

Bastrop Public Library Board Meeting

AGENDA

Bastrop Public Library

1100 Church Street

Bastrop, TX 78602



February 7, 2022, 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. PRESENTATIONS

- 2A. Announcements from the Library Director.
- 2B. Announcements from individual Library Board members.

3. STAFF AND BOARD REPORTS

- 3A. Monthly report on Library activities.
- 3B. Monthly statistical report.
- 3C. Monthly financial report.
- 3D. Strategic Plan report

4. 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.

5. CONSENT AGENDA

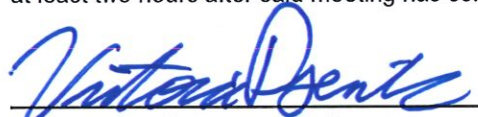
- 5A. Consider action to approve Bastrop Public Library Board minutes from the January 10, 2022, regular meeting.

6. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION

- 6A. Discussion of informational marketing: Five Things to Know.
- 6B. Individual requests from Library Board members for items to be listed on future agendas.

7. 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, February 1, 2022 at 3:00 p.m. and will remain posted for at least two hours after said meeting has convened.



Victoria Psencik, Deputy City Secretary

City of Bastrop Public Library Board

Meeting Minutes

January 10, 2022

1. Call to Order

- a. Meeting was called to order by President Mary Jo Jenkins at 6:03 pm. Members present were President Mary Jo Jenkins, Barbara Clemons, Sally Keinarth, Meagan Webb, and Laura Goodwin, Jennifer Leisure, Public Services Librarian Bethany Dietrich, Library Director Bonnie Pierson, Assistant City Manager Rebecca Gleason, and Mayor Connie Schroeder.

2. Presentations

- a. Announcements from Library Board members: A special election is being held for City Council Place 3 on January 29th; Sally Keinarth got the plaque for the honoring of the memory of Dr. Neil Gurwitz.

3. Staff and Board Reports

- a. Monthly Report on Library Activities
 - i. City Friends story time with Candice Butts and Kathy Danielson went very well; February's program will be presented by Ann Franklin
 - ii. Open House went very well; around 700 people attended and the Bastrop Police Department won the house decorating contest
 - iii. The library is adding 12 more outlets throughout the building to allow greater access for patrons to charge electronics; multiple bids have been secured and the project is set to be completed by the end of February
 - iv. The library is receiving applications for 2 open positions, Public Services Associate and a Librarian position
 - v. The upcoming staff meeting for the library will focus on team building, messaging, and branding
- b. Monthly Statistical Report
 - i. The presentation of statistics was aligned with the strategic focus areas:
 1. Community Engagement: when compared with previous year, higher nonresident usage, behind in total registrations
 2. Lifelong Learning: certain databases have been noted to not be used as frequently; library staff will evaluate
 3. Culture of Service: Savannah stats show that library has a much higher than average rate of opens for emails sent and for clicks, demonstrating high engagement from recipients
- c. Monthly Financial Report
 - i. Year to Date Revenue: \$8,770.44
 - ii. November 2021 Revenue: \$2,527.72

4. Citizen Comments

- a. No citizen comments

5. Consent Agenda

- a. A typo was noted in section 3(a)(iii) of the minutes from December's meeting, which was corrected
- b. Jennifer Leisure made a motion to approve the minutes with correction and Barbara Clemons seconded; minutes were approved

6. Items for Individual Consideration and Discussion

- a. A discussion was had concerning the citizen comment from December's meeting, during which a library patron asked that a book called *Irreversible Damage* be added to the library's collection. The Board agreed that the book did not meet the standards of the library's policy for addition of materials, and that library staff had complied with all reasonable efforts to locate information that would have supported its inclusion.
 - i. Sally Keinarth made a motion to uphold the library staff's decision not to add the book to the collection and Laura Goodwin seconded; the motion was approved
 - ii. Meagan Webb will create a letter to be signed by all Board members and sent to the patron, explaining the Board's decision

7. Adjournment

- a. Meeting was adjourned at 6:46 pm.

