

Bastrop Public Library Board Meeting AGENDA

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602



June 7, 2021 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 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 May 3, 2021, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

6A. Update of grant status.

6B. Discussion and approval of Hotspot Lending Documents.

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. Said Notice was posted on the following date and time: Thursday, June 3, 2021 at 10:00 a.m. and will remain posted for at least two hours after said meeting has convened.



Victoria Psencik, Deputy City Secretary

Bastrop Public Library Board Meeting Minutes

May 3, 2021

Call to Order:

The meeting was called to order at 6:00 p.m.

Members present were President Mary Jo Jenkins, Jaime McDonald, Lesa Neese, Rebecca Bennett, Barbara Clemons, Jennifer Leisure, Director Bonnie Pierson, and Mayor Connie Schroeder.

Citizen Comments:

There were none.

Announcements:

There were none

Staff Report:

Activities -

Director Bonnie Pierson highlighted some of the activities detailed in the agenda packet, including a shout out to Bethany Dietrich for her programs in April. She helped Colorado River Academy do their research for the Generation Citizen project, whereby they research an issue, draft legislation to address the issue, and then present it to a board of adults.

Greg Wredberg has been hired as a temporary employee. Ashley Guerrero will be taking maternity leave soon. Cary Kittrell has been reassigned to work at City Hall in the Communications department.

Opening week for Summer Reading will begin June 1. The theme is "Tails and Tales." There will be fun activities in the library or around town each day. Because of covid, there are no large gatherings or performances planned.

Laid-Back Book Club has begun. There is a list of books for patrons to read and then comment on a Facebook page whenever they like.

Friends of the Library –

The Friends awarded a scholarship to Pearl Osorio. The Treasurer has decided not to serve another term. The Pop-Up Book Sale brought in \$1,586 in just three hours.

Statistical Report –

No discussion.

Financial Report –

There were 300 new non-resident library cards issued in the second quarter of the fiscal year.

Consent Agenda:

Lesa Neese moved and Barbara Clemons seconded to approve the April 5, 2021 minutes as written. The motion carried.

Items for Individual Consideration and Discussion:

CARES Grant money paid for the self-check stations and the mobile check app. The app is still not working, but the vendor is now working on getting it fixed. More and more patrons are using the self-check stations.

The Hanscher Grant will be used to purchase mobile wifi hotspots for patrons to check out. It will also pay for extending the Library's wifi into the Library parking lot.

The Strategic Plan is finished. The staff met in April to discuss focus areas. They easily came to a consensus on what each area included. President Mary Jo Jenkins asked Bonnie to convey the Board's sincere appreciation for their hard work on the Strategic Plan. Jennifer Leisure moved and Lesa Neese seconded approval of the Strategic Plan.

Updates:

There were none.

The meeting adjourned at 6:40 p.m.

Respectfully submitted _____

Rebecca Bennett, Secretary

Approved _____

Mary Jo Jenkins, President

Bastrop Public Library Librarian's Report June 7, 2021

1. Statistics Highlights from April

Appointments for computer use: 348
Number of materials checked out: 7,276
Materials checked out with self-check kiosk: 491
Number of eBooks checked out: 801
Number of visitors: 3,552
Number of new cards issued: 67

2. Programs from May

Storytime attendance is continuing to grow. We have ended all virtual storytimes and will return to twice weekly programs in June.

Adult Crafters Anonymous was canceled due to bad weather.

Virtual programming continues with teen Thursdays on Discord and Virtual LEGO Club via Zoom.

3. Noteworthy Items

Bethany Dietrich and Carmen Serna were recognized for their participation with the BISD Ace Program, and the library was named as an ACE Partner of the Year.

Bonnie Pierson spoke at the Bastrop County Rotary Club on Tuesday, May 11. The presentation focused on the services the library provides to the community.

The library received notice that the 2020 Annual Report for the Texas State Library has been accepted and the library has met all accreditation criteria.

