

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

Regular Meeting  
4:00 p.m.  
January 23, 2012

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

1. Declaration of quorum and call to order by President Bob Denton. All present except Susan Lawson. Quorum.
2. Public Forum (limited to five minutes per speaker)  
Kurt Hearne from Salado Leadership & Horizon Bank
3. Secretary's report and reading of amended agenda  
No additions or corrections. Motion made by B. Kinnison; 2<sup>nd</sup> by Patty Campbell. Motion carried.
4. Treasurer's report  
B. Kinnison reported; discussion of Treasurer's report; Attachment 1
5. Library Director's Report  
See Attachment 2
6. Friends of the Library Report  
B. Kinnison reported; Noted cards to be sent out; 'What We Do Best;' An invitation will be issued to all SISD teachers to get free books from the Book End shop.
7. Review information from attorney  
No information received.
8. Discuss/approve possible actions relative to facility options  
Motion made by B. Kinnison that SPL undertake an expansion of the current Library building by adopting the Phase 1 Floor Plan on page 23 of the Master Plan provided by Architexas, March 30, 011; 2<sup>nd</sup> by S. Krals; no discussion; motion carried. See Attachment 2.  
  
Motion made by P. Campbell for B. Denton & B. Kinnison to begin process of garnering architect/engineers plans for library expansion;.2<sup>nd</sup> by S. Krals; no discussion; motion carried.
9. Discuss/approve on employee benefits package  
M. McGuire reported on employee benefits package; Motion made by S. Krals; 2<sup>nd</sup> by P. Campbell for matching up to 3% of employees salary contribution for retirement package; discussion; motion carried.

10. Agenda items for February Board Meeting

Discuss/approve possible actions relative to facility options, report from Facility team.

11. Adjourn

Salado Public Library board of Trustees Meeting adjourned at 4:50 pm. Motion to adjourn by B. Kinnision; 2<sup>nd</sup> by P. Campbell. Motion carried.

Submitted by Susan Krals

January 23, 2012

NEXT MEETING: February 27, 2012

Attachment 1

Salado Public Library District	Amount		Amount
<b>Balance Sheet as of Dec 31, 2011</b>		<b>Bank Balance as of Jan 20 ,12</b>	
Checking	43,842.60	Checking	17,573.31
Petty Cash	1,549.89		

			(CY Payment to date)
<b>FY Total Income as of Jan 10, 12</b>		<b>Monthly Tax Comparison</b>	<b>Comparison of Years</b>
Sales Tax Revenue	101,701.81	Jan 10, 2012 = 19,663.43	Jan, 11 - 20,538.36
Other (Lone Star, Misc, Int.)	3,265.13	Jan 2011 = 20,538.36	Jan 12 - 19,663.43
BTOP Grant	3,261.26	-4.25 % for month	-4.25 % for year
<b>Total for Fiscal Year (Sep to Jan)</b>	<b>108,228.20</b>		

Expenses as of Dec 31, 2011		Budget (over/under) YTD	% of budget item
Adult Collection	5,147.18	5,197.82 (under)	49.8
Children's Collection	1,232.12	1,092.88 (under)	53
Computers & Automation	3,995.50	355.50 (over)	110
Housekeeping	780	340 (under)	69.6
Insurance	3,257.61	2,271.86 (over)	330 n/c
Lawn Care	658.99	3,501.01 (under)	16
Professional Fees/Consulting	6,970.00	5,105. (under)	57.7
Payroll	42,950.49	836.49 (over)	102
Repair & Maintenance	1,231.65	568.35 (under)	68.4
Scholarship SISD	500.00	0	100
BTOP Grant Expenses			
Supplies	2,310.59	510.59 (over)	128.4
Training & Travel	283.42	166.58 (under)	63
Utilities	3,378.95	27.55 (under)	99.2
<b>Total to Date for FY</b>	<b>73,293.57</b>	<b>22,152.68 (under)</b>	<b>76.8</b>
<b>Expenses Budgeted for FY</b>	<b>251,605.02</b>	<b>95,446.25 (est. exp YTD)</b>	

Investments as of Jan 23, 2012		Maturity Date	Percent Interest
<b>FSB CD #100135316</b>		77,612.25 Moved to Horizon	
Horizon CD #41124	172,908.60	January 17, 2013	0.9
FSB CD #100134661 (open)	171,594.73	November 8, 2012	1
TEXPOOL	10,159.77	N/A	0.11 +
<b>Total</b>	<b>354,663.10</b>		

<b>Analysis of Fiscal Year to Date</b>	<b>January</b>	After three months, 20% of bud get expended.
FY Budget	251,605.02	Streight line budget puts us under by \$31.7k
FY Income to date	108,228.20	
FY Budget to date	95,446.25	
FY Actual Expenses to date	73,293.57	
<b>FY Status = Under Budget</b>	<b>22,152.68</b>	

Calculation of streight line budget

\$73,294 divided by 4

months

= \$18,323 (average spent in 4 months)

\$18,323 x 12 months = \$219,880 ( if spent the same amount each month for the FY)

\$219,880 - \$251,605 = \$31,724 under budget

## Attachment 2

### Library Director's Report January 2012

#### 1. Statistics

	December 2011	December 2010
Circulation	3679	3767
New Patrons	28	26
Computer Users	411	505

