

**AGENDA
LIBRARY BOARD
Tuesday, January 2, 2018
6:00 PM**

The Bastrop Public Library Board will meet in a meeting on Tuesday,
January 2, 2018 at 6:00 PM at the Bastrop Public Library,
1100 Church Street, Bastrop, TX., 78602

- **Call to order**
- **Review and Approval of Minutes for December Meeting**
- **Announcements—**
- **Citizen Comments**
- **Librarian's report—discussion and possible action**
- **Friends of the Library Report**
 - Friends did not meet in December
- **Old business**
 - Brick pavers and tiles update—no bricks or tiles were sold in December—discussion and possible action
 - Mobile Makerspace—cabinet is about 95% complete—next program is scheduled for Saturday, January 20th—discussion and possible action
 - Update—15 Ton A/C unit—the new curb was delivered and we will schedule installation of the new A/C unit in January—discussion and possible action
 - Update—Computer and telephone issues—computers are scheduled to be installed on Thursday, January 4th—discussion and possible action
 - Update—emergency shelter—Mickey DuVall, Bonnie Pierson, and other staff members continue to work on procedures to open, manage, close, and maintain the new emergency shelter—discussion and possible action
 - Update—the Friends of the Bastrop Public Library's Knife Raffle netted \$5,044—discussion and possible action
- **New Business**
 - Correspondence to Mayor Schroeder concerning Board term limits—discussion and possible action
 - 3D Printer Demonstration—discussion and possible action
 - Request to purchase four additional laptops for the MakerSpace program—discussion and possible action
 - Another 15-ton air-conditioning unit needs replacing—discussion and possible action
 - Are there any items Board members would like to include on next month's agenda—discussion and possible action

Submitted by:

Mickey DuVall
Mickey DuVall, Library Director

*Put letter on agenda next month's
Repairs → Library →*

*\$2,000.00 approved to purchase laptops
for MakerSpace program*

CERTIFICATION

I, Ann Franklin, City Secretary, certify that the above notice was posted on the bulletin board of the Bastrop City Hall, 1311 Chestnut, on _____ at _____.

Ann Franklin, City Secretary

Bastrop Public Library
Librarian's Report
January 2, 2018

1. Library Statistics for the month of November. Circulation statistics are up 1% compared to November 2016; gate count is up 1% compared to November 2016; programming is down 32% compared to November 2016; Internet usage is down 5% compared to November 2016; reference requests are up 4% compared to November 2016, and meeting room reservations are up 9% compared to November 2016.
2. In the month of December 124 children and adults attended story time.
3. In the month of December, the Chess Club met three times and a monthly total of fifteen children, teens, and adults enjoyed playing chess.
4. In the month of December, students from the Calvary Episcopal School after school program visited the library three times.
5. On Monday, December 4, Mickey DuVall and Norman Jones met to work on the MakerSpace cabinet.
6. On Tuesday, December 5, Mickey DuVall met with Jesse Miga, the City's new IT Department employee, concerning the installation of the library's new computers and other technology issues.
7. On Thursday, December 7, Bethany Dietrich presented a Teen program. Fourteen teen's played Trivia and board games.
8. On Thursday, December 7, Bonnie Pierson hosted a homeschool class. Ten students visited the library.
9. On Saturday, December 9, Bonnie Pierson, library staff, and volunteers assisted 165 children in decorating graham cracker houses.
10. On Saturday, December 9, Carmen Serna and Bethany Dietrich played Santa's helpers as 100 children visited Santa.
11. On Saturday, December 9, Library Board members, library staff, and members of the Friends of the Bastrop Public Library held the library's annual open house. The day involved listening to entertainment by harpist Monica Miller, the Honor Choir singing Christmas carols, the singing duo of Gary and Donna Taylor, children decorating graham cracker houses and visiting with Santa and Mrs. Claus, and tons of cookies and gallons of punch. A total of 1,256 people visited the library during Open House.
12. On Saturday, December 9, Bethany Dietrich, Carmen Serna, and eleven teens decorated the library's Christmas float and rode in the City's annual Christmas parade.
13. On Monday, December 11, Mickey DuVall attended the Technology Expo held at the Bastrop Convention Center.
14. On Tuesday, December 12, Mickey DuVall was the speaker at a Rotary Club luncheon held in the Pressley Room at the library. The talk focused on the creation of the MakerSpace program.
15. On Tuesday, December 12, Bethany Dietrich hosted a Tween program. Eight tweens attended the program.
16. On Wednesday, December 13, Mickey DuVall attended a Quarterly Community Support meeting at City Hall.