The City of Bastrop is no longer requiring masks in city buildings. All library furniture has been returned to the public areas. The conference room is still at limited use due to its small size. It is scheduled to return to full use in September.

4. Summer Reading Update

5. Looking Ahead

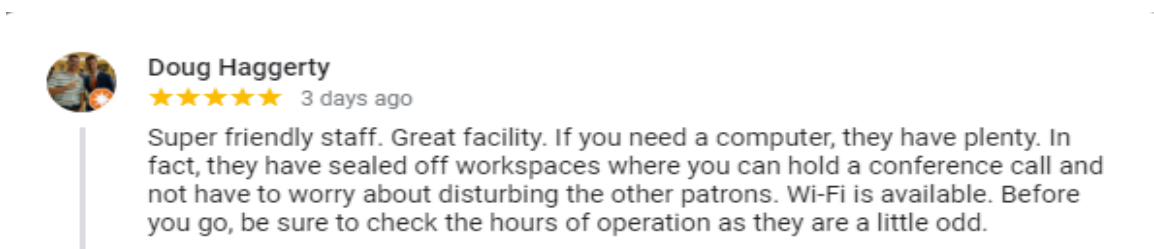
The library will participate in the Summer in the City Event, Saturday, June 5, 2021. The library's parking lot will be utilized for the event and handicapped parking.

The library will be closed Monday, July 5, in observation of Independence Day.

The Summer Reading Program will end Saturday, July 24.

6. Patron Feedback

Well organized, quaint little reading nook with books for sale.
Kent Acheson – Google review



Google review



Facebook engagement

Respectfully submitted: Bonnie Pierson, Library Director

Bastrop Public Library
Friends of the Bastrop Public Library Report
June 7, 2021

1. The Friends of the Library met on Tuesday, May 4, at 4:30pm.
2. A new membership was added for a total of 37 members.
3. There was no Book Nook update.
4. The Friends will set up a Little Library in Bob Bryant Park with cooperation of the City.
5. Tentative dates for a fall book sale have been proposed as September 24 -25, 2021.
This will be finalized after speaking with the Lost Pines Garden Club.
6. Lori Marler was voted in as a member at large. There are still three open positions on the executive board.
7. The Friends will participate with the Library at the Summer in the City Event on June 5, 2021.
8. The next meeting will be Tuesday June1, 2021. An update from this meeting will be provided at the June 7, 2021 meeting.

Annual Statistical Comparison
April 2021

	Monthly		% Change	YTD		% Change
	FY21	FY20		FY21	FY20	
<u>MATERIAL USE</u>						
Check-Outs - Kids	817	12	6708%	4,579	7,770	-41%
Check-Outs - Tween	940	5	18700%	4,919	6,876	-28%
Check-Outs - Teen	196	8	2350%	1,269	1,183	7%
Check-Outs - Adult	2,005	26	7612%	13,436	21,076	-36%
Renewals	1,212	62	1855%	8,451	12,884	-34%
In-House Use	796	42	1795%	5,166	17,652	-71%
OverDrive eBooks - Kids	35	156	-78%	366	538	-32%
OverDrive eBooks - Teen	44	77	-43%	352	498	-29%
OverDrive eBooks - Adults	722	972	-26%	4,867	5,164	-6%
OverDrive eAudio - Kids	58	98	-41%	426	473	-10%
OverDrive eAudio - Teen	52	45	16%	287	398	-28%
OverDrive eAudio - Adults	399	353	13%	2,686	2,912	-8%
OverDrive Other - Kids	0	0	#DIV/0!	0	20	-100%
OverDrive Other - Teen	0	0	#DIV/0!	0	45	-100%
OverDrive Other - Adults	0	2	-100%	0	21	-100%
SimplyE	0	1	-100%	0	1	-100%
Total Checkouts	7,276	1,858	292%	46,804	77,510	-40%
<u>CIRCS BY PATRON TYPE</u>						
Juv	341	1	34000%	2,005	2,242	-11%
Teen	131	0	#DIV/0!	709	300	136%
Adult	1,110	25	4340%	8,169	9,159	-11%
Staff	76	36	111%	652	698	-7%
NR Juv	326	0	#DIV/0!	1,917	5,786	-67%
NR Teen	82	0	#DIV/0!	277	741	-63%
NR Adult	3,104	32	9600%	18,273	26,778	-32%
TexShare	1	0	#DIV/0!	32	13	146%
Total NR Usage	3,513	32	10878%	20,499	33,318	-38%
% NR Usage	68%	34%	-34%	#NAME?	#NAME?	#NAME?
<u>Interlibrary Loan</u>						
ILL Borrowed	13	0	#DIV/0!	58	79	-27%
ILL Lent	11	0	#DIV/0!	60	63	-5%
<u>ProHramminH</u>						
Kids - # of Programs	5	5	0%	10	127	-92%
Kids - Program Attendance	90	53	70%	138	3538	-96%
Tweens - # of Programs	0	0	#DIV/0!	0	6	-100%
Tweens - Program Attendance	0	0	#DIV/0!	0	35	-100%
Teens - # of Programs	9	5	80%	34	59	-42%
Teens - Program Attendance	33	20	65%	128	476	-73%
Adults - # of Prgrams	5	9	-44%	32	46	-30%
Adults - Program Attendance	12	42	-71%	119	446	-73%
Outreach - # of Programs	3	0	#DIV/0!	10	9	11%

