

Bastrop Public Library Board Meeting

AGENDA

Bastrop Public Library

1100 Church Street

Bastrop, TX 78602



May 6, 2019 at 6:00 P.M.

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

1. CALL TO ORDER

2. CITIZEN COMMENTS

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

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

3. ANNOUNCEMENTS—

4. STAFF REPORT

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

5. CONSENT AGENDA

- 5A. Consider action to approve Bastrop Public Library Board minutes from the April 1, 2019 regular meeting.

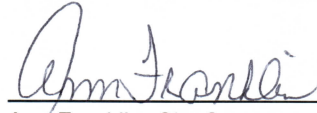
6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

7. UPDATES

- 7A. Individual requests from Library Board members for particular items to be listed on future agendas.
- 7B. Update on status of Library Director position.

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, April 30, 2019, 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

APRIL 1, 2019

1. CALL TO ORDER--the meeting was called to order at 6:00 pm by President Mary Jo Jenkins. Members present were as follows: Becky Schaefer, Barbara, Clemons and Rebecca Bennett. Lesa Neese and Jamie McDonald called in to let Bonnie know that they would not be able to attend. Carolyn Wiginton was not present. Bonnie Pierson and City Council Liaison Mayor Connie Schroeder were also in attendance.

2. CITIZEN COMMENTS--None

3. ANNOUNCEMENTS--the City has received 13 applications for Library Director and the position will remain open until it is filled.

4. STAFF REPORT

A and B. Circulation and door count numbers are down. Programming is up. Computer usage is at 36% and they are working better. Support from IT has been amazing. Jesse has been very responsive. During Spring Break a craft program was offered and there were 53 in attendance. The LEGO program went over well. The Library staff is a part of COAD (County Organizations Activated in Disasters) Trey and Bonnie met with an architect to discuss a large sign for the library that could be seen coming down Spring Street. The architect is David Negrete and he is certified in Community Engineering. He has worked with libraries before. Carmen and Bonnie met with the YMCA to discuss partner programs. Carrie will meet with the City on a new phone system. Carmen celebrated her 4 year anniversary with the Library. Bethany purchased 2 sewing machines for the Creation Station.

C. The Friends Group held their Book Sale this past weekend. They estimate they made about \$4,469 before expenses. The Garden Club estimates their auction brought in \$1000. The plant sale made over \$8000. The Quilt Raffle brought in \$535 and the bake sale made about \$280. The Garden Club total was reported as \$10,295.

D. A question was asked about the Adult Coloring Pages on the statistic report. Bonnie explained that they have the pages out on a counter and they are a popular item

E. No questions were asked about the Library Board Fund.

5. CONSENT AGENDA--the minutes for the March meeting were read and approved once a correction in spelling was made.

6. **ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION**--none

7. **UPDATES**--none

8. **ADJOURNMENT**--the meeting was adjourned at 6:20

Respectfully submitted, _____

Becky Schaefer, Secretary

Approved, _____

Mary Jo Jenkins, President

**Bastrop Public Library
Librarian's Report
May 6, 2019**

1. Library Statistics comparing March 2019 to March 2108.

	<u>2019</u>	<u>2018</u>	
Circulation:	10,975	11,415	down 4%
Door Count:	10,071	10,198	down 1%
Program Attendance:	409	503	down 19%
Computer Usage:	2,465	3,210	down 23%
Reference Assistance:	2,306	2,345	down 2%
Meeting Room Use:	278	271	up 3%

2. Library Programming for April 2019

166 Children and adults attended 7 Preschool Storytimes

26 Teens attended 4 Teen Programs

Programs included Video games, creating Peeps dioramas, and a movie night.

8 Tweens (ages 10-13) attended 2 tween programs

The programs were Home School Earth Day program and a Touring Tumblers face-off.

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

15 children and adults attended our monthly Lego Club.

The program theme was Seek and Find. The kids were given a special Lego piece to hide in their project and then the other kids had to look for it in the finished project.

8 students attended our Children's Homeschool Club. This month the kids did simple experiments with Ms. Carmen.

Calvary after school care visited the Library for stories 5 times this month.

0 adults attended Crafters Anonymous. This month the project was to create cascarones.

Overall program attendance for April: 611

Overall number of programs for April: 32

3. Meetings and Training:

Sheila Bowman attended the Friends of the Library Board meeting.

Bonnie Pierson attended the Lost Pines Garden Club's meeting to express thanks for the continued support of the Library and for this year's donation of \$11,181.00.

The staff attended the city manager's quarterly employee meetings.

Cary Kittrell attended several City Phone Committee vendor demos. The committee is close to making a recommendation for a city wide a phone system.

Bethany Dietrich attended the Texas Library Association Convention in Austin.

Bethany Dietrich completed four online modules of a Collection Development course sponsored by the Idaho Commission for Libraries.

Bonnie Pierson met with Trey Job to discuss the budget for FY 2019/2020.

4. Noteworthy Items:

Bonnie Pierson and Carmen Serna attended the Red Rock Elementary School's Literacy night.

Carmen Serna and Sheila Bowman attended the Children's Advocacy Centers We Sing for the Children Event on the Bastrop Courthouse lawn.

Bonnie Pierson gave tours to Mina Elementary School 2nd graders and their parents and teachers.