17. On Wednesday, December 13, Mickey DuVall and Bonnie Pierson met with Assistant Police Chief James Altgelt to discuss emergency shelter preparations.
18. On Thursday, December 14, Bethany Dietrich hosted the teens Anime Club. Five teens attended the program.
19. On Saturday, December 16, Grizz and Tana Clooten, owners of To The Point Knife Sharpening and Sales, presented a program highlighting the making of knives—from forge to completed knife. There were craft projects for children, leathermaking demonstrations, a talk on the history of the Bowie knife, and drawings for door prizes. The Friends of the Bastrop Public Library held their Knife Raffle drawing. The Knife Raffle raised \$5,044 for the library. An estimated 200 people attended the event.
20. On Monday, December 18, Mickey DuVall presented a MakerSpace program. Ten children and adults learned about the 3D printer and CNC vinyl cutter.
21. On Tuesday, December 19, Carmen Serna hosted the LEGO Club. Twenty-four children watched the “LEGO Batman Movie.”
22. On Thursday, December 21, Bethany Dietrich presented a teen “Bad Art” program. Three teens attended the program.
23. On Thursday, December 21, library staff held one of its semi-annual Volunteer Luncheons. Thirty volunteers and eight staff members attended the luncheon.
24. Monday, December 25, and Tuesday, December 26, the library was closed for the Christmas Holidays.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2017-2018

| | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Total |
|------------------------------|--------------|--------------|------|------|------|-------|-------|-----|------|------|------|-------|---------------|
| CIRCULATION SERVICES: | | | | | | | | | | | | | |
| Adult: | | | | | | | | | | | | | |
| 000-099 | 18 | 30 | | | | | | | | | | | 48 |
| 100-199 | 38 | 74 | | | | | | | | | | | 112 |
| 200-299 | 40 | 47 | | | | | | | | | | | 87 |
| 300-399 | 85 | 131 | | | | | | | | | | | 216 |
| 400-499 | 13 | 13 | | | | | | | | | | | 26 |
| 500-599 | 65 | 57 | | | | | | | | | | | 122 |
| 600-699 | 260 | 265 | | | | | | | | | | | 525 |
| 700-799 | 118 | 92 | | | | | | | | | | | 210 |
| 800-899 | 27 | 39 | | | | | | | | | | | 66 |
| 900-999 | 139 | 124 | | | | | | | | | | | 263 |
| 92-920 | 56 | 85 | | | | | | | | | | | 141 |
| Adult Book Club Bag | 0 | 0 | | | | | | | | | | | 0 |
| Adult DVD's | 1,692 | 1,713 | | | | | | | | | | | 3,405 |
| Adult Fiction | 1,770 | 1,701 | | | | | | | | | | | 3,471 |
| Adult Fiction CD's | 531 | 482 | | | | | | | | | | | 1,013 |
| Adult Genealogy | 0 | 0 | | | | | | | | | | | 0 |
| Adult Historical File | 0 | 0 | | | | | | | | | | | 0 |
| Adult Large Print | 658 | 618 | | | | | | | | | | | 1,276 |
| Adult Microfilm | 0 | 0 | | | | | | | | | | | 0 |
| Adult MP3 Book | 23 | 15 | | | | | | | | | | | 38 |
| Adult Music on CD | 150 | 147 | | | | | | | | | | | 297 |
| Adult Nonfiction CD'S | 0 | 31 | | | | | | | | | | | 31 |
| Adult Overdrive e-book | 961 | 916 | | | | | | | | | | | 1,877 |
| Adult Pro Col | 0 | 0 | | | | | | | | | | | 0 |
| Adult Reference | 0 | 0 | | | | | | | | | | | 0 |
| Adult Reference Desk | 0 | 0 | | | | | | | | | | | 0 |
| Adult Spanish DVD's | 5 | 2 | | | | | | | | | | | 7 |
| Adult Spanish Fiction | 12 | 11 | | | | | | | | | | | 23 |
| Adult Spanish Nonfictio | 8 | 12 | | | | | | | | | | | 20 |
| Adult Texana | 16 | 26 | | | | | | | | | | | 42 |
| Adult Videocassettes | 33 | 25 | | | | | | | | | | | 58 |
| Cake Pans | 7 | 5 | | | | | | | | | | | 12 |
| Subtotal Adult: | 6,725 | 6,661 | | | | | | | | | | | 13,386 |

