

Bastrop Public Library Board Meeting AGENDA

Bastrop Public Library
1100 Church Street
Bastrop, TX 78602



October 5, 2020 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.

PLEASE NOTE: ANYONE WISHING TO ADDRESS THE BOARD MUST PROVIDE COMMENTS WITH FULL NAME, ADDRESS, PHONE NUMBER TO BECCA@BASTROPLIBRARY.ORG BEFORE 3:00 P.M. ON OCTOBER 5, 2020. SUBMITTED COMMENTS WILL BE READ ALOUD AT THE MEETING. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.

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

Anyone wishing to address the Board must submit comments as directed above before 3:00 p.m. on October 5, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.

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

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

3. ANNOUNCEMENTS - NONE

4. STAFF REPORT

4A. Monthly report on Library activities.

4B. Monthly financial report.

5. CONSENT AGENDA

5A. Consider action to approve Bastrop Public Library Board minutes from the September 14, 2020, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

6A. Discussion of 2020 Holiday Open House.

6B. Election of officers for 2020—2021.

7. UPDATES

7A. Phase Three operational update.

7B. 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: Tuesday, September 29, 2020, at 3:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Ann Franklin, City Secretary

Bastrop Public Library Board Meeting Minutes

September 14, 2020

Call to Order:

The meeting was called to order at 6:00 p.m. by Vice President Barbara Clemons.

Members present were

Mary Jo Jenkins, Jaime McDonald, Jennifer Leisure, Lesa Neese, Sally Keinarth, Rebecca Bennett, Barbara Clemons, Library Director Becca Sexton, Mayor Connie Schroeder, and City Manager Paul Hofmann

Citizen Comments:

There were none.

Announcements:

Ms. Sexton introduced the new City Manager, Paul Hofmann. Mr. Hofmann expressed how pleased he is to be in Bastrop and offered to answer any questions.

Staff Report:

Activities -

Ms. Sexton stated that the Library Board may be able to meet in person next month as the City is planning to move to Phase III of the pandemic response on October 1.

Friends of the Library –

Ms. Sexton reviewed the information in the Librarian's report.

Statistical Report –

There will be no decrease in funding from the Friends of the Library. October or November's statistics will include information on the collection.

Financial Report –

Becky Bennett asked if revenue had increased or decreased since the Library implemented online bill pay. She also asked if the Library could take appointments for patrons to browse the Book Nook. Ms. Sexton said that she would look into both of these questions.

Consent Agenda:

The minutes for the August 3, 2020, meeting were approved as written.

Items for Individual Consideration and Discussion:

None.

Updates:

There will be a virtual training for all City Boards on September 17, 2020.

Lesa Neese commended the work that Library Supervisor for Public Services Bonnie Pierson, who is celebrating 20 years with the City, for her outstanding work at the Library.

The meeting adjourned at 6:30 p.m.

Respectfully submitted _____

Rebecca Bennett, Secretary

Approved _____

Mary Jo Jenkins, President

Bastrop Public Library Librarian's Report October 5, 2020

1. Statistics Highlights through September 28, 2020

- Appointments for computer use since June 22, 2020: 471
- YTD eBook circulations: 18,056, a 29% increase over last year
- Since beginning curbside service on May 4, 2020:
 - 10,566 checkouts
 - 2,338 transactions
- Since implementing online card applications in April, 80 new members have registered.

2. Programs

The Library debuted a new passive program the week of September 28. Library staff installed a StoryWalk ® along the trail in Fisherman's Park. Pages from a short story will be posted on signs along the path so you can read while you walk. There are several stories planned over the next couple of months.

3. Noteworthy Items

The Library debuted its new Book Bundles service the week of September 22, 2020. Patrons can request a Book Bundle using our curbside service and they'll get three books for the 'price' of one (a bundle counts as just one item toward the five item limit). The bundles come in a variety of themes based on patrons' reading preferences. For example, if a reader loves Jodi Picoult, they can request our Jodi Picoult bundle, which will contain two 'readalikes,' or books by authors similar to Jodi Picoult, and one 'wild card' title.

At the September 22, 2020, Bastrop City Council meeting, Council approved the acceptance of our \$7,902 CARES grant from the Texas State Library and Archives Commission and the Institute for Museum and Library Services. Equipment has been ordered and the self-checkouts should be operational by the end of October.

The annual Boards & Commissions Volunteer Appreciation Banquet will be Thursday, November 12, from 6:30—8:30pm. Among the safety measures that will be in place is that staff will be taking attendee temperatures at sign-in.

4. Coming Soon

Library Director Becca Sexton will be out of the office from October 26—October 30. Programs Supervisor Bonnie Pierson will oversee the Library during that time.

Ms. Sexton will be participating on a panel on library leadership during the COVID-19 pandemic at the October 26 Texas Library Association District 3 virtual fall workshop.

The Library will be participating in the YMCA's Halloween Drive By Trick or Treat event on October 31, 5—7pm at the Rodeo Grounds at Mayfest Park.

The Library will partner with Bastrop County Cares to offer a virtual program around caring for your mental health during an unusual holiday season later this fall.

