AGENDA
LIBRARY BOARD
Monday, September 5, 2017
6:00 PM

The Bastrop Public Library Board will meet in a meeting on Monday, September 5, 2017 at 6:00 PM at the Bastrop Public Library, 1100 Church Street, Bastrop, TX., 78602

- **Call to order**
- **Review and Approval of Minutes for July Meeting**
- **Announcements**—Ashley had her baby Aug 7 Boy
- **Citizen Comments**
- **Librarian's report**—discussion and possible action
- **Friends of the Library Report**
  - Discussed whether or not to participate in a knife raffle
  - Discussed nominations for open Executive Committee positions
  - Discussed 3D printers and library's MakerSpace program
  - Made final preparations for the annual membership meeting scheduled for Thursday September 28
- **Old business**
  - Brick pavers and tiles update—sold one $50 brick in July and one $100 brick in August—discussion and possible action
  - Mobile Makerspace design—working with Norman Jones, Richard Clock and Roy Mast to design and build a MakerSpace rolling cabinet to house three laptop computers, one 3D printer, one CNC vinyl cutter, and one WIFI router—discussion and possible action
  - MakerSpace Program—three volunteers are working with library staff to create the program—Norman Jones is learning how to operate the 3D printer, David Stillson is teaching library staff how to use the CNC vinyl cutter, and Roy Mast is installing CAD software—discussion and possible action
  - Update—Summer Reading Program—over 1,000,000 minutes read—a combination of 1,326 children, teens, and adults registered for the program—the highest number ever—staff presented 46 total programs—402 children and 82 teens received new books for reaching their reading goals—discussion and possible action
- **New Business**
  - City approves the replacement of the library's large, 16-ton air-conditioning unit—discussion and possible action
  - Library staff open Hurricane Harvey emergency shelter at the First United Methodist Church—discussion and possible action
  - City of Bastrop Purchasing Policy—discussion and possible action
  - Snake Educational Program—discussion and possible action
  - Tabled MakerSpace Policy—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

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
September 5

1. Library Statistics for the month of June. Circulation statistics are down 10% compared to June 2016; gate count is up 21% compared to June 2016; programming is down 6% compared to June 2016; Internet usage is down 21% compared to June 2016; reference requests are down 14% compared to June 2016, and meeting room reservations are up 14% compared to June 2016.
2. Library Statistics for the month of July. Circulation statistics are down 3% compared to July 2016; gate count is up 10% compared to July 2016; programming is down 10% compared to July 2016; Internet usage is down 10% compared to July 2016; reference requests are even compared to July 2016, and meeting room reservations are up 10% compared to July 2016.
3. In the month of July 278 children and adults attended story time.
4. In the month of August 237 children and adults attended story time.
5. On Saturday, July 1, Carmen Serna presented a Bi-lingual story time. Eight children and adults attended the event.
6. On Monday, July 3, while visiting the bank, Sheila Bowman, witnessed a bank robbery.
7. On Tuesday, July 4, the library closed for the Independence Day holiday.
8. On Wednesday, July 5, Bonnie Pierson presented a Stories and Science Crafts program. Twenty-five children and adults attended the program.
9. On Wednesday, July 5, Mickey DuVall met with Norman Jones and Richard Clock to discuss the design of the mobile MakerSpace cabinet.
10. On Thursday, July 6, Ashley Guerrero hosted a Teen Karaoke Party. Thirty-one Teens participated in the event.
11. On Friday, July 7, Carmen Serna showed the movie "Trolls." Thirty-nine children and adults watched the movie.
12. On Tuesday, July 11, Bonnie Pierson, library staff, and volunteers created and then invited patrons to play life size Chutes and Ladders. One hundred and one people played the game.
13. On Tuesday, July 11, Mickey DuVall met with a representative of Centex Mechanical in regards to the replacement of the 16-ton air-conditioner.
14. On Wednesday, July 12, the library was visited by a State of Texas Fire Inspector. He performed a fire inspection of the library and the library passed the inspection. The Inspector complimented us on the quality of our fire prevention.
15. On Wednesday, July 12, Mickey DuVall ordered a 3D printer that is to be included the library's MakerSpace.
16. On Wednesday, July 12, Ashley Guerrero invited adults to participate in an "Afternoon of Fire and Ice." Five people attended the event.
17. On Thursday, July 13, Mickey DuVall met with Cindy Heath, a marketing consultant, to discuss marketing methods to identify community wants and/or needs in regards to the library.
18. Thursday, July 13, Carmen Serna assisted the Bastrop Parks and Recreation Department in providing a LEGO building event. Thirty-one children attended the program.

19. On Thursday, July13, Ashley Guerrero hosted a "Just Dance 2017 Tournament." Forty-four teens attended the event.
20. On Friday, July 14, Carmen Serna showed the movie "The Wild Life." Fifty-seven children and adults watched the movie.
21. On Tuesday, July 18, Carmen Serna Carmen Serna hosted the LEGO Club. Sixty-one children played with LEGOs.
22. On Tuesday, July 18, Mickey DuVall attended a Rotary Club Luncheon to learn about the Smithville High School Computer Aided Design/Computer Aided Manufacturing program.
23. On Tuesday, July 18, library staff attended a quarterly mandatory meeting at city hall. The City Manager brought City staff up-to-date on what has been occurring in the City.
24. On Wednesday, July 19, Bonnie Pierson presented "Bobby Cordell" and his magic show. One hundred fifty-five people attended the event.
25. On Thursday, July 20, Ashley Guerrero hosted a "Food Fight Finale" event. Fifty-one teens participated in the food fight.
26. On Thursday, July 20, Mickey DuVall attended a City Council budget meeting.
27. On Friday, July 21, Carmen Serna showed the movie "The Lorax." Fifty children and adults watched the movie.
28. On Saturday, July 22 library staff and volunteers hosted the End of the Summer Reading Program Party. This year the party was held inside the library. Four hundred and sixty-four children, teen, and adults played games, ate hotdogs, and enjoyed the festivities.
29. On Wednesday, July 26, Ashley Guerrero hosted the Teen Volunteer Party. Ten teen volunteers attended the party.
30. On Thursday, July 27, Mickey DuVall and Bonnie Pierson met with David Junek and Victoria Herbrich to discuss the creation of joint programming between the library and the Bastrop Parks and Recreation Department.
31. On Monday, July 31, Mickey DuVall, Cookie Adkins, and Ashley Guerrero interviewed Rafael Gonzales IV for the open VOE student employee position.
32. On Monday, July 31 Mickey DuVall and Cookie Adkins interviewed Ben Logan for the open VOE student employee position.
33. On Tuesday, August 1, library staff, library board members, and other interested parties participated in American Red Cross shelter training at the First United Methodist Church.
34. On Wednesday, August 2, the library received a new 3D printer. Brian Heiman, of ImageNet Consulting, set-up the 3D printer and taught the staff on how to use it.
35. On Thursday, August 3, staff, library board members and others participated in an exercise in opening an emergency shelter at the First United Methodist Church.
36. From August 7 through August 11 Mickey DuVall was out of state on personal business. Cookie oversaw the library in his absence.
37. On Monday, August 7, Rebecca Martinez, part-time summer employee, and Leslie Martinez, one of the library's VOE student workers (she worked for the library for two years) worked their last day.
38. On Tuesday, August 8, Ben Logan started work as the library's new VOE student worker.
39. On Saturday, August 12, Cary Kittrell and Carmen Serna manned a library booth at the BISD Back to School Bash.
40. On Saturday, August 12, Cary Kittrell hosted the library's annual Ice Cream Social. One hundred and eighty-seven children, teen, and adults enjoyed eating ice cream sundaes.

