

# Bastrop Public Library Board Meeting

## AGENDA

Bastrop Public Library

1100 Church Street

Bastrop, TX 78602



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**January 4, 2021 at 6:00 P.M.**

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

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**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 December,7, 2020, regular meeting.

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

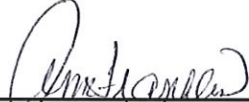
6A. Discussion about employee appreciation lunch.

**7. UPDATES**

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

**8. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: Tuesday, December 29, 2020, at 2:30 p.m. and will remain posted for at least two hours after said meeting has convened.

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

## **Bastrop Public Library Board Meeting Minutes**

December 7, 2020

### **Call to Order:**

The meeting was called to order at 6:02 p.m.

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

### **Citizen Comments:**

There were none.

### **Announcements:**

Bonnie Pierson thanked the board for the plant that they sent when her mother passed away. The graham cracker houses for the contest came in today and they are great. The Library turned in the first performance report for the grant that paid for the self-check out.

### **Staff Report:**

#### **Activities -**

The Library has partnered with BISD for an after school program. The Library will host a social hour at Bastrop Intermediate once a month.

All city employees turned in a position analysis.

There has been great response to the story walks. An new one will be installed on Friday.

#### **Friends of the Library –**

The Friends are doing well with the book nook despite the reduced traffic in the Library. They will offer two scholarships and home school students will be eligible this year.

#### **Statistical Report –**

There was none.

#### **Library Board fund –**

There was no report.

### **Consent Agenda:**

The minutes for the November 2, 2020 meeting were approved as written.

### **Items for Individual Consideration and Discussion:**

The staff is now working on assembling the graham cracker houses for the open house. All materials for the cheer bags have been purchased or ordered. Volunteer Coordinator Ashley Guerrero will send reminders to volunteers for Saturday's Open House.

Mary Jo Jenkins suggested the Board express their appreciation to the Library staff for their extraordinary efforts during the pandemic. Barbara Clemons moved that the Board do so by providing a catered lunch for the staff in January. Jennifer Leisure seconded the motion and it carried.

**Updates:**

Jaime McDonald asked about the newsletter being sent from Bethany Dietrich's email account, that some patrons may not recognize it as a newsletter. Bonnie Pierson replied that Library has purchased a new email management system but has not launched it yet. The January newsletter will come from an email address not associated with an individual employee.

Jaime McDonald asked how the city reorganization would affect the library. Bonnie Pierson replied that the Library will report to Rebecca Gleason, Assistant City Manager over Community Engagement. This aligns the Library with other city entities that focus on relationships with citizens. In talking with the city manager, he believes we have a role in helping the city communicate to the public because we already have a trust relationship with our patrons. This plan will lead to the Library having a bigger role in the city overall. It will be a positive move for the Library and should be a very beneficial relationship.

**The meeting adjourned at 6:18 p.m.**

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

Rebecca Bennett, Secretary

Approved \_\_\_\_\_

Mary Jo Jenkins, President

# **Bastrop Public Library**

## **Librarian's Report**

### **January 4, 2021**

#### **1. Statistics Highlights from November**

- Appointments for computer use: 299
- Number of materials checked out: 6,790
- Materials checked out with self-check kiosk: 168
- Number of eBooks checked out: 765
- Number of visitors: 3,080
- Number of new cards issued: 31

#### **2. Programs for December**

Bethany Dietrich distributed craft kits for her Teen Virtual Elves Workshop on Thursday, December 10. Ten teens picked-up kits and came together virtually to socialize and create items they could give as Christmas gifts.

Our Annual Open House on Saturday, December 12 was a great success. We had xxx people visit the library to enjoy the music, vote for their favorite decorated graham cracker house, and pick-up kits to create their own house masterpieces at home. Patrons love receiving a goodie bag as they left the building.

The Graham Cracker House Decorating Contest was a surprising favorite among the city staff. A very healthy dose of competition brought a steady stream of city employees into the building to vote. The City Utility Department amassed a large online following and took the group prize by a landslide. Our own Sally Kenarth took the prize for the individual category.

Insert pictures

A new story went up along the river trail on Friday, December 11. Despite the wind and rain, the panels survived, and families enjoyed the story throughout the month.