Annual Statistical Comparison
April 2021

Outreach - Program Attendance	43	0	#DIV/0!	599	681	-12%
Passive - ColorigH Sheets	0	0	#DIV/0!	0	710	-100%
Virtual - # of Programs	5	33	-85%	37	37	0%
Virtual - Program Attendance	844	472	79%	4311	567	660%
Total # of Programs	22	19	16%	86	247	-65%
Total Program Attendance	178	115	55%	984	5,176	-81%
<u>Makerspace</u>						
Kids - # of Programs	0	0	#DIV/0!	0	5	-100%
Kids - ProHram Attendance	0	0	#DIV/0!	0	38	-100%
Tweens - # of Programs	0	0	#DIV/0!	0	0	#DIV/0!
Tweens - Program Attendance	0	0	#DIV/0!	0	0	#DIV/0!
Teens - # of Programs	0	0	#DIV/0!	0	0	#DIV/0!
Teens - Program Attendance	0	0	#DIV/0!	0	0	#DIV/0!
Adults - # of Programs	0	1	-100%	5	6	-17%
Adults - Program Attendance	0	2	-100%	15	38	-61%
Total # of Programs	0	1	-100%	5	11	-55%
Total Program Attendance	0	2	-100%	15	76	-80%
<u>Reference Transactions</u>						
General Reference Questions	259	0	#DIV/0!	1,587	3,029	-48%
Directional Questions	89	0	#DIV/0!	621	2,727	-77%
Tech Support Questions	526	0	#DIV/0!	2,541	3,192	-20%
Phone Reference	347	228	52%	2,845	2,435	17%
Tests Proctored	5	0	#DIV/0!	13	37	-65%
Tech Tutor	8	0	#DIV/0!	28	20	40%
Total Reference Transactions	1,234	228	441%	7,635	11,440	-33%
<u>Database Use</u>						
Portal to Texas History - Bastrop Adve	4,913	7,526	-35%	37,025	53,820	-31%
HeritaHe Quest	0	457	-100%	193	848	-77%
LearninH Express Library	229	43	433%	1,005	655	53%
Small Business Reference Center	0	0	#DIV/0!	0	0	#DIV/0!
TeachinHBooks	0	0	#DIV/0!	0	30	-100%
Explora Elementary	0	0	#DIV/0!	11	9	22%
Explora HiHh School	0	0	#DIV/0!	20	8	150%
Total Use Kids Databases	0	0	#DIV/0!	31	47	-34%
<u>Facility</u>						
Door Count	3,552	0	#DIV/0!	24,222	41,359	-41%
Hours Open	0	0	#DIV/0!	1,136	1,065	7%
Study Room Use	106	0	#DIV/0!	130	1,016	-87%
Pressley Use - Library	16	0	#DIV/0!	27	138	-80%
Pressley Use - Nonprofit	4	0	#DIV/0!	4	95	-96%
Pressley Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
Maynard Use - Library	0	0	#DIV/0!	0	47	-100%
Maynard Use - Nonprofit	0	0	#DIV/0!	0	93	-100%