41. On Monday, August 14, Bethany Dietrich (the library's new Young Adult Librarian) started work.
42. On Tuesday, August 15, Carmen Serna hosted the LEGO Club. Twenty-three children enjoyed making items using LEGOs.
43. On Monday, August 14, Mickey DuVall called Waylon at Bastrop Air-Conditioning & Heating (Bastrop Air won the contract to supply and install the replacement 16-ton air-conditioner) to follow-up on the status of the project. Waylon said the unit had been ordered and that he would notify me when it came in.
44. On Tuesday, August15, Mickey DuVall attended an emergency management meeting at City Hall.
45. On Thursday, August 17, Mickey DuVall met with Carol Calvary and Brent Ormand to discuss Brent Ormand (Snakes of Hays County) providing an educational program on Central Texas Snakes.
46. On Monday, August 21, Mickey DuVall and Cary Kittrell met with Norman Jones and Dave Stillson to learn how to use the 3D Printer and CNC Vinyl Cutter.
47. On Thursday, August 24, Mickey DuVall attended an emergency management Hurricane Harvey planning meeting.
48. On Thursday, August 24, Mickey DuVall met with Norman Jones, Richard Clock and Roy Mast to discuss the design of the rolling cabinet to be used to house the mobile MakerSpace.
49. On Friday, August 25, Mickey DuVall attended an emergency management Hurricane Harvey preparation meeting.
50. On Friday, August 25 personnel from the City of Rockport arrived and set-up a satellite city hall in the library's Pressley Meeting Room.
51. On Sunday, August 27, Mickey DuVall and staff opened an emergency shelter at the First United Methodist Church. The shelter was opened at 5 AM.
52. On Monday, August 28, Mickey DuVall, library staff, and two Red Cross workers closed the emergency shelter at 5:00 PM. The shelter housed a total of nine evacuees. After notice that the shelter would close at 5:00 PM, the remaining four evacuees were directed to the Smithville Recreation Center shelter.
53. On Thursday, August 31, Mickey DuVall and Bonnie Pierson met with Katherine Chesham McKay and BISD elementary school teachers to discuss the Heart of Texas Writing Project. The library is partnering with BISD and Katherine Chesham McKay in the Heart of Texas Writing Project grant.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
CIRCULATION SERVICES:													
Adult:													
000-099	16	19	20	17	20	16	28	29	23	34			**222**
100-199	53	58	38	50	56	76	62	59	54	60			**566**
200-299	25	39	39	45	28	60	34	40	43	70			**423**
300-399	97	151	91	94	125	104	92	107	135	144			**1,140**
400-499	21	9	11	12	11	11	7	14	14	15			**125**
500-599	69	59	57	47	36	62	44	86	72	51			**583**
600-699	230	289	217	247	268	305	196	330	307	320			**2,709**
700-799	118	136	95	138	113	113	75	107	105	114			**1,114**
800-899	39	36	22	38	52	27	24	39	38	25			**340**
900-999	105	116	122	137	159	124	110	131	131	112			**1,247**
92-920	87	73	80	122	85	86	80	94	81	76			**864**
Adult Book Club Bag	4	1	1	1	2	1	1	1	0	0			**12**
Adult DVD's	1,764	1,565	1,688	1,656	1,316	1,508	1,197	1,443	1,467	1,647			**15,251**
Adult Fiction	1,946	1,667	1,761	1,879	1,693	1,791	1,568	1,877	2,270	1,994			**18,446**
Adult Fiction CD's	566	592	549	570	498	587	575	607	528	537			**5,609**
Adult Genealogy	0	0	0	0	0	0	0	0	0	0			**0**
Adult Historical File	0	0	0	0	0	0	0	0	0	0			**0**
Adult Large Print	764	762	670	672	566	689	604	772	757	872			**7,128**
Adult Microfilm	0	0	0	0	0	0	0	0	0	0			**0**
Adult MP3 Book	7	8	10	10	8	17	14	9	11	12			**106**
Adult Music on CD	230	170	193	183	161	187	123	130	162	150			**1,689**
Adult Nonfiction CD'S	83	64	46	57	32	29	24	35	50	33			**453**
Adult Overdrive e-book	894	854	782	884	773	899	873	844	853	985			**8,641**
Adult Pro Col	0	0	0	0	0	0	0	0	0	0			**0**
Adult Reference	0	0	0	0	0	0	3	0	1	0			**4**
Adult Reference Desk	0	0	0	0	0	0	0	0	1	0			**1**
Adult Spanish DVD's	1	3	1	0	6	5	0	1	4	0			**21**
Adult Spanish Fiction	16	8	9	7	6	9	11	15	14	19			**114**
Adult Spanish Nonfictio	17	12	14	14	21	31	11	15	22	22			**179**
Adult Texana	32	38	24	33	29	31	35	26	33	46			**327**
Adult Vertical Files	0	0	0	0	0	0	0	0	0	0			**0**
Adult Videocassettes	37	15	29	32	20	33	29	27	25	38			**285**
Cake Pans	4	1	1	1	0	3	1	1	5	6			**23**
Subtotal Adult:	**7,225**	**6,745**	**6,570**	**6,946**	**6,084**	**6,804**	**5,821**	**6,839**	**7,206**	**7,382**	**0**	**0**	**67,622**

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Juvenile and children's:													
Child Spanish 1st R	43	22	5	3	11	13	9	10	13	11			**140**
Child Spanish Easy	111	85	36	120	104	117	74	62	113	101			**923**
Child Spanish Easy Noı	0	0	0	0	0	1	0	0	0	2			**3**
Child Storytime box	1	0	0	1	0	1	0	0	0	0			**3**
Easy Nonfiction	178	134	74	114	160	170	146	173	219	171			**1,539**
Easy Picture Books	1,412	1,378	1,017	1,164	1,235	1,638	1,208	1,381	1,891	1,665			**13,989**
First Readers	427	451	238	325	408	486	397	493	759	600			**4,584**
J 000 - J 099	21	18	6	9	16	12	14	13	29	20			**158**
J 100 - J199	3	2	3	9	6	2	4	1	8	2			**40**
J 200 - J 299	4	16	9	9	13	16	16	11	8	6			**108**
J 300 - J 399	27	34	12	31	23	36	31	25	42	30			**291**
J 400 - J 499	5	2	0	0	2	4	8	7	6	6			**40**
J 500 - J 599	135	131	99	130	126	126	132	107	174	176			**1,336**
J 600 - J 699	52	55	48	55	47	51	44	69	56	42			**519**
J 700 - J 799	113	113	70	141	134	130	146	173	224	207			**1,451**
J 800 - J 899	12	15	19	29	22	14	20	28	21	16			**196**
J 900 - J 999	76	56	40	102	74	112	92	91	82	77			**802**
J 92 - J 920	33	12	7	18	27	25	16	38	25	22			**223**
Juvy CD'S	40	54	43	29	43	44	37	66	84	62			**502**
Juvy DVD	352	284	308	300	306	378	270	311	429	441			**3,379**
Juvy Fiction	930	849	760	818	962	1,095	816	977	1,692	1,289			**10,188**
Juvy Graphic Novels	215	170	135	199	232	216	137	205	365	363			**2,237**
Juvy Oversize	6	6	6	8	7	12	11	20	8	7			**91**
Juvy Reference	0	0	0	0	0	0	0	0	0	0			**0**
Juvy Spanish Fiction	31	35	12	25	25	27	19	5	48	38			**265**
Juvy Spanish Nonfictior	58	39	19	48	31	28	16	17	36	45			**337**
Subtotal Juv. & childr	**4,285**	**3,961**	**2,966**	**3,687**	**4,014**	**4,754**	**3,663**	**4,283**	**6,332**	**5,399**	**0**	**0**	**43,344**
Young Adult:													
Young Adult Fiction	208	239	205	251	248	252	214	271	496	427			**2,811**
Young Adult Graphic N	286	207	207	230	196	215	316	414	376	395			**2,842**
Subtotal Young Adult	**494**	**446**	**412**	**481**	**444**	**467**	**530**	**685**	**872**	**822**	**0**	**0**	**5,653**

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Other:													
Paperbacks	402	333	322	428	385	373	284	376	393	369			**3,665**
Magazines	31	36	33	28	43	43	48	61	33	31			**387**
Subtotal Other	**433**	**369**	**355**	**456**	**428**	**416**	**332**	**437**	**426**	**400**	**0**	**0**	**4,052**
Grand Total All	**12,437**	**11,521**	**10,303**	**11,570**	**10,970**	**12,441**	**10,346**	**12,244**	**14,836**	**14,003**	**0**	**0**	**120,671**
OTHER SERVICES:													
Total Online Bastrop	**4,854**	**4,319**	**4,339**	**9,517**	**4,840**	**5,290**	**6,020**	**7,312**	**8,803**	**6,752**			62,046
Advertiser Searches													
Computer Useage:													
Adult	1,442	1,177	1,125	1,399	1,347	1,387	1,168	797	842	836			**11,520**
Children	396	288	265	273	284	276	234	215	423	373			**3,027**
Teen	334	275	299	231	255	238	240	234	317	168			**2,591**
Wireless	2,107	1,745	1,709	1,947	1,878	2,025	1,619	1,773	2,199	2,244			**19,246**
Total Computer Useag	**4,279**	**3,485**	**3,398**	**3,850**	**3,764**	**3,926**	**3,261**	**3,019**	**3,781**	**3,621**	**0**	**0**	**36,384**
Gifts and Memorials:	**$85.21**	**$0.00**	**$1,125.00**	**$1,000.00**	**$0.00**	**$550.00**	**$550.00**	**$0.00**	**$11,805.75**	**$50.00**			**$15,165.96**
Items Processed:													
Items Cataloged:													
Apollo	81	100	78	20	105	76	111	84	173	166			**994**
Baker & Taylor	52	29	12	33	12	23	31	26	28	15			**261**
Brodart	0	0	0	0	0	0	0	0	0	0			**0**
Cat Express--OCLC	0	18	34	25	0	21	7	7	17	18			**147**
Ingram	52	51	29	184	56	87	38	118	55	31			**701**
Original	132	100	89	23	167	101	105	120	165	85			**1,087**
Recorded Books	6	16	3	1	19	11	3	8	11	6			**84**
Total items cataloged	**323**	**314**	**245**	**286**	**359**	**319**	**295**	**363**	**449**	**321**	**0**	**0**	**3,274**
Total items withdrawn	**601**	**167**	**143**	**482**	**558**	**35**	**606**	**408**	**21**	**1,055**			**4,076**
Total items lost	**0**	**0**	**0**	**0**	**0**	**0**	**52**	**0**	**0**	**0**			**52**