#### **3. Noteworthy Items**

Library associate Cary Kittrell celebrated her 15 anniversary with the city on November 7. The library is lucky to have such a dedicated and creative person on our staff.

The library staff created an annual report celebrating the highlights and successes of fiscal year 2020. The report was sent out to our patrons Monday, December 21. It is also available on the library website. Some of the successes included our partnership with the Bastrop County Audubon Society, the virtual summer reading program, curbside service, improved Wi-Fi, and online bill pay.

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

Implementation of the second phase of the Texas State Library and Archives Commission's CARES grant will be starting soon. Configuration of the mobile check-out module is underway and could be live by February.

Bethany Dietrich has been working with our new Savannah software. This will enable us to provide newsletters and publicity materials through email with live links embedded. Savannah will also be able to use data from Apollo so we can target information to specific user groups. The February newsletter will come from [Info@bastroplibrary.org](mailto:Info@bastroplibrary.org).

It is time to create a new five year plan for the library. There will be opportunities for input from the Library Board, the Friends of the Library, library staff and community members.

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

Responses from the annual report:

Thank You for All Your Hard Work and Dedication. Have a Blessed and Safe Holiday with Family and Friends. Marion Defalco

Thank you to all of you who make our library a welcoming place to browse, relax and find good books. Merry Christmas. Renate Suitt

Thank you for all you do!! Have a Merry Christmas!! Lissete Tullos

Feedback from Open House:

Hello. I just wanted to send a thank you for the Gingerbread craft we received today. This is our first Christmas in Texas without our family. It has been tough without our typical big family traditions- such as tree decorating and cookie baking. Seeing her smile and enjoy some holiday fun made my weekend complete. Thank you so much! Jennifer Borges

Thank you so very much for our gingerbread house kits. We have been to your wonderful event for the last several years and it is always a highlight of our Christmas season. This year, I forgot to sign up for the take-away houses, which made my boys sad. I came just before closing and there were just enough left. Thank you, thank you. They had so much fun decorating them this afternoon. Sarah Lassen

Respectfully submitted: Bonnie Pierson, Interim Library Director

**Bastrop Public Library**  
**Friends of the Bastrop Public Library Report**  
**January 4, 2021**

1. The Friends of the Bastrop Public Library did not meet in December. The next scheduled meeting is January 5, 2021 at 4:30pm.

Annual Statistical Comparison  
November 2020

	Monthly		% Change	YTD		% Change
	FY21	FY20		FY21	FY20	
<u>MATERIAL USE</u>						
Check-Outs - Kids	626	1,236	-49%	1,325	2,966	-55%
Check-Outs - Tween	658	1,153	-43%	1,318	2,593	-49%
Check-Outs - Teen	195	182	7%	386	410	-6%
Check-Outs - Adult	1,811	3,760	-52%	3,665	8,097	-55%
Renewals	1,360	2,003	-32%	2,169	4,771	-55%
In-House Use	894	6,202	-86%	1,775	13,718	-87%
OverDrive eBooks - Kids	47	53	-11%	131	122	7%
OverDrive eBooks - Teen	54	73	-26%	126	150	-16%
OverDrive eBooks - Adults	664	583	14%	1,384	1,235	12%
OverDrive eAudio - Kids	52	65	-20%	108	117	-8%
OverDrive eAudio - Teen	32	61	-48%	84	109	-23%
OverDrive eAudio - Adults	397	446	-11%	816	898	-9%
OverDrive Other - Kids	0	0	#DIV/0!	0	0	#DIV/0!
OverDrive Other - Teen	0	0	#DIV/0!	0	0	#DIV/0!
OverDrive Other - Adults	0	1	-100%	0	17	-100%
SimplyE	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total Checkouts</b>	<b>6,790</b>	<b>15,818</b>	<b>-57%</b>	<b>13,287</b>	<b>35,203</b>	<b>-62%</b>
<u>CIRCS BY PATRON TYPE</u>						
Juv	329	261	26%	627	743	-16%
Teen	151	52	190%	317	96	230%
Adult	1,142	1,607	-29%	2,294	3,374	-32%
Staff	91	98	-7%	228	282	-19%
NR Juv	337	1,022	-67%	604	2,350	-74%
NR Teen	24	117	-79%	56	234	-76%
NR Adult	2,408	4,573	-47%	4,484	10,233	-56%
TexShare	3	0	#DIV/0!	11	0	#DIV/0!
<b>Total NR Usage</b>	<b>2,772</b>	<b>5,712</b>	<b>-51%</b>	<b>5,155</b>	<b>12,817</b>	<b>-60%</b>
<b>% NR Usage</b>	<b>62%</b>	<b>74%</b>	<b>12%</b>	<b>60%</b>	<b>74%</b>	<b>-14%</b>
<u>Interlibrary Loan</u>						
ILL Borrowed	6	20	-70%	13	32	-59%
ILL Lent	9	11	-18%	13	20	-35%
<u>Programming</u>						
Kids - # of Programs	0	21	-100%	1	46	-98%
Kids - Program Attendance	0	452	-100%	11	1043	-99%
Tweens - # of Programs	0	1	-100%	0	2	-100%
Tweens - Program Attendance	0	3	-100%	0	7	-100%
Teens - # of Programs	3	8	-63%	8	17	-53%
Teens - Program Attendance	15	61	-75%	27	148	-82%
Adults - # of Programs	4	7	-43%	10	14	-29%
Adults - Program Attendance	13	52	-75%	38	71	-46%
Outreach - # of Programs	1	1	0%	2	4	-50%



