Bastrop Public Library Board Meeting
AGENDA
Bastrop Public Library
1100 Church Street
Bastrop, TX 78602

BASTROPTX
Heart of the Lost Pines / Est. 1832

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

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

1. **CALL TO ORDER**

2. **CITIZEN COMMENTS**

   At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the meeting.

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

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

3. **ANNOUNCEMENTS**

4. **STAFF REPORT**

4A. Monthly report on Library activities.

4B.   Monthly report on Friends of the Bastrop Public Library.

4C.   Monthly statistical report.

4D.   Monthly financial report.

5.   CONSENT AGENDA

5A.   Consider action to approve Bastrop Public Library Board minutes from the 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. 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.
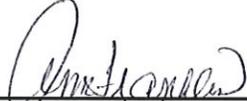
Ann Franklin, City Secretary

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 Savanah software. This will enable us to provide newsletters and publicity materials through email with live links embedded. Savanah 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.

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	
MATERIAL USE						
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!
Total Checkouts	**6,790**	**15,818**	**-57%**	**13,287**	**35,203**	**-62%**
CIRCS BY PATRON TYPE						
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!
Total NR Usage	**2,772**	**5,712**	**-51%**	**5,155**	**12,817**	**-60%**
% NR Usage	**62%**	**74%**	**12%**	**60%**	**74%**	**-14%**
Interlibrary Loan						
ILL Borrowed	6	20	-70%	13	32	-59%
ILL Lent	9	11	-18%	13	20	-35%
Programming						
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%

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!
Total # of Programs	**8**	**38**	**-79%**	**21**	**83**	**-75%**
Total Program Attendance	**44**	**577**	**-92%**	**592**	**1,882**	**-69%**
Makerspace						
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%
Total # of Programs	**1**	**2**	**-50%**	**2**	**4**	**-50%**
Total Program Attendance	**2**	**19**	**-89%**	**5**	**35**	**-86%**
Reference Transactions						
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%
Total Reference Transactions	**863**	**1,582**	**-45%**	**2,191**	**3,800**	**-42%**
Database Use						
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%
Total Use Kids Databases	**0**	**31**	**-100%**	**29**	**33**	**-12%**
Facility						
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%

Maynard Use - Other	0	0	#DIV/0!	0	0	#DIV/0!
Total Meeting Room Use	**0**	**210**	**-100%**	**0**	**531**	**-100%**
Technology						
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%
Total Public Computer Use	**886**	**1,687**	**-47%**	**1,729**	**3,834**	**-55%**
Membership - New Cards						
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%
Total New Registrations	**31**	**90**	**-66%**	**80**	**231**	**-65%**
Total Renewals	**114**	**189**	**-40%**	**307**	**488**	**-37%**
TexShare Home New	1	1	0%	1	5	-80%
TexShare Home Renewals	5	2	150%	13	10	30%
Revenue						
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%
Total Revenue	**$2,676.31**	**$1,050.57**	**155%**	**$6,793.97**	**$2,558.58**	**166%**
Volunteers						
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%
Total Volunteer Hours	**68.00**	**234.00**	**-71%**	**96.50**	**543.75**	**-82%**
Collection						
Items Added - E, 1st Readers	55	8	588%	69	55	25%

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%
Total Items Added	**230**	**135**	**70%**	**393**	**425**	**-8%**
Social Media						
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

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  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   66,841.82CR

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

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANCE
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   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   91.53CR

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

  00-00-4504   LIBRARY DONATIONS
                       B E G I N N I N G   B A L A N C E   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   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   3,158.30CR

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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
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   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
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   00-00-4506    GRANT PROCEEDS
                 B E G I N N I N G   B A L A N C E                             0.00
```

```
   00-00-4536    MISCELLANEOUS
                 B E G I N N I N G   B A L A N C E                             0.00
```

```
   00-00-4560    MEETING ROOM DEPOSIT
                 B E G I N N I N G   B A L A N C E                             0.00
```

```
   00-00-4709    TRANS IN - DESIGNATED FUND
                 B E G I N N I N G   B A L A N C E                             0.00
```

DEPT: 00   ** INVALID DEPT **

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

DEPT: 81   ** INVALID DEPT **

```
   81-00-5101    OPERATION SALARIES
                 B E G I N N I N G   B A L A N C E                             0.00
```

```
   81-00-5117    OVERTIME
                 B E G I N N I N G   B A L A N C E                             0.00
```

   81-00-5150   SOCIAL SECURITY
                        B E G I N N I N G   B A L A N C E   0.00

   81-00-5201   SUPPLIES
                        B E G I N N I N G   B A L A N C E   0.00

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
                        B E G I N N I N G   B A L A N C E   0.00

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

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

   81-00-5231   BOOKS
                        B E G I N N I N G   B A L A N C E   0.00

   81-00-5232   AUDIO VISUALS
                        B E G I N N I N G   B A L A N C E   0.00

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

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

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

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

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

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

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

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

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

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

                    ** REPORT TOTALS **   --- DEBITS ---   --- CREDITS ---
                    BEGINNING BALANCES: 0.00   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

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

ACCOUNT SELECTION

ACCOUNT RANGE: 00-00-3000   THRU 81-00-5655
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 ***