Respectfully Submitted,

Meagan Webb, Secretary

Bastrop Public Library Librarian's Report February 7, 2022

1. Program Summary:

The library has resumed regular programming in January, with biweekly Storytime, weekly Coffee with Catherine, Teen Thursdays, and Teen D& D.

The Teen Thursday program on January 20th, had the teens making predictions as to how many rubber bands could be wrapped around a piece of fruit before it “exploded”—burst from the pressure of the rubber bands. This program reinforced the scientific method and promoted learning from curiosity. The teens enjoyed an “exploded” fruit salad at the end of the program.

A Black History Month display was created with the cooperation of the Bastrop Juneteenth committee to feature black authors and illustrators, celebrate the lives of black Americans, and highlight other current social issues.

On February 2nd, Coffee with Catherine will have a special guest talk to the group about Ballroom dancing and demonstrate a few simple moves. Leading up to the program, many patrons of the library showed interest in attending this or a similar program at a later date.

2. Noteworthy Items

On January 6th, Carmen gave a tour of the library to thirty-two 7th and 8th grade students and 4 teachers from Founders Classical Academy. During her brief tour, she explained how the library arranges its collection, taught them the basics on how to locate and find books, and had them complete an activity to practice what they had learned. Feedback from the teachers and students was very positive and the teachers are planning to bring the 6th grade students in the near future.

The library continues to work on installing more outlets in the public areas. A quote for this project was accepted January 11, 2021. Work started on January 25th and is expected to wrap up by the end of January.

The portal for the Texas State Library & Archives Commission (TSLAC) Annual Library Report opened January 18th. The report is due by the end of April.

The City of Bastrop emergency shelter was open for three days beginning the afternoon of January 18th during to the Rolling Pines fire. The shelter was exclusively for first responders and housed thirteen fire fighters from multiple agencies.

Sheila Bowman celebrated her 18th anniversary with the library on January 23rd. The library is very grateful for the expertise she adds to the team.

As of January 31st, seven applications were received for the open librarian position and seventeen were reviewed for the open associate position. Interviews for the associate position will be February 7th and 8th.

The quarterly staff meeting scheduled for Thursday, January 27th was cancelled due to scheduling difficulties.

A letter was sent to Cheryl Irish informing her of the Library Board's decision about the book *Irreversible Damage* by Abigail Shrier. A copy of the letter follows this report.

The City of Bastrop compiles a report for the City Council each quarter to inform them of the accomplishments, work, and project progress made in the past three months. The library's quarterly information has been included at the end of this report.

3. Looking Ahead

The next City Friends Storytime will take place on February 16, 2022, with City Secretary Ann Franklin being the special guest.

The library will be closed Wednesday, March 2, 2022, for Texas Independence Day.

March 14th -18th is BISD's Spring Break. Limited special programming is planned.

Summer Reading Program will begin Tuesday, May 31st and run through Saturday, July 23rd. Because of last year's successful opening week activities, a similar week is planned for this year. At this time, a closing day party is scheduled for Saturday, July 23rd.

4. Patron Feedback

"Thank you for putting on such a fabulous, fun field trip. We are getting ready to bring some more classes over!"

-Jenny Murray, Founders Classical Academy Secretary

"Y'all do such an AMAZING job of keeping new and interesting reads in our library."

-Sarah, Patron

Scan of card mailed by a family that recently moved from Bastrop:

Bonnie and Carmen,

Thank y'all for all of the amazing kids' programs and the effort and enthusiasm in putting everything together; we had so much fun!

We will cherish the beauty of Bastrop and the gem that is the library.

We are very grateful for the time we had with y'all and will miss you dearly!

Take care!

...thanks a bunch
for all you do!