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Interlibrary Loan:													
Borrowed	17	8	13	7	4	15	8	14	12	10			**108**
Loaned	5	2	4	5	3	3	3	4	4	1			**34**
Total Transactions	**22**	**10**	**17**	**12**	**7**	**18**	**11**	**18**	**16**	**11**	**0**	**0**	**142**
New Library Patrons:													
City	31	28	18	49	23	45	26	38	53	42			**353**
County	117	95	83	110	97	103	71	104	269	160			**1,209**
Total Patrons added	**148**	**123**	**101**	**159**	**120**	**148**	**97**	**142**	**322**	**202**	**0**	**0**	**1,562**
Patron Usage:													
County	70%	70%	71%	66%	67%	68%	67%	67%	71%	69%			
City	20%	21%	19%	22%	22%	22%	21%	22%	18%	21%			
Faculty	4%	4%	5%	6%	4%	4%	6%	5%	5%	5%			
Other	6%	5%	5%	6%	7%	6%	6%	6%	6%	5%			
Proctored Tests Giver	**3**	**2**	**2**	**4**	**2**	**2**	**0**	**0**	**0**	**0**			**15**
Programming:													
Children's programs	508	586	1,112	354	546	681	632	721	1,907	1,287			**8,334**
Outreach programs	1,300	37	56	24	0	268	0	1,490	0	31			**3,206**
Teen programs	150	112	162	141	145	91	113	113	149	136			**1,312**
Adult programs	0	0	402	2	6	1	0	0	0	20			**431**
Total Programming	**1,958**	**735**	**1,732**	**521**	**697**	**1,041**	**745**	**2,324**	**2,056**	**1,474**	**0**	**0**	**13,283**
Number of Programs	**25**	**24**	**21**	**21**	**22**	**25**	**19**	**27**	**32**	**22**			**238**
Reference Assistance:													
Directional Questions	638	540	542	745	692	701	315	509	623	514			**5,819**
Microfilm assistance	0	0	0	0	0	0	2	0	0	0			**2**
Reference Questions	1,066	824	897	1,257	1,209	1,082	1,220	1,006	1,222	1,223			**11,006**
Telephone Reference	252	239	264	297	306	332	278	258	293	317			**2,836**
Total Reference	**1,956**	**1,603**	**1,703**	**2,299**	**2,207**	**2,115**	**1,815**	**1,773**	**2,138**	**2,054**	**0**	**0**	**19,663**

BASTROP PUBLIC LIBRARY ANNUAL STATISTICS FOR FISCAL YEAR 2016-2017

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Total
Reservations:													
Pressley Meeting Room	43	40	41	38	38	38	41	43	41	33			**396**
Maynard Board Room	24	26	19	20	17	22	19	29	32	33			**241**
Study Booths	224	208	179	230	223	238	219	250	260	210			**2,241**
Total Reservations	**291**	**274**	**239**	**288**	**278**	**298**	**279**	**322**	**333**	**276**	**0**	**0**	**2,878**
Visitor Count:	**11,042**	**8,508**	**8,830**	**9,060**	**9,270**	**10,612**	**7,043**	**9,593**	**12,777**	**10,698**			**97,433**
Volunteer Hours:													
Regular volunteers	274.50	149.25	210.75	194.50	132.00	131.75	105.00	125.50	198.25	120.00			**1,641.50**
Friends volunteers	54.00	45.50	53.00	61.00	46.75	136.75	74.00	68.00	130.00	68.75			**737.75**
Total Volunteer Hours	**328.50**	**194.75**	**263.75**	**255.50**	**178.75**	**268.50**	**179.00**	**193.50**	**328.25**	**188.75**	**0.00**	**0.00**	**2,379.25**
Website Hits:	**2,120**	**2,220**	**2,008**	**2,198**	**1,979**	**2,222**	**2,172**	**2,335**	**3,193**	**2,820**			**23,267**
Ereader assistance	**15**	**18**	**10**	**17**	**22**	**10**	**6**	**10**	**16**	14			**138**
Reserve-A-Librarian	**7**	**5**	**3**	**3**	**2**	**3**	**4**	**0**	**0**	**2**			**29**

City of Bastrop

Purchasing Policy

Adopted 09/23/2014

TABLE OF CONTENTS

*Italicized words in text are defined in the Definition of Terms

I. PURPOSE

It is the policy of the City of Bastrop that all purchasing shall be conducted strictly on the basis of economic and business merit. This policy is intended to promote the best interest of the citizens of the City of Bastrop, Texas.

The City of Bastrop intends to maintain a cost effective purchasing system conforming to good management practices. The establishment and maintenance of a good purchasing system is possible only through cooperative effort. It must be backed by proper attitudes and cooperation of not only every department head and official, but also every supervisor and employee of the City of Bastrop.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law. In order to accomplish timely purchasing of products and services at the least cost to the City of Bastrop, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

This Policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that assets are received and retained in the custody of the City of Bastrop.

II. CODE OF ETHICS

It is important to remember that when employees are participating in the purchasing process, they represent the City of Bastrop. By participating in the purchasing process, employees of the City of Bastrop agree to:

A. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
C. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Bastrop.
D. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
E. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
G. Expose corruption and fraud wherever discovered.

*Italicized words in text are defined in the Definition of Terms

H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.
I. Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the two Ethics policies, the stricter of the two would apply.

III. COMPETITVE PURCHASING REQUIREMENTS

The City of Bastrop policy requires three quotes for purchases over $3,000. The only exceptions to this rule are for items purchased under a cooperative contract, sealed bid award, sole source purchases or purchases for an emergency situation.

Under no circumstances shall multiple requisitions be used in combination to avoid otherwise applicable bidding requirements or City Council approval.

A. Who is authorized to make purchases?
Purchases will only be processed if authorized by a Department Head or approved representative in an employee's direct chain of command.

B. Instructions for Soliciting Bids
When soliciting bids, City of Bastrop buyers must follow the steps below:

1. Give the same exact specifications to each vendor.

2. Give each bidder same deadline for turning in bids.

City of Bastrop buyers must inform vendors that bids submitted are all inclusive. Any charges for freight and handling, fuel fees or other costs must be included in the bid. In order to obtain contract status, the Department Head is responsible for first adhering to the procurement requirements stated below. City Manager approval or his designee is required.

C. Purchasing Control
Authorization levels established within INCODE for appropriations previously approved by the City Council are as follows:

Directors' or their designee not to exceed $9,999.99
Chief Financial Officer or designee up to $14,999.99
City Manager or designee approving purchases exceeding $15,000.00

D. Dollar Limitations
The following dollar limitations should be used as a guideline. These limitations may not apply in all cases. Dollar limitations pertain to total purchase or invoice total not per single item cost. It is the Department Directors responsibility to insure Purchasing policies are being adhered to.

$0.01-$3,000: Purchases of non-contract goods or services totaling $3,000 or less require no quotation but are recommended.

If invoices for a single service contractor combine to total greater than $3,000 in a fiscal year, the city will require the standards of $3,001 to $49,999 for purchasing to apply. As clearly identified in the II. Code of Ethics H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

$3,001-$49,999: Except where otherwise exempted by applicable State law, purchases totaling $3,001 to $49,999 require three (3) written quotes attached to a purchasing summary document and a purchase order provided to the Finance Department.

No purchase orders of non-contract goods or services will be issued in excess of $15,000 without City Manager or his designee prior approval.

If the lowest quote is not selected an explanation should be provided on the purchasing summary document and approval by the City Manager will be required no matter what the dollar amount is. Only the City Manager or his designee may determine "Best Value". The City Manager may elect to accept less than three quotes from a Director if due diligence has been documented by the Director in trying to adhere to the purchasing policy. A memo will be required from the Director providing a reason for their inability to obtain three written quotes and the scope of services being provided if applicable. It must be approved and signed by the City Manager and attached to each purchasing summary document and purchase order provided to the Finance Department.

According to State Law, two (2) Historically Underutilized Businesses (HUBs) are to be contacted on a rotating basis. HUB vendors are obtained from the Texas Comptroller of Public Accounts website. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a purchasing summary document and a purchase order. Any vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director's responsibility to insure the cooperative information is on file with the Finance Department.

$50,000+: Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than $50,000 must be processed as competitive solicitations (e.g. sealed bids, request for proposals, and request for offers). Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

The Code requires that sealed bids and request for proposals (RFP) are advertised in a local newspaper for two consecutive weeks prior to the bid opening. All bids must be received sealed and turned in to the City Secretary's Office by the date and time listed in the bid. Any bids received after the stated time will be returned unopened. The bid opening process is open to the public and all vendors that respond to the specific are invited to attend. Questions concerning pricing will not be addressed at the opening. Contracts for services require Errors & Omissions coverage.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a purchasing summary document and a purchase order. All cooperative vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director's responsibility to insure the cooperative information is on file with the Finance Department.