Carmen Serna presented a storytime for the McDade ISD 3 year old class at the library.

Volunteer and exchange student Dovran Eymirov led a Kindness Cards program as a community service project.

Catherine Lombardo organized the Spring Volunteer Luncheon.

Bethany Dietrich and Cary Kittrell published summer reading information on the Library's website and Facebook pages.

The Library received new art pieces as part of Bastrop Art in Public Places.

The Library had a roof inspection and received a grade B overall. There are small repairs that need to be done. Part of the roof is still under warranty for some of the repairs.

Respectfully submitted: Bonnie Pierson, Interim Library Director

Bastrop Public Library
Monthly Status Report on Previously Approved Items
May 6, 2019

1. Brick pavers and tiles update— none sold this month
2. Creation Station update— We continue to have programs in the space and promote use of the 3D printer.
3. Emergency Shelter update—if needed, the City’s emergency shelter is ready and available for use.

Bastrop Public Library
Friends of the Bastrop Public Library Report
May 6, 2019

1. The Friends had a very successful books sale. At the April meeting they discussed the sale and acknowledged everyone's contributions to its success.

2. The Friends of the Library held an appreciation Ice Cream Social on April 10th for everyone who volunteered at the Book & Plant Sale.

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	11	13	18	27	19	21							109
100-199	67	47	50	71	80	61							376
200-299	61	25	44	45	39	44							258
300-399	98	94	102	125	118	116							653
400-499	6	7	5	8	6	15							47
500-599	50	48	27	64	45	45							279
600-699	261	226	249	325	263	325							1,649
700-799	81	62	68	115	95	125							546
800-899	25	21	27	40	36	37							186
92-920	44	52	71	75	78	79							399
900-999	130	92	110	125	130	105							692
Adult DVD's	1,886	1708	1,321	1,368	1,414	1323							9,020
Adult Fiction	720	397	369	326	242	148							0
CHR	84	70	56	66	46	46							368
MYS	711	741	819	840	822	946							4,879
NOV	133	69	184	216	205	231							1,038
ROM	57	163	87	82	88	91							568
SFF	145	139	186	142	122	134							868
Wes	4	0	14	7	17	12							54
Adult Fiction CD's	422	384	319	346	379	374							2,224
Adult Large Print	741	706	668	636	603	751							4,105
Adult MP3 Book	17	14	7	7	6	3							54
Adult Music on CD	100	99	94	85	83	117							578
Adult Nonfiction CD'S	26	30	18	18	23	43							158
Adult Overdrive e-book	1,201	1,058	1,077	1,205	1,058	1,037							6,636
Adult Reference	0	0	0	0	0	0							0
Adult Reference Desk	0	0	0	0	0	0							0
Adult Spanish DVD's	11	7	3	3	5	7							36
Adult Spanish Fiction	10	5	16	18	10	11							70
Adult Spanish Nonfiction	24	19	31	19	18	29							140
Adult Texana	40	27	20	27	33	24							171
Adult Videocassettes	24	8	9	12	11	0							64
Cake Pans	13	8	10	10	7	12							60

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
						8							
Subtotal Adult:	7,203	6,339	6,079	6,453	6,101	6,229	0	0	0	0	0	0	38,404
Juvenile and children's:													
Child Braille Picture Bks	0	2	1	0	0	0							3
Child Literacy Bags	11	5	3	7	13	11							50
Child Spanish 1st R	5	5	13	2	11	19							55
Child Spanish Easy	57	55	15	56	39	51							273
Child Spanish Easy NF	3	3	3	3	4	5							21
Easy Nonfiction	118	89	69	101	132	179							688
Easy Picture Books	1,606	1158	1,007	1,237	1,264	1333							7,605
First Readers	458	356	211	421	425	481							2,352
J 000 - J 099	21	6	7	9	5	16							64
J 100 - J199	4	0	0	1	1	3							9
J 200 - J 299	26	8	10	13	14	8							79
J 300 - J 399	40	26	17	19	21	14							137
J 400 - J 499	9	6	0	4	3	5							27
J 500 - J 599	131	75	75	99	111	118							609
J 600 - J 699	38	18	28	44	48	38							214
J 700 - J 799	86	78	93	110	84	87							538
J 800 - J 899	8	8	8	26	17	9							76
J 92-920	56	33	15	57	58	27							246
J 900 - J 999	84	85	79	77	104	82							511
Juvy Braille	0	0	0	0	0	0							0
Juvy CD'S	64	57	49	49	39	31							289
Juvy DVD	479	387	328	345	345	390							2,274
Juvy Fiction	905	724	548	700	666	714							4,257
Juvy Graphic Novels	255	225	192	247	223	294							1,436
Juvy Oversize	4	8	5	4	6	12							39
Juvy Reference	0	0	0	0	0	0							0
Juvy Spanish Fiction	14	13	11	17	12	14							81
Juvy Spanish Nonfiction	27	13	16	10	11	10							87
Subtotal Juv. & child.	4,509	3,443	2,803	3,658	3,656	3,951	0	0	0	0	0	0	22,020