Annual Statistical Comparison  
November 2020

Outreach - Program Attendance	16	9	78%	516	613	-16%
Passive - Coloring Sheets	0	150	-100%	0	210	-100%
Virtual - # of Programs	6	0	#DIV/0!	11	0	#DIV/0!
Virtual - Program Attendance	955	0	#DIV/0!	1182	0	#DIV/0!
<b>Total # of Programs</b>	<b>8</b>	<b>38</b>	<b>-79%</b>	<b>21</b>	<b>83</b>	<b>-75%</b>
<b>Total Program Attendance</b>	<b>44</b>	<b>577</b>	<b>-92%</b>	<b>592</b>	<b>1,882</b>	<b>-69%</b>
<u>Makerspace</u>						
Kids - # of Programs	0	1	-100%	0	2	-100%
Kids - Program Attendance	0	7	-100%	0	16	-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	1	1	0%	2	2	0%
Adults - Program Attendance	2	12	-83%	5	19	-74%
<b>Total # of Programs</b>	<b>1</b>	<b>2</b>	<b>-50%</b>	<b>2</b>	<b>4</b>	<b>-50%</b>
<b>Total Program Attendance</b>	<b>2</b>	<b>19</b>	<b>-89%</b>	<b>5</b>	<b>35</b>	<b>-86%</b>
<u>Reference Transactions</u>						
General Reference Questions	173	378	-54%	476	938	-49%
Directional Questions	58	425	-86%	184	1,055	-83%
Tech Support Questions	203	546	-63%	494	1,315	-62%
Phone Reference	424	230	84%	1,030	486	112%
Tests Proctored	3	3	0%	4	4	0%
Tech Tutor	2	0	#DIV/0!	3	2	50%
<b>Total Reference Transactions</b>	<b>863</b>	<b>1,582</b>	<b>-45%</b>	<b>2,191</b>	<b>3,800</b>	<b>-42%</b>
<u>Database Use</u>						
Portal to Texas History - Bastrop Adve	6,968	6,840	2%	12,897	17,422	-26%
Heritage Quest	24	17	41%	54	49	10%
Learning Express Library	4	89	-96%	4	281	-99%
Small Business Reference Center	0	0	#DIV/0!	0	0	#DIV/0!
TeachingBooks	0	30	-100%	0	30	-100%
Explora Elementary	0	1	-100%	11	1	1000%
Explora High School	0	0	#DIV/0!	18	2	800%
<b>Total Use Kids Databases</b>	<b>0</b>	<b>31</b>	<b>-100%</b>	<b>29</b>	<b>33</b>	<b>-12%</b>
<u>Facility</u>						
Door Count	3,080	6,329	-51%	6,385	14,819	-57%
Hours Open	168	162	4%	384	372	3%
Study Room Use	0	156	-100%	0	401	-100%
Pressley Use - Library	0	19	-100%	0	43	-100%
Pressley Use - Nonprofit	0	11	-100%	0	30	-100%
Pressley Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
Maynard Use - Library	0	6	-100%	0	17	-100%
Maynard Use - Nonprofit	0	18	-100%	0	40	-100%