Annual Statistical Comparison
April 2021

Maynard Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
Total MeetinH Room Use	126	0	#DIV/0!	161	1,389	-88%
<u>TechnoloHy</u>						
Kids Computer Use	8	0	#DIV/0!	83	548	-85%
Teen Computer Use	33	0	#DIV/0!	445	325	37%
Adult Computer Use	307	0	#DIV/0!	1,925	4,325	-55%
Wifi Use	759	168	352%	4,408	5,792	-24%
Website Visits	3,498	1,103	217%	20,785	12,702	64%
3D Prints	1	69	-99%	8	89	-91%
Total Public Computer Use	1,107	168	559%	6,861	10,990	-38%
<u>Membership - New Cards</u>						
City	25	6	317%	116	148	-22%
City Renewals	32	4	700%	340	320	6%
Faculty	3	0	#DIV/0!	4	3	33%
Faculty Renewals	3	0	#DIV/0!	13	30	-57%
Friends	0	0	#DIV/0!	0	0	#DIV/0!
Friends Renewals	0	0	#DIV/0!	10	11	-9%
Staff	2	0	#DIV/0!	4	0	#DIV/0!
Staff Renewals	2	1	100%	9	4	125%
Nonresident	39	2	1850%	184	348	-47%
Nonresident Renewals	59	8	638%	525	747	-30%
TexShare Visitor	1	0	#DIV/0!	5	3	67%
TexShare Visitor Renewals	0	0	#DIV/0!	0	15	-100%
Total New ReHistrations	70	8	775%	313	502	-38%
Total Renewals	96	13	638%	897	1,127	-20%
<u>TexShare Home New</u>						
TexShare Home New	0	0	#DIV/0!	1	5	-80%
TexShare Home Renewals	2	0	#DIV/0!	24	25	-4%
<u>Revenue</u>						
Nonresident Annual	\$1,850.00	\$250.00	640%	#####	\$5,950.00	149%
Nonresident 6 Months	\$420.00	\$0.00	#DIV/0!	\$2,310.00	\$720.00	221%
MeetinH Rooms	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
Materials Fines & Fees	\$359.82	\$0.00	#DIV/0!	\$2,312.33	\$3,379.07	-32%
Other	\$499.00	\$0.00	#DIV/0!	\$2,189.48	\$3,136.40	-30%
Total Revenue	\$3,128.82	\$250.00	1152%	#####	\$13,185.47	64%
<u>Volunteers</u>						
Volunteer Hours	29.25	0	#DIV/0!	211.5	703.8	-70%
FOL Volunteer Hours	68.5	0	#DIV/0!	267	641.75	-58%
Teen Volunteer Hours	17.75	0	#DIV/0!	49.25	201.25	-76%
Total Volunteer Hours	115.50	0.00	#DIV/0!	527.75	1,546.80	-66%
<u>Collection</u>						
Items Added - E, 1st Readers	50	14	257%	341	283	20%