2021 Holidays

Saturday, April 3: Easter weekend

Saturday, July 24: close early for Summer Reading finale party

Saturday, November 13: Hot Rods & Heroes

Saturday, November 27: Thanksgiving weekend

Friday, December 24—Monday, December 27: Christmas weekend

Friday, December 31—Saturday, January 1: New Year's weekend

5. Patron Feedback

Responses to October newsletter, sent September 22:

- “Wow! I love all the things you all are doing at the Bastrop library. And the newsletter looks AWESOME!!”
- “Y'all are awesome! I love the bundle and storywalk ideas!!!”
- “Great newsletter! Thanks for encouraging everyone to register to VOTE!”

Respectfully submitted: Becca Sexton, Library Director

Bastrop Public Library
Monthly Financial Report
October 5, 2020

1. Through September 28, 2020, total non-donation revenue for the Library is \$21,453.47, including \$12,410 in non-resident card fees. To date, the Library has received \$11,732.56 in private donations in addition to \$15,571.20 donated by the Friends of the Library.
2. Since implementing online bill pay, the Library has brought in \$1,308.54 via PayPal. Revenue from printing since the Library opened for computer appointments on June 22 is \$503.50.
3. Of the revenue generated via PayPal, \$375.64 has been for fines and fees not related to membership. An additional \$391.85 in fines and fees was paid via phone, which would not have been possible had we not installed credit card readers in late 2019 to facilitate the new non-resident membership fee. By comparison, during the same time period last year, April 1 through September 28, 2019, the Library brought in \$4,795.95 in fines and non-membership fees.
4. FY2020 expenditures from the Library Board fund:
 - a. Supplies: \$3,591.73
 - i. Summer Reading prizes
 - ii. Bricks and pavers
 - iii. Supplies for Friday morning Coffee & Conversation
 - b. Books: \$333.59
 - i. Largely large type and gardening book purchases from donations in honor of Anne Beck
 - c. Professional Services: \$350.00
 - i. Open House performers

Respectfully submitted: Becca Sexton, Library Director

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

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 44,617.44CR

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

Table with columns: DATE, TRAN #, REFERENCE, DESCRIPTION, VEND, INV/JE #, NOTE, AMOUNT, BALANCE. Rows include transactions from 10/31/19 to 2/29/20, such as 'Mthly Interest Alloc', 'MBS CD INT EARNED', and 'TEXPOOL MTHLY INT ALLOC'.

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
3/31/20	4/06	B35734		05699 CD INT EARNED		JE# 017306		66.55CR	524.14CR
3/31/20	4/06	B35735		05700 MBS CD INT EARNED		JE# 017309		21.13CR	545.27CR
3/31/20	4/06	B35736		05700 MBS CD INT EARNED		JE# 017310		3.17CR	548.44CR
3/31/20	4/06	B35750		05702 TEXPOOL MTHLY INT ALLOC		JE# 017314	000209	3.46CR	551.90CR
3/31/20	4/07	B35768		05708 Mthly Interest Alloc		JE# 017330	000213	2.42CR	554.32CR
			=====	MARCH ACTIVITY DB:	0.00	CR:	126.16CR	126.16CR	
4/30/20	5/11	B36008		05735 Mthly Interest Alloc		JE# 017433	000241	0.82CR	555.14CR
4/30/20	5/12	B36011		05737 Mthly Interest Alloc		JE# 017435	000242	16.31CR	571.45CR
4/30/20	5/12	B36012		05737 TEXPOOL MTHLY INT ALLOC		JE# 017436	000243	1.24CR	572.69CR
4/30/20	5/12	B36013		05737 MBS CD INT EARNED		JE# 017437		21.97CR	594.66CR
4/30/20	5/12	B36014		05737 CD INT EARNED		JE# 017438		47.19CR	641.85CR
			=====	APRIL ACTIVITY DB:	0.00	CR:	87.53CR	87.53CR	
5/31/20	6/03	B36162		05761 CD INT EARNED		JE# 017511		110.32CR	752.17CR
5/31/20	6/03	B36163		05761 MBS CD INT EARNED		JE# 017512		14.84CR	767.01CR
5/31/20	6/03	B36164		05761 Mthly Interest Alloc		JE# 017513	000262	10.50CR	777.51CR
5/31/20	6/03	B36165		05761 TEXPOOL MTHLY INT ALLOC		JE# 017514	000263	0.79CR	778.30CR
5/31/20	6/09	B36218		05772 Mthly Interest Alloc		JE# 017527	000271	1.09CR	779.39CR
			=====	MAY ACTIVITY DB:	0.00	CR:	137.54CR	137.54CR	
6/30/20	7/09	B36434		05800 CD INT EARNED		JE# 017623		61.90CR	841.29CR
6/30/20	7/09	B36435		05800 MBS CD INT EARNED		JE# 017624		35.17CR	876.46CR
6/30/20	7/09	B36436		05800 TEXPOOL MTHLY INT ALLOC		JE# 017625	000291	0.62CR	877.08CR
6/30/20	7/09	B36437		05800 Mthly Interest Alloc		JE# 017626	000292	7.92CR	885.00CR
6/30/20	7/14	B36458		05809 Mthly Interest Alloc		JE# 017638	000299	0.83CR	885.83CR
			=====	JUNE ACTIVITY DB:	0.00	CR:	106.44CR	106.44CR	
7/31/20	8/13	B36661		05827 Mthly Interest Alloc		JE# 017705	000316	6.36CR	892.19CR
7/31/20	8/13	B36662		05827 TEXPOOL MTHLY INT ALLOC		JE# 017706	000317	0.69CR	892.88CR
7/31/20	8/13	B36663		05827 CD INT EARNED		JE# 017707		45.27CR	938.15CR
7/31/20	8/13	B36666		05832 MBS CD INT EARNED		JE# 017710		27.41CR	965.56CR
7/31/20	8/17	B36731		05838 Mthly Interest Alloc		JE# 017739	000327	0.89CR	966.45CR
			=====	JULY ACTIVITY DB:	0.00	CR:	80.62CR	80.62CR	
8/31/20	9/08	B36951		05858 Mthly Interest Alloc		JE# 017897	000354	2.86CR	969.31CR
8/31/20	9/08	B36952		05858 CD INT EARNED		JE# 017898		26.31CR	995.62CR
8/31/20	9/08	B36953		05858 MBS CD INT EARNED		JE# 017899		11.93CR	1,007.55CR
8/31/20	9/08	B36954		05858 TEXPOOL MTHLY INT ALLOC		JE# 017900	000355	0.31CR	1,007.86CR
8/31/20	9/08	B36955		05858 Mthly Interest Alloc		JE# 017901	000356	1.15CR	1,009.01CR
			=====	AUGUST ACTIVITY DB:	0.00	CR:	42.56CR	42.56CR	
			=====	ACCOUNT TOTAL DB:	4.60	CR:	1,013.61CR		