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Young Adult:													
Young Adult Fiction	229	202	188	250	194	196							1,259
YA Graphic Novels	262	309	238	200	272	243							1,524
Subtotal Young Adult	491	511	426	450	466	439	0	0	0	0	0	0	2,783
Other:													
Magazines	167	83	56	132	133	138							709
Paperbacks	228	163	197	213	187	218							1,206
Subtotal Other	395	246	253	345	320	356	0	0	0	0	0	0	1,915
Grand Total All	12,598	10,539	9,561	10,906	10,543	10,975	0	0	0	0	0	0	65,122
OTHER SERVICES:													
Cataloging:													
Apollo	105	71	79	52	132	73							105
Baker & Taylor	12	18	24	29	15	17							115
Brodart	0	0	0	0	0	0							0
Cat Express--OCLC	0	0	0	0	0	0							0
Ingram	151	63	65	122	240	89							730
Original	48	41	18	15	16	20							158
Recorded Books	9	9	5	11	10	9							53
Total items cataloged	325	202	191	229	413	208							1,568
Total items withdrawn	521	313	159	202	691	130							2,016
Total items lost	4	89	32	24	40	14							203
Computer Useage:													
ADA	49	38	45	50	38	64							284
Adult	909	708	716	938	795	924							4,990
Children	222	162	149	180	131	183							1,027
Reference--Local Hist.	27	26	28	30	29	24							164
Teen	63	55	48	34	55	99							354

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Wireless	1,119	1,021	980	1,178	998	1,171							6,467
Total Comp. Usage	2,389	1,972	1,921	2,360	2,008	2,465	0	0	0	0	0	0	13,286
Gifts and Memorials:	\$0	\$0	\$284	\$0	\$0	\$0						\$0	\$284
				0									
Interlibrary Loan:													
Borrowed	17	11	22	19	9	8							86
Loaned	6	1	3	2	1	3							16
Total Transactions	23	12	25	21	10	11	0	0	0	0	0	0	102
Meeting Rm Reserv													
Pressley Meeting Room	34	34	30	34	32	36							200
Maynard Board Room	21	21	21	24	26	28							141
Study Rooms	229	188	167	220	207	214							1,225
Total Reservations	284	243	218	278	265	278							1,566
New Library Patrons:													
City	35	61	38	37	50	30							251
County	98	120	72	107	156	104							657
Faculty	0	0	0	1	0	0							
Non-residents	12	13	10	9	8	5							57
Total Patrons added	145	194	120	154	214	139	0	0	0	0	0	0	965
Patron Usage:													
County	67%	66%	67%	66%	68%	70%							
City	23%	25%	22%	22%	20%	19%							
Faculty	4%	3%	3%	4%	3%	3%							
Other	6%	6%	8%	3%	9%	11%							
Portal to Texas History:	4,263	4,532	8,638	9,423	6,874	6745%							
Bastrop Advertiser Sea	0	0	0	0	0.0	0							
Proctored Tests Given:	10	6	9	3	3	0							31
Programming:													
Adult	7	2	7	0	14	3							33

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Children	376	262	325	299	291	381							1,934
Classes / Groups	0	139	14	0	0	62							215
MakerSpace	21	4	0	27	10	1							63
Outreach	87	0	0	0	101	12							200
Special Events	300	0	771	0	0	0							1,071
Teen	48	42	60	30	23	25							228
Tween	15	9	16	5	8	6							59
Total Programming	854	458	1,193	361	447	490	0	0	0	0	0	0	3,803
Number of Programs	31	27	28	24	27	27							164
Reference Assistance:													
Directional Questions	568	465	484	621	499	508							3,145
Microfilm assistance	0	0	0	0	0	0							0
Reference Questions	561	378	424	461	485	317							2,626
Telephone Reference	217	147	224	246	220	230							1,284
Computer Assistance	996	792	957	1,028	880	1,245							5,898
Ereader Assistance	7	6	6	11	16	6							52
Total Reference	2,349	1,788	2,095	2,367	2,100	2,306	0	0	0	0	0	0	13,005
Reserve a Librarian	0	0	0	0	0	0							
Social Media:													
Facebook Likes	1,255	1,272	1,296	1,313	1,345	1,367							7,848
FB daily engaged	1,218	1,194	1,298	1,506	790	2,355							8,361
FB daily total reached	13,085	15,636	18,122	19,895	14,725	36,227							117,690
Weebly page views	662	1,012	1,262	1,235	1,315	1,614							7,100
Weebly unique users	307	319	580	787	752	999							3,744
Teen Instagram Foll.	216	229	239	249	263	274							1,470
Library Instagram				308	324	341							
Visitor Count:	9,131	7,749	8,459	8,949	8,137	10,071							52,496
Volunteer Hours:													

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Regular volunteers	109.00	95.75	81.00	57.75	101.00	101.00							545.50
Friends volunteers	114.25	132.50	109.00	168.00	178.00	155.00							856.75
Teen volunteers	10.00	6.10	55.50	24.30	33.30	57.00							186.20
Total Volunteer Hours	223.25	234.35	245.50	225.75	279.00	256.00	0.00	0.00	0.00	0.00	0.00	0.00	1,588.45
Website Hits:	2,296	1,877	1,895	2,364	2,452	2,733							
Patron Copy Machine	39,181	40,418	42,170	Broken	740	2,925							125,434
Coloring Sheets	30	60	90	143	138	30							491
3D Prints		4	2	6	9	10							31
Checkout Counts	15,474	15,543	12,457	13,742	16,120	15,787							89,123