City Manager written approval is required.

Rental Agreement: Vendors who provide rental items to the city are required to carry insurance. The type and amounts of insurance required vary based on the item rented. The Chief Financial Officer must review all rental contracts before the contract is awarded.

E. Personal or Professional Services

Under the Professional Services Procurement Act, a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. The City also provides exemption for the purchasing of planning services.

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated competence and qualifications for performing the services for a fair and reasonable price.

Professional services may include:
- Accounting.
- Architecture.
- Landscape architecture.
- Land surveying.
- Medicine.
- Optometry.

• Engineering.
• Real estate appraisal.
• Nursing.

According to the Texas Attorney General's Office professional services may include "members of disciplines requiring special knowledge or attainment and a high order of learning, skill and intelligence,"

F. Other Exemptions

State law authorizes other categories of exempt purchases. Purchases from other governments, some auctions and going-out-of-business sales, and other purchases are exempt under provisions of the Local Government Code and Vernon's Statutes.

The following is a list of other areas that are exempt from competitive bidding requirements:

1. Land or right-of-way.
2. Items that can be obtained from only one source, including:
    a. items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
    b. films, manuscripts or books;
    c. electric power, gas, water, and other utility services; and
    d. captive replacement parts or components for equipment;
3. Food
4. Personal property sold:
    a. at an auction by a state licensed auctioneer;
    b. at a going-out-of-business sale; or
    c. by a political subdivision of the state, a state agency, or an entity of the federal government.
5. Any work performed and paid for by the day is exempt from the competitive bidding process.
6. Work performed under a contract for community and economic development made by a county designed to reasonably increase participation by historically underutilized businesses in public contract awards by establishing a contract percentage goal for HUB businesses.

G. Sole Source Purchases

Sole Source purchases must be approved by the City Manager before purchasing. These conditions occur when the purchase involves compatibility of equipment, accessories or replacement parts or when the goods or services is a one-of-a kind or protected by a patent, copyright, secret process. The product is only available from a regulated or natural monopoly. The product is a component or repair part that may only be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

1. A memorandum to the City Manager with a statement must be attached to the requisition that says a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or states the reasons only one source exists. This memorandum should include the City Manager's signature signifying his approval.
2. A bid from the sole source provider on company letterhead.
3. A letter from the vendor stating they are the sole supplier of the good.

A purchasing summary document and purchase order is still required with the above information attached.

H. Change Orders

According to purchasing law, the City of Bastrop may make changes to plans, specifications or quantities after award of the contract, if necessary. However, no increase may exceed 25% of the original contract amount and any decrease of 25% or more must have the consent of the contractor.

Increases that cause a change in dollar limitations or purchasing law may supercede the 25% rule:

> Example: If a contract is awarded for $45,000, the allowable increase under the 25% rule would be $11,250. However, this would cause the new price to exceed $50,000, which by State law requires sealed bids and advertising. Increase would be limited.

Any change in a purchasing contract that exceeds 25% of the original amount will void the original contract.

I. Making the Purchase

City of Bastrop buyers' are responsible for making sure that the purchased good or service is received as specified. Under no circumstance should a buyer accept more goods or services than ordered. Employees are only authorized to purchase items that have been approved by their Department Head. A purchase over the original amount requires additional approval.

J. 30 Day Accounts Payable Cycle

Texas law requires municipalities to pay invoices within 30 days or be subject to the payment of interest.

It is the responsibility of each department to make sure the signed invoices, purchase orders and any other required paperwork is submitted to the Finance Department as soon as the product is received or service rendered.

It is the responsibility of Accounts Payable to pay all vendor invoices within 30 days of invoice date. Any Variance between the purchase order and the vendor invoice must be reconciled. Vendor payments can only be made for the original or modified purchase order amount.

K. Emergency Procedures

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. It is required to get City Manager or his designee approval on any emergency purchases.

The Legislature exempted certain items from sealed bidding in the **Texas Local Government Code Section 252.022(a)**, including, but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *Procurement necessary because of unforeseen damage to public machinery, equipment or other property.*

The following steps must be taken when making emergency purchases:

1. Employee must receive approval from the City Manager or his designee.
2. Employee will make every effort to solicit bids unless circumstances prevent employee from doing so.
3. A written statement concerning the emergency must be provided following the incident to provide necessary documentation in Accounts Payable and must include the City Managers signature or his designees.

IV. ASSET CONTROL

A. Inventory Control

The purpose of inventory control is to create and maintain a record/inventory of all fixed assets of the City of Bastrop. Fixed assets include all items over $5,000 with a life expectancy of two (2) or more years. "Minor Capital Outlay" items must also be inventoried. These items will include assets purchased for $1,000 to $4,999.

When a fixed asset in received by the city, it is tagged with a City of Bastrop property tag and added to the Departments master list.

Each Department shall keep an inventory list of all fixed assets permanently assigned to employee.

A wall to wall inventory of all fixed assets shall be performed every year or as deemed necessary. It is recommended that Departments perform an annual fixed assets inventory of equipment permanently assigned to employees.

B. Use of Property

City of Bastrop employees should be aware that the use of City property for personal gain is strictly prohibited. City vehicles should only be used for official City business. City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

In addition, employees are not to use personal property for the performance of their job or at their work site. Personal items such as radios, coffee pots, picture frame, books, etc. is permissible: however, the City of Bastrop is not responsible for damage to or theft of these items.

C. Disposal of Surplus Materials and Equipment/ Donations

City surplus materials and equipment (a/k/a 'surplus items') includes any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools, clothing, or other such items, which have lost useful value to the City, have become non-functional or are obsolete. Such surplus items may be disposed of by one of the following methods:

- Sold competitively, by accepting sealed bids or by public auction;
- Traded in for acquisition of new equipment;
- Donated by the City to a recognized charitable organization;
- Provided to other governmental entities (donation or exchange).
- Sold as 'scrap' (for cash), if the items have no value except for salvage and the City Manager or his designee has authorized the sale for scrap; or
- Disposed of through solid waste collection services, if the item has no salvage or other value and the City Manager or his designee has authorized such disposal.

<u>Trade-In or Donation</u>: Before *trading-in* and/or *donating* surplus items, the Department Head must prepare a memorandum to the City Manager and remitting a copy to the Finance Department stating: 1) the identity of the surplus items to be disposed of, traded-in or donated, 2) the reasons for the surplus items being declared surplus, 3) the original purchase price (if ascertainable) of the surplus items, and 4) the value of proposed "trade-in" or "donation", in the estimation of the Department Head. If the Department Head receives approval by City Manager to proceed, the Department Head must coordinate their *trading-in* and/or *donating* surplus items with the Finance Department to insure a Disposed Fixed Asset form is completed and any other ancillary paperwork.

[Note: All property is owned in the name of the City of Bastrop and is not vested in any specific department.]

Sales: If the surplus items are to be sold, then the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold to include year, make, model, and any other identification characteristics, 2) a brief description providing why it is necessary to dispose of the item. The Department Head having received approval to sell a surplus item may then utilize one of the following options: 1) post notice in the local newspaper and/or through an approved on-line auction provider 2) advertise in the local newspaper, 3) request sealed bids, or 4) sell through a public auction, which may take place at a specified location or, by means of an on-line sale.

Preferred Disposition: Whenever reasonably feasible, it is the City's preference that the Department Head dispose of the surplus equipment by means of a public auction or sale held in cooperation with other City departments and surrounding government entities.

Procedures: The City Manager shall have the authority to approve the disposal, sale, trade-in or donation of surplus items when the value of same is less than $50,000, in total. If the total value exceeds $50,001, then the City Manager shall obtain Council approval of the proposed disposal, sale, trade-in or donation of surplus items.

Once approved by either the City Manager or Council, as appropriate, in order to document the disposal, sale, trade-in or donation of surplus items a Disposed Fixed Asset form must be prepared and submitted to the Finance Department in addition to providing the license plates and titles for any vehicles or equipment disposed of. The Finance Department manages the change of ownership and the receipt of funds.

City decals must be removed from all surplus City vehicles, machinery, and equipment before disposal, donation, trade-in or sale.

City employees may participate, on their own time, in public auctions for the purchase of surplus City items.

D. Lost Property

After conducting an annual inventory and property is discovered to be lost, an explanation for the lost must be provided immediately to the Department Head using the Fixed Asset Form. Property losses that come to the attention of the employee before the annual inventory should be reported within 24 hours using the Fixed Asset Form.

All thefts are to be reported to a supervisor or Department Head as soon as possible. The City of Bastrop, Police Department must be notified immediately. Stolen fixed asset must be removed from the master inventory list and a copy of the police report attached to the Fixed Asset Form.

E. Security Measures

All equipment will be kept in a secure area when not is use. Access to this area will be limited to the employees assigned to the secure area. In case of theft, the security of the area should be evaluated to determine if changes or re-keying of locks should be necessary.