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
10/02/19	10/02	C33892	RCPT 01077497	35870	LIBRARY DEPOSIT				0.70CR	2.77CR
10/07/19	10/07	C33915	RCPT 01077711	35894	LIBRARY DEPOSIT				21.07CR	23.84CR
10/07/19	10/07	C33915	RCPT 01077712	35894	LIBRARY DEPOSIT				6.30CR	30.14CR
10/15/19	10/15	C33991	RCPT 01079079	35930	LIBRARY DEPOSIT				6.59CR	36.73CR
10/15/19	10/15	C33991	RCPT 01079084	35930	LIBRARY DEPOSIT				34.25CR	70.98CR
10/21/19	10/21	C34070	RCPT 01079657	35956	LIBRARY DEPOSIT				6.74CR	77.72CR
10/21/19	10/21	C34070	RCPT 01079658	35956	LIBRARY DEPOSIT				354.41CR	432.13CR
10/28/19	10/28	C34150	RCPT 01080137	35997	LIBRARY DEPOSIT				13.71CR	445.84CR
10/28/19	10/28	C34150	RCPT 01080138	35997	LIBRARY DEPOSIT				4.84CR	450.68CR
			=====		OCTOBER ACTIVITY DB:	0.00	CR:	450.68CR	450.68CR	
11/01/19	11/01	C34195	RCPT 01080414	36029	LIBRARY DEPOSIT				9.08CR	459.76CR
11/01/19	11/01	C34195	RCPT 01080415	36029	LIBRARY DEPOSIT				1.28CR	461.04CR
11/04/19	11/04	C34197	RCPT 01080448	36034	LIBRARY DEPOSIT				4.74CR	465.78CR
11/04/19	11/04	C34197	RCPT 01080449	36034	LIBRARY DEPOSIT				2.08CR	467.86CR
11/12/19	11/12	C34306	RCPT 01081269	36074	LIBRARY DEPOSIT				4.12CR	471.98CR
11/12/19	11/12	C34306	RCPT 01081271	36074	LIBRARY DEPOSIT				12.49CR	484.47CR
11/18/19	11/18	C34395	RCPT 01082502	36105	LIBRARY DEPOSIT				35.76CR	520.23CR
11/18/19	11/18	C34395	RCPT 01082503	36105	LIBRARY DEPOSIT				556.49CR	1,076.72CR
11/25/19	11/25	C34486	RCPT 01082894	36137	LIBRARY DEPOSIT				56.36CR	1,133.08CR
11/25/19	11/25	C34486	RCPT 01082895	36137	LIBRARY DEPOSIT				8.51CR	1,141.59CR
			=====		NOVEMBER ACTIVITY DB:	0.00	CR:	690.91CR	690.91CR	
12/02/19	12/02	C34511	RCPT 01083113	36164	LIBRARY DEPOSIT				0.13CR	1,141.72CR
12/02/19	12/02	C34511	RCPT 01083114	36164	LIBRARY DEPOSIT				2.50CR	1,144.22CR
12/02/19	12/02	C34512	RCPT 01083115	36165	LIBRARY DEPOSIT				3.18CR	1,147.40CR
12/02/19	12/02	C34512	RCPT 01083116	36165	LIBRARY DEPOSIT				0.35CR	1,147.75CR
12/09/19	12/09	C34597	RCPT 01083632	36199	LIBRARY DEPOSIT				26.62CR	1,174.37CR
12/09/19	12/09	C34597	RCPT 01083633	36199	LIBRARY DEPOSIT				11.36CR	1,185.73CR
12/16/19	12/16	C34712	RCPT 01084917	36235	LIBRARY DEPOSIT				59.01CR	1,244.74CR
12/16/19	12/16	C34712	RCPT 01084920	36235	LIBRARY DEPOSIT				36.93CR	1,281.67CR
12/23/19	12/23	C34782	RCPT 01085629	36278	LIBRARY DEPOSIT				17.80CR	1,299.47CR
12/23/19	12/23	C34782	RCPT 01085630	36278	LIBRARY DEPOSIT				60.50CR	1,359.97CR
12/30/19	12/30	C34814	RCPT 01085927	36306	LIBRARY DEPOSIT				1.84CR	1,361.81CR
12/30/19	12/30	C34814	RCPT 01085928	36306	LIBRARY DEPOSIT				10,028.84CR	11,390.65CR
12/31/19	12/31	C34817	RCPT 01085959	36312	LIBRARY DEPOSIT				51.09CR	11,441.74CR
			=====		DECEMBER ACTIVITY DB:	0.00	CR:	10,300.15CR	10,300.15CR	
1/07/20	1/07	C34884	RCPT 01086147	36344	LIBRARY DEPOSIT				0.72CR	11,442.46CR
1/07/20	1/07	C34884	RCPT 01086272	36344	LIBRARY DEPOSIT				105.53CR	11,547.99CR
1/13/20	1/13	C34969	RCPT 01087114	36363	LIBRARY DEPOSIT				3,112.49CR	14,660.48CR
1/13/20	1/13	C34969	RCPT 01087116	36363	LIBRARY DEPOSIT				60.61CR	14,721.09CR
1/22/20	1/22	C35055	RCPT 01088310	36395	LIBRARY DEPOSIT				38.46CR	14,759.55CR
1/22/20	1/22	C35055	RCPT 01088328	36395	LIBRARY DEPOSIT				109.58CR	14,869.13CR