Annual Statistical Comparison
April 2021

Items Added - Board Books	0	0	#DIV/0!	0	49	-100%
Items Added - J	75	0	#DIV/0!	332	396	-16%
Items Added - Teens	5	12	-58%	99	125	-21%
Items Added - Adults	132	87	52%	807	922	-12%
Items Added - Magazines	59	0	#DIV/0!	390	0	#DIV/0!
Items Withdrawn	455	594	-23%	1,901	4,258	-55%
Missing Items	7	0	#DIV/0!	83	54	54%
Total Items Added	262	113	132%	1,579	1,775	-11%
<u>Social Media</u>						
Facebook Likes	1,929	1,471	31%	13,162	11,349	16%
Facebook Engaged	470	1,581	-70%	5,314	9,529	-44%
Facebook Reach	7,470	20,911	-64%	82,000	130,189	-37%
Instagram Followers	882	584	51%	5,619	3,626	55%
Instagram Impressions	1,432	1,233	16%	8,257	7,619	8%
Instagram Reach	1,194	2,396	-50%	5,131	6,944	-26%
# of people found you on Google	10,776	5,847	84%	98,232	100,769	-3%
Asked for directions on Google	173	42	312%	957	1,589	-40%
Visited website via Google	404	204	98%	3,158	3,737	-15%
Called you via Google	157	53	196%	1,179	1,057	12%
Star rating on Google	5	4	5%	31	30	2%

**Bastrop Public Library
Monthly Financial Report
June 7, 2021**

1. The Library's total, non-donation revenue from October 1, 2020 through May 21, 2021 is \$23,835.45.
 - a. \$18,665.00 is from nonresident fees.
 - b. \$2,586.39 is from material fines & fees.
 - c. \$2,584.06 is from printing and replacement card fees.

2. The Library has brought in \$11.84 via PayPal from April 26, 2021 through May 21, 2021.

3. The Library's donation revenue from April 26, 2021 through May 21, 2021 included: \$67.81 from private donations.

Respectfully submitted: Bonnie Pierson, Library Director

FUN00335 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2020 THRU Sep-2021

DEPT : N/A

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

====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						66,841.82CR
	B E G I N N I N G	B A L A N C E					

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

=====	OCTOBER ACTIVITY	DB:	0.00	CR:	68.66CR	68.66CR	
=====	NOVEMBER ACTIVITY	DB:	0.00	CR:	91.53CR	91.53CR	
=====	DECEMBER ACTIVITY	DB:	0.00	CR:	52.19CR	52.19CR	
=====	JANUARY ACTIVITY	DB:	0.00	CR:	47.33CR	47.33CR	
=====	FEBRUARY ACTIVITY	DB:	16.03	CR:	58.87CR	42.84CR	
=====	MARCH ACTIVITY	DB:	0.00	CR:	44.97CR	44.97CR	
=====	APRIL ACTIVITY	DB:	17.10	CR:	56.57CR	39.47CR	
=====	ACCOUNT TOTAL	DB:	33.13	CR:	420.12CR	386.99CR	

	E N D I N G	B A L A N C E					386.99CR
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00-00-4504	LIBRARY DONATIONS						0.00
	B E G I N N I N G	B A L A N C E					

=====	OCTOBER ACTIVITY	DB:	0.00	CR:	132.58CR	132.58CR	
=====	NOVEMBER ACTIVITY	DB:	0.00	CR:	3,158.30CR	3,158.30CR	
=====	DECEMBER ACTIVITY	DB:	0.00	CR:	445.81CR	445.81CR	
=====	JANUARY ACTIVITY	DB:	0.00	CR:	3,104.09CR	3,104.09CR	
=====	FEBRUARY ACTIVITY	DB:	0.00	CR:	57.02CR	57.02CR	
=====	MARCH ACTIVITY	DB:	0.00	CR:	486.20CR	486.20CR	
=====	APRIL ACTIVITY	DB:	0.00	CR:	3,086.12CR	3,086.12CR	
=====	MAY ACTIVITY	DB:	0.00	CR:	52.62CR	52.62CR	
=====	ACCOUNT TOTAL	DB:	0.00	CR:	10,522.74CR	10,522.74CR	

	E N D I N G	B A L A N C E					10,522.74CR
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FUN00335 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2020 THRU Sep-2021