Annual Statistical Comparison  
November 2020

Maynard Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
<b>Total Meeting Room Use</b>	<b>0</b>	<b>210</b>	<b>-100%</b>	<b>0</b>	<b>531</b>	<b>-100%</b>
<u>Technology</u>						
Kids Computer Use	17	96	-82%	26	186	-86%
Teen Computer Use	70	24	192%	119	96	24%
Adult Computer Use	212	657	-68%	447	1,598	-72%
Wifi Use	587	910	-35%	1,137	1,954	-42%
Website Visits	2,565	1,712	50%	5,126	3,912	31%
3D Prints	1	5	-80%	2	8	-75%
<b>Total Public Computer Use</b>	<b>886</b>	<b>1,687</b>	<b>-47%</b>	<b>1,729</b>	<b>3,834</b>	<b>-55%</b>
<u>Membership - New Cards</u>						
City	14	23	-39%	31	65	-52%
City Renewals	45	49	-8%	121	112	8%
Faculty	0	0	#DIV/0!	1	0	#DIV/0!
Faculty Renewals	0	5	-100%	0	16	-100%
Friends	0	0	#DIV/0!	0	0	#DIV/0!
Friends Renewals	1	3	-67%	2	6	-67%
Staff	0	0	#DIV/0!	1	0	#DIV/0!
Staff Renewals	0	0	#DIV/0!	3	0	#DIV/0!
Nonresident	17	67	-75%	46	166	-72%
Nonresident Renewals	68	130	-48%	181	344	-47%
TexShare Visitor	0	0	#DIV/0!	1	0	#DIV/0!
TexShare Visitor Renewals	0	2	-100%	0	10	-100%
<b>Total New Registrations</b>	<b>31</b>	<b>90</b>	<b>-66%</b>	<b>80</b>	<b>231</b>	<b>-65%</b>
<b>Total Renewals</b>	<b>114</b>	<b>189</b>	<b>-40%</b>	<b>307</b>	<b>488</b>	<b>-37%</b>
<u>TexShare Home</u>						
TexShare Home New	1	1	0%	1	5	-80%
TexShare Home Renewals	5	2	150%	13	10	30%
<u>Revenue</u>						
Nonresident Annual	\$1,750.00	\$0.00	#DIV/0!	\$5,150.00	\$0.00	#DIV/0!
Nonresident 6 Months	\$300.00	\$0.00	#DIV/0!	\$540.00	\$0.00	#DIV/0!
Meeting Rooms	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00	#DIV/0!
Materials Fines & Fees	\$404.31	\$543.37	-26%	\$653.29	\$1,381.08	-53%
Other	\$222.00	\$507.20	-56%	\$450.68	\$1,177.50	-62%
<b>Total Revenue</b>	<b>\$2,676.31</b>	<b>\$1,050.57</b>	<b>155%</b>	<b>\$6,793.97</b>	<b>\$2,558.58</b>	<b>166%</b>
<u>Volunteers</u>						
Volunteer Hours	33	112.75	-71%	38	243.25	-84%
FOL Volunteer Hours	35	104	-66%	58.5	259.75	-77%
Teen Volunteer Hours	0	17.25	-100%	0	40.75	-100%
<b>Total Volunteer Hours</b>	<b>68.00</b>	<b>234.00</b>	<b>-71%</b>	<b>96.50</b>	<b>543.75</b>	<b>-82%</b>
<u>Collection</u>						
Items Added - E, 1st Readers	55	8	588%	69	55	25%

Annual Statistical Comparison  
November 2020

Items Added - Board Books	0	0	#DIV/0!	0	15	-100%
Items Added - J	58	5	1060%	58	59	-2%
Items Added - Teens	17	17	0%	34	28	21%
Items Added - Adults	100	105	-5%	232	268	-13%
Items Added - Magazines	56	0	#DIV/0!	139	0	#DIV/0!
Items Withdrawn	136	808	-83%	231	2,199	-89%
Missing Items	6	8	-25%	14	19	-26%
<b>Total Items Added</b>	<b>230</b>	<b>135</b>	<b>70%</b>	<b>393</b>	<b>425</b>	<b>-8%</b>
<u>Social Media</u>						
Facebook Likes	1,824	1,612	13%	3,644	3,208	14%
Facebook Engaged	383	1,203	-68%	1,088	2,875	-62%
Facebook Reach	7,928	18,193	-56%	19,639	41,363	-53%
Instagram Followers	756	476	59%	1,479	942	57%
Instagram Impressions	291	21	1286%	887	21	4124%
Instagram Reach	212	437	-51%	875	437	100%
# of people found you on Google	21,029	9,326	125%	45,083	17,850	153%
Asked for directions on Google	115	229	-50%	296	511	-42%
Visited website via Google	438	521	-16%	961	1,018	-6%
Called you via Google	171	153	12%	388	312	24%
Star rating on Google	4	4	0%	9	9	2%