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
00-00-4504			LIBRARY DONATIONS							
					* (CONTINUED) *					
1/31/20	1/31	C35145	RCPT 01088675	36432	LIBRARY DEPOSIT				3.62CR	14,919.51CR
			=====		JANUARY ACTIVITY DB:	0.00	CR:	3,477.77CR	3,477.77CR	
2/03/20	2/03	C35168	RCPT 01088743	36442	LIBRARY DEPOSIT				8.96CR	14,928.47CR
2/03/20	2/03	C35168	RCPT 01088744	36442	LIBRARY DEPOSIT				16.63CR	14,945.10CR
2/03/20	2/03	C35171	RCPT 01088750	36447	LIBRARY DEPOSIT				0.30CR	14,945.40CR
2/03/20	2/03	C35171	RCPT 01088774	36447	LIBRARY DEPOSIT				1.90CR	14,947.30CR
2/04/20	2/05	C35191	RCPT 01088813	36450	LIBRARY DEPOSIT				2.30CR	14,949.60CR
2/10/20	2/10	C35220	RCPT 01089249	36467	LIBRARY DEPOSIT				7.54CR	14,957.14CR
2/10/20	2/10	C35220	RCPT 01089250	36467	LIBRARY DEPOSIT				12.41CR	14,969.55CR
2/17/20	2/17	C35328	RCPT 01090464	36504	LIBRARY DEPOSIT				0.10CR	14,969.65CR
2/18/20	2/18	C35333	RCPT 01090640	36512	LIBRARY DEPOSIT				7.25CR	14,976.90CR
2/18/20	2/18	C35333	RCPT 01090641	36512	LIBRARY DEPOSIT				5.72CR	14,982.62CR
2/24/20	2/24	C35379	RCPT 01090940	36540	LIBRARY DEPOSIT				11.90CR	14,994.52CR
2/24/20	2/24	C35379	RCPT 01090941	36540	LIBRARY DEPOSIT				3.55CR	14,998.07CR
2/26/20	2/26	C35424	RCPT 01091080	36558	LIBRARY DEPOSIT				3.70CR	15,001.77CR
2/27/20	2/27	C35456	RCPT 01091140	36562	LIBRARY DEPOSIT				3.70CR	15,005.47CR
			=====		FEBRUARY ACTIVITY DB:	0.00	CR:	85.96CR	85.96CR	
3/03/20	3/03	C35471	RCPT 01091285	36569	LIBRARY DEPOSIT				8.39CR	15,013.86CR
3/03/20	3/03	C35471	RCPT 01091286	36569	LIBRARY DEPOSIT				11.35CR	15,025.21CR
3/03/20	3/03	C35472	RCPT 01091289	36570	LIBRARY DEPOSIT				0.70CR	15,025.91CR
3/03/20	3/03	C35472	RCPT 01091290	36570	LIBRARY DEPOSIT				5.12CR	15,031.03CR
3/06/20	3/06	C35514	RCPT 01091530	36593	LIBRARY DEPOSIT				2.00CR	15,033.03CR
3/09/20	3/09	C35517	RCPT 01091682	36595	LIBRARY DEPOSIT				22.04CR	15,055.07CR
3/09/20	3/09	C35517	RCPT 01091686	36595	LIBRARY DEPOSIT				3.24CR	15,058.31CR
3/11/20	3/11	C35561	RCPT 01092194	36612	LIBRARY DEPOSIT				3.80CR	15,062.11CR
3/16/20	3/16	C35599	RCPT 01092964	36622	LIBRARY DEPOSIT				3.02CR	15,065.13CR
3/16/20	3/16	C35599	RCPT 01092975	36622	LIBRARY DEPOSIT				12.11CR	15,077.24CR
3/25/20	3/25	C35663	RCPT 01093422	36650	LIBRARY DEPOSIT				0.17CR	15,077.41CR
3/25/20	3/25	C35663	RCPT 01093423	36650	LIBRARY DEPOSIT				2.28CR	15,079.69CR
			=====		MARCH ACTIVITY DB:	0.00	CR:	74.22CR	74.22CR	
5/01/20	5/01	C35918	RCPT 01095536	36735	LIBRARY DEPOSIT				6,000.00CR	21,079.69CR
5/26/20	5/26	C36111	RCPT 01097487	36804	LIBRARY DEPOSIT				25.37CR	21,105.06CR
			=====		MAY ACTIVITY DB:	0.00	CR:	6,025.37CR	6,025.37CR	
6/22/20	6/22	C36297	RCPT 01099599	36893	LIBRARY DEPOSIT				25.00CR	21,130.06CR
6/29/20	6/29	C36356	RCPT 01099781	36916	LIBRARY DEPOSIT				0.90CR	21,130.96CR
			=====		JUNE ACTIVITY DB:	0.00	CR:	25.90CR	25.90CR	
7/07/20	7/08	C36427	RCPT 01100200	36945	LIBRARY DEPOSIT				4.40CR	21,135.36CR