Dana, DONDAN,
ndra
Nora, &
EBW

Respectfully submitted: Bonnie Pierson, Library Director

Quarterly Reporting to City Council

Quarter 1: October, November, December 2021

City Interdepartmental Teams

Admin Team

A city-wide, universal retirement policy was established. The policy is expected to be officially approved and distributed in the second quarter. A master calendar, where departments can post events and information that may be useful to other departments, was created.

Employer of Choice

The Employer of Choice team was established. The team aims to help the City of Bastrop retain and recruit stellar employees. The members on the team represent their departments by voicing concerns and brainstorming ways to make the City of Bastrop the best employer it can be.

CSET

The City Branding Guidelines have been approved by the City Manager. Branding team members have created training documents, and three trainings are in the works: Directors' Meeting, Admin. Meeting, and CSET Meeting. Collateral Branding Guidelines for the Library have been approved by the City Manager, and training with library staff will be in January. Collateral Branding Guidelines for BP&L are in the early stages.

Library Patronage

Library Patronage				
	Q1	Q2	Q3	Q4
Physical circulations	15,535			
Ebook circulations	3,364			

Number of visitors to the library	14,038			
# of new library cards to non-residents	116			
# of renewed library cards to non-residents	179			
# of new library cards to City residents	70			
# of renew library cards to City residents	132			
Nonresident revenue for membership	\$6,855			

Library Programming & Special Events

In-person programming continued in fall 2021 with bi-weekly Storytime, weekly Teen Thursdays, weekly Coffee with Catherine, weekly Teen Dungeons and Dragons, and monthly LEGO Club.

The big event of the quarter was part of the Lost Pines Christmas Events: the Annual Library Open House, which was held Saturday, December 11, 2021. At Open House, musicians performed, including a local accordion player, two cellists from Little Heart Talent Education, and the Honor Choir. Library staff and volunteers pre-built 275 graham-cracker houses that were decorated by kids. Sixteen City of Bastrop departments created masterpieces as part of the second annual Great City Decorating Contest, where they decorate graham-cracker houses and the public votes on them during Open House. The Bastrop Police Department was the winner this year!

Self-directed activities were available for all ages during winter break including a take-it-make-it craft for children; polls in the Children’s Area and Teen Room; and puzzle packs for adults that included crosswords, word searches, and more.

The StoryWalk ® in Fisherman’s Park in October was *Nuts to You!* by Lois Ehlert. In November the Parks crew brought the frames back up to the library as a re-location of the Storywalk is currently being decided.

Volunteer Hours

Volunteer Hours at the Library				
	Q1	Q2	Q3	Q4
Volunteer Hours	544			

Ms. Irish,

Thank you so much for your presentation to the Bastrop Public Library Board of Directors. We appreciate that you would take time to speak with us, and we are so thankful for your passion for the library and for our community. As you know, the library has specific policies related to collection development, including processes by which works are evaluated for inclusion, utilizing professional journals and reviews to help make those determinations. These policies and procedures exist to ensure that collections are curated thoughtfully and intentionally.

After discussion and review, the Board of Directors has determined that, when evaluating *Irreversible Damage* by Abigail Shrier, library staff carefully followed all such policies and procedures. As such, we have agreed that this title does not fit the criteria for inclusion in the library's collection.

This title is still available to you and other patrons through Interlibrary Loan (ILL), whereby another library is asked to loan us their copy. There is a \$3 cost associated with this option, to cover shipping fees, and a form for ILL can be picked up at the Collection or Information Desks inside the library.

Again, we appreciate the time and effort you have put into this matter, and we thank you for reaching out to us.

