

**SALADO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes**

Regular Meeting  
4:04 p.m.  
November 28, 2011

Salado Public Library  
1151 N. Main St.  
Salado, Texas 76571

1. Declaration of quorum and call to order by President Bob Denton at 4:04 pm. All present.
2. Public Forum (limited to five minutes per speaker)  
None present.
3. Secretary's report and reading of amended agenda  
No additions or corrections; Motion by B. Kinnison; 2<sup>nd</sup> P Campbell. Motion carried.
4. Treasurer's report  
Attachment 1. Motion by B. Kinnison to move \$25,000 to a CD at Horizon Bank; 2<sup>nd</sup> by S Lawson. Motion carried.
5. Library Director's Report  
Attachment 2.
6. Friends of the Library Report  
B Kinnison discussed the Christmas Book Bag initiative.
7. Discussion of 2012 election date
8. Discussion for funding for an attorney  
Motion to amend the budget for up to \$5,000.00 for professional fees with monthly update from treasurer and president of the board. Motion by S Krals; 2<sup>nd</sup> by S Lawson. No discussion. Motion carried.
9. Discussion possible actions relative to facility options
10. Discuss/approve alternate date for December board meeting  
Motion to move Dec board date to Dec 19<sup>th</sup> by S Lawson; 2<sup>nd</sup> by P Campbell. No discussion. Motion carried.

11. Update on employee benefits

Motion to establish a Simple IRA for employees as a benefit, SPL contributing up to 3% by S Krals; 2<sup>nd</sup> by S Lawson. Discussion. Motion carried.

12. Library director goals for 2012

Attachment 3

13. Agenda items for December Board Meeting

Space; audit; Director's performance review; Director's contract; quarterly investment policy and strategy document

Salado Public Library board of Trustees Meeting adjourned at 5:05 pm. Motion to adjourn by S Lawson 2<sup>nd</sup> by B Kinnison Motion to adjourn approved.

Submitted by Susan Krals

November 28, 2011

NEXT

MEETING: December 19, 2011

Attachment 1

| Salado Public Library District          | Amount    |                                      | Amount    |
|---|-----------|--------------------------------------|-----------|
| <b>Balance Sheet as of Oct 31, 2011</b> |           | <b>Bank Balance as of Nov 28, 11</b> |           |
| Checking                                | 30,395.80 | Checking                             | 54,031.17 |
| Petty Cash                              | 810.07    |                                      |           |

|   |                  |                                | (CY Payment to date)        |
|---|------------------|--------------------------------|-----------------------------|
| <b>FY Total Income as of Nov 14, 11</b> |                  | <b>Monthly Tax Comparison</b>  | <b>Comparison of Years</b>  |
| Sales Tax Revenue                       | 62,361.71        | <b>Nov 14, 2011</b> = 26060.15 | Nov, 10 - 228,135.01        |
| Other (Lone Star, Misc, Int.)           | 1,205.24         | Nov 2010 = 24,983.78           | <b>Nov, 11 - 238,233.76</b> |
| BTOP Grant                              |                  | +4.3 % for month               | + 4.42 % for year           |
| <b>Total for Fiscal Year</b>            | <b>64,466.95</b> |                                |                             |

| Expenses as of Nov 31, 2011     |                   | Budget (over/under) YTD         | % of budget item |
|---------------------------------|-------------------|---------------------------------|------------------|
| Adult Collection                | 3,255.50          | 200.50 (over)                   | 106              |
| Children's Collection           | 671.07            | 528.93 (under)                  | 60               |
| Computers & Automation          | 1,691.00          | 191 (over)                      | 113              |
| Housekeeping                    | 480               | 60 (under)                      | 89               |
| Insurance                       | 3,257.61          | 2,271.86 (over)                 | 330              |
| Lawn Care                       | 579.30            | 3,500.70 (under)                | 14               |
| Professional Fees/Consulting    | 845.00            | 155 (under)                     | 85               |
| Payroll                         | 22,382.21         | 1,325.21 (over)                 | 106              |
| Repair & Maintenance            | 357.67            | 92 (under)                      | 79               |
| Scholarship SISD                | 500.00            | 0                               | 100              |
| BTOP Grant Expenses             |                   |                                 |                  |
| Supplies                        | 1,736.72          | 836.72 (over)                   | 193              |
| Training & Travel               | 183.42            | 83.42 (over)                    | 183              |
| Utilities                       | 1,183.63          | 77 (under)                      | 91               |
| <b>Total to Date for FY</b>     | <b>37,696.32</b>  | <b>5,341.47 (under)</b>         | <b>88</b>        |
| <b>Expenses Budgeted for FY</b> | <b>251,605.02</b> | <b>43,037.79 (est. exp YTD)</b> |                  |