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : N/A

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

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

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

8/10/20	8/10	C36612	RCPT 01102710	37060	LIBRARY DEPOSIT					2,721.20CR	27,256.56CR
8/10/20	8/10	C36614	RCPT 01102786	37064	LIBRARY DEPOSIT					0.60CR	27,257.16CR
8/25/20	8/25	C36826	RCPT 01104093	37117	LIBRARY DEPOSIT					1.00CR	27,258.16CR
			=====		AUGUST ACTIVITY DB:	0.00	CR:	2,922.80CR		2,922.80CR	
9/14/20	9/14	C37008	RCPT 01105361	37172	LIBRARY DEPOSIT					44.80CR	27,302.96CR
			=====		SEPTEMBER ACTIVITY DB:	0.00	CR:	44.80CR		44.80CR	
			=====		ACCOUNT TOTAL DB:	0.00	CR:	27,302.96CR			

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

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 ** INVALID DEPT **

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
81-00-5150			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
11/01/19	12/04	A14447	CHK: 124888	32557	WM - COFFEE CREAMERS	5347	1910LIB		33.30	33.30
			=====		NOVEMBER ACTIVITY DB:	33.30	CR:	0.00	33.30	
3/11/20	3/12	A17577	CHK: 125267	33111	AMZ -2221021 / LIB BD NA	5347	1911DIETRICH		50.75	84.05
3/11/20	3/12	A17577	CHK: 125267	33111	AMZ -2221021 / SALES TAX	5347	1911DIETRICH		4.20	88.25
			=====		MARCH ACTIVITY DB:	54.95	CR:	0.00	54.95	
4/30/20	5/07	A19763	DFT: 001409	33412	POLAR - ENGRVD BRICKS &	5347	2002LIB		361.31	449.56
4/30/20	5/07	A19766	DFT: 001409	33412	CSLP - SRP	5347	2002PIERSON		309.25	758.81
			=====		APRIL ACTIVITY DB:	670.56	CR:	0.00	670.56	
6/03/20	6/24	A21363	EFT: 009021	33767	SRP PRIZE REIMBURSEMENT	7019	200626 SRP_PRZ		30.00	788.81
6/10/20	6/12	A21004	DFT: 001461	33699	HL - CRAFT SUPPLIES - SR	5347	2005LIBRARY		10.50	799.31
			=====		JUNE ACTIVITY DB:	40.50	CR:	0.00	40.50	
7/08/20	8/11	A22803	DFT: 001527	33973	LOWES - GIFT CARD - SRP	5347	2006LIB		25.00	824.31
7/08/20	8/11	A22803	DFT: 001527	33973	BASSANO - GIFT CARD - SR	5347	2006LIB		40.00	864.31
7/08/20	8/11	A22803	DFT: 001527	33973	HEB - SNACKS - SRP PRIZE	5347	2006LIB		41.58	905.89
7/08/20	8/11	A22803	DFT: 001527	33973	AUSTIN BKS - GIFT CRDS -	5347	2006LIB		70.00	975.89
7/08/20	8/11	A22803	DFT: 001527	33973	BK PEOPLE - GIFT CARD -	5347	2006LIB		50.00	1,025.89
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - JAPANESE CANDY - S	5347	2006LIB		18.00	1,043.89
7/08/20	8/11	A22803	DFT: 001527	33973	LEGO - BRICK SETS - SRP	5347	2006LIB		69.98	1,113.87
7/08/20	8/11	A22803	DFT: 001527	33973	LEGO - SALES TAX	5347	2006LIB		5.77	1,119.64
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - 2 FIRE HD 10 - SRP	5347	2006LIB		360.98	1,480.62
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - MISC SRP PRZS	5347	2006LIB		35.11	1,515.73
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GEL EYE MASK - SRP	5347	2006LIB		10.75	1,526.48
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - MISC SRP PRZS	5347	2006LIB		23.86	1,550.34
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - MISC SRP PRZS	5347	2006LIB		57.41	1,607.75
7/08/20	8/11	A22803	DFT: 001527	33973	WM - ACTIVITY PACKET SUP	5347	2006LIB		13.63	1,621.38
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GIFT CARD - SRP	5347	2006LIB		10.00	1,631.38
7/08/20	8/11	A22803	DFT: 001527	33973	HEB - MISC SRP PRIZES	5347	2006LIB		16.96	1,648.34
7/08/20	8/11	A22803	DFT: 001527	33973	HOBBY LOBBY - MISC SRP P	5347	2006LIB		14.47	1,662.81
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GIFT CARD - SRP	5347	2006LIB		10.00	1,672.81
7/08/20	8/11	A22803	DFT: 001527	33973	AMZ - GIFT CARD - SRP	5347	2006LIB		10.00	1,682.81
7/24/20	7/23	A22227	EFT: 009106	34082	SRP 2020 TN - 46	17043	46074521-46733078		298.08	1,980.89
7/24/20	7/23	A22227	EFT: 009106	34082	SRP 2020 TN - 2	17043	46074521-46733078		27.10	2,007.99