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| | Oct | Nov. | Dec. | Jan. | Feb. | March | April | May | June | July | Aug. | Sept. | Total |
|-----------------------------------|--------------|--------------|------|------|------|-------|-------|-----|------|------|------|-------|--------------|
| Juvenile and children's: | | | | | | | | | | | | | |
| Child Braille Picture Bk | 4 | 2 | | | | | | | | | | | 38 |
| Child Spanish 1st R | 11 | 27 | | | | | | | | | | | 177 |
| Child Spanish Easy | 104 | 73 | | | | | | | | | | | 5 |
| Child Spanish Easy NF | 1 | 4 | | | | | | | | | | | 0 |
| Child Storytime box | 0 | 0 | | | | | | | | | | | 271 |
| Easy Nonfiction | 138 | 133 | | | | | | | | | | | 2,955 |
| Easy Picture Books | 1,511 | 1,444 | | | | | | | | | | | 904 |
| First Readers | 474 | 430 | | | | | | | | | | | 41 |
| J 000 - J 099 | 20 | 21 | | | | | | | | | | | 8 |
| J 100 - J199 | 5 | 3 | | | | | | | | | | | 16 |
| J 200 - J 299 | 8 | 8 | | | | | | | | | | | 74 |
| J 300 - J 399 | 44 | 30 | | | | | | | | | | | 2 |
| J 400 - J 499 | 2 | 0 | | | | | | | | | | | 241 |
| J 500 - J 599 | 150 | 91 | | | | | | | | | | | 107 |
| J 600 - J 699 | 69 | 38 | | | | | | | | | | | 246 |
| J 700 - J 799 | 139 | 107 | | | | | | | | | | | 23 |
| J 800 - J 899 | 12 | 11 | | | | | | | | | | | 182 |
| J 900 - J 999 | 101 | 81 | | | | | | | | | | | 65 |
| J 92 - J 920 | 31 | 34 | | | | | | | | | | | 0 |
| Juvy Braille | 0 | 0 | | | | | | | | | | | 144 |
| Juvy CDs | 85 | 59 | | | | | | | | | | | 768 |
| Juvy DVD | 414 | 354 | | | | | | | | | | | 1,923 |
| Juvy Fiction | 1,054 | 869 | | | | | | | | | | | 422 |
| Juvy Graphic Novels | 196 | 226 | | | | | | | | | | | 16 |
| Juvy Oversize | 6 | 10 | | | | | | | | | | | 0 |
| Juvy Reference | 0 | 0 | | | | | | | | | | | 19 |
| Juvy Spanish Fiction | 11 | 8 | | | | | | | | | | | 49 |
| Juvy Spanish Nonfiction | 33 | 16 | | | | | | | | | | | |
| Subtotal Juv. & child. | 4,623 | 4,079 | | | | | | | | | | | 8,702 |
| Young Adult: | | | | | | | | | | | | | |
| Young Adult Fiction | 228 | 253 | | | | | | | | | | | 481 |
| YA Graphic Novels | 264 | 279 | | | | | | | | | | | 543 |
| Subtotal Young Adult | 492 | 532 | | | | | | | | | | | 1,024 |