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

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

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

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

00-00-3200 RESTRICTED FUND BALANCE
B E G I N N I N G B A L A N C E 30,626.48CR

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

10/31/18 11/13 B31113 04294 Mthly Interest Alloc JE# 015067 000025 2.13CR 2.13CR
10/31/18 11/15 B31146 04304 TEXPOOL MTHLY INT ALLOC JE# 015089 000032 5.53CR 7.66CR
10/31/18 11/15 B31147 04305 MBS CD INT EARNED JE# 015090 20.08CR 27.74CR
10/31/18 11/15 B31148 04306 Mthly Interest Alloc JE# 015091 000033 13.43CR 41.17CR
10/31/18 11/15 B31151 04307 CD INT EARNED JE# 015092 16.38CR 57.55CR
===== OCTOBER ACTIVITY DB: 0.00 CR: 57.55CR 57.55CR

11/30/18 12/10 B31438 04377 TEXPOOL MTHLY INT ALLOC JE# 015258 000061 6.43CR 63.98CR
11/30/18 12/11 B31448 04379 Mthly Interest Alloc JE# 015261 000062 12.41CR 76.39CR
11/30/18 12/11 B31451 04382 CD INT EARNED JE# 015264 61.76CR 138.15CR
11/30/18 12/11 B31452 04383 MBS CD INT EARNED JE# 015265 7.16CR 145.31CR
11/30/18 12/13 B31468 04390 Mthly Interest Alloc JE# 015273 000066 2.93CR 148.24CR
===== NOVEMBER ACTIVITY DB: 0.00 CR: 90.69CR 90.69CR

12/31/18 1/07 B31664 04438 CD INT EARNED JE# 015366 18.32CR 166.56CR
12/31/18 1/07 B31665 04439 MBS CD INT EARNED JE# 015367 0.40CR 166.96CR
12/31/18 1/07 B31666 04440 Mthly Interest Alloc JE# 015368 000092 2.39CR 169.35CR
12/31/18 1/07 B31667 04441 TEXPOOL MTHLY INT ALLOC JE# 015369 000093 8.16CR 177.51CR
12/31/18 1/07 B31668 04442 Mthly Interest Alloc JE# 015370 000094 15.82CR 193.33CR
===== DECEMBER ACTIVITY DB: 0.00 CR: 45.09CR 45.09CR

1/31/19 2/10 B31937 04527 Mthly Interest Alloc JE# 015480 000121 2.92CR 196.25CR
1/31/19 2/10 B31939 04529 Mthly Interest Alloc JE# 015482 000123 18.91CR 215.16CR
1/31/19 2/10 B31941 04531 TEXPOOL MTHLY INT ALLOC JE# 015484 000125 8.54CR 223.70CR
1/31/19 2/10 B31943 04533 CD INT EARNED JE# 015486 15.95CR 239.65CR
1/31/19 2/10 B31944 04534 MBS CD INT EARNED JE# 015487 7.12CR 246.77CR
===== JANUARY ACTIVITY DB: 0.00 CR: 53.44CR 53.44CR

2/05/19 3/11 B32213 04620 CD INT EARNED JE# 015623 2.48CR 249.25CR
2/28/19 3/09 B32198 04611 TEXPOOL MTHLY INT ALLOC JE# 015608 000157 6.75CR 256.00CR
2/28/19 3/09 B32201 04613 MBS CD INT EARNED JE# 015611 10.03CR 266.03CR
2/28/19 3/11 B32202 04614 Mthly Interest Alloc JE# 015612 000160 3.38CR 269.41CR

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
3/31/19	4/04	B32410		04681 CD INT EARNED		JE# 015703		29.74CR	342.54CR
3/31/19	4/04	B32412		04683 Mthly Interest Alloc		JE# 015705	000180	26.16CR	368.70CR
3/31/19	4/05	B32427		04688 Mthly Interest Alloc		JE# 015714	000181	2.32CR	371.02CR
				===== MARCH ACTIVITY DB:	0.00	CR:	78.12CR	78.12CR	
				===== ACCOUNT TOTAL DB:	0.00	CR:	371.02CR		