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 ** INVALID DEPT **

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

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====	
7/24/20	7/23	A22227	EFT: 009106	34082	SRP JUV #1 - 22	17043	46074521-46733078		109.71	3,278.29	
			=====	JULY ACTIVITY	DB:	2,478.98	CR:	0.00	2,478.98		
8/01/20	8/18	A23039	EFT: 009213	34280	SRP GRAND - 1	17043	46751704-47371368		10.06	3,288.35	
8/01/20	8/18	A23039	EFT: 009213	34280	SRP JUV #1 - 10	17043	46751704-47371368		62.17	3,350.52	
8/01/20	8/18	A23039	EFT: 009213	34280	SRP JUV #1 - 6	17043	46751704-47371368		34.16	3,384.68	
8/07/20	8/28	A23395	DFT: 000000	34206	HEB - SRP PRIZES	5347	2007LIB		97.52	3,482.20	
8/14/20	8/19	A23145	EFT: 009250	34266	SRP PRIZE-GIFT CERT	7019	LP8 2711907		50.00	3,532.20	
			=====	AUGUST ACTIVITY	DB:	253.91	CR:	0.00	253.91		
9/09/20	9/24	A24590	DFT: 001609	34419	BASTROP FLORIST - R BENN	5347	2008LIB		59.53	3,591.73	
			=====	SEPTEMBER ACTIVITY	DB:	59.53	CR:	0.00	59.53		
			=====	ACCOUNT TOTAL	DB:	3,591.73	CR:	0.00			

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

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

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

81-00-5231			BOOKS								
				B E G I N N I N G	B A L A N C E					0.00	
10/30/19	11/14	A13681	EFT: 007568	32440	BOOKS 10/2019	17043	1910		44.82	44.82	
			=====	OCTOBER ACTIVITY	DB:	44.82	CR:	0.00	44.82		
3/01/20	3/18	A17651	EFT: 008206	33164	BOOKS	17043	2002		218.08	262.90	
			=====	MARCH ACTIVITY	DB:	218.08	CR:	0.00	218.08		
7/10/20	7/08	A21838	EFT: 009041	33978	DBC - 3	17043	45926984		31.25	294.15	
			=====	JULY ACTIVITY	DB:	31.25	CR:	0.00	31.25		
9/01/20	9/17	A24246	EFT: 009368	34539	SRP JUV PRZ #1 - 1	17043	47786218-48030364		9.53	303.68	
9/01/20	9/17	A24246	EFT: 009368	34539	ANNE BECK MEM - 1	17043	47786218-48030364		29.91	333.59	
			=====	SEPTEMBER ACTIVITY	DB:	39.44	CR:	0.00	39.44		
			=====	ACCOUNT TOTAL	DB:	333.59	CR:	0.00			

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

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
8/14/20	8/19	A23144	CHK: 125848	34266	MIDWEST TAPE, LLC	25139	99173877		226.32	226.32
			=====	AUGUST ACTIVITY	DB:	226.32	CR:	0.00	226.32	
9/11/20	9/16	A24196	CHK: 126013	34467	DVD	25139	99197146		7.49	233.81
9/11/20	9/16	A24197	CHK: 126013	34467	DVD	25139	99231163		7.49	241.30
			=====	SEPTEMBER ACTIVITY	DB:	14.98	CR:	0.00	14.98	
			=====	ACCOUNT TOTAL	DB:	241.30	CR:	0.00		

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

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

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

81-00-5505			PROFESSIONAL SERVICES							
			B E G I N N I N G		B A L A N C E					0.00
12/01/19	12/10	A14526	EFT: 007758	32583	OPEN HOUSE PERFORMANCE 1	15250	LHTE - HUSER		50.00	50.00
12/01/19	12/10	A14527	CHK: 124900	32583	OPEN HOUSE PERFORMANCE 1	27133	LHTE NICHOLSON		50.00	100.00
12/14/19	12/26	A14908	EFT: 007849	32546	MICHAEL HUET	15247	INV # 19-02		50.00	150.00
12/14/19	12/26	A14909	EFT: 007850	32546	PERFORMANCE @ OPEN HOUSE	29088	123		200.00	350.00
			=====	DECEMBER ACTIVITY	DB:	350.00	CR:	0.00	350.00	
			=====	ACCOUNT TOTAL	DB:	350.00	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							

FUN00310 : 505-LIBRARY BOARD FUND

PERIOD TO USE: Oct-2019 THRU Sep-2020

DEPT : 81 ** INVALID DEPT **

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

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

81-00-5615 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 44,617.44CR

REPORTED ACTIVITY: 5,021.22 28,316.57CR

ENDING BALANCES: 5,021.22 72,934.01CR

TOTAL FUND ENDING BALANCE: 67,912.79CR

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	44,617.44CR
REPORTED ACTIVITY:	5,021.22	28,316.57CR
ENDING BALANCES:	5,021.22	72,934.01CR
GRAND TOTAL ENDING BALANCE:		67,912.79CR

SELECTION CRITERIA

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

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 ***

Library Open House Plan 2020

Saturday, December 12, 2020
10:00am - 4:00pm Main Activities
6:00-7:00pm Teen Dance Party

Objectives:

1. Provide the Bastrop community with a safe and fun holiday experience at the library.
2. Modify our signature activities to follow recommended safety guidelines.
3. Provide activities that encourage visiting the library but not lingering for an extended amount of time.