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|------------------------------|-----------------|---------------|------|------|------|-------|-------|-----|------|------|------|-------|-----------------|
| Other: | | | | | | | | | | | | | |
| Magazines | 52 | 52 | | | | | | | | | | | 104 |
| Paperbacks | 231 | 267 | | | | | | | | | | | 498 |
| Subtotal Other | 283 | 319 | | | | | | | | | | | 602 |
| Grand Total All | 12,123 | 11,591 | | | | | | | | | | | 23,714 |
| OTHER SERVICES: | | | | | | | | | | | | | |
| Total Online Bastrop | 4,780 | 3,850 | | | | | | | | | | | 8,630 |
| Advertiser Searches | | | | | | | | | | | | | |
| Computer Usage: | | | | | | | | | | | | | |
| Adult | 1,133 | 932 | | | | | | | | | | | 2,065 |
| Children | 224 | 333 | | | | | | | | | | | 557 |
| Teen | 171 | 159 | | | | | | | | | | | 330 |
| Wireless | 1,890 | 1,900 | | | | | | | | | | | 3,790 |
| Total Comp. Usage | 3,418 | 3,324 | | | | | | | | | | | 6,742 |
| Gifts and Memorials: | \$500.00 | \$0.00 | | | | | | | | | | | \$500.00 |
| Items Processed: | | | | | | | | | | | | | |
| Items Cataloged: | | | | | | | | | | | | | |
| Apollo | 100 | 25 | | | | | | | | | | | 125 |
| Baker & Taylor | 41 | 34 | | | | | | | | | | | 75 |
| Brodart | 0 | 0 | | | | | | | | | | | 0 |
| Cat Express--OCLC | 18 | 6 | | | | | | | | | | | 24 |
| Ingram | 154 | 0 | | | | | | | | | | | 154 |
| Original | 20 | 43 | | | | | | | | | | | 63 |
| Recorded Books | 11 | 17 | | | | | | | | | | | 28 |
| Total items cataloged | 344 | 125 | | | | | | | | | | | 469 |
| Total items withdrawn | 355 | 354 | | | | | | | | | | | 709 |
| Total items lost | 14 | 3 | | | | | | | | | | | 17 |

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|------------------------------|--------------|--------------|------|------|------|-------|-------|-----|------|------|------|-------|--------------|
| Interlibrary Loan: | | | | | | | | | | | | | |
| Borrowed | 5 | 17 | | | | | | | | | | | 22 |
| Loaned | 2 | 5 | | | | | | | | | | | 7 |
| Total Transactions | 7 | 22 | | | | | | | | | | | 29 |
| New Library Patrons: | | | | | | | | | | | | | |
| City | 22 | 27 | | | | | | | | | | | 49 |
| County | 101 | 74 | | | | | | | | | | | 175 |
| Total Patrons added | 123 | 1 | | | | | | | | | | | 123 |
| Patron Usage: | | | | | | | | | | | | | |
| County | 71% | 68% | | | | | | | | | | | |
| City | 19% | 20% | | | | | | | | | | | |
| Faculty | 4% | 6% | | | | | | | | | | | |
| Other | 6% | 6% | | | | | | | | | | | |
| Proctored Tests Given | 3 | 2 | | | | | | | | | | | 5 |
| Programming: | | | | | | | | | | | | | |
| Children's programs | 409 | 459 | | | | | | | | | | | 868 |
| Outreach programs | 1,268 | 0 | | | | | | | | | | | 1,268 |
| Teen programs | 67 | 44 | | | | | | | | | | | 111 |
| Adult programs | 0 | 0 | | | | | | | | | | | 0 |
| Total Programming | 1,744 | 503 | | | | | | | | | | | 2,247 |
| Number of Programs | 26 | 35 | | | | | | | | | | | 61 |
| Reference Assistance: | | | | | | | | | | | | | |
| Directional Questions | 492 | 418 | | | | | | | | | | | 910 |
| Microfilm assistance | 0 | 0 | | | | | | | | | | | 0 |
| Reference Questions | 379 | 305 | | | | | | | | | | | 684 |
| Telephone Reference | 204 | 159 | | | | | | | | | | | 363 |
| Computer Assistance | 658 | 777 | | | | | | | | | | | 1,435 |
| Ereader Assistance | 10 | 11 | | | | | | | | | | | 21 |
| Total Reference | 1,743 | 1,670 | | | | | | | | | | | 3,413 |