DEPT : N/A

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

====AMOUNT==== ===BALANCE====

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

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

=====	DECEMBER ACTIVITY	DB:	48.43	CR:	0.00	48.43
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=====	ACCOUNT TOTAL	DB:	48.43	CR:	0.00	48.43
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	E N D I N G	B A L A N C E					48.43
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FUN00335 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2020 THRU Sep-2021

DEPT : 81 ** INVALID DEPT **

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

====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

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

=====	DECEMBER ACTIVITY	DB:	60.00	CR:	0.00	60.00
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=====	JANUARY ACTIVITY	DB:	100.00	CR:	0.00	100.00
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=====	FEBRUARY ACTIVITY	DB:	150.00	CR:	0.00	150.00
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=====	MARCH ACTIVITY	DB:	596.00	CR:	0.00	596.00
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=====	ACCOUNT TOTAL	DB:	906.00	CR:	0.00	906.00
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	E N D I N G	B A L A N C E					906.00
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FUN00335 : 505-LIBRARY BOARD FUND
DEPT : 81 ** INVALID DEPT **

PERIOD TO USE: Oct-2020 THRU Sep-2021
ACCOUNTS: 00-00-3000 THRU 81-00-6012

====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
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

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000 ERRORS IN THIS REPORT!

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** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	66,841.82CR
REPORTED ACTIVITY:	987.56	10,942.86CR
ENDING BALANCES:	987.56	77,784.68CR
TOTAL FUND ENDING BALANCE:		76,797.12CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2020 / Sep-2021
FUND: Include: 505
PERIOD TO USE: Oct-2020 THRU Sep-2021
TRANSACTIONS: BOTH

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:

PRINT OPTIONS SUMMARY

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: NO
PRINT: INVOICE/PO #
PAGE BREAK BY: NONE

*** END OF REPORT ***

Bastrop Public Library
DRAFT Hotspot Borrowing Agreement

The Hotspot Borrowing Agreement must be completed *each time* a device is checked out. The Hotspot Lending Guidelines and Agreement must be completed and on file before any electronic device is checked out.

Use of a library hotspot is subject to the terms and conditions of this agreement. By checking out the device, you have agreed to the following:

- A hotspot can only be checked out by a Bastrop Public Library card holder, age 18 or older, in good standing.
- A current, valid government issued ID with picture and current address is required at checkout.
- A hotspot can be checked out for 14 days and may not be renewed.
- The hotspot will be returned to the library circulation desk by the due date in good, working condition with all included accessories.
- Service to the hotspot will be terminated 24 hours past the due date, and the hotspot will not work at this time.
- A fine of \$1 per day will be charged on late hotspots. There is no grace period.
- A fee of up to \$135.00 will be charged to the card holder's account for damage or failure to return to the hotspot or included accessories.
- The library reserves the right to refuse checkout to patrons who return hotspots damaged or late.
- The hotspots run on the T-Mobile network. The speed and availability of the Wi-Fi connection will be dependent on the service area of T-Mobile's towers. Service connection is not guaranteed in all areas.
- There is no Internet filtering software on the hotspots. Use of the hotspot is subject to T-Mobile Acceptable Use Policy, Privacy Policy, and Terms of Use.
- The library is not responsible for any files, data, or personal information accessed, transmitted, lost, or damaged while accessing the Internet via the hotspot.
- I will not tamper with the device or attempt to open, repair, or modify the device in any way.
- I will abide by the Bastrop Public Library's Hotspot Lending Guidelines and Agreement. (Completed once and kept on file.)

I accept the above checkout agreement and am responsible for returning the equipment to the library in good working condition and free from damage.

Patron Name (please print): _____ Library Card #: _____

Patron Signature: _____ Date: _____

Email: _____ Phone Number: _____

Check Out: All equipment is present. Patron Initials: _____ Staff Initials: _____ Date: _____
_____ Hotspot _____ USB cable _____ Power cable _____ Carrying case _____ Instruction Card

Check In: All equipment is present. Patron Initials: _____ Staff Initials: _____ Date: _____
_____ Hotspot _____ USB cable _____ Power cable _____ Carrying case _____ Instruction Card

Bastrop Public Library

DRAFT Hotspot Lending Guidelines and Agreement

The Hotspot Lending Guidelines and Agreement must be completed before any device is checked out. The Hotspot Borrowing Agreement must be completed *each time* a device is checked out.

