

**Bastrop Public Library
Board Meeting**

AGENDA

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602



March 4, 2019 at 6:00 P.M.

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

1. CALL TO ORDER
2. CITIZEN COMMENTS

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

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

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

5. CONSENT AGENDA

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

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

7. UPDATES

- 7A. Individual requests from Library Board members for particular items to be listed on future agendas.

8. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: _____ and will remain posted for at least two hours after said meeting has convened.

Ann Franklin, City Secretary

BASTROP PUBLIC LIBRARY

BOARD OF DIRECTORS

FEBRUARY 4, 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, Lesa Neese, Jamie McDonald and Carolyn Wiginton. Rebecca Bennett called in to let Bonnie know that she would not be able to attend. Bonnie Pierson and City Council Liason Mayor Connie Schroeder were also in attendance.
2. **CITIZEN COMMENTS**--None
3. **ANNOUNCEMENTS**--Mayor Connie Schroeder advised the board that the Library Director position would be posted by the end of the week.
4. **A.** Circulation is down and program attendance is up. Computer usage is down but Bonnie feels that once the patrons realize that the computers are working again the numbers might pick back up. The staff had some training in Mental Health and they learned about issues that might arise and how to deal with them. The Police Department has a Mental Health Officer and they can also call Bluebonnet. Carrie was in on the interviews for an IT assistant. Ashley has been moved up to Interim Technical Services supervisor.
B. One paver was sold in January. The Creation Station Policy has ben updated. The Shelter will not turn away any volunteers during a disaster. The City Manager sees that the Library Director may not be the person that should run the shelter. The Library is a resource during a disaster so the staff needs to be available to assist victims. The Director job description says that grant writing was not mandatory and Bonnie said that TLA will assist libraries with grant writing.
C. Twelve members of the Friends of the Library were honored at the Soup Supper. They received a lifetime discount for the bookstore. The Friends group has 52 active members. They will be working on increasing their membership. The next Plant and Book Sale will be held on March 29-30.
D. The Statistical Report is attached to the packet.
E. There were no questions concerning the Library Board Fund.
5. **A.** The minutes for the January 2019 were read and approved as written.

6. A. Discussion was held concerning the Creation Station Policy. Once a sewing machine or any other new equipment is added the policy can be amended with guidelines. The Library will look into purchasing a basic sewing machine and another one with more features. The City Attorney has approved the policy. A motion was made by Lesa Neese to adopt the policy. Second by Carolyn Wiginton. There was no discussion or questions concerning the policy. Motion carried.

7. There were no items to add to the March agenda.

***The theme for the next reading program will be A Universe of Stories

The meeting was adjourned at 6:30 pm.

Respectfully submitted, _____

Becky Schaefer, Secretary

Approved, _____

Mary Jo Jenkins, President

**Bastrop Public Library
 Librarian's Report
 March 4, 2019**

1. Library Statistics comparing January 2018 to January 2017.

	<u>2018</u>	<u>2017</u>	
Circulation:	10,906	11,087	down 2%
Door Count:	8,949	9,005	down 1%
Program Attendance:	361	322	up 12%
Computer Usage:	2,360	2,811	down 16%
Reference Assistance:	2,367	1,180	up 100%
Meeting Room Use:	278	247	up 12%

2. Library Programming for February 2018

- 158 Children and adults attended 8 Preschool Storytimes
- 20 Teens attended 5 Teen Programs
 Programs included video game, trivia, anime club and Action figure terrariums with Community Gardens.
- 8 Tweens (ages 10-13) attended 1 tween programs
 The program was crafts using perler beads.
- 20 people met to play chess at our weekly Wednesday Chess Club (Chess Club met 4 times this month)
- 26 children and adults attended our monthly Lego Club.
 The program theme was Love, Love, Love. The kids were challenged to create things that they loved.
- 7 Homeschool students met to learn about Chinese New Year and create crafts for the holiday.
- Calvary after school care visited the Library for stories 2 times this month.
- 8 adults attended Crafters Anonymous. This month they made baskets out of magazines.
- Overall program attendance for February: 273
- Overall number of programs for February: 27

3. Meetings and Training:

Bonnie Pierson met with Trey Job and Tracy Waldron for the 1st Quarter Budget review and to discuss the upcoming FY 2019/2020 budget process.