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 21,680.66

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

| | | | | | | | |
|----------|-------|--------|-------|-------------------------|------------|---------|---------|
| 10/31/17 | 11/08 | B28380 | 03690 | CD INT EARNED | JE# 013946 | 8.10CR | 8.10CR |
| 10/31/17 | 11/08 | B28381 | 03691 | Mthly Interest Alloc | JE# 013947 | 3.80CR | 11.90CR |
| 10/31/17 | 11/08 | B28398 | 03694 | TEXPOOL MTHLY INT ALLOC | JE# 013951 | 1.75CR | 13.65CR |
| 10/31/17 | 11/14 | B28476 | 03712 | Mthly Interest Alloc | JE# 014005 | 0.83CR | 14.48CR |
| 11/01/17 | 12/06 | B28643 | 03752 | MBS CD INT EARNED | JE# 014102 | 5.19CR | 19.67CR |
| 11/30/17 | 12/04 | B28630 | 03746 | CD INT EARNED | JE# 014091 | 20.98CR | 40.65CR |
| 11/30/17 | 12/06 | B28644 | 03753 | MBS CD INT EARNED | JE# 014103 | 2.42CR | 43.07CR |
| 11/30/17 | 12/06 | B28648 | 03754 | Mthly Interest Alloc | JE# 014104 | 3.26CR | 46.33CR |
| 11/30/17 | 12/12 | B28713 | 03763 | TEXPOOL MTHLY INT ALLOC | JE# 014137 | 1.63CR | 47.96CR |
| 11/30/17 | 12/18 | B28733 | 03766 | Mthly Interest Alloc | JE# 014140 | 4.79CR | 52.75CR |
| | | | | ACCOUNT TOTAL | CR: | 52.75CR | |
| | | | | | | 0.00 | |

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

| | | | | | | | | | | |
|----------|-------|--------|------|----------|-------|-----------------|------------|--------|---------|----------|
| 10/02/17 | 11/02 | C28354 | RCPT | 00986911 | 31953 | LIBRARY DEPOSIT | JE# 013879 | 000002 | 10.61CR | 10.61CR |
| 10/02/17 | 11/02 | C28354 | RCPT | 00986916 | 31953 | LIBRARY DEPOSIT | | | 2.88CR | 13.49CR |
| 10/05/17 | 10/05 | C28191 | RCPT | 00982962 | 31833 | LIBRARY DEPOSIT | | | 15.83CR | 29.32CR |
| 10/05/17 | 10/10 | B28219 | RCPT | 00982962 | 03663 | LIBRARY DEPOSIT | | | 15.83 | 45.15CR |
| 10/10/17 | 11/02 | C28355 | RCPT | 00986918 | 31954 | LIBRARY DEPOSIT | | | 8.10CR | 53.25CR |
| 10/10/17 | 11/02 | C28355 | RCPT | 00986919 | 31954 | LIBRARY DEPOSIT | | | 5.86CR | 59.11CR |
| 10/18/17 | 11/02 | C28356 | RCPT | 00986920 | 31955 | LIBRARY DEPOSIT | | | 2.77CR | 61.88CR |
| 10/23/17 | 11/02 | C28357 | RCPT | 00986922 | 31956 | LIBRARY DEPOSIT | | | 1.88CR | 63.76CR |
| 10/30/17 | 11/02 | C28358 | RCPT | 00986926 | 31957 | LIBRARY DEPOSIT | | | 24.57CR | 88.33CR |
| 10/30/17 | 11/02 | C28358 | RCPT | 00986929 | 31957 | LIBRARY DEPOSIT | | | 2.05CR | 90.38CR |
| 11/07/17 | 11/07 | C28376 | RCPT | 00987640 | 31976 | LIBRARY DEPOSIT | | | 10.53CR | 100.91CR |
| 11/07/17 | 11/07 | C28376 | RCPT | 00987642 | 31976 | LIBRARY DEPOSIT | | | 7.51CR | 108.42CR |
| 11/13/17 | 11/13 | C28434 | RCPT | 00988535 | 31996 | LIBRARY DEPOSIT | | | 5.46CR | 113.88CR |
| 11/13/17 | 11/13 | C28434 | RCPT | 00988537 | 31996 | LIBRARY DEPOSIT | | | 2.63CR | 116.51CR |
| 11/20/17 | 11/20 | C28520 | RCPT | 00990200 | 32042 | LIBRARY DEPOSIT | | | 9.47CR | 125.98CR |
| 11/20/17 | 11/20 | C28520 | RCPT | 00990201 | 32042 | LIBRARY DEPOSIT | | | 9.06CR | 135.04CR |
| 11/27/17 | 12/04 | C28628 | RCPT | 00991098 | 32105 | LIBRARY DEPOSIT | | | 12.71CR | 147.75CR |
| 11/27/17 | 12/04 | C28628 | RCPT | 00991099 | 32105 | LIBRARY DEPOSIT | | | 5.80CR | 153.55CR |
| 11/28/17 | 12/04 | C28634 | RCPT | 00991110 | 32111 | LIBRARY DEPOSIT | | | 2.50CR | 156.05CR |
| 11/28/17 | 12/04 | C28634 | RCPT | 00991110 | 32111 | LIBRARY DEPOSIT | | | 0.10CR | 156.15CR |