00-00-4504

LIBRARY DONATIONS

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

0.00

10/01/18	10/02	C30784	RCPT 01032412	33817 LIBRARY DEPOSIT				23.27CR	23.27CR
10/05/18	10/05	C30804	RCPT 01032738	33834 FOL DONATION BOARD ACCT				3,000.00CR	3,023.27CR
10/05/18	10/05	C30804	RCPT 01032743	33834 GEOSOUTHERN				62.36CR	3,085.63CR
10/09/18	10/10	C30840	RCPT 01033181	33853 LIBRARY DEPOSIT				38.05CR	3,123.68CR
10/15/18	10/15	C30894	RCPT 01034633	33886 LIBRARY DEPOSIT				24.10CR	3,147.78CR
10/22/18	11/14	C31124	RCPT 01038813	34059 LIBRARY DEPOSIT				250.41CR	3,398.19CR
10/30/18	11/14	C31125	RCPT 01038814	34060 LIBRARY DEPOSIT				134.97CR	3,533.16CR
10/31/18	11/14	C31126	RCPT 01038816	34061 LIBRARY DEPOSIT				7.35CR	3,540.51CR
				===== OCTOBER ACTIVITY DB:	0.00	CR:	3,540.51CR	3,540.51CR	
11/05/18	11/14	C31127	RCPT 01038817	34062 LIBRARY DEPOSIT				15.97CR	3,556.48CR
11/14/18	11/15	C31145	RCPT 01039388	34072 LIBRARY DEPOSIT				194.59CR	3,751.07CR
11/19/18	11/19	C31208	RCPT 01039851	34089 LIBRARY DEPOSIT				9.79CR	3,760.86CR
11/26/18	11/26	C31274	RCPT 01040325	34121 LIBRARY DEPOSIT				11.19CR	3,772.05CR
11/30/18	12/03	C31359	RCPT 01040664	34158 LIBRARY DEPOSIT				38.08CR	3,810.13CR
				===== NOVEMBER ACTIVITY DB:	0.00	CR:	269.62CR	269.62CR	
12/03/18	12/03	C31360	RCPT 01040673	34159 LIBRARY DEPOSIT				14.29CR	3,824.42CR
12/10/18	12/10	C31444	RCPT 01041768	34199 LIBRARY DEPOSIT				10.18CR	3,834.60CR
12/10/18	12/10	C31444	RCPT 01041769	34199 LIBRARY DEPOSIT				26.33CR	3,860.93CR
12/17/18	12/17	C31488	RCPT 01043544	34239 LIBRARY DEPOSIT				5.57CR	3,866.50CR
12/17/18	12/17	C31488	RCPT 01043546	34239 LIBRARY DEPOSIT				5.14CR	3,871.64CR
12/27/18	1/07	C31673	RCPT 01044972	34345 LIBRARY DEPOSIT				169.79CR	4,041.43CR
12/27/18	1/07	C31673	RCPT 01044973	34345 LIBRARY DEPOSIT				6.45CR	4,047.88CR
12/31/18	1/07	C31674	RCPT 01044976	34346 LIBRARY DEPOSIT				1.09CR	4,048.97CR
12/31/18	1/07	C31674	RCPT 01044977	34346 LIBRARY DEPOSIT				3.05CR	4,052.02CR
				===== DECEMBER ACTIVITY DB:	0.00	CR:	241.89CR	241.89CR	

1/02/19	1/07	C31675	RCPT 01044980	34347 LIBRARY DEPOSIT				2.94CR	4,054.96CR
1/02/19	1/07	C31675	RCPT 01044982	34347 LIBRARY DEPOSIT				1.86CR	4,056.82CR
1/07/19	1/07	C31679	RCPT 01045008	34350 LIBRARY DEPOSIT				61.99CR	4,118.81CR
1/07/19	1/07	C31679	RCPT 01045009	34350 LIBRARY DEPOSIT				2.39CR	4,121.20CR
1/14/19	1/14	C31737	RCPT 01046928	34397 LIBRARY DEPOSIT				5.84CR	4,127.04CR
1/14/19	1/14	C31737	RCPT 01046930	34397 LIBRARY DEPOSIT				10.14CR	4,137.18CR