Sincerely,

Bastrop Public Library Board

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

1. The Friends of the Library met on Tuesday, January 4, at 4:30pm.
2. The Friends now have 40 annual members and 14 Lifetime members for a total of 54 members.
3. The Friends presented their quarterly donation to the library of \$3,000.00 and the Lost Pines Garden Club's proceeds from the Fall Book and Plant Sale of \$3,603.50.
4. The Friends are promoting their annual scholarship. The scholarship opportunity will be posted in the library's February Newsletter, in the library, and at both Bastrop Independent School District high school campuses. They are considering giving only one scholarship of \$600 next year, rather than two of \$300.
5. The Friends are working on recruiting new volunteers via different social sites, such as Facebook and Next Door.
6. The Spring Book and Plant Sale will take place Friday, April 29th and Saturday, April 30th. Books will be available both days, but plants will only be available on Saturday. Friends members will have an early shopping opportunity on Friday morning at 9:00a.m.
7. The next meeting will be February 1, 2022.

Statistics - December 2021

Community Engagement	OCT	NOV	DEC	Q1	YTD 22	YTD 21	YEAR TOTAL 21
Circs By Patron Type							
Juv	281	301	264	846	846	815	4,226
Teen	64	47	60	171	171	369	1,183
Adult	1603	1390	1374	4367	4367	3500	16,198
Staff	108	87	110	305	305	347	1,381
NR Juv	463	441	416	1320	1320	779	4,271
NR Teen	186	81	72	339	339	67	856
NR Adult	3778	3430	3072	10280	10280	6955	39,269
TexShare	11	0	0	11	11	11	54
Total NR Usage	4,438	3,952	3,560	11,950	11,950	7,812	44,450
% NR Usage	68%	68%	66%	68%	68%	182%	66%
Programming							
Kids - # of Programs	12	7	7	26	26	1	65
Kids - Program Attendance	434	182	294	910	910	11	1,891
Teens - # of Programs	5	6	8	19	19	12	77
Teens - Program Attendance	40	33	67	140	140	55	437
Adults - # of Programs	4	0	4	8	8	14	54
Adults - Program Attendance	36	0	47	83	83	50	247
General - # of Programs	0	0	0	0	0	0	0
General - Program Attendance	0	0	0	0	0	0	0
Outreach - # of Programs	3	1	1	5	5	3	17
Outreach - Program Attendance	889	14	20	923	923	526	916
Passive - Coloring Sheets	60	0	210	270	270	0	105
Virtual - # of Programs	1	1	1	3	3	18	20
Virtual - Program Attendance	68	208	168	444	444	2,248	2,841
Total # of Programs	25	15	21	61	61	30	223
Total Program Attendance	1,467	437	596	2,500	2,500	642	4,681
Membership - New Cards							
City	34	22	14	70	70	48	311
City Renewals	47	42	43	132	132	149	569
Faculty	1	0	0	1	1	1	4
Faculty Renewals	5	2	1	8	8	2	20
Friends	0	0	0	0	0	0	2
Friends Renewals	6	1	1	8	8	5	24
Staff	0	1	0	1	1	1	6
Staff Renewals	0	1	0	1	1	3	17
Nonresident	56	27	33	116	116	61	452
Nonresident Renewals	78	46	55	179	179	236	942
TexShare Visitor	0	0	1	1	1	1	9
TexShare Visitor Renewals	0	0	1	1	1	0	0
Total New Registrations	91	50	48	189	189	112	779
Total Renewals	136	92	101	329	329	395	1,572
TexShare Home New	0	0	0	0	0	1	1
TexShare Home Renewals	3	6	1	10	10	16	36
Facility							
Door Count	5165	4180	4693	14038	14038	9996	51,643
Study Room Use	100	62	73	235	235	0	645

Statistics - December 2021

Pressley Use - Library	16	15	14	45	45	0	101
Pressley Use - Nonprofit	4	7	4	15	15	0	32
Pressley Use - Other	0	0	0	0	0	0	0
Maynard Use - Library	0	3	3	6	6	0	16
Maynard Use - Nonprofit	2	1	1	4	4	0	5
Maynard Use - Other	0	0	0	0	0	0	0
Total Meeting Room Use	122	88	95	305	305	0	799