**Bastrop Public Library**  
**Monthly Financial Report**  
**January 4, 2021**

1. October 1, 2020 through December 21, 2020, the Library's total, non-donation revenue is \$8,556.55.
  - a. \$7,110.00 was from nonresident fees, 311 new or renewed memberships
  - b. \$838.59 was from material fines & fees.
  - c. \$607.96 was from printing and replacement card fees.
  - d.
2. The Library has brought in \$246.08 via PayPal through December 21, 2020.
3. The Library's donation revenue through December 21, 2020 included:
  - a. \$3,000.00 from the Friends of the Library
  - b. \$728.57 from private donors.

Respectfully submitted: Bonnie Pierson, Interim Library Director

00-00-3000 UNASSIGNED FUND BALANCE  
BEGINNING BALANCE 0.00

00-00-3200 RESTRICTED FUND BALANCE  
BEGINNING BALANCE 66,841.82CR

00-00-4400 INTEREST  
BEGINNING BALANCE 0.00

10/31/20 11/10 B37565 05942 Mthly Interest Alloc JE# 018280 000011 1.30CR 1.30CR  
10/31/20 11/12 B37576 05947 CD INT EARNED JE# 018287 37.23CR 38.53CR  
10/31/20 11/12 B37582 05951 MBS CD INT EARNED JE# 018293 29.05CR 67.58CR  
10/31/20 11/12 B37583 05952 TEXPOOL MTHLY INT ALLOC JE# 018294 000013 0.21CR 67.79CR  
10/31/20 11/13 B37599 05956 Mthly Interest Alloc JE# 018321 000015 0.87CR 68.66CR  
===== OCTOBER ACTIVITY DB: 0.00 CR: 68.66CR

11/30/20 12/07 B37918 06004 TEXPOOL MTHLY INT ALLOC JE# 018514 000037 0.19CR 68.85CR  
11/30/20 12/07 B37919 06004 Mthly Interest Alloc JE# 018515 000038 0.96CR 69.81CR  
11/30/20 12/07 B37920 06002 CD INT EARNED JE# 018512 53.39CR 123.20CR  
11/30/20 12/07 B37922 06003 MBS CD INT EARNED JE# 018513 33.01CR 156.21CR  
11/30/20 12/07 B37924 06003 MBS CD INT EARNED JE# 018518 2.73CR 158.94CR  
11/30/20 12/07 B37927 06008 Mthly Interest Alloc JE# 018521 000039 1.25CR 160.19CR  
===== NOVEMBER ACTIVITY DB: 0.00 CR: 91.53CR

===== ACCOUNT TOTAL DB: 0.00 CR: 160.19CR

00-00-4504 LIBRARY DONATIONS  
BEGINNING BALANCE 0.00

10/13/20 10/13 C37297 RCPT 01107420 37272 LIBRARY DEPOSIT 104.55CR 104.55CR  
10/19/20 10/19 C37337 RCPT 01108172 37288 LIBRARY DEPOSIT 5.75CR 110.30CR  
10/26/20 10/26 C37397 RCPT 01108446 37311 LIBRARY DEPOSIT 14.81CR 125.11CR  
10/26/20 10/26 C37397 RCPT 01108448 37311 LIBRARY DEPOSIT 0.15CR 125.26CR  
10/30/20 11/02 C37427 RCPT 01108675 37332 LIBRARY DEPOSIT 7.32CR 132.58CR  
===== OCTOBER ACTIVITY DB: 0.00 CR: 132.58CR