V. RESPONSIBILITIES OF PARTIES

A. Department Heads
1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurement.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Approve all purchases up to $9,999 including budgeted capital.
4. Adhere to the Purchasing Policies and the Code of Ethics.
5. Place cooperative agreements and RFP's on file with Finance and monitor purchases to ensure that supply agreements are used.
6. Ensure that sole source requests meet the guidelines and include required documentation.
7. Inventory all Fixed Assets every year.
8. Verify goods and services are received as ordered before approving payment.
9. Annually inventory equipment assigned to employee.
10. Keep records of losses occurring in their areas to detect patterns of theft in one area or individual employee.

B. Supervisors
1. Maintain security of equipment on-site
2. Keep a log of equipment issued to employees on a long-term basis.
3. Keep a log of equipment issued to employees on a short-term basis.
4. Forward all receipts and invoices to Department Head as soon as possible.
5. Check that equipment and supplies are returned upon termination of an employee.

C. City of Bastrop Accounts Payable
1. Pay bills in an accurate and timely manner.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Monitor purchases to ensure that supply agreements are used.

4. Ensure that purchasing policy requirement guidelines are met and required documentation included.

D. City of Bastrop Accounting
   1. Maintain the master fixed asset property list.
   2. Assign inventory tags for fixed assets.
   3. Provide fixed assets forms.
   4. Produce master inventory list as needed.
   5. Process fixed asset transfers and retirements.

VI. DEFINATION OF TERMS

Component Purchases – Purchases of component parts of an item that in normal purchasing practices would be accomplished by one purchase. (Purchasing parts and assembling a finished product.)

Pecuniary Benefit – Any form of economic gain (money, gifts, etc.).

Fixed Assets - A piece of equipment with a value of $5000 or more and a life expectancy of two (2) year or more.

Separate Purchases – Purchases made separately of items that in normal purchasing practices would be accomplished by one consolidated purchase. (Multiple purchase orders of similar items to avoid bidding procedures.)

Sequential Purchases – Purchases, made over a period, of items in normal purchasing practices would be combined and bid as one purchase. (Similar to above but multiple purchases of the same items to avoid bids.)

POST DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
00-00-3000		UNASSIGNED FUND BALANCE							
				B E G I N N I N G B A L A N C E					
00-00-3200		RESTRICTED FUND BALANCE							
				B E G I N N I N G B A L A N C E					14,02
00-00-4400		INTEREST							
				B E G I N N I N G B A L A N C E					
10/26/16 11/15	B26084		03200	Mthly Interest Alloc		JE# 012934	000034	2.39CR	
10/30/16 11/15	B26083		03199	Mthly Interest Alloc		JE# 012933	000033	0.26CR	
10/31/16 11/07	B26007		03181	CD INT EARNED		JE# 012877		2.97CR	
10/31/16 11/07	B26008		03182	TEXPOOL MTHLY INT ALLOC		JE# 012878	000006	0.96CR	
10/31/16 11/07	B26010		03184	Mthly Interest Alloc		JE# 012880	000008	3.36CR	
11/30/16 12/02	B26231		03225	CD INT EARNED		JE# 013007		10.78CR	
11/30/16 12/05	B26240		03231	TEXPOOL MTHLY INT ALLOC		JE# 013012	000053	0.97CR	
11/30/16 12/05	B26241		03232	Mthly Interest Alloc		JE# 013013	000054	3.18CR	
11/30/16 12/07	B26274		03236	Mthly Interest Alloc		JE# 013040	000076	2.03CR	
12/31/16 1/03	B26431		03247	CD INT EARNED		JE# 013077		7.52CR	
12/31/16 1/03	B26432		03247	CD INT EARNED		JE# 013078		0.01CR	
12/31/16 1/05	B26471		03256	TEXPOOL MTHLY INT ALLOC		JE# 013110	000117	1.78CR	
12/31/16 1/06	B26481		03262	Mthly Interest Alloc		JE# 013116	000123	5.54CR	
12/31/16 1/09	B26506		03265	Mthly Interest Alloc		JE# 013120	000126	0.33CR	
1/31/17 2/06	B26654		03287	CD INT EARNED		JE# 013181		5.20CR	
1/31/17 2/07	B26658		03289	Mthly Interest Alloc		JE# 013183	000158	8.81CR	
1/31/17 2/07	B26661		03292	TEXPOOL MTHLY INT ALLOC		JE# 013186	000161	2.16CR	
1/31/17 2/10	B26680		03299	Mthly Interest Alloc		JE# 013194	000164	4.71CR	
2/03/17 3/13	B26893		03351	Mthly Interest Alloc		JE# 013306	000223	4.73CR	
2/28/17 3/07	B26824		03330	CD INT EARNED		JE# 013252		9.53CR	
2/28/17 3/07	B26825		03331	CD INT EARNED		JE# 013253		0.01CR	
2/28/17 3/07	B26826		03332	TEXPOOL MTHLY INT ALLOC		JE# 013254	000190	1.93CR	
2/28/17 3/07	B26827		03333	Mthly Interest Alloc		JE# 013255	000191	8.30CR	
2/28/17 3/07	B26829		03335	CD INT EARNED		JE# 013257		0.36CR	
2/28/17 3/13	B26894		03352	Mthly Interest Alloc		JE# 013307	000224	0.39CR	
3/31/17 4/03	B26990		03369	Mthly Interest Alloc		JE# 013326	000237	5.76CR	
3/31/17 4/05	B27005		03376	TEXPOOL MTHLY INT ALLOC		JE# 013335	000242	2.13CR	
3/31/17 4/05	B27031		03383	CD INT EARNED		JE# 013360		7.51CR	1
3/31/17 4/06	B27040		03389	MBS CD INT EARNED		JE# 013367		0.30CR	1
3/31/17 4/07	B27067		03395	Mthly Interest Alloc		JE# 013384	000272	0.40CR	1
3/31/17 4/07	B27069		03397	CD INT EARNED		JE# 013386		1.37CR	1
4/30/17 5/03	B27215		03427	TEXPOOL MTHLY INT ALLOC		JE# 013447	000322	2.47CR	1
4/30/17 5/03	B27216		03428	Mthly Interest Alloc		JE# 013448	000323	5.32CR	1
4/30/17 5/04	B27219		03430	CD INT EARNED		JE# 013450		5.50CR	1
4/30/17 5/04	B27220		03431	MBS CD INT EARNED		JE# 013451		0.34CR	1
4/30/17 5/09	B27250		03437	Mthly Interest Alloc		JE# 013466	000328	5.62CR	1
4/30/17 5/09	B27251		03438	Mthly Interest Alloc		JE# 013467	000329	0.73CR	1

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
5/31/17	6/02	B27377		03462	CD INT EARNED		JE# 013499		27.17CR	1
5/31/17	6/05	B27383		03465	TEXPOOL MTHLY INT ALLOC		JE# 013502	000344	3.20CR	1
5/31/17	6/05	B27384		03466	MBS CD INT EARNED		JE# 013503		0.38CR	1
5/31/17	6/05	B27387		03468	Mthly Interest Alloc		JE# 013505	000346	5.65CR	1
5/31/17	6/13	B27474		03486	Mthly Interest Alloc		JE# 013552	000373	5.00CR	1
5/31/17	6/13	B27476		03487	Mthly Interest Alloc		JE# 013553	000374	0.59CR	1
6/30/17	7/03	B27552		03502	CD INT EARNED		JE# 013571		9.60CR	1
6/30/17	7/03	B27555		03504	Mthly Interest Alloc		JE# 013573	000386	6.72CR	1
6/30/17	7/10	B27612		03508	Mthly Interest Alloc		JE# 013597	000408	1.21CR	1
6/30/17	7/10	B27620		03512	TEXPOOL MTHLY INT ALLOC		JE# 013605	000411	4.84CR	1
6/30/17	7/10	B27622		03514	MBS CD INT EARNED		JE# 013607		0.53CR	1
7/31/17	8/07	B27788		03551	CD INT EARNED		JE# 013667		7.62CR	1
7/31/17	8/07	B27791		03553	TEXPOOL MTHLY INT ALLOC		JE# 013669	000437	4.20CR	2
7/31/17	8/07	B27792		03554	Mthly Interest Alloc		JE# 013670	000438	6.20CR	2
7/31/17	8/09	B27802		03559	MBS CD INT EARNED		JE# 013675		3.11CR	2
7/31/17	8/10	B27843		03567	Mthly Interest Alloc		JE# 013712	000466	1.46CR	2
			=============	ACCOUNT TOTAL	DB:	0.00	CR:	213.14CR		