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
1/28/19	1/28	C31840	RCPT 01048579	34480	LIBRARY DEPOSIT				4.10CR	7,194.04CR
1/31/19	1/31	C31861	RCPT 01048671	34494	LIBRARY DEPOSIT				2.83CR	7,196.87CR
1/31/19	1/31	C31861	RCPT 01048672	34494	LIBRARY DEPOSIT				2.64CR	7,199.51CR
			=====		JANUARY ACTIVITY DB:	0.00	CR:	3,147.49CR	3,147.49CR	
2/04/19	2/04	C31905	RCPT 01048966	34511	LIBRARY DEPOSIT				7.68CR	7,207.19CR
2/04/19	2/04	C31905	RCPT 01048968	34511	LIBRARY DEPOSIT				0.36CR	7,207.55CR
2/11/19	2/11	C31948	RCPT 01050237	34555	LIBRARY DEPOSIT				3,000.00CR	10,207.55CR
2/11/19	2/11	C31958	RCPT 01050262	34557	LIBRARY DEPOSIT				5.15CR	10,212.70CR
2/11/19	2/11	C31958	RCPT 01050264	34557	LIBRARY DEPOSIT				12.32CR	10,225.02CR
2/11/19	3/11	B32205 M	000000	04615	FOL DEP 1/25 POSTED 2/11		JE# 015615	000163	3,000.00	7,225.02CR
2/20/19	2/20	C32075	RCPT 01052199	34615	LIBRARY DEPOSIT				18.66CR	7,243.68CR
2/20/19	2/20	C32075	RCPT 01052200	34615	LIBRARY DEPOSIT				2.61CR	7,246.29CR
2/25/19	2/25	C32103	RCPT 01052657	34652	LIBRARY DEPOSIT				17.77CR	7,264.06CR
2/25/19	2/25	C32103	RCPT 01052658	34652	LIBRARY DEPOSIT				5.54CR	7,269.60CR
2/28/19	3/04	C32155	RCPT 01053063	34681	LIBRARY DEPOSIT				28.87CR	7,298.47CR
2/28/19	3/04	C32155	RCPT 01053065	34681	LIBRARY DEPOSIT				3.09CR	7,301.56CR
			=====		FEBRUARY ACTIVITY DB:	3,000.00	CR:	3,102.05CR	102.05CR	
3/04/19	3/04	C32161	RCPT 01053082	34683	LIBRARY DEPOSIT				1.61CR	7,303.17CR
3/04/19	3/04	C32161	RCPT 01053085	34683	LIBRARY DEPOSIT				0.10CR	7,303.27CR
3/11/19	3/11	C32226	RCPT 01054436	34732	LIBRARY DEPOSIT				20.58CR	7,323.85CR
3/11/19	3/11	C32226	RCPT 01054437	34732	LIBRARY DEPOSIT				6.13CR	7,329.98CR
3/18/19	3/21	C32306	RCPT 01056447	34793	LIBRARY DEPOSIT				16.18CR	7,346.16CR
3/18/19	3/21	C32306	RCPT 01056448	34793	LIBRARY DEPOSIT				7.44CR	7,353.60CR
3/25/19	3/26	C32331	RCPT 01056867	34826	LIBRARY DEPOSIT				12.04CR	7,365.64CR
3/25/19	3/26	C32331	RCPT 01056868	34826	LIBRARY DEPOSIT				5.87CR	7,371.51CR
3/29/19	3/29	C32343	RCPT 01056922	34841	LIBRARY DEPOSIT				10.34CR	7,381.85CR
3/29/19	3/29	C32343	RCPT 01056923	34841	LIBRARY DEPOSIT				7.66CR	7,389.51CR
			=====		MARCH ACTIVITY DB:	0.00	CR:	87.95CR	87.95CR	
4/01/19	4/05	C32434	RCPT 01057682	34885	LIBRARY DEPOSIT				11.55CR	7,401.06CR
4/01/19	4/05	C32434	RCPT 01057683	34885	LIBRARY DEPOSIT				1.21CR	7,402.27CR
4/08/19	4/08	C32440	RCPT 01057950	34895	LIBRARY DEPOSIT				10.64CR	7,412.91CR
4/08/19	4/08	C32440	RCPT 01057951	34895	LIBRARY DEPOSIT				3,013.46CR	10,426.37CR
4/15/19	4/15	C32487	RCPT 01059755	34929	LIBRARY DEPOSIT				38.94CR	10,465.31CR
4/15/19	4/15	C32487	RCPT 01059758	34929	LIBRARY DEPOSIT				46.66CR	10,511.97CR
4/22/19	4/22	C32537	RCPT 01060668	34982	LIBRARY DEPOSIT				31.14CR	10,543.11CR
4/22/19	4/22	C32537	RCPT 01060669	34982	LIBRARY DEPOSIT				4.74CR	10,547.85CR
			=====		APRIL ACTIVITY DB:	0.00	CR:	3,158.34CR	3,158.34CR	
			=====		ACCOUNT TOTAL DB:	3,000.00	CR:	13,547.85CR		

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : N/A

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

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

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

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

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

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

DEPT: 00 ** INVALID DEPT **

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

DEPT: 81 ** INVALID DEPT **

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

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

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

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

11/01/18 12/13 A99817 CHK: 122491 30265 PLA FIL - SKY BLUE 5347 1810DIETRICH 26.99 26.99
11/01/18 12/13 A99817 CHK: 122491 30265 PLA FIL - SILVR, CLR 5347 1810DIETRICH 47.99 74.98
===== NOVEMBER ACTIVITY DB: 74.98 CR: 0.00 74.98

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : 81 ** INVALID DEPT **

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
1/03/19	2/08	A02112	CHK: 122815	30627	CANDY CANES - 1000	5347	1811LIBRARY		55.60	967.89
1/17/19	1/17	A01252	CHK: 122720	30481	RETIREMENT GIFT DUVA	5347	1812WALDRON		161.00	1,128.89
			=====		JANUARY ACTIVITY DB:	1,053.91	CR:	0.00	1,053.91	
3/01/19	3/14	A03507	CHK: 123058	30826	SRP THEME INFO	5347	1901PIERSON		10.83	1,139.72
3/01/19	3/14	A03507	CHK: 123058	30826	SRP TEES, BAGS, ETC	5347	1901PIERSON		479.38	1,619.10
3/03/19	3/28	A04039	CHK: 123119	30890	SRP THEME CLRG TOTES	5347	1902LIB		239.91	1,859.01
3/03/19	3/28	A04040	CHK: 123119	30890	CREDIT - 19-01304	5347	1902PEIRSON		10.83CR	1,848.18
3/03/19	3/28	A04040	CHK: 123119	30890	CREDIT - 19-01304	5347	1902PEIRSON		479.38CR	1,368.80
3/03/19	3/28	A04040	CHK: 123119	30890	SRP THEME INFO	5347	1902PEIRSON		10.00	1,378.80
3/03/19	3/28	A04040	CHK: 123119	30890	SRP TEEES, BAGS, ETC	5347	1902PEIRSON		442.83	1,821.63
			=====		MARCH ACTIVITY DB:	1,182.95	CR:	490.21CR	692.74	
4/01/19	4/18	A04670	EFT: 006223	31015	OFFICER JUDY'S PLANT	23104	190130LOMBARDO		29.22	1,850.85
4/03/19	4/25	A05182	CHK: 123284	31070	MS - WTR-SOL PENCILS	5347	1903DIETRICH		7.46	1,858.31
4/03/19	4/25	A05182	CHK: 123284	31070	MS - SEWING SUPPLIES	5347	1903DIETRICH		67.34	1,925.65
4/03/19	4/25	A05182	CHK: 123284	31070	MS - FABRIC, THREAD	5347	1903DIETRICH		74.51	2,000.16
4/03/19	4/25	A05182	CHK: 123284	31070	MS - 2 SEW.MACH&SUPP	5347	1903DIETRICH		389.97	2,390.13
4/03/19	4/25	A05182	CHK: 123284	31070	MS- SOAP, CARVGTTOOLS	5347	1903DIETRICH		48.74	2,438.87
4/03/19	4/25	A05185	CHK: 123284	31070	SRP BRACLTS,TATTOOS	5347	1903LIB		312.07	2,750.94
4/12/19	4/18	A04823	EFT: 006226	31015	TN SRP GAME SWITCHES	7019	190412GAMESTOP		494.96	3,245.90
			=====		APRIL ACTIVITY DB:	1,424.27	CR:	0.00	1,424.27	
			=====		ACCOUNT TOTAL DB:	3,736.11	CR:	490.21CR		