| Investments as of Oct 24, 2011 |            | Maturity Date    | Percent Interest |
|--------------------------------|------------|------------------|------------------|
| FSB CD #100135316              | 77,612.25  | January 9, 2012  | 1.25             |
| Horizon CD #41124              | 54,922.00  | January 2012     | 1.26             |
| FSB CD #100134661 (open)       | 166,594.73 | November 8, 2012 | 1                |
| TEXPOOL                        | 10,158.16  | N/A              | 0.11 +           |

|       |            |  |
|-------|------------|--|
| Total | 309,287.14 |  |
|-------|------------|--|

| Analysis of Fiscal Year to Date | October         | After two months, 15% of bud get expended.      |
|---------------------------------|-----------------|---|
| FY Budget                       | 251,605.02      | Streight line budget puts us under by \$25,429. |
| FY Income to date               | 64,466.95       |   |
| FY Budget to date               | 43,037.79       |   |
| FY Actual Expenses to date      | 37,696.32       |   |
| <b>FY Status = Under Budget</b> | <b>5,341.47</b> |   |

Calculation of streight line budget

\$37,696 divided by 2 months (average spent in 2 months) = \$18,848  
 \$18,848 x 12 months = \$226,176 ( if spent the same amount each month for the FY)  
 \$226,176 - \$251,605 = \$25,429 under budget

## Attachment 2

### Library Director's Report November, 2011

#### 1. Statistics

|                | October 2011 | October 2010 |
|----------------|--------------|--------------|
| Circulation    | 4041         | 3667         |
| New Patrons    | 50           | 39           |
| Computer Users | 502          | 556          |

#### 2. Activities

The November book review was conducted by local author Johnny Gidley. Mr. Gidley read from his epic poem In the Arms of Morpheus. Three people attended the reading.

On November 1 the library hosted the fourth grade classes from Salado Elementary School. Over 100 children attended in 4 sessions. Ms. Kim read a story to each group and told them about the library. The children ate lunch on the grounds or visited the sculpture garden while waiting to come in the library.

The local author reception was held Thursday, November 17 at 6:30. More than a dozen local authors attended the reception and talked with the other attendees. Twenty six people signed the guest book. Food was provided by Friend of the Library, Letta Meinen.

The library dedicated its new sign on Saturday, November 12 at 2 pm. Friends & Board presidents Bill Kinnison and Bob Denton spoke along with

artist Troy Kelley who created the sign. The library has received several compliments about the sign along with a request to light it at night.

The final fall event in the Texas Naturalist programming was held on November 10. Becky Denton and two other master naturalists presented a book review and activities demonstration from the book Last Child in the Woods. Six people attended the program. There are plans to present the activities section again to the story time group.

3. The application deadlines for Tocker grants for new library furniture are January 16 and June 1.

### Attachment 3

#### **2012 GOALS FOR MASHA MCGUIRE NOVEMBER 28, 2011**

1. Update Salado Public Library Long Range Plan – last plan prepared in 2007, the state library mandates an LRP every five years.
  - o Conduct a survey of the community to acquire demographic information about users and non-users of the library
  - o Contact CTLS about facilitating the planning process
  - o Schedule meetings and organize the process
  - o Collect data and produce the long range planning document
2. Assist the board in completing renovations to the library and participate in the project in any way that is needed
  - o Prepare an estimate of furniture and fixtures for the library expansion
  - o Create a furniture schematic plan for entire library
  - o Liaison with local gardening experts to prepare a landscape plan for new addition
3. Investigate ways to maximize library internet access
  - o Attend classes on broadband knowledge and opportunities
  - o Contact suppliers and get pricing information about services
  - o Investigate federal funding opportunities
  - o Solicit the advice of CTLS technical advisor about the most efficient and cost effective solution
  - o Implement changes in high speed internet access if possible

4. Attend one workshop on new methods, directions or new technologies in library service.
5. Support the Library Board and others to increase and improve community awareness of the Library's facilities, materials and services.
6. Support and assist the Library Space Committee, Library and Friends Boards in library space planning and fund raising.