00-00-4504 LIBRARY DONATIONS
BEGINNING BALANCE

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	AMOUNT	BALANC
10/03/16	10/03	C25760	RCPT 00934071	30162	LIBRARY DEPOSIT	3.09CR	
10/03/16	10/03	C25760	RCPT 00934075	30162	LIBRARY DEPOSIT	2.64CR	
10/11/16	10/11	C25853	RCPT 00935307	30208	LIBRARY DEPOSIT	17.38CR	
10/11/16	10/11	C25853	RCPT 00935394	30208	LIBRARY DEPOSIT	56.21CR	
10/17/16	10/17	C25901	RCPT 00936806	30231	LIBRARY DEPOSIT	12.80CR	
10/17/16	10/17	C25901	RCPT 00936810	30231	LIBRARY DEPOSIT	5.69CR	
10/24/16	10/24	C25930	RCPT 00937573	30257	LIBRARY DEPOSIT	9.42CR	1
10/24/16	10/24	C25930	RCPT 00937574	30257	LIBRARY DEPOSIT	7.02CR	1
10/31/16	11/01	C25984	RCPT 00937908	30287	LIBRARY DEPOSIT	3.10CR	1
10/31/16	11/01	C25984	RCPT 00937909	30287	LIBRARY DEPOSIT	43.25CR	1
11/07/16	11/07	C26012	RCPT 00938486	30314	LIBRARY DEPOSIT	2.16CR	1
11/07/16	11/07	C26012	RCPT 00938488	30314	LIBRARY DEPOSIT	8.12CR	1
11/14/16	11/14	C26067	RCPT 00939852	30341	LIBRARY DEPOSIT	2.51CR	1
11/14/16	11/14	C26067	RCPT 00939853	30341	LIBRARY DEPOSIT	26.26CR	1
11/21/16	11/21	C26177	RCPT 00941362	30370	LIBRARY DEPOSIT	10.58CR	2
11/21/16	11/21	C26177	RCPT 00941363	30370	LIBRARY DEPOSIT	4.92CR	2
11/28/16	11/28	C26206	RCPT 00941707	30390	LIBRARY DEPOSIT	8.85CR	2
11/28/16	11/28	C26206	RCPT 00941725	30390	LIBRARY DEPOSIT	5.90CR	2
11/30/16	12/05	C26245	RCPT 00942250	30427	LIBRARY DEPOSIT	2.46CR	2
11/30/16	12/05	C26245	RCPT 00942251	30427	LIBRARY DEPOSIT	1.05CR	2
12/01/16	12/01	C26227	RCPT 00941923	30413	LIBRARY GRANTS FY 16-17	8,500.00CR	8,
12/05/16	12/05	C26246	RCPT 00942252	30428	LIBRARY DEPOSIT	78.01CR	8,8
12/05/16	12/05	C26246	RCPT 00942253	30428	LIBRARY DEPOSIT	16.26CR	8,8
12/14/16	12/16	C26375	RCPT 00944894	30481	LIBRARY DEPOSIT	59.30CR	8,8
12/14/16	12/16	C26375	RCPT 00944895	30481	LIBRARY DEPOSIT	24.84CR	8,9
12/22/16	12/28	C26411	RCPT 00945836	30525	LIBRARY DEPOSIT	133.22CR	9,
12/22/16	12/28	C26411	RCPT 00945837	30525	LIBRARY DEPOSIT	8.56CR	9,

FUN00039 : 505-LIBRARY BOARD FUND
DEPT : N/A

PERIOD TO USE: Oct-2016 THRU Sep-2017
ACCOUNTS: 00-00-3000 THRU 81-00-5655

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALAN
12/28/16	12/28	C26412	RCPT 00945840	30526	LIBRARY DEPOSIT				1,007.88CR	10,
12/28/16	12/28	C26412	RCPT 00945841	30526	LIBRARY DEPOSIT				27.14CR	10,
12/29/16	1/03	C26429	RCPT 00946108	30545	LIBRARY DEPOSIT				0.22CR	10,
12/29/16	1/03	C26429	RCPT 00946109	30545	LIBRARY DEPOSIT				1.65CR	10,
1/03/17	1/03	C26430	RCPT 00946119	30547	LIBRARY DEPOSIT				0.81CR	10,
1/03/17	1/03	C26430	RCPT 00946120	30547	LIBRARY DEPOSIT				8.38CR	10,
1/03/17	1/13	C26534	RCPT 00946299	30558	LIBRARY DEPOSIT				8.38CR	10,
1/04/17	1/04	C26469	RCPT 00946219	30556	FRIENDS OF BASTROP LIBRARY				2,500.00CR	12,
1/09/17	1/09	C26504	RCPT 00946296	30573	LIBRARY DEPOSIT				0.81CR	12,
1/09/17	1/09	C26510	RCPT 00946945	30580	LIBRARY DEPOSIT				6.87CR	12,
1/09/17	1/09	C26510	RCPT 00946946	30580	LIBRARY DEPOSIT				4.50CR	12,
1/09/17	2/10	B26681		03300	REV DUP CASH COL - LIB		JE# 013195		9.19	12,
1/19/17	1/19	C26542	RCPT 00949220	30616	LIBRARY DEPOSIT				6.28CR	12,
1/19/17	1/19	C26542	RCPT 00949222	30616	LIBRARY DEPOSIT				1,011.46CR	13,
1/24/17	1/24	C26585	RCPT 00949600	30640	LIBRARY DEPOSIT				7.76CR	13,
1/24/17	1/24	C26585	RCPT 00949601	30640	LIBRARY DEPOSIT				5.93CR	13,
1/30/17	1/30	C26603	RCPT 00949909	30658	LIBRARY DEPOSIT				20.65CR	13,
1/30/17	1/30	C26603	RCPT 00949910	30658	LIBRARY DEPOSIT				13.61CR	13,
1/31/17	2/10	C26687	RCPT 00951103	30709	LIBRARY DEPOSIT				0.05CR	13,
1/31/17	2/10	C26687	RCPT 00951104	30709	LIBRARY DEPOSIT				1.57CR	13,
2/13/17	2/20	C26753	RCPT 00953165	30756	LIBRARY DEPOSIT				6.25CR	13,
2/13/17	2/20	C26753	RCPT 00953167	30756	LIBRARY DEPOSIT				0.46CR	13,
2/13/17	2/20	C26754	RCPT 00953199	30757	LIBRARY DEPOSIT				12.82CR	13,
2/13/17	2/20	C26754	RCPT 00953200	30757	LIBRARY DEPOSIT				6.02CR	13,
2/22/17	2/22	C26761	RCPT 00953392	30767	LIBRARY DEPOSIT				18.39CR	13,
2/22/17	2/22	C26761	RCPT 00953393	30767	LIBRARY DEPOSIT				5.50CR	13,
2/27/17	2/27	C26780	RCPT 00953777	30792	LIBRARY DEPOSIT				7.59CR	13,
2/27/17	2/27	C26780	RCPT 00953778	30792	LIBRARY DEPOSIT				10.41CR	13,
3/06/17	3/06	C26805	RCPT 00954348	30815	LIBRARY DEPOSIT				5.59CR	13,
3/06/17	3/06	C26805	RCPT 00954350	30815	LIBRARY DEPOSIT				13.49CR	13,
3/14/17	3/14	C26907	RCPT 00956240	30853	LIBRARY DEPOSIT				7.70CR	13,
3/14/17	3/14	C26907	RCPT 00956245	30853	LIBRARY DEPOSIT				8.71CR	13,
3/20/17	3/21	C26937	RCPT 00957374	30895	LIBRARY DEPOSIT				18.86CR	13,
3/20/17	3/21	C26937	RCPT 00957375	30895	LIBRARY DEPOSIT				0.82CR	13,
3/27/17	3/28	C26957	RCPT 00957778	30924	LIBRARY DEPOSIT				6.58CR	13,
3/27/17	3/28	C26957	RCPT 00957779	30924	LIBRARY DEPOSIT				7.19CR	13,
3/31/17	3/31	C26974	RCPT 00957888	30940	LIBRARY DEPOSIT				3.88CR	13,
3/31/17	3/31	C26974	RCPT 00957889	30940	LIBRARY DEPOSIT				5.17CR	13,
4/03/17	4/10	C27074	RCPT 00959452	30987	LIBRARY DEPOSIT				4.35CR	13,
4/03/17	4/10	C27074	RCPT 00959453	30987	LIBRARY DEPOSIT				0.05CR	13,
4/10/17	4/10	C27075	RCPT 00959454	30988	LIBRARY DEPOSIT				22.48CR	13,
4/10/17	4/10	C27075	RCPT 00959455	30988	LIBRARY DEPOSIT				3.48CR	13,
4/11/17	4/11	C27085	RCPT 00959526	30993	LIBRARY DONATION				2,500.00CR	16,
4/17/17	4/18	C27112	RCPT 00960780	31013	LIBRARY DEPOSIT				5.43CR	16,
4/17/17	4/18	C27112	RCPT 00960782	31013	LIBRARY DEPOSIT				1.41CR	16,
4/18/17	4/18	C27113	RCPT 00961101	31023	LIB MATCHING GRANT IBM				550.00CR	16,
4/25/17	4/25	C27135	RCPT 00961673	31053	LIBRARY DEPOSIT				8.35CR	16,
4/25/17	4/25	C27135	RCPT 00961675	31053	LIBRARY DEPOSIT				6.86CR	16,
4/28/17	5/01	C27169	RCPT 00961870	31073	LIBRARY DEPOSIT				3.52CR	16,