Planned Activities:

1. Musical performances

Every year the library provides music for patrons to increase the festive nature of the day. Musicians are usually local entertainers who are paid for their services.

Performers tentatively scheduled:

- Pianist
- Youth Cellists

Safety procedures:

- Performances are instrumental only.
- Performers will wear masks.
- Decorations and /or stanchions will create a space of at least 6 feet between the performer and the public.
- No seating will be provided for the public to discourage lingering.

2. Distribute Graham Cracker House kits

Decorating prebuilt graham cracker houses is the signature program of the library's Open House Event. This popular event has been modified so people can still experience decorating the houses with their families.

- Kits will include a house and a variety of candy.
- A limited number of house kits will be prepared.
- Kits will be reserved.
- Kits will be picked up at the library on the day of the event.

Safety procedures:

- Only library staff will create the houses.
- Staff will be masked and gloved when handling any edible items.
- Tables and utensils will be cleaned and/or sanitized regularly.
- Houses will be boxed and sealed with a festive sticker.
- Candy decorations will be individually packaged and sealed.
- Sealed candy will be placed in a paper bag for distribution.
- Kit distribution will take place in the Children's Area away from high traffic areas.

3. Hospitality Cheer Bag

A multitude of cookies has always been a part of this event. This aspect has been modified to provide a festive feel to the event while following safety guidelines.

A limited number of small bags with a few holiday/ seasonal items will be given to adults and children on a first come first served basis as they leave the building. Proposed bag items are:

- A cookie from a local bakery
- A packet of hot cocoa mix
- A candy cane
- A seasonal bookmark

Safety Procedures:

- Only library staff will create the bags.
- Staff will be masked and gloved when handling any edible items.
- Cookies from the bakery will be either:
 - Individually prepackaged
 - Packaged by library staff into waxed paper sleeves.
- Tables and utensils will be cleaned and/or sanitized regularly.
- Bags will be sealed with a ribbon tie.

4. Holiday Story Walk:

A holiday or seasonal themed story will be displayed along the sidewalk behind the library leading to the park. Families can enjoy the story as they walk to the park without touching the display. The walk will be available for at least a week weather permitting.

Because of the nature of this activity the health risk is relatively low.

Safety Procedures:

- Story boards will be firmly secured to the stands.
- Stands will be positioned so they can be read easily without being handled.
- The story will be checked regularly for vandalism or weather damage.
- The story will not be set up if the weather is unsuitable for walking the trail safely.

5. Photo Booth inside the library:

A festive backdrop will be available for photos. Depending upon the location in the library, it may be available prior to and after the Open House event.

Safety Procedures:

- The display will consist of a backdrop and foreground.
- No shared props will be available.
- Any chairs or benches used will be solid surfaces that can be cleaned.

6. Graham Cracker House Decorating Contest:

City staff and community leaders will be asked to decorate a prebuilt graham cracker house like we will distribute to the public. Participants will receive a kit, decorate the

house and return the finished house to the library prior to the Open House Event. The public will be asked to vote for their favorite house via social media.

Safety Procedures:

- Houses will be built according to the safety procedures previously stated.
- Participants will be asked to wear a mask and wash their hands thoroughly when decorating the house.
- Completed houses will be displayed in the library.
- Houses will not be touched by the public.
- Staff handling the houses will wear gloves.
- Houses will be disposed of after the event.

7. Outdoor Teen Dance Party:

In previous years, our teens have decorated a float and participated in the Lighted Christmas Parade. They enjoy being together, dancing and singing the familiar holiday songs. This activity would allow the teens to have a similar experience while following safe social distancing guidelines.

Safety Procedures:

- The party will be from 6:00 - 7:00pm.
- Two staff members will be responsible for enforcing all safety procedures.
- We will allow a maximum of 15 pre-registered teens.
- Current library entrance standards will be followed.
 - Temperature checks upon arrival
 - Masks covering the mouth and nose at all times
 - Hand sanitizer will be available
- Teens will sign-in.
- We will have social distancing signage displayed.
- The party will be outside, behind the library in the alcove beside the reading room. This area is slightly sheltered but still provides enough space for social distancing. There is also a power outlet in this space for safety and decorative lighting.
- Teens will not be allowed in the library building.
- Any snacks provided will be individually wrapped and spread out on a table.
- Staff will clean up and secure the library when activity is complete, and all teens have left the property.

Phase Three: Limited Capacity (Phase One: Curbside Service & Other Functions continue except as superseded by Phase Three – see end of document)

Staffing

Security guard from Emerald returns to work. All staff working in public spaces will wear masks. Circulation staff may also wear gloves. Volunteers may return to work at the library but only one adult and one teen may volunteer at a time.