Carmen Serna attended a Hands on Science workshop Friday, Feb. 22 at the Pflugerville Public Library.

Bethany Dietrich attended a TexShare Database training presented by the Texas State Library and Archives Commission in Austin on Feb. 28.

4. Noteworthy Items:

Cary Kittrell volunteered to be on the city's telephone committee. The city is planning to purchase a new phone system and wanted input from all departments.

The first portion of the Library's E-rate application has been filed.

The Literacy Volunteers of Bastrop's ESL class is meeting regularly and has 7 students.

Carmen Serna and Bonnie Pierson participated in Mina Elementary's Literacy Night on Thursday, Feb 28.

Catherine Lombardo has had orientation for three new adult volunteers.

We have an amazing new teen volunteer, Dovran Eymirov (from Turkmenistan). In the first three weeks of February he has volunteered 21.5 hours!

Employee Anniversaries: Sheila Bowman, 15 years and Ashley Guerrero, 5 years

Respectfully submitted: Bonnie Pierson, Interim Library Director

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

1. Brick pavers and tiles update— none sold this month
2. Creation Station update— The staff is evaluating the programming we have done in the Creation Station and looking into options for future programs.
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
March 4, 2019

1. The Friends will award a lifetime memberships to Jeff Crouch and Traci Frary. Over the past two years the couple have given over \$700.00 to the group. Neither are members of the Friends.
2. Preparations for the Book and Plant sale are well under way. They are working on having enough volunteers to set-up, run and clean up after the book sale as well as coordinating a bake sale for both days.
3. Two board members are resigning their positions effective March 1, 2019. Treasurer Rob Bigsby's position will be filled by Barbara Durkin and VP of Publicity and Outreach Cindy Heath's position will be split. Publicity will be filled by Anne Beck and Grace Dacy. Outreach is open.

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									69
100-199	67	47	50	71									235
200-299	61	25	44	45									175
300-399	98	94	102	125									419
400-499	6	7	5	8									26
500-599	50	48	27	64									189
600-699	261	226	249	325									1,061
700-799	81	62	68	115									326
800-899	25	21	27	40									113
92-920	44	52	71	75									242
900-999	130	92	110	125									457
Adult DVD's	1,886	1708	1,321	1,368									6,283
Adult Fiction	720	397	369	326									0
CHR	84	70	56	66									276
MYS	711	741	819	840									3,111
NOV	133	69	184	216									602
ROM	57	163	87	82									389
SFF	145	139	186	142									612
Wes	4	0	14	7									25
Adult Fiction CD's	422	384	319	346									1,471
Adult Large Print	741	706	668	636									2,751
Adult MP3 Book	17	14	7	7									45
Adult Music on CD	100	99	94	85									378
Adult Nonfiction CD'S	26	30	18	18									92
Adult Overdrive e-book	1,201	1,058	1,077	1,205									4,541
Adult Reference	0	0	0	0									0
Adult Reference Desk	0	0	0	0									0
Adult Spanish DVD's	11	7	3	3									24
Adult Spanish Fiction	10	5	16	18									49
Adult Spanish Nonfiction	24	19	31	19									93
Adult Texana	40	27	20	27									114
Adult Videocassettes	24	8	9	12									53
Cake Pans	13	8	10	10									41