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

POST	DATE	TRAN #	REFERENCE		PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
4/28/17	5/01	C27169	RCPT	00961871	31073	LIBRARY DEPOSIT				4.47CR	16,9
5/01/17	5/01	C27170	RCPT	00961872	31074	LIBRARY DEPOSIT				4.90CR	16,9
5/01/17	5/01	C27170	RCPT	00961873	31074	LIBRARY DEPOSIT				0.05CR	16,9
5/08/17	5/08	C27244	RCPT	00962546	31106	LIBRARY DEPOSIT				7.09CR	16,9
5/08/17	5/08	C27244	RCPT	00962549	31106	LIBRARY DEPOSIT				7.77CR	16,9
5/18/17	5/22	C27314	RCPT	00965502	31177	LIBRARY DEPOSIT				9.90CR	16,9
5/18/17	5/22	C27314	RCPT	00965503	31177	LIBRARY DEPOSIT				4.62CR	16,9
5/22/17	5/22	C27315	RCPT	00965505	31178	LIBRARY DEPOSIT				11.84CR	16,9
5/22/17	5/22	C27315	RCPT	00965506	31178	LIBRARY DEPOSIT				22.55CR	17,0
5/30/17	5/31	C27359	RCPT	00965966	31206	LIBRARY DEPOSIT				7.23CR	17,0
5/30/17	5/31	C27359	RCPT	00965967	31206	LIBRARY DEPOSIT				2.33CR	17,0
5/31/17	5/31	C27360	RCPT	00965973	31208	LIBRARY DEPOSIT				0.30CR	17,0
5/31/17	5/31	C27360	RCPT	00965974	31208	LIBRARY DEPOSIT				0.05CR	17,0
5/31/17	6/13	B27478	Misc	000000	03485	DUPLICATE LIB DEPOSIT		JE# 013551	000375	3.62	17,0
6/08/17	6/08	C27453	RCPT	00967211	31250	LIBRARY DEPOSIT				1.45CR	17,0
6/08/17	6/08	C27453	RCPT	00967212	31250	LIBRARY DEPOSIT				5.38CR	17,0
6/12/17	6/26	C27515	RCPT	00969828	31330	LIBRARY DEPOSIT				11,863.14CR	28,8
6/12/17	6/26	C27515	RCPT	00969831	31330	LIBRARY DEPOSIT				5.65CR	28,8
6/20/17	6/26	C27516	RCPT	00969849	31331	LIBRARY DEPOSIT				7.30CR	28,8
6/20/17	6/26	C27516	RCPT	00969893	31331	LIBRARY DEPOSIT				4.95CR	28,8
6/27/17	7/11	C27638	RCPT	00971471	31400	LIBRARY DEPOSIT				34.61CR	28,9
6/27/17	7/11	C27638	RCPT	00971473	31400	LIBRARY DEPOSIT				16.88CR	28,9
6/29/17	7/07	C27582	RCPT	00970727	31383	LIBRARY DEPOSIT				5.16CR	28,9
6/29/17	7/07	C27582	RCPT	00970732	31383	LIBRARY DEPOSIT				1.47CR	28,9
7/01/17	7/13	C27656	RCPT	00972188	31413	LIBRARY DEPOSIT				4.54CR	28,9
7/03/17	7/07	C27583	RCPT	00970737	31384	LIBRARY DEPOSIT				0.45CR	28,9
7/03/17	7/07	C27583	RCPT	00970739	31384	LIBRARY DEPOSIT				5.97CR	28,9
7/11/17	8/07	C27783	RCPT	00974716	31529	LIBRARY DEPOSIT				3.66CR	28,9
7/11/17	8/07	C27783	RCPT	00974717	31529	LIBRARY DEPOSIT				9.05CR	28,9
7/21/17	8/07	C27785	RCPT	00974720	31530	LIBRARY DEPOSIT				17.19CR	28,9
7/21/17	8/07	C27785	RCPT	00974724	31530	LIBRARY DEPOSIT				19.49CR	29,0
7/24/17	8/07	C27786	RCPT	00974743	31531	LIBRARY DEPOSIT				14.65CR	29,0
7/24/17	8/07	C27786	RCPT	00974750	31531	LIBRARY DEPOSIT				3.24CR	29,0
7/31/17	8/07	C27787	RCPT	00974757	31532	2.5				69.53CR	29,1
8/07/17	8/07	C27795	RCPT	00974873	31538	LIBRARY DEPOSIT				117.78CR	29,2
8/14/17	8/14	C27872	RCPT	00976460	31581	LIBRARY DEPOSIT				76.11CR	29,2
8/24/17	8/24	C27926	RCPT	00978114	31645	LIBRARY DEPOSIT				77.32CR	29,3
8/30/17	8/30	C27935	RCPT	00978407	31663	LIBRARY DEPOSIT				619.90CR	29,9

============= ACCOUNT TOTAL DB: 12.81 CR: 30,006.88CR

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

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

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

10/05/16 10/26 B25954                   03169 RCLS LIB SUPPORT TO LIBRARY FD  JE# 012859        000002       2,500.00CR       2,5
                        =============  ACCOUNT TOTAL      DB:           0.00  CR:        2,500.00CR
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    00-00-4536          MISCELLANEOUS
                                 B E G I N N I N G   B A L A N C E
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    00-00-4560          MEETING ROOM DEPOSIT
                                 B E G I N N I N G   B A L A N C E
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    00-00-4709          TRANS IN - DESIGNATED FUND
                                 B E G I N N I N G   B A L A N C E
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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
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    81-00-5117          OVERTIME
                                 B E G I N N I N G   B A L A N C E
------------------------------------------------------------------------------------------------------------------------------
    81-00-5150          SOCIAL SECURITY
                                 B E G I N N I N G   B A L A N C E
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    81-00-5201          SUPPLIES
                                 B E G I N N I N G   B A L A N C E

12/03/16 12/16 A68490 CHK: 117877     25534 CHRISTMAS TREE           5347   1611DUVALL                        499.99          4
12/03/16 12/16 A68490 CHK: 117877     25534 CANDYCANES - OPEN HS     5347   1611DUVALL                         45.48          5
 2/01/17  2/23 A71499 CHK: 118336     25920 500 MOODSHDW PENCILS     35230  1702                              371.13          9
 2/22/17  3/09 A72104 CHK: 118418     25999 CHILDRENS                45002  1702WM                            163.28        1,0
 3/03/17  4/06 A73364 CHK: 118625     26162 STAFF TEES, ETC- SRP     5347   1702PIERSON-                      805.05        1,8
 4/10/17  4/27 A74260 EFT: 001946     26293 VOL. SRP TEES - 8        7003   6106934                            57.65        1,9
 5/01/17  5/18 A75248 CHK: 118861     26422 CRAFTS/GAMES - SRP       37123  9622284                           301.85        2,2
 5/03/17  5/24 A75480 CHK: 118887     26449 RECYCLED CRAFTS BOX      5347   1704PIERSON                         7.91        2,2
 5/11/17  6/01 A75925 EFT: 002161     26492 PAPER, INK - SRP         33002  6724282                           425.88        2,6
 5/11/17  6/01 A75926 EFT: 002161     26492 CARD STOCK - SRP         33002  6730229                            32.28        2,7
 5/12/17  6/01 A75928 EFT: 002161     26492 DESIGNJET PAPER          33002  6745546                            16.14        2,7
 5/12/17  6/01 A75927 EFT: 002161     26492 ADH. BADGES - SRP        33002  6741830                             5.94        2,7
 5/18/17  6/01 A75909 CHK: 118922     26492 SRP SUPPLIES, PRIZES     29043  683860034-01                      599.34        3,3
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POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
6/03/17	6/29	A77079	CHK: 119076	26658	SUPPLIES/PRIZES -SRP	5347	1705DUVALL		346.88	3,6
6/03/17	6/29	A77081	CHK: 119076	26658	GIFT CARD -SRP PRIZE	5347	1705PIERSON		25.00	3,7
6/22/17	7/12	A77604	CHK: 119194	26726	SRP	45002	1706WM		120.62	3,8
6/22/17	7/12	A77604	CHK: 119194	26726	SUPPL/SNACKS - TEENS	45002	1706WM		231.30	4,0
6/22/17	7/12	A77604	CHK: 119194	26726	SUPPLIES - SRP	45002	1706WM		8.68	4,0
7/01/17	7/19	A77985	EFT: 002387	26787	SUPPL & PRIZES - SRP	19042	170613WALMART		46.60	4,1
7/01/17	7/19	A78010	CHK: 119235	26787	CANON MEDIA PACK	33002	7365565		36.80	4,1
7/01/17	7/27	A78395	EFT: 002408	26828	PLASTIC FORKS,SPOONS	33002	7673397		47.25	4,1
7/01/17	7/27	A78399	EFT: 002408	26828	WHITE DUCK TAPE	33002	7752934		19.62	4,2
7/01/17	8/03	A78707	CHK: 119303	26870	SRP FLYERS - 2200	5347	1705LIB		117.82	4,3
7/03/17	7/27	A78411	CHK: 119255	26828	DECORATIONS - TEENS	5347	1706DUVALL		75.25	4,4
7/03/17	7/27	A78411	CHK: 119255	26828	LIGHTS/BACKDROP/DOLL	5347	1706DUVALL		45.60	4,4
7/03/17	8/03	A78709	CHK: 119303	26870	PIES, FORKS - SRP	5347	1706LIB		56.36	4,5
7/03/17	8/03	A78710	CHK: 119303	26870	PARTY/PAPER GOODS	5347	1706PIERSON		56.71	4,5
7/03/17	8/03	A78710	CHK: 119303	26870	14DZ DONUT HOLES SRP	5347	1706PIERSON		21.00	4,5
7/03/17	8/03	A78710	CHK: 119303	26870	GAMES/PRIZES	5347	1706PIERSON		35.16	4,6
7/03/17	8/03	A78710	CHK: 119303	26870	COOKIES & LEMONADE	5347	1706PIERSON		21.15	4,6
7/03/17	8/03	A78710	CHK: 119303	26870	SMALL PRIZES - CHILD	5347	1706PIERSON		170.91	4,8
7/03/17	8/03	A78708	CHK: 119303	26870	6 PIZZAS - TEEN	5347	1706GUERRERO		30.00	4,8
7/03/17	8/03	A78708	CHK: 119303	26870	SUPP - ADULTS SRP	5347	1706GUERRERO		63.12	4,9
7/06/17	7/27	A78401	EFT: 002408	26828	PHOTO PRINT MEDIA PK	33002	8039504		73.60	4,9