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

1/03/19	2/08	A02111	CHK: 122815	30627	REPUBLIC OF TX BOOK	5347	1811DIETRICH		90.49	90.49
			=====		JANUARY ACTIVITY DB:	90.49	CR:	0.00	90.49	
			=====		ACCOUNT TOTAL DB:	90.49	CR:	0.00		

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : 81 ** INVALID DEPT **

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
81-00-5232			AUDIO VISUALS							
			B E G I N N I N G		B A L A N C E					0.00

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

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

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

81-00-5505			PROFESSIONAL SERVICES							
			B E G I N N I N G		B A L A N C E					0.00
12/06/18	12/06	A99477	CHK: 122435	30201	HARPIST 2HR @ OH	25159	181208	LIBOPENHOUSE	150.00	150.00
12/06/18	12/06	A99478	CHK: 122447	30201	HOLIDAY MUSIC @ OH	39419	181208	LIBOPENHOUSE	300.00	450.00
			=====		DECEMBER ACTIVITY DB:	450.00	CR:	0.00	450.00	
			=====		ACCOUNT TOTAL DB:	450.00	CR:	0.00		

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

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

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

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

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

FUN00163 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2018 THRU Sep-2019

DEPT : 81 ** INVALID DEPT **

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

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

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000 ERRORS IN THIS REPORT!

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** REPORT TOTALS **	---	DEBITS	---	CREDITS	---
BEGINNING BALANCES:		0.00		30,626.48CR	
REPORTED ACTIVITY:		7,276.60		14,409.08CR	
ENDING BALANCES:		7,276.60		45,035.56CR	
TOTAL FUND ENDING BALANCE:				37,758.96CR	

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	30,626.48CR
REPORTED ACTIVITY:	7,276.60	14,409.08CR
ENDING BALANCES:	7,276.60	45,035.56CR
GRAND TOTAL ENDING BALANCE:		37,758.96CR

SELECTION CRITERIA

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

ACCOUNT SELECTION

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

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

*** END OF REPORT ***

Ticket Report for Computer Issues

Month	Ticket #	Units-Affected	Description of issue	Resolution	Number effected
December:					
12/4/2018	#INC-1927	Adult #7	Trying to connect, but can't. Re-started the computer several times...no luck	Ticket placed...fixed remotely	Anyone that is assigned to #7
12/13/2018	#INC-1970	Adult #1	Trying to connect, but can't. Re-started the computer several times...no luck	Ticket placed...fixed remotely	Anyone that is assigned to #1
12/13/2018	#INC-1971	Adult #5	Trying to connect, but can't. Re-started the computer several times...no luck	Ticket placed...fixed remotely	Anyone that is assigned to #5
12/20/2018	#INC-1997	All computers	Websites being blocked...Connexion/OCLC	Ticket placed...Jesse came to the library to fix	Anyone using that website
12/20/2018	#INC-1998	All computers	Websites being blocked...AOL	Ticket placed...Jesse came to the library to fix	Anyone using that website-at least 3 patrons we know of
Month	Ticket #	Units-Affected	Description of issue	Resolution	Number effected
January:					
1/4/2019	#INC-2046	All computers	Fortinet blocking a job website...samejobs.com	Ticket placed...fixed remotely	Anyone using that website
1/8/2019	#INC-2057	Staff computers and circ. Comp.	Adobe software issue	Ticket placed...fixed remotely	Staff
01/22/2019+	#INC-2117	Adult #10	Showing faulty, have re-started computer three times already	Ticket placed...fixed remotely	Adult #10