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Subtotal Adult:	7,203	6,339	6,079	6,453	0	0	0	0	0	0	0	0	26,074
Juvenile and children's:													
Child Braille Picture Bks	0	2	1	0									3
Child Literacy Bags	11	5	3	7									26
Child Spanish 1st R	5	5	13	2									25
Child Spanish Easy	57	55	15	56									183
Child Spanish Easy NF	3	3	3	3									12
Easy Nonfiction	118	89	69	101									377
Easy Picture Books	1,606	1,158	1,007	1,237									5,008
First Readers	458	356	211	421									1,446
J 000 - J 099	21	6	7	9									43
J 100 - J199	4	0	0	1									5
J 200 - J 299	26	8	10	13									57
J 300 - J 399	40	26	17	19									102
J 400 - J 499	9	6	0	4									19
J 500 - J 599	131	75	75	99									380
J 600 - J 699	38	18	28	44									128
J 700 - J 799	86	78	93	110									367
J 800 - J 899	8	8	8	26									50
J 92-920	56	33	15	57									161
J 900 - J 999	84	85	79	77									325
Juvy Braille	0	0	0	0									0
Juvy CD'S	64	57	49	49									219
Juvy DVD	479	387	328	345									1,539
Juvy Fiction	905	724	548	700									2,877
Juvy Graphic Novels	255	225	192	247									919
Juvy Oversize	4	8	5	4									21
Juvy Reference	0	0	0	0									0
Juvy Spanish Fiction	14	13	11	17									55
Juvy Spanish Nonfiction	27	13	16	10									66
Subtotal Juv. & child.	4,509	3,443	2,803	3,658	0	0	0	0	0	0	0	0	14,413

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									869
YA Graphic Novels	262	309	238	200									1,009
Subtotal Young Adult	491	511	426	450	0	0	0	0	0	0	0	0	1,878
Other:													
Magazines	167	83	56	132									438
Paperbacks	228	163	197	213									801
Subtotal Other	395	246	253	345	0	0	0	0	0	0	0	0	1,239
Grand Total All	12,598	10,539	9,561	10,906	0	0	0	0	0	0	0	0	43,604
OTHER SERVICES:													
Cataloging:													
Apollo	105	71	79	52									105
Baker & Taylor	12	18	24	29									83
Brodart	0	0	0	0									0
Cat Express-OCLC	0	0	0	0									0
Ingram	151	63	65	122									401
Original	48	41	18	15									122
Recorded Books	9	9	5	11									34
Total items cataloged	325	202	191	229									947
Total items withdrawn	521	313	159	202									1,195
Total items lost	4	89	32	24									149
Computer Usage:													
ADA	49	38	45	50									182
Adult	909	708	716	938									3,271
Children	222	162	149	180									713
Reference-Local Hist.	27	26	28	30									111
Teen	63	55	48	34									200

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									4,298
Total Comp. Usage	2,389	1,972	1,921	2,360	0	0	0	0	0	0	0	0	8,775
Gifts and Memorials:	\$0	\$0	\$284	\$0								\$0	\$284
Interlibrary Loan:													
Borrowed	17	11	22	19									69
Loaned	6	1	3	2									12
Total Transactions	23	12	25	21	0	0	0	0	0	0	0	0	81
Meeting Rm Reserv													
Pressley Meeting Room	34	34	30	34									132
Maynard Board Room	21	21	21	24									87
Study Rooms	229	188	167	220									804
Total Reservations	284	243	218	278									1,023
New Library Patrons:													
City	35	61	38	37									171
County	98	120	72	107									397
Faculty	0	0	0	1									44
Non-residents	12	13	10	9									612
Total Patrons added	145	194	120	154	0	0	0	0	0	0	0	0	612
Patron Usage:													
County	67%	66%	67%	66%									
City	23%	25%	22%	22%									
Faculty	4%	3%	3%	4%									
Other	6%	6%	8%	3%									
Portal to Texas History:	4,263	4,532	8,638	9,423									
Bastrop Advertiser Search	0	0	0	0									
Proctored Tests Given:	10	6	9	3									28
Programming:													
Adult	7	2	7	0									16