| | | | | | | | | |
|----------|-------|--------|------|-----------|-------|-----------------|---------|----------|
| 11/28/17 | 12/04 | C28634 | RCPT | 009911111 | 32111 | LIBRARY DEPOSIT | 2.70CR | 651.1 |
| 12/04/17 | 12/04 | C28637 | RCPT | 009911112 | 32110 | LIBRARY DEPOSIT | 1.92CR | 652.9 |
| 12/04/17 | 12/04 | C28637 | RCPT | 009911113 | 32110 | LIBRARY DEPOSIT | 8.54CR | 661.4 |
| 12/12/17 | 12/18 | C28731 | RCPT | 00993578 | 32183 | LIBRARY DEPOSIT | 1.87CR | 663.2 |
| 12/12/17 | 12/18 | C28731 | RCPT | 00993579 | 32183 | LIBRARY DEPOSIT | 18.93CR | 682.1 |
| 12/18/17 | 12/18 | C28732 | RCPT | 00993580 | 32184 | LIBRARY DEPOSIT | 3.96CR | 686.0 |
| 12/18/17 | 12/18 | C28732 | RCPT | 00993581 | 32184 | LIBRARY DEPOSIT | 5.32CR | 691.3 |
| | | | | | | ACCOUNT TOTAL | 15.83 | 707.43CR |

00-00-4505 LIBRARY BUILDING FUND DONATION B E G I N N I N G B A L A N C E 0.0

00-00-4506 GRANT PROCEEDS B E G I N N I N G B A L A N C E 0.0

00-00-4536 MISCELLANEOUS B E G I N N I N G B A L A N C E 0.0

00-00-4560 MEETING ROOM DEPOSIT B E G I N N I N G B A L A N C E 0.0

00-00-4709 TRANS IN - DESIGNATED FUND B E G I N N I N G B A L A N C E 0.0

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 0.0

81-00-5117 OVERTIME B E G I N N I N G B A L A N C E 0.0

81-00-5150 SOCIAL SECURITY B E G I N N I N G B A L A N C E 0.0

81-00-5201 SUPPLIES B E G I N N I N G B A L A N C E 0.0

11/03/17 12/06 A84246 CHK: 120131 27698 HINGES/SCREWS 3D CAB 5347 1710DUVALL 23.86

11/03/17 12/06 A84246 CHK: 120131 27698 POWER/COOLING 3D CAB 5347 1710DUVALL 64.31

23.86 88.00

11/03/17 12/06 A84246 CHK: 120131 27698 BATT BACKUP/SRG PROT 5347 1710DUVALL 74.24 162.44
 11/03/17 12/06 A84246 CHK: 120131 27698 STAFF DEV- PASTRIES 5347 1710DUVALL 35.46 197.88
 11/03/17 12/06 A84246 CHK: 120131 27698 STAFF DEVL/PMT- LUNCH 5347 1710DUVALL 86.49 284.37
 11/03/17 12/06 A84247 CHK: 120131 27698 FALL DECORATIONS 5347 1710LIB 362.23 646.60
 11/03/17 12/06 A84248 CHK: 120131 27698 TAILGATER REFUND 5347 1710PIERSON 517.00 1163.60
 11/13/17 12/06 A84211 EFT: 003051 27698 1000 RAFFLE TICKETS 13028 103620 556.44 1720.04
 11/17/17 12/06 A84212 EFT: 003051 27698 REPRINT RFPL TICKETS 13028 103677 38.65 1758.69
 =====
 ACCOUNT TOTAL DB: 723.89 CR: 128.82CR