11/02/20 11/02 C37426 RCPT 01108667 37331 LIBRARY DEPOSIT 1.85CR 134.43CR  
11/02/20 11/02 C37426 RCPT 01108668 37331 LIBRARY DEPOSIT 1.20CR 135.63CR  
11/03/20 11/03 C37431 RCPT 01108687 37338 LIBRARY DEPOSIT 3.80CR 139.43CR  
11/09/20 11/09 C37523 RCPT 01109150 37355 LIBRARY DEPOSIT 6.71CR 146.14CR  
11/16/20 11/16 C37646 RCPT 01110430 37373 LIBRARY DEPOSIT 3,115.54CR 3,261.68CR  
11/18/20 11/18 C37695 RCPT 01110548 37385 LIBRARY DEPOSIT 1.60CR 3,263.28CR  
11/23/20 11/23 C37763 RCPT 01110660 37394 LIBRARY DEPOSIT 16.27CR 3,279.55CR  
11/24/20 11/24 C37817 RCPT 01110716 37401 LIBRARY DEPOSIT 0.67CR 3,280.22CR  
11/30/20 11/30 C37839 RCPT 01110823 37408 LIBRARY DEPOSIT 10.66CR 3,290.88CR  
===== NOVEMBER ACTIVITY DB: 0.00 CR: 3,158.30CR

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT
12/07/20	12/07	C37926	RCPT 01111230	37440	LIBRARY DEPOSIT			9.65CR	3,300.53CR
12/07/20	12/07	C37926	RCPT 01111231	37440	LIBRARY DEPOSIT			1.87CR	3,302.40CR
12/07/20	12/07	C37938	RCPT 01111194	37443	LIBRARY DEPOSIT			200.00CR	3,502.40CR
12/14/20	12/14	C38010	RCPT 01112211	37466	LIBRARY DEPOSIT			183.44CR	3,685.84CR
12/14/20	12/14	C38013	RCPT 01112288	37469	LIBRARY DEPOSIT			1.30CR	3,687.14CR
12/17/20	12/17	C38047	RCPT 01112690	37486	LIBRARY DEPOSIT			0.80CR	3,687.94CR
12/21/20	12/21	C38094	RCPT 01112856	37492	LIBRARY DEPOSIT			39.83CR	3,727.77CR
12/22/20	12/22	C38103	RCPT 01112917	37501	LIBRARY DEPOSIT			0.80CR	3,728.57CR
===== DECEMBER ACTIVITY DB:						0.00	CR:	437.69CR	437.69CR
===== ACCOUNT TOTAL DB:						0.00	CR:	3,728.57CR	
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
DEPT: 00 ** INVALID DEPT **									
00-00-5601	ADVERTISING BEGINNING BALANCE								0.00
DEPT: 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

12/07/20	12/22	A27673	DFT: 001731	35206	WALGRN - PHOTO	CARD WR 5347	2011LIB		16.46	16.46
12/07/20	12/22	A27673	DFT: 001731	35206	H LOBBY - FRAME	DECORAT 5347	2011LIB		31.97	48.43
===== DECEMBER ACTIVITY DB:      48.43      CR:      0.00									48.43	
===== ACCOUNT TOTAL      DB:      48.43      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

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

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

81-00-5505 PROFESSIONAL SERVICES BEGINNING BALANCE 0.00

81-00-5517 MEETING ROOM DEPOSIT RETURN BEGINNING BALANCE 0.00

81-00-5601 ADVERTISING BEGINNING BALANCE 0.00

81-00-5605 TRAVEL & TRAINING BEGINNING BALANCE 0.00

81-00-5615 DUES, SUBSCRIPTION & PUBLICATI BEGINNING BALANCE 0.00

81-00-5655 EQUIPMENT RENTAL BEGINNING BALANCE 0.00

\*\* 000 ERRORS IN THIS REPORT! \*\*

** REPORT TOTALS **	---	DEBITS ---	---	CREDITS ---
BEGINNING BALANCES:		0.00		66,841.82CR
REPORTED ACTIVITY:		48.43		3,888.76CR
ENDING BALANCES:		48.43		70,730.58CR
TOTAL FUND ENDING BALANCE:				70,682.15CR



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

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	66,841.82CR
REPORTED ACTIVITY:	48.43	3,888.76CR
ENDING BALANCES:	48.43	70,730.58CR
GRAND TOTAL ENDING BALANCE:		70,682.15CR

## SELECTION CRITERIA

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

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