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2018-2019

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Children	376	262	325	299									1,262
Classes / Groups	0	139	14	0									153
MakerSpace	21	4	0	27									52
Outreach	87	0	0	0									87
Special Events	300	0	771	0									1,071
Teen	48	42	60	30									180
Tween	15	9	16	5									45
Total Programming	854	458	1,193	361	0	0	0	0	0	0	0	0	2,866
Number of Programs	31	27	28	24									110
Reference Assistance:													
Directional Questions	568	465	484	621									2,138
Microfilm assistance	0	0	0	0									0
Reference Questions	561	378	424	461									1,824
Telephone Reference	217	147	224	246									834
Computer Assistance	996	792	957	1,028									3,773
Ereader Assistance	7	6	6	11									30
Total Reference	2,349	1,788	2,095	2,367	0	0	0	0	0	0	0	0	8,599
Reserve a Librarian	0	0	0	0									
Social Media:													
Facebook Likes	1,255	1,272	1,296	1,313									5,136
FB daily engaged	1,218	1,194	1,298	1,506									5,216
FB daily total reached	13,085	15,636	18,122	19,895									66,738
Weebly page views	662	1,012	1,262	1,235									4,171
Weebly unique users	307	319	580	787									1,993
Teen Instagram Foll.	216	229	239	249									933
Library Instagram				308									
Visitor Count:	9,131	7,749	8,459	8,949									34,288
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									343.50
Friends volunteers	114.25	132.50	109.00	168.00									523.75
Teen volunteers	10.00	6.10	55.50	24.30									95.90
Total Volunteer Hours	223.25	234.35	245.50	225.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	963.15
Website Hits:	2,296	1,877	1,895	2,364									
Patron Copy Machine	39,181	40,418	42,170	Broken									
Coloring Sheets	30	60	90	143									
3D Prints		4	2	6									
Checkout Counts	15,474	15,543	12,457	13,742									

OST 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

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

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

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

31/19 2/10 B31937 04527 Mthly Interest Alloc JE# 015480 000121 2.92CR 196.25CR
 31/19 2/10 B31939 04529 Mthly Interest Alloc JE# 015482 000123 18.91CR 215.16CR
 31/19 2/10 B31941 04531 TEXPOOL MTHLY INT ALLOC JE# 015484 000125 8.54CR 223.70CR
 31/19 2/10 B31943 04533 CD INT EARNED JE# 015486 15.95CR 239.65CR
 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

----- ACCOUNT TOTAL DB: 0.00 CR: 246.77CR

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

01/18 10/02 C30784 RCPT 01032412 33817 LIBRARY DEPOSIT 23.27CR 23.27CR
 05/18 10/05 C30804 RCPT 01032738 33834 FOL DONATION BOARD ACCT 3,000.00CR 3,023.27CR
 05/18 10/05 C30804 RCPT 01032743 33834 GEOSOUTHERN 62.36CR 3,085.63CR