Lifelong Learning	OCT	NOV	DEC	Q1	YTD 22	YTD 21	YEAR TOTAL 21
Database Use							
Portal to Texas History - Bastrop Advertiser	9938	7230	8282	25450	25450	18558	68,290
Learning Express Library	54	21	84	159	159	438	1,049
Heritage Quest	945	42	28	1015	1015	54	3,340
Small Business Reference Center	0	0	84	84	84	0	0
TeachingBooks	0	0	0	0	0	0	0
Explora Elementary	0	0	0	0	0	11	12
Explora High School	0	0	0	0	0	18	20
Total Use Kids Databases	0	0	0	0	0	29	32
Technology							
Kids Computer Use	3	0	0	3	3	36	215
Teen Computer Use	17	0	0	17	17	192	650
Adult Computer Use	417	378	330	1125	1125	694	3,603
Wifi Use	1229	1203	1436	3868	3868	1765	9,172
Website Visits	3704	2770	2780	9254	9254	8134	43,770
3D Prints	0	0	0	0	0	6	8
Total Public Computer Use	5,370	1,581	4,546	11,497	11,497	10,827	57,418

Books & Reading	OCT	NOV	DEC	Q1	YTD 22	YTD 21	YEAR TOTAL 21
Material Use							
Check-Outs - Kids	1353	1240	878	3471	3471	1742	11,572
Check-Outs - Tween	1032	981	895	2908	2908	1840	11,274
Check-Outs - Teen	258	167	134	559	559	568	3,128
Check-Outs - Adult	2090	1743	1812	5645	5645	5591	25,137
Renewals	1961	1632	1637	5230	5230	3518	16,860
In-House Use	3767	885	822	5474	5474	2400	11,366
Self-Check	961	906	892	2759	2759	392	7,021
Mobile Circ	53	19	66	138	138	0	187
Hotspots	19	18	18	55	55	0	36
OverDrive eBooks - Kids	74	53	55	182	182	197	736
OverDrive eBooks - Teen	43	47	45	135	135	164	652
OverDrive eBooks - Adults	716	579	518	1813	1813	2093	8,376
OverDrive eAudio - Kids	44	50	33	127	127	154	655
OverDrive eAudio - Teen	34	45	39	118	118	116	465
OverDrive eAudio - Adults	370	306	312	988	988	1226	4,594
SimplyE	1	0	0	1	1	0	1

Statistics - December 2021

Total Checkouts	12,776	8,671	8,156	29,603	29,603	20,001	102,059
Interlibrary Loan							
ILL Borrowed	5	10	7	22	22	22	89
ILL Lent	13	11	6	30	30	19	109
Collection							
Items Added - E, 1st Readers	10	85	42	137	137	117	721
Items Added - Board Books	0	6	11	17	17	0	54
Items Added - J	90	52	95	237	237	98	738
Items Added - Teens	8	34	18	60	60	45	192
Items Added - Adults	251	115	145	511	511	352	1,382
Items Added - Magazines	45	53	39	137	137	185	645
Items Withdrawn	387	314	58	759	759	337	4,230
Missing Items	46	78	23	147	147	19	191
Total Items Added	359	737	431	1,527	1,527	797	6,169