PPE Needed

masks, gloves, disinfectant, sneeze guards, hand sanitizer stations for patrons

Other Supply Considerations

Signage and decals to indicate appropriate social distancing, particularly when lining up at service desks. Per the Open Texas guidelines released by the Governor's Office in early May 2020 and revised on May 18, 2020, signage should include "readily visible signage...to remind everyone of best hygiene practices." Stanchions will be needed to block off areas of the library including the Reading Room and Creation Station, as well as to limit access to staff work areas.

- Limit number of patrons in the building based on local guidelines. The security guard or other staff member will monitor the building's entrance to maintain capacity. Hourly head counts may be utilized. Signage at the door will indicate the capacity and that patrons may be asked to wait to enter the building.
 - Access to Local History and Teen rooms limited to two users at a time.
 - Require hand sanitizer use at entrance.
 - Require patrons to wear masks.
 - Patrons will be asked to take temperatures and sign in.
- The Library will have Senior Hours for at-risk populations:
 - Monday, Wednesday, Friday: 10am—12pm
 - Tuesday and Thursday: 1—2pm
 - Saturday: 10—11am
- Use a "Grab & Go" service model.
 - All holds functionality will resume (placing and fulfilling).
 - Encourage patrons to limit visits to 30 minutes or less.
 - Remove some patron furniture and arrange remaining furniture to allow for six feet of distance between users.
 - Book displays will have signage asking that only one person browse at a time to maintain appropriate social distance.
 - Remove all interactive/shared-contact elements, including toys and puzzles.
 - Study Rooms closed to the public.
- Implement contactless and touchless checkout.
- Continue to restrict computer use.
 - Continue to limit the number of computers available, per Phase Two.
 - Staff will disinfect computer stations after every use.

- Staff will provide limited tech support and will not use library equipment used by patrons to provide instruction. Laser pointers can be used to demonstrate on-screen guidance from a social distance. If staff must use the keyboard or mouse to troubleshoot a problem, the patron will be asked to step away from computer and staff will wear gloves.
- Interlibrary Loan availability dependent on Texas State Library. **(yes as of 10/5/20)**
- TexShare Card availability dependent on Texas State Library. **(yes as of 10/5/20)**
- All programming will continue to be done virtually.
- Meeting rooms will not be available for public use.
- Remove one Public Access Catalog from the Kids Area for appropriate social distancing.
- Patrons may not use staff equipment, including phones, keyboards, or scanners. Staff will not handle patron devices.
- The Friends of the Library Book Nook will re-open, though only one person may browse at a time to allow for safe distancing between users.
- Post Office visits will increase to twice per week.

Phase One: Curbside Pickup Service

Staffing

VOE students may return to work during this time.

Step 1: Requesting Materials

- Patrons will be able to request materials over the phone or online via Google Forms.
- Patrons may request up to five items, including one Book Bundle.
- Patrons may request items for up to three cardholders in their household.
 - **In Phase Three, pick-up times will be the same as open hours.**
- Same day pick-up requests require two hours notice.
- Materials that include soft parts, like literacy kits, or that require additional sanitizing, such as cake pans, will not circulate.

Step 2: Staff Follow-up

- Each day before opening, staff will pull items requested for pick up that day, check them out, and bag them with the due date receipt. Bags will be labeled with last names and placed on hold shelves.
- Bags will include literature on best practices for safely using library materials, including notes to wash hands after handling items and to “Please stay home if you or anyone in your household is feeling sick. If you or anyone in your household becomes ill while you have library materials checked out, please contact us at 512-332-8880 and we will be happy to renew your materials.”
- Bags may include promotional materials or informational materials that will benefit the community.

Step 3: Curbside Pick-up

- We will designate three of the handicap spots for curbside pickup. When we notify patrons their order is ready, we will ask them to park in one of those spots or, if they arrive and are full, to wait in the parking lot until a spot becomes available. The spots will have signs with the Library's phone number so that patrons can call when they arrive. **In Phase Three, we will use Downtown Bastrop signage to designate alternate spots. The spaces at the front of the lot will revert to handicap parking.**
- There will be a small table in front of the Library's main doors. We will inform the patron when they call that their books will be placed on the table and to wait until the Library staff member (or patron before them in line) is back inside with the door closed before taking their materials from the table. We will watch from the doors to make sure items are picked up and will disinfect tables if they are touched, coughed on, sneezed on, etc.
- This way the transaction is contactless. Staff will wear masks, but we will not have to use up PPE such as gloves as staff will only be handling materials and bags that have been in the library (or, in the case of library books, quarantined before recirculation).

Step 4: Book Return

- We will re-open the exterior book drop and will not accept returns via curbside tables.
- The book drop will be emptied two to three times per day by a staff member wearing a mask and gloves. Materials will be carted to the meeting room, where they will be placed on tables labeled with the date of return.
- Books will be quarantined for five days using the Apollo quarantine settings and procedures.

Phase One: Other Functions

- ~~Hold fulfillment resumes. Placing holds dependent upon future Apollo functionality.~~
- ~~No Interlibrary Loan service.~~
- ~~TexShare Card availability dependent on Texas State Library.~~
- Library staff will provide reference services, account assistance, and tech support over the phone during our regular open hours.
- Library cards may be renewed over the phone.
- We will accept payment for fines and fees over the phone and online.
- New users may register for a library card online.
- Programs that can be moved online will be provided virtually via Zoom and Facebook. All other programs and meeting room reservations will be cancelled or postponed.
- ~~Post Office visits will be reduced to once per week.~~
- We will resume purchasing print materials.