Ticket Report for Computer Issues

1/25/2019	#INC-2132	All computers periodically	Computers don't always recognize flash drives. The problem is it isn't consistent and doesn't always happen on all flash drives. I (Cary) haven't been able to figure out a pattern to help Jesse. This is the first ticket place on this subject in a long time.	Being worked on	Randomly on all computers
1/25/2019	#INC-2135	Reservation Station	Reservation station is down, giving the message..."Untrusted Connection" failed to connect to the connection server. Tried to restart the computer several times with no luck.	Ticket placed and is being worked on. IT is working with support to resolve the issue. We are still able to log patrons onto the computers at the Circulation and Reference Desk.	Everyone trying to log on to the computers themselves.
1/25/2019	#INC-2136	Wireless	Fortinet blocking the following websites...FriendsFundForward.com Funding4life.com	Ticket placed and it is being processed	Anyone using those websites.
Month	Ticket #	Units-Affected	Description of issue	Resolution	Number effected
February:					
2/4/2019	INC #2180	Booth #2	Flash drive problem...sees the flash drive but won't open the document.	Moved patron to a different booth and placed a ticket. This is an issue that IT is working on resolving.	Anyone - it is random

Ticket Report for Computer Issues

2/4/2019	INC #2181	Adult #1 & #10	Flash drive problem...won't see the flash drive	Placed a ticket. IT is working on trying to resolve this issue. Moved patron to a different computer and the same issue happened...tried the flash drive on the reference computer and it worked.	Anyone - it is random
2/7/2019	INC #2187	Reservation Station	Reservation station...error displayed and won't allow reservations for computers	Ticket placed and IT worked on a solution. Staff logged patrons on at the reference desk and the circulation desk	Everyone
2/8/2049	INC #2198	Booth #1, Adult #1 & #3	Flash drive problem	Ticket placed and IT came right over to work on a solution.	Anyone - it is random
2/11/2019	INC #2207	Reservation Station	Reservation station...error displayed and won't allow reservations for computers	Ticket placed and IT worked on a solution. Staff logged patrons on at the reference desk and the circulation desk	Everyone
2/13/2019	INC #2215	Reservation Station	Reservation station...error displayed and won't allow reservations for computers	Ticket placed and IT solved the issue. Staff logged patrons on at the reference desk and the circulation desk	Everyone
2/14/2019	INC #2224	Adult #1	Computer kept trying to connect over and over and over.	Ticket Placed and IT fixed the problem quickly	Anyone
March:					
3/7/2019	INC #2310	Adult #1 & 2	Message: No log in server available	Ticket Placed and IT fixed the problem quickly	Anyone assigned to those computers
3/7/2019	INC #2311	Booth #2 & Adult #3	Giving the same message as adult #1 & #2	Ticket Place and IT fixed the problem quickly	Anyone assigned to those computers

Ticket Report for Computer Issues

3/11/2019	INC #2324	Adult Computers and Booth #2	The adult computers bouncing current patrons off of their sessions to assign incoming people to them. Other computers are available for use, but the reservation station keeps assigning patrons to those already in use. Booth #2 is kicking users off without warning.	Ticket Place and IT fixed the problem quickly	Everyone
3/11/2019	INC #2325	Pharos Log in Station	Pharos log in station down	Ticket Place and IT fixed the problem quickly	Everyone
3/12/2019	INC #2332	Flash	Gave the message that we needed to up date Flash	Ticket placed - IT needed more information...the website that was giving the message. I didn't have the information - I will get that information for IT if it happens again	One person
3/12/2019	INC #2335	Adult #3	Kept trying to connect but couldn't	Ticket Place and IT fixed the problem quickly	Anyone
3/12/2019	INC #2336	Ref Computer	Kept trying to connect but couldn't	Ticket Place and IT fixed the problem quickly	Anyone
April:					
4/1/2019	INC #2438	Adult #7	Trust/Domain Issue	Ticket Place and IT fixed the problem quickly	Anyone assigned to that computer
4/9/2019	INC #2483	ADA #1	Kept trying to connect but couldn't	Ticket Place and IT fixed the problem quickly	Anyone assigned to that computer
4/15/2019	INC #2505	Adult #6	Kept trying to connect but couldn't and showing faulty in Pharos	Ticket Place and IT fixed the problem quickly	Anyone assigned to that computer
4/15/2019	INC #2506	Reservation Station	Error Message: Reading from Gateway	Ticket Placed and IT went to work immediately to fix the problem	Everyone
4/15/2019	INC #2507	Adult #2	Error Message: Reading from Gateway	Ticket Placed and IT went to work immediately to fix the problem	Anyone assigned to that computer

Ticket Report for Computer Issues

4/15/2019	INC #2512	Adult #10	Kept trying to connect but couldn't.	Ticket placed and IT fixed the problem quickly	Anyone assigned to that computer
04/15/2019	INC #2513	Child #1	Kept trying to connect but couldn't	Ticket placed and IT fixed the problem quickly	Anyone assigned to that computer
4/18/2019	INC #2522	Adult #4	Kept trying to connect but couldn't	Ticket placed and IT fixed the problem quickly	Anyone assigned to that computer
4/22/2019	INC #2532	Public & Staff Wifi	Couldn't connect to the Public & Staff wifi on any device.	Ticket placed and IT is working on the issue	Anyone trying to connect to the Wifi
4/23/2019	INC #2537	Public & Staff Wifi	Still experiencing connect issues with both the public & staff wifi. Show connected but doesn't go anywhere	Ticket placed and IT made some changes, as of now the wifi is working... Yeah for IT!	Anyone trying to connect to the Wifi