Guidelines for Borrowing and Use

- Borrowers must have an active Bastrop Public Library card in good standing.
 - Card must be active for at least two weeks.
 - Account has no outstanding fines or fees.
- Borrowers must be 18 years or older.
- Borrowers must present a valid government issued ID with picture and current address at checkout.
- The Borrower's Lending Agreement must be signed *each time* a hotspot is checked out.
- Borrowers can only check out one hotspot per household.
- Hotspots may be checked out for 14 days.
- Hotspots may not be renewed.
- Hotspots must be returned to the circulation desk during operating hours.
- Hotspots may be placed on reserve unless the household currently has a device checked out.
- The library reserves the right to refuse checkout to patrons returning hotspots damaged or late.
- Failing to return a hotspot by the due date three times will result in suspension of hotspot borrowing privileges for six months.

_____ *Patron Initials*

Care and Operation

- By checking out the item, the patron is certifying that they can use the hotspot in a safe and proper manner.
- The hotspot shall not be used in a manner inconsistent with its intended design and purpose.
- If the hotspot becomes unsafe or in a state of disrepair, the patron should discontinue use and notify the library as soon as possible.
- The patron will not make any modifications or alterations to the hotspot.
- Only the borrower is authorized to use the hotspot.
- A brief instruction card is included for use of the hotspot. Library staff does not provide extensive instruction for the use of the device.

_____ *Patron Initials*

Fines and Liability

- The overdue fine for hotspots is \$1 per day with no grace period.
- If a hotspot is more than 30 days overdue, it is considered lost, and the borrower will receive a bill to cover the replacement cost. If the hotspot is returned in good condition within 90 days of due date, the bill will be removed, but overdue fines will be charged.

- Hotspots borrowed are to be returned to the library circulation desk.
- A \$5.00 fee will be charged for devices returned in the bookdrop.
- The Borrower is solely responsible for the hotspot and will be billed for the replacement cost associated with damage or loss of the device and/or accessories as a result of neglect or abuse. Damage or loss fees may be incurred up to one week after check in.
- The borrower is solely responsible for the hotspot and accessories and will not attempt to open, repair, or modify the device in any way. It is the borrower's responsibility to protect the hotspot and accessories against damage.
- Hotspot and accessories replacement costs:
 - Hotspot: \$100.00
 - Power cords: \$25.00
 - Device case: \$10.00
- The hotspots run on the T-Mobile network. The speed and availability of the Wi-Fi connection will be dependent on the service area of T-Mobile's towers. Service connection is not guaranteed in all areas.
- There is no Internet filtering software on the hotspots. Use of the hotspot is subject to T-Mobile's Acceptable Use Policy, Privacy Policy, and Terms of Use.
- The Bastrop Public Library is not responsible for any liability, damages, or expense resulting from the use or misuse of the hotspot device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.
- The Bastrop Public Library is not responsible for any information a user accesses and encounters using a hotspot nor any actions a user takes while online.

_____ *Patron Initials*

Privacy Terms

- Borrowers' internet usage is not tracked by the Bastrop Public Library or the Internet service provider.
- The library does not have access to or collect specific usage data.
- The library does not provide patron information to the service provider.
- The only data the library collects about the hotspots are the following:
 - Total amount of data transmitted and received by each device during a billing cycle.
 - Anonymous circulation data related to the number of checkouts of each device.
- The Library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., user names, passwords, credit card information, etc.).

_____ *Patron Initials*

I accept the above **Hotspot Lending Guidelines and Agreement** and am responsible for returning borrowed hotspots to the library in good working condition and free from damage.

Print Name

Date

Signature

Bastrop Public Library staff