Culture of Service	OCT	NOV	DEC	Q1	YTD 22	YTD 21	YEAR TOTAL 21
Reference Transactions							
General Reference Questions	231	269	264	764	764	677	2,785
Directional Questions	122	79	67	268	268	301	1,339
Tech Support Questions	545	423	398	1366	1366	773	4,997
Phone Reference	303	282	230	815	815	1389	4,307
Tests Proctored	2	1	0	3	3	5	24
Tech Tutor	0	6	3	9	9	5	37
Total Reference Transactions	1,203	1,060	962	3,225	3,225	3,150	13,489
Volunteers							
Volunteer Hours	71	87.74	129.25	287.99	287.99	91.25	540.50
FOL Volunteer Hours	68	47.25	32.25	147.5	147.5	96.5	513.75
Teen Volunteer Hours	40	35.5	33	108.5	108.5	12	252.75
Total Volunteer Hours	179.00	170.49	194.50	543.99	543.99	199.75	1,307.00
Social Media							
Facebook Likes	2023	2027	2051	6101	6101	5526	23,043
Facebook Engaged	629	488	895	2012	2012	2282	9,770
Facebook Reach	10856	9133	13618	33607	33607	35823	167,019
Instagram Followers	995	1000	1005	3000	3000	2249	10,405
Instagram Impressions	3107	1862	2844	7813	7813	1845	24,008
Instagram Reach	497	647	793	1937	1937	1417	8,611
Savannah Stats							
# of Emails Composed	2	3	3	8	8	1	28
# of Messages Sent	4577	4610	4598	13785	13785	2833	78128
Opens	2326	2272	1879	6477	6477	1379	78156
Open %	51%	49%	0.41	71%	71%	0.49	47%
Clicks	185	136	46	367	367	75	4400

Monthly Financial Report

1. The library's total non-donation revenue from October 1, 2021, through January 20, 2022, is \$12,677.17
 - a. Nonresidential; \$9,130.00
 - b. Material fines, fees, and replacement cards: \$1,757.34
 - c. Printing: \$1,399.20
 - d. Paypal: \$390.63

2. The library's total non-donation revenue from December 1, 2021, through December 31, 2021, is \$3,055.57
 - a. Nonresidential: \$2,050.00
 - b. Material, fines, fees, and replacement cards: \$515.36
 - c. Printing: \$372.60
 - d. Paypal: \$117.61

3. First Quarter Budget Update
 - a. The Book budget is slightly over the 25% guideline at 34%. Audio Visuals are right on track at 26%
 - b. The Supply budget is slightly under the 25% guideline at 22%.
 - c. The Dues, Subscriptions, and Publications budget is slightly over the 25% guideline at 30%.

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: DECEMBER 31ST, 2021

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>LIBRARY</u>						
<u>00-NON-PROGRAM</u>						
<u>PERSONNEL COSTS</u>						
21-00-5101 OPERATIONAL SALARIES	92,212.68	388,465.50	37,468.51	74,282.97	314,182.53	19.12
21-00-5116 LONGEVITY	2,632.75	3,937.50	0.00	3,383.75	553.75	85.94
21-00-5117 OVERTIME	0.00	600.00	0.00	0.00	600.00	0.00
21-00-5150 SOCIAL SECURITY	6,822.08	30,137.00	2,839.87	5,847.57	24,289.43	19.40
21-00-5151 RETIREMENT	10,545.03	42,828.00	4,124.53	8,469.50	34,358.50	19.78
21-00-5155 GROUP INSURANCE	19,878.92	82,229.00	4,230.04	15,588.94	66,640.06	18.96
21-00-5156 WORKERS COMPENSATION	327.62	1,088.00	0.00	320.67	767.33	29.47
TOTAL PERSONNEL COSTS	132,419.08	549,285.00	48,662.95	107,893.40	441,391.60	19.64
<u>SUPPLIES & MATERIALS</u>						
21-00-5201 SUPPLIES	1,964.36	16,390.00	2,214.96	3,538.05	12,851.95	21.59
21-00-5203 POSTAGE	60.52	1,100.00	72.03	156.47	943.53	14.22
21-00-5206 OFFICE FURNITURE	0.00	0.00	135.98	135.98	(135.98)	0.00
21-00-5210 SMALL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5217 JANITORIAL	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5231 BOOKS	8,317.54	41,560.00	3,262.91	14,303.26	27,256.74	34.42
21-00-5232 AUDIO VISUALS	0.00	9,000.00	316.52	2,372.12	6,627.88	26.36
21-00-5299 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES & MATERIALS	10,342.42	68,050.00	6,002.40	20,505.88	47,544.12	30.13
<u>MAINTENANCE & REPAIRS</u>						
21-00-5302 BOOK MAINTENANCE	61.45	1,500.00	0.00	0.00	1,500.00	0.00
21-00-5320 EQUIPMENT MAINTENANCE	0.00	280.00	0.00	0.00	280.00	0.00
21-00-5325 COMPUTER MAINTENANCE	2,395.00	3,100.00	0.00	1,574.00	1,526.00	50.77
21-00-5345 BUILDING MAINTENANCE	0.00	400.00	0.00	0.00	400.00	0.00
TOTAL MAINTENANCE & REPAIRS	2,456.45	5,280.00	0.00	1,574.00	3,706.00	29.81
<u>OCCUPANCY</u>						
21-00-5401 COMMUNICATION	2,125.24	16,920.00	1,817.62	3,484.82	13,435.18	20.60
21-00-5403 UTILITIES	2,621.94	15,500.00	811.58	2,574.12	12,925.88	16.61
TOTAL OCCUPANCY	4,747.18	32,420.00	2,629.20	6,058.94	26,361.06	18.69