OST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
09/18	10/10	C30840	RCPT 01033181	33853	LIBRARY DEPOSIT				38.05CR	3,123.68CR
15/18	10/15	C30894	RCPT 01034633	33886	LIBRARY DEPOSIT				24.10CR	3,147.78CR
22/18	11/14	C31124	RCPT 01038813	34059	LIBRARY DEPOSIT				250.41CR	3,398.19CR
30/18	11/14	C31125	RCPT 01038814	34060	LIBRARY DEPOSIT				134.97CR	3,533.16CR
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	
05/18	11/14	C31127	RCPT 01038817	34062	LIBRARY DEPOSIT				15.97CR	3,556.48CR
14/18	11/15	C31145	RCPT 01039388	34072	LIBRARY DEPOSIT				194.59CR	3,751.07CR
19/18	11/19	C31208	RCPT 01039851	34089	LIBRARY DEPOSIT				9.79CR	3,760.86CR
26/18	11/26	C31274	RCPT 01040325	34121	LIBRARY DEPOSIT				11.19CR	3,772.05CR
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	
03/18	12/03	C31360	RCPT 01040673	34159	LIBRARY DEPOSIT				14.29CR	3,824.42CR
10/18	12/10	C31444	RCPT 01041768	34199	LIBRARY DEPOSIT				10.18CR	3,834.60CR
10/18	12/10	C31444	RCPT 01041769	34199	LIBRARY DEPOSIT				26.33CR	3,860.93CR
17/18	12/17	C31488	RCPT 01043544	34239	LIBRARY DEPOSIT				5.57CR	3,866.50CR
17/18	12/17	C31488	RCPT 01043546	34239	LIBRARY DEPOSIT				5.14CR	3,871.64CR
27/18	1/07	C31673	RCPT 01044972	34345	LIBRARY DEPOSIT				169.79CR	4,041.43CR
27/18	1/07	C31673	RCPT 01044973	34345	LIBRARY DEPOSIT				6.45CR	4,047.88CR
31/18	1/07	C31674	RCPT 01044976	34346	LIBRARY DEPOSIT				1.09CR	4,048.97CR
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	
02/19	1/07	C31675	RCPT 01044980	34347	LIBRARY DEPOSIT				2.94CR	4,054.96CR
02/19	1/07	C31675	RCPT 01044982	34347	LIBRARY DEPOSIT				1.86CR	4,056.82CR
07/19	1/07	C31679	RCPT 01045008	34350	LIBRARY DEPOSIT				61.99CR	4,118.81CR
07/19	1/07	C31679	RCPT 01045009	34350	LIBRARY DEPOSIT				2.39CR	4,121.20CR
14/19	1/14	C31737	RCPT 01046928	34397	LIBRARY DEPOSIT				5.84CR	4,127.04CR
14/19	1/14	C31737	RCPT 01046930	34397	LIBRARY DEPOSIT				10.14CR	4,137.18CR
23/19	1/23	C31811	RCPT 01048181	34447	LIBRARY DEPOSIT				11.99CR	4,149.17CR
23/19	1/23	C31811	RCPT 01048182	34447	LIBRARY DEPOSIT				26.78CR	4,175.95CR
25/19	2/12	B31966	M 000000	04543	FOL DEP POSTED 2/11/19 ERROR		JE# 015501	000130	3,000.00CR	7,175.95CR
28/19	1/28	C31840	RCPT 01048578	34480	LIBRARY DEPOSIT				13.99CR	7,189.94CR
28/19	1/28	C31840	RCPT 01048579	34480	LIBRARY DEPOSIT				4.10CR	7,194.04CR
31/19	1/31	C31861	RCPT 01048671	34494	LIBRARY DEPOSIT				2.83CR	7,196.87CR
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	
04/19	2/04	C31905	RCPT 01048966	34511	LIBRARY DEPOSIT				7.68CR	7,207.19CR
04/19	2/04	C31905	RCPT 01048968	34511	LIBRARY DEPOSIT				0.36CR	7,207.55CR
11/19	2/11	C31948	RCPT 01050237	34555	LIBRARY DEPOSIT				3,000.00CR	10,207.55CR
11/19	2/11	C31958	RCPT 01050262	34557	LIBRARY DEPOSIT				5.15CR	10,212.70CR
11/19	2/11	C31958	RCPT 01050264	34557	LIBRARY DEPOSIT				12.32CR	10,225.02CR
			=====		FEBRUARY ACTIVITY DB:	0.00	CR:	3,025.51CR	3,025.51CR	
			=====		ACCOUNT TOTAL DB:	0.00	CR:	10,225.02CR		

FUN00154 : 505-LIBRARY BOARD FUND

DEPT : N/A

PERIOD TO USE: Oct-2018 THRU Sep-2019

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

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

00-00-4505 LIBRARY BUILDING FUND DONATION
 BEGINNING BALANCE 0.00

00-00-4506 GRANT PROCEEDS
 BEGINNING BALANCE 0.00

00-00-4536 MISCELLANEOUS
 BEGINNING BALANCE 0.00

00-00-4560 MEETING ROOM DEPOSIT
 BEGINNING BALANCE 0.00

00-00-4709 TRANS IN - DESIGNATED FUND
 BEGINNING BALANCE 0.00

T: 00 ** INVALID DEPT **

00-00-5601 ADVERTISING
 BEGINNING BALANCE 0.00

T: 81 ** INVALID DEPT **

81-00-5101 OPERATION SALARIES
 BEGINNING BALANCE 0.00

81-00-5117 OVERTIME
 BEGINNING BALANCE 0.00

81-00-5150 SOCIAL SECURITY
 BEGINNING BALANCE 0.00

81-00-5201 SUPPLIES
 BEGINNING BALANCE 0.00

01/18	12/13	A99817	CHK: 122491	30265	PLA FIL - SKY BLUE	5347	1810DIETRICH	26.99	26.99
01/18	12/13	A99817	CHK: 122491	30265	PLA FIL - SILVR, CLR	5347	1810DIETRICH	47.99	74.98
=====					NOVENBER ACTIVITY DB:	74.98	CR: 0.00	74.98	
01/19	1/31	A01685	CHK: 122769	30562	WeDo 2.0 CORE SET	5347	1811DUVAL	569.85	644.83

