE MASK - SRP	5347	2006LIB		10.75	1,526.48
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - MISC SRP PRZS	5347	2006LIB		23.86	1,550.34
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - MISC SRP PRZS	5347	2006LIB		57.41	1,607.75
7/08/20	8/11	A22803	DFT: 001527	33973	WM - ACTIVITY PACKET SUP	5347	2006LIB		13.63	1,621.38
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GIFT CARD - SRP	5347	2006LIB		10.00	1,631.38
7/08/20	8/11	A22803	DFT: 001527	33973	HEB - MISC SRP PRIZES	5347	2006LIB		16.96	1,648.34
7/08/20	8/11	A22803	DFT: 001527	33973	HOBBY LOBBY - MISC SRP P	5347	2006LIB		14.47	1,662.81
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GIFT CARD - SRP	5347	2006LIB		10.00	1,672.81
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GIFT CARD - SRP	5347	2006LIB		10.00	1,682.81
7/24/20	7/23	A22227	EFT: 009106	34082	SRP 2020 TN - 46	17043	46074521-46733078		298.08	1,980.89
7/24/20	7/23	A22227	EFT: 009106	34082	SRP 2020 TN - 2	17043	46074521-46733078		27.10	2,007.99
7/24/20	7/23	A22227	EFT: 009106	34082	SRP GRAND - 7	17043	46074521-46733078		82.76	2,090.75
7/24/20	7/23	A22227	EFT: 009106	34082	SRP GRAND - 1	17043	46074521-46733078		9.59	2,100.34
7/24/20	7/23	A22227	EFT: 009106	34082	SRP GRAND - 1	17043	46074521-46733078		8.24	2,108.58
7/24/20	7/23	A22227	EFT: 009106	34082	SRP JUV #1 - 161	17043	46074521-46733078		1,044.68	3,153.26
7/24/20	7/23	A22227	EFT: 009106	34082	SRP 2020 TN - 2	17043	46074521-46733078		15.32	3,168.58
7/24/20	7/23	A22227	EFT: 009106	34082	SRP JUV #1 - 22	17043	46074521-46733078		109.71	3,278.29
8/01/20	8/18	A23039	EFT: 009213	34280	SRP GRAND - 1	17043	46751704-47371368		10.06	3,288.35
8/01/20	8/18	A23039	EFT: 009213	34280	SRP JUV #1 - 10	17043	46751704-47371368		62.17	3,350.52
8/01/20	8/18	A23039	EFT: 009213	34280	SRP JUV #1 - 6	17043	46751704-47371368		34.16	3,384.68
8/07/20	8/28	A23395	DFT: 000000	34206	HEB - SRP PRIZES	5347	2007LIB		97.52	3,482.20

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 \*\* INVALID DEPT \*\*

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

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

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

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

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

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

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

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

8/14/20 8/19 A23144 CHK: 125848 34266 MIDWEST TAPE, LLC 25139 99173877 226.32 226.32  
===== ACCOUNT TOTAL DB: 226.32 CR: 0.00

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

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

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

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

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

FUN00301 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 \*\* INVALID DEPT \*\*

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

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

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

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

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

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

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

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

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

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

81-00-6012 OFFICE EQUIPMENT  
B E G I N N I N G B A L A N C E 0.00

\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*

000 ERRORS IN THIS REPORT!

\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*-\*

\*\* REPORT TOTALS \*\* --- DEBITS --- --- CREDITS ---  
BEGINNING BALANCES: 0.00 44,617.44CR  
REPORTED ACTIVITY: 4,907.27 28,229.21CR  
ENDING BALANCES: 4,907.27 72,846.65CR  
TOTAL FUND ENDING BALANCE: 67,939.38CR

\*\*\* GRAND TOTALS \*\*\*

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	44,617.44CR
REPORTED ACTIVITY:	4,907.27	28,229.21CR
ENDING BALANCES:	4,907.27	72,846.65CR
GRAND TOTAL ENDING BALANCE:		67,939.38CR

SELECTION CRITERIA

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

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ACCOUNT SELECTION

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

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

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\*\*\* END OF REPORT \*\*\*