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

11/03/17 12/06 A84246 CHK: 120131 27698 STREAMING ANIME 5347 1710DUVALL 8.65 8.65
 11/03/17 12/06 A84247 CHK: 120131 27698 STREAMING ANIME 5347 1710LIB 15.00 15.00
 =====
 ACCOUNT TOTAL DB: 15.60 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

10/12/17 10/12 A81943 EFT: 002799 27359 CARD READER 50% DOWN 1304 371 1,055.00
 10/17/17 11/02 A82883 EFT: 002898 27473 CARD READER BALANCE 1304 371FINAL 1,055.00
 =====
 ACCOUNT TOTAL DB: 2,110.00 CR: 0.00

81-00-5401 COMMUNICATIONS

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

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

** REPORT TOTALS **
 BEGINNING BALANCES: 0.00
 REPORTED ACTIVITY: 2,865.32
 ENDING BALANCES: 2,865.32
 TOTAL FUND ENDING BALANCE: 19,704.28CR

*** GRAND TOTALS ***

| | | | | | |
|-----------------------------|-----|----------|-----|-------------|-----|
| BEGINNING BALANCES: | --- | DEBITS | --- | CREDITS | --- |
| REPORTED ACTIVITY: | | 0.00 | | 21,680.60CR | |
| ENDING BALANCES: | | 2,865.32 | | 889.00CR | |
| GRAND TOTAL ENDING BALANCE: | | 2,865.32 | | 22,569.60CR | |
| | | | | 19,704.28CR | |



STAFF REPORT

MEETING DATE: September 26, 2017

AGENDA ITEM: 7B

TITLE:

Discuss proposed changes to the Boards & Commission Ordinance and/or adoption of a Board & Commission Resolution.

STAFF REPRESENTATIVE:

Lynda K. Humble

BACKGROUND/HISTORY:

Ordinance No. 2012-13 provides for unifying provisions in existing ordinances related to the membership, terms and filling of vacancies on various City Boards and Commissions. During the recent Board & Commission appointment process, there were several items noted that need additional discussion by Council prior to updating the ordinance. A summary of these items has been provided below.

POLICY EXPLANATION:

In order to update this Ordinance or adopt a separate Resolution, where appropriate, staff is seeking direction and input on the following items:

1. Some board members are allowed to live in the City limits or the City's ETJ, while others are limited to the City limits. *Is there a need to standardize residency requirements for ease of advertisement and recruitment?* A copy of the Board Residency PowerPoint Presentation from June is attached for your review.
2. Boards have various requirements on the number of members, ranging from as few as three (3) to as many as nine (9). *Is there a need to standardize the number of members for each board?* If yes, a reduction in the number of board members can be accomplished over a period of several years by not replacing board members as their term expires until reaching the recommended number of board members.
3. The City Charter, which is the City's constitution, establishes term limits of two (2) three-year terms. *Is there a need to set term-limits for participation on each board?* Citizens, who want to continue to volunteer, would be encouraged to complete an application seeking an appointment on a different board. Term limits would encourage new ideas and allow for broader citizen participation on each board over time.
4. There were two (2) boards that Mayor Schroeder did not appoint members, which included the Vision Task Force and North Area Form Based Codes. *If Council is in agreement with no further appointments, these boards need to be removed from the Board & Commission Ordinance.*

5. Currently, Board and Commission Appointments are made in June of each year by the Mayor. However, the City's fiscal year is October 1 to September 31, which requires Board and Commission Members to come and go prior to a fiscal-year end. Since each Board and Commission provides policy recommendations to Council, it would make sense to coordinate the appointment process with the City's fiscal year which sets the time period for the budget and work plan.