FUN00154 : 505-LIBRARY BOARD FUND
 DEPT : 81 ** INVALID DEPT **

PERIOD TO USE: Oct-2018 THRU Sep-2019
 ACCOUNTS: 00-00-3000 THRU 81-00-5655

OST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
03/19	1/24	A01462	CHK: 122738	30516	PLAQS DUVALL /ADKINS	5347	1812HR		185.76	830.59
03/19	2/08	A02017	CHK: 122815	30615	OH-WORKERS' LUNCHE	5347	1812PIERSON		29.43	860.02
03/19	2/08	A02017	CHK: 122815	30615	GCH - CANDIES, ETC.	5347	1812PIERSON		27.96	887.98
03/19	2/08	A02112	CHK: 122815	30627	OH - SHERBET 4 PUNCH	5347	1811LIBRARY		24.31	912.29
03/19	2/08	A02112	CHK: 122815	30627	CANDY CANES - 1000	5347	1811LIBRARY		55.60	967.89
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	
					ACCOUNT TOTAL DB:	1,128.89	CR:	0.00		

81-00-5203 POSTAGE
 BEGINNING BALANCE 0.00

81-00-5206 OFFICE EQUIPMENT
 BEGINNING BALANCE 0.00

81-00-5210 SMALL EQUIPMENT
 BEGINNING BALANCE 0.00

81-00-5231 BOOKS
 BEGINNING BALANCE 0.00

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		

81-00-5232 AUDIO VISUALS
 BEGINNING BALANCE 0.00

81-00-5320 EQUIPMENT MAINTENANCE
 BEGINNING BALANCE 0.00

81-00-5345 MAINT OF BUILDING
 BEGINNING BALANCE 0.00

81-00-5401 COMMUNICATIONS
 BEGINNING BALANCE 0.00

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

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

06/18 12/06 A99477 CHK: 122435 30201 HARPIST 2HR @ OH 25159 181208LIBOPENHOUSE 150.00 150.00
 06/18 12/06 A99478 CHK: 122447 30201 HOLIDAY MUSIC @ OH 39419 181208LIBOPENHOUSE 300.00 450.00

===== DECEMBER ACTIVITY DB: 450.00 CR: 0.00 450.00

===== ACCOUNT TOTAL DB: 450.00 CR: 0.00

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

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

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

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

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

 000 ERRORS IN THIS REPORT! *--*-**--**--*-**--**--*--*

** REPORT TOTALS ** --- DEBITS --- --- CREDITS ---
 BEGINNING BALANCES: 0.00 30,626.48CR
 REPORTED ACTIVITY: 1,669.38 10,471.79CR
 ENDING BALANCES: 1,669.38 41,098.27CR
 TOTAL FUND ENDING BALANCE: 39,428.89CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	30,626.48CR
REPORTED ACTIVITY:	1,669.38	10,471.79CR
ENDING BALANCES:	1,669.38	41,098.27CR
GRAND TOTAL ENDING BALANCE:		39,428.89CR

SELECTION CRITERIA

CAL YEAR: Oct-2018 / Sep-2019
D: Include; 505
IOD TO USE: Oct-2018 THRU Sep-2019
NSACTIONS: BOTH

COUNT SELECTION

COUNT RANGE: 00-00-3000 THRU 81-00-5655
DEPARTMENT RANGE: - THRU -
DUPLICATE FUNDS ONLY: NO
DUPLICATE ACCOUNT ONLY: NO
EXCLUDE RESTRICTED ACCOUNTS: NO
CITY SELECTION:

CITY OPTIONS DETAIL

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

END OF REPORT ***

Ticket Report for Computer Issues

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
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

Ticket Report for Computer Issues

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