#### 2. Activities in January

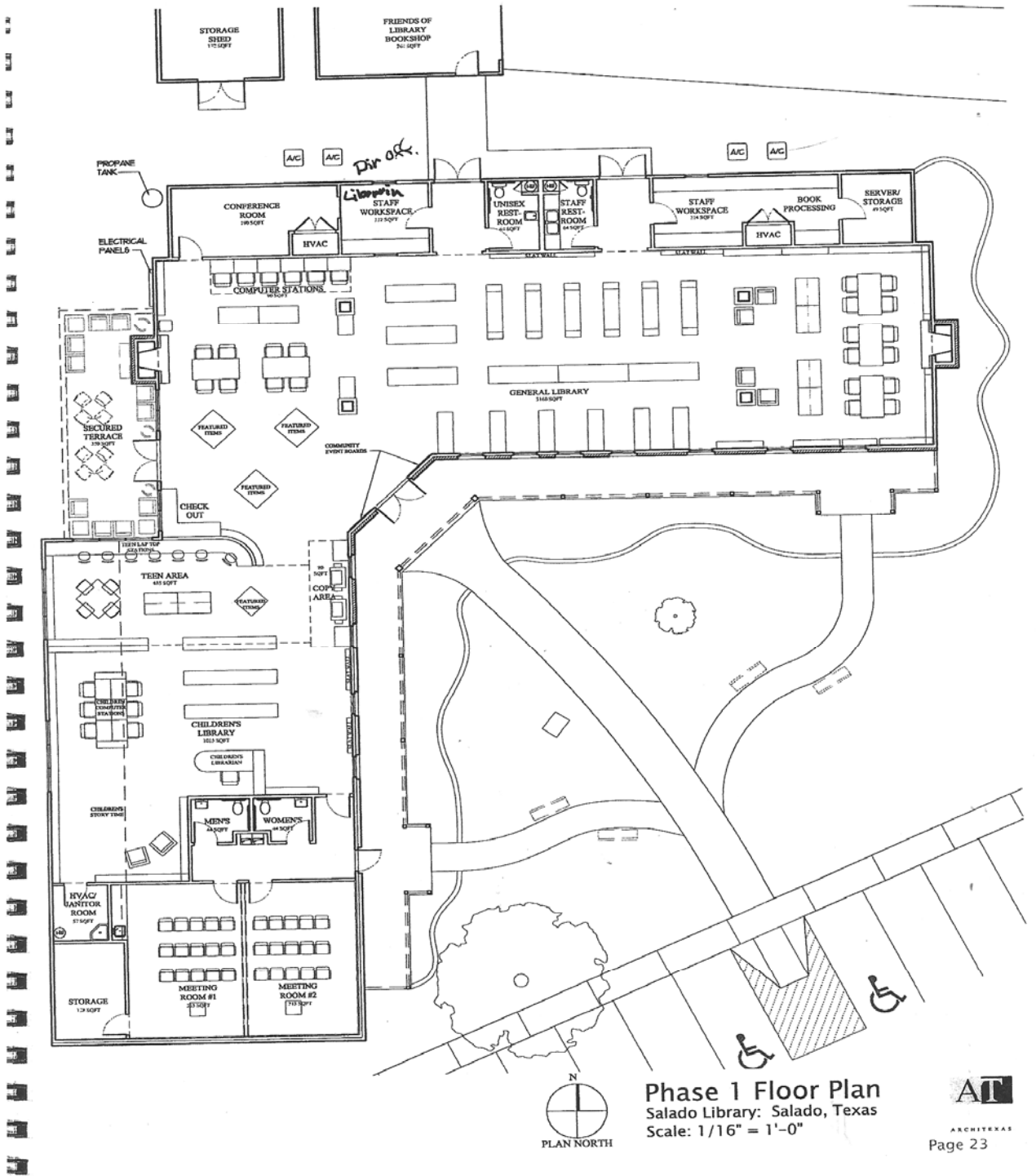
- BTOP classes have begun again at the First Baptist Church on Monday evenings. Students use the computers for ESL practice and learning.
- The Noon Book Review was presented by author Clark Straughan who wrote the book Romancing the Impossible. Seven people attended.
- Basic computer classes begin again the first Wednesday in February. Jeanie will teach the classes.
- The Texas Naturalist series begins again on Friday, February 17. The subject will be bat, birds and birds nests. The presentation begins at 1 pm.
- Long time Salado resident Jack Oliver will have a book signing of his new book, an autobiography titled Full Circle, on Saturday February 18 at 1 pm.

3. The Board election process has come around again with the new year. This year three positions are up for election. Saturday, February 4 is the first day to file to run for re-election. March 5 is the last day to file. I have forms here for you to take if you wish.

4. The library received a donation of 29 Texas A&M Press books valued over \$500 from the Tocker Foundation Collection Development program.

5. January is start with a clean slate month. We have a sign up and are telling everyone for whom we forgive the fines what we are doing. We will forgive overdue fines for everyone who has more than \$5 worth of old fines and all the fines for anyone who comes in during the month. I estimate that this will reduce our fine revenue for January by about \$275. The old overdue fines that I have written off come to \$888. Some are as old as the early 2000s. These write-offs are for overdue fines only not for lost or damaged materials.

Attachment 3



Phase 1 Floor Plan  
 Salado Library: Salado, Texas  
 Scale: 1/16" = 1'-0"