C I T Y O F B A S T R O P
 FINANCIAL STATEMENT
 AS OF: DECEMBER 31ST, 2021

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>						
21-00-5505 PROFESSIONAL SERVICES	0.00	2,000.00	0.00	0.00	2,000.00	0.00
21-00-5507 CREDIT CARD PROCESSING FEES	273.24	2,500.00	152.18	470.51	2,029.49	18.82
21-00-5531 COMPUTER TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5533 LIBRARY AUTOMATION	0.00	4,500.00	0.00	3,405.00	1,095.00	75.67
21-00-5544 UNEMPLOYMENT TAXES	0.00	0.00	0.00	0.00	0.00	0.00
21-00-5561 CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	273.24	9,000.00	152.18	3,875.51	5,124.49	43.06
<u>OTHER CHARGES</u>						
21-00-5601 ADVERTISING	0.00	1,250.00	0.00	0.00	1,250.00	0.00
21-00-5605 TRAVEL & TRAINING	50.00	4,150.00	0.00	20.00	4,130.00	0.48
21-00-5615 DUES, SUBSCRIPTIONS & PUB	2,778.70	6,170.00	807.73	1,840.73	4,329.27	29.83
21-00-5655 EQUIPMENT RENTAL	1,063.40	5,970.00	935.49	1,260.86	4,709.14	21.12
21-00-5680 OVER/SHORT	0.00	25.00	0.00	0.00	25.00	0.00
TOTAL OTHER CHARGES	3,892.10	17,565.00	1,743.22	3,121.59	14,443.41	17.77
<u>CAPITAL OUTLAY</u>						
21-00-6010 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
21-00-6015 COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
21-00-6021 OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
21-00-6050 BUILDING	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	154,130.47	681,600.00	59,189.95	143,029.32	538,570.68	20.98
TOTAL LIBRARY	154,130.47	681,600.00	59,189.95	143,029.32	538,570.68	20.98
*** TOTAL EXPENSES ***	154,130.47	681,600.00	59,189.95	143,029.32	538,570.68	20.98

*** END OF REPORT ***

CONNECT & ENJOY!



BASTROP PUBLIC LIBRARY

5 Things to Know

01 Everyone is welcome! Come on in there is no fee for assistance, programs or a comfortable space to gather.



02 Unrestricted access to computers and wifi. Color, black & white, and wireless printing for a small fee.

03 Collection of over 50,000 items including magazines, ebooks, audiobooks, DVDs, cake pans, and mobile hotspots.



04 A Service of the City of Bastrop. We are financially supported by the City of Bastrop property tax revenue. Membership for non-city residents is \$25 annually.

05 A great value! Instead of buying, by borrowing 12 books a year will save you more than \$150. Plus, we have friendly people ready to help with a variety of needs.