As noted in the Charter, the Mayor appoints all board and commission members. Mayor Schroeder noted during her appointment process the challenges created when she was newly elected and faced with reviewing and appointing new members immediately upon being sworn-in as Mayor. Therefore, we have discussed a proposed timeline that would provide a more open and transparent process with citizens and Council, while still protecting the appointment authority granted to the Mayor in the Charter. This suggested timeline is:

- Mail a newsletter to residents in the City's limits and ETJ that outlines the purpose and requirements of each Board & Commission on July 1st of each year. Notice would also be provided in the newspaper and posted on the City's website and Facebook page.
- This newsletter would also encourage attendance at a Board & Commission Volunteer Fair to be hosted on the third Tuesday of July at the Bastrop Convention & Exhibit Center. The date of next year's fair is Tuesday, July 17, 2018.
- A new application will be created that focuses on what qualifications each applicant has to offer to the Board or Commission of interest.
- Board and Commission application deadline will be August 15th annually.
- Interviews will be scheduled with each applicant for the Boards & Commissions, which will include the Mayor and Council Members, during the last week of August. Multiple workshops may be needed depending upon the number of applications. This interview will provide an opportunity for the entire City Council to interview applicants and appreciate the talent pool in our community.
- The Mayor would submit his/her Board and Commission appointments at the first Council meeting in September for ratification effective October 1st of each year.
- On the first Thursday in October of each year, a Board and Commission Orientation with Ethics Training will be held. This orientation will cover broad topics such as Open Meetings and Open Records Act, an overview of the City's work plan, and the purpose of each Board and Commission as policy advisors to the City Council.
- At the first Board or Commission meeting of each fiscal year, the staff liaison will conduct an orientation specific to each Board and Commission to cover specific items such as process for placing items on agendas, workplan for the year, any specific law or ordinance governing the Board or Commission, etc.

Once consensus is reached regarding an appointment process, the ordinance will need to be updated.

6. Funding was included in the FY 2018 Budget to host an Annual Boards & Commission Volunteer Banquet that acknowledges and celebrates the contributions of our Boards and Commissions and Volunteers, such as Friends of the Library and Citizens on Patrol, through their commitment of time and efforts.
 - This annual event will replace their attendance at the City Christmas Party in order to highlight each Board and Commission individually.

- This year's banquet is scheduled for Thursday, November 9th at the Bastrop Convention & Exhibit Center from 6:30 p.m. to 8:30 p.m. Future banquets will be scheduled on the second Thursday of November annually.
- At this banquet, certificates of appreciation will be awarded to all outgoing members and service pins will be distributed as well, which are currently designated for distribution in June.
- In addition, each Board and Commission will have their members introduced as well as highlight their accomplishments from the prior year.

Once consensus is reached regarding Board & Commission acknowledgment process, the Ordinance and/or Resolution will need to be updated.

7. Attendance of Board & Commission Members should be updated monthly by the Staff Liaison with an annual summary to Council at a June Council Meeting. The current requirement calls for an annual summary to be presented at an April meeting. If attendance by a specific member becomes an issue, it will be addressed according to policy during the year with timely communication between the Staff Liaison, City Manager, and Mayor.

Once consensus is reached regarding the annual Council notification of Board & Commission attendance, the Ordinance and/or Resolution will need to be updated.

8. Several Council Members have suggested that the meetings of Bastrop Economic Development Corporation (BEDC) and Planning & Zoning Commission be broadcast live on the City's television channel and live-streamed on social media. BEDC is currently recorded and broadcast at a later date. Broadcasting Planning & Zoning Commission meetings is recommended because it is anticipated that changes to zoning and development processes, which will achieve a level of expedited efficiency, could provide Planning & Zoning Commission with final authority on certain items such as plats. Televising the meetings will meet Council's commitment to open and transparent government.

Once consensus is reached regarding the live broadcasts of BEDC and Planning & Zoning Commission, the Ordinance and/or Resolution will need to be updated.

9. Any additional suggested change by Council Members for inclusion in the Board & Commission Ordinance and/or Resolution.

FUNDING SOURCE: N/A

RECOMMENDATION:

Staff is seeking input and direction on the items listed above in order to update the City's Board & Commission Ordinance and/or Resolutions.

ATTACHMENTS:

- Board Residency PowerPoint Presentation