============= ACCOUNT TOTAL DB: 4,981.35 CR: 0.00

81-00-5203 POSTAGE

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

81-00-5206 OFFICE EQUIPMENT

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

81-00-5210 SMALL EQUIPMENT

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

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
2/15/17	3/09	A72017	EFT: 001707	25997	SURVLSYSUPDT -FNL	1304	262		1,413.48	1,4
2/15/17	3/01	A71715	EFT: 001687	25960	SURVLSYSUPDT - DNPMT	1304	262-DNPMT		1,413.48	2,8

============= ACCOUNT TOTAL DB: 2,826.96 CR: 0.00

81-00-5231 BOOKS

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

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
3/03/17	4/06	A73364	CHK: 118625	26162	LEGO BKS - PRIZES	5347	1702PIERSON-		32.85	
3/03/17	4/06	A73364	CHK: 118625	26162	LEGO BKS - PRIZES	5347	1702PIERSON-		47.12	
5/03/17	5/24	A75480	CHK: 118887	26449	KIDS BRAIN GAMES BK	5347	1704PIERSON		10.64	
6/03/17	6/29	A77079	CHK: 119076	26658	SRP TEEN PRIZES	5347	1705DUVALL		70.51	1
6/03/17	6/29	A77079	CHK: 119076	26658	CHLDRN'S PRIZES -SRP	5347	1705DUVALL		1,232.04	1,3
6/03/17	6/29	A77080	CHK: 119076	26658	TEEN SRP PRIZES -BKS	5347	1705GUERRERO		370.00	1,7

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
8/01/17	8/25	A79750	DFT: 000000	27030	TEEN SRP GIVEAWAY- 3	17043	1707ING		26.55	1,7
8/01/17	8/25	A79750	DFT: 000000	27030	TEEN SRP GIVEAWA- 45	17043	1707ING		492.66	2,2
8/01/17	8/25	A79750	DFT: 000000	27030	TEEN SRP GIVEAWAY- 3	17043	1707ING		28.50	2,3
8/01/17	8/25	A79750	DFT: 000000	27030	TEEN SRP GIVEAWAY- 1	17043	1707ING		15.29	2,3
			=============	ACCOUNT TOTAL	DB:	2,326.16	CR:	0.00		

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

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/JE #	NOTE	AMOUNT	BALANC
11/03/16	11/17	A67305	CHK: 117586	25390	NETFLIX	5347	1610DUVALL		8.65	
12/01/16	12/22	A68789	CHK: 117926	25571	SITE LICENSE - ANIME	25125	2271912		75.00	
12/03/16	12/16	A68490	CHK: 117877	25534	ANIME - TEENS	5347	1611DUVALL		8.65	
1/03/17	1/26	A70325	CHK: 118166	25780	STRMG ANIME - TEENS	5347	1612DUVALL		8.65	1
2/23/17	2/23	A71537	CHK: 118325	25926	STREAMING ANIME	5347	1702DUVALL		8.65	1
3/03/17	4/06	A73361	CHK: 118625	26162	STREAMING ANIME	5347	1702DUVALL-		8.65	1
4/03/17	4/20	A74037	CHK: 118693	26252	STREAMING ANIME	5347	1703DUVALL		8.65	1
5/03/17	5/24	A75476	CHK: 118887	26449	STREAM ANIME - TEENS	5347	1704DUVALL		8.65	1
5/03/17	5/24	A75480	CHK: 118887	26449	TROLLS/DORY/SING DVD	5347	1704PIERSON		54.92	1
5/03/17	5/24	A75480	CHK: 118887	26449	MOANA VIDEO	5347	1704PIERSON		20.57	2
5/03/17	5/24	A75480	CHK: 118887	26449	CDs	5347	1704PIERSON		114.88	3
6/03/17	6/29	A77079	CHK: 119076	26658	STRMNG ANIME - TEENS	5347	1705DUVALL		8.65	3
6/22/17	7/12	A77604	CHK: 119194	26726	DVDs - TEENS	45002	1706WM		39.92	3
7/03/17	7/27	A78411	CHK: 119255	26828	STREAMING ANIME	5347	1706DUVALL		8.65	3
7/03/17	7/27	A78411	CHK: 119255	26828	VIDEO GAME, MUSIC	5347	1706DUVALL		27.81	4
			=============	ACCOUNT TOTAL	DB:	410.95	CR:	0.00		

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

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

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

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

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

```
  9-04-2017  8:50 AM                    D E T A I L   L I S T I N G                                 PAGE:       8
 FUN00039  : 505-LIBRARY BOARD FUND                                              PERIOD TO USE:  Oct-2016  THRU Sep-2017
 DEPT      : 81        ** INVALID DEPT **                                        ACCOUNTS: 00-00-3000      THRU 81-00-5655
POST    DATE TRAN #  REFERENCE    PACKET======DESCRIPTION=======  VEND  INV/JE #          NOTE  =====AMOUNT====  ====BALANC
---------------------------------------------------------------------------------------------------------------------------
     81-00-5601         ADVERTISING
                             B E G I N N I N G   B A L A N C E

1/01/17  2/09 A70906 CHK: 118238      25847 MAP AD                5399  BZ-BAS004-6                           399.00         3
                     =============  ACCOUNT TOTAL      DB:       399.00  CR:              0.00
---------------------------------------------------------------------------------------------------------------------------
     81-00-5605         TRAVEL & TRAINING
                             B E G I N N I N G   B A L A N C E
---------------------------------------------------------------------------------------------------------------------------
     81-00-5615         DUES, SUBSCRIPTION & PUBLICATI
                             B E G I N N I N G   B A L A N C E
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     81-00-5655         EQUIPMENT RENTAL
                             B E G I N N I N G   B A L A N C E

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

                                  ** REPORT TOTALS **       --- DEBITS ---            --- CREDITS ---
                             BEGINNING BALANCES:                      0.00                14,028.77CR
                             REPORTED ACTIVITY:                  10,957.23                32,720.02CR
                             ENDING BALANCES:                    10,957.23                46,748.79CR
                             TOTAL FUND ENDING BALANCE:                                   35,791.56CR
```

*** GRAND TOTALS ***

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	0.00	14,028.77CR
REPORTED ACTIVITY:	10,957.23	32,720.02CR
ENDING BALANCES:	10,957.23	46,748.79CR
GRAND TOTAL ENDING BALANCE:		35,791.56CR

SELECTION CRITERIA

FISCAL YEAR: Oct-2016 / Sep-2017
FUND: Include: 505
PERIOD TO USE: Oct-2016 THRU Sep-2017
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: NO
PRINT GRAND TOTALS: YES
PRINT: INVOICE #
PAGE BREAK BY: NONE

*** END OF REPORT ***

- Library Director, Mickey DuVall and Bonnie Pierson attended a meeting with Katherine Chesham McKay, Co-Director, Heart of Texas Writing Project and elementary school teachers from the Bastrop Independent School District (BISD) to discuss the 2017 LRNG Innovators Challenge grant. The grant will provide the training and resources needed to teach creative writing classes for K-4 elementary school students. The Library's role is to provide a public platform for these students to share their work with the public.