

SALADO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES

Regular Meeting  
5:00 pm  
November 23, 2015

Salado Public Library  
1151 N Main St  
Salado, Texas 76571

1. Declaration of quorum and call to order: Meeting opened at 5:00 pm with Connie Cryar, Diane Hodyniak, Bill Kinnison, Jeanie Lively, Nancy Mills Mackey, Maurine Nathanson, and Sara Pettijohn present.
2. Public Forum (limited to five minutes per speaker): N/A
3. Secretary's report and reading of amended agenda for 10/26: Minutes were approved by unanimous consensus of the Board.
4. Treasurer's Report: See Attachment 1.
5. Library Director's report: See Attachment 2.
6. Presentation of Director's goals for 2016: See Attachment 3.
7. President's Annual Report for 2015: See Attachment 4.
8. Report on Space Utilization Project: Director Jeanie Lively discussed several of the suggestions from the architect. Plans and bids will be forthcoming. See Attachment 5.
9. Friends of the Library Report: The Friends Board met on Tuesday, November 17, 2015, to discuss plans for the upcoming book sale during the stroll and to make suggestions for 2016 arts and crafts. Meetings will be held the third Tuesday at 3:30 pm, every other month, beginning on January 19, 2016.
10. Agenda items for December Board Meeting: Board to conduct Director performance review, set employee contracts and salaries, and approve 2016 library goals.
11. Adjourn: Meeting adjourned at 5:50 pm.

Submitted by Connie Cryar, December 6, 2015.

We reserve the right to adjourn to executive session during meeting. Next meeting: December 21, 2015, 4:00 pm.

**Treasurer's Report****November 23, 2015**

submitted by Sara Pettijohn

Checking Account	Balance
Balance Sheet as of	
31-Oct-15	45,824.36
Current FSB Acct (11/17)	69,175.55

Sales Tax Revenue	Income	% Change
Nov 2015	26,542.89	-9.6%
Nov 2014	29,362.96	
<i>Period: Sep thru Oct</i>		% Change
Cumulative for FY '16-'15	41,447.97	-4.6%
Cumulative for FY '15-'14	43,449.22	
Budget for FY '16-'15	278,200.00	

Expenses: Sept. thru Oct	
Total Expenses YTD	41,255.68
Estimated Expenses YTD	47,052.56
Over/Under Budget	under
Amount (over/under)	5,796.88
% of Budget Spent	15.1%
Fiscal Year Budget	272,908.76

CD Investments	Current	Rate	Matures
FSB (#100134661)	189,762.56	1.00%	Nov. 8, 2016
TEXPOOL	10,188.53	0.06%	n/a
Compass (6717756132)	43,531.86	1.25%	Mar. 26, 2016
Compass (6721859930)	25,463.81	1.45%	May 1, 2017
<b>Total Investment</b>	<b>268,946.76</b>		



# Salado Public Library District

Salado, Texas

## Calendar of Events

December ▼ 2015 ▼						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

*All Events December*

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### Wednesday December 2, 2015

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**2:00 PM - 4:00 PM**

#### Adult Crafts - No-Sew Pillows

Contact: Salado Public Library 254.947.9191 [spl@vvm.com](mailto:spl@vvm.com)

Pre-Registration required.

Location: Meeting Room

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### Friday December 4, 2015 - Saturday December 5, 2015

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#### Friends of the Library Book Sale

Contact: Salado Public Library 2549479191 [spl@vvm.com](mailto:spl@vvm.com)

During library hours.

Location: Book Ends

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### Saturday December 5, 2015

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#### Make Your Own Holiday Card

All day on Saturday, December 5, we will have card making supplies available in our meeting room for anyone who would like to come in and make a Holiday Card. All ages are welcome.

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### Friday December 11, 2015 - Saturday December 12, 2015

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#### Friends of the Library Book Sale

Contact: Salado Public Library 254-947-9191 [spl@vvm.com](mailto:spl@vvm.com)

During library hours.

Location: Book Ends

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### Saturday December 12, 2015

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**2:00 PM - 4:00 PM**

#### Family Craft - ugly sweaters!

Contact: Geri Neemidge 254.947.9191 [neemidge@vvm.com](mailto:neemidge@vvm.com)

Bring your own sweaters, sweatshirts, or t-shirts and decorate them for the

holidays. We'll have buttons, beads, bows and glue guns ready for your use. Feel free to bring some sweater trimmings of your own. All ages are welcome but note we will be using hot glue so children will need parental supervision.

Location: Meeting Room

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## Wednesday December 16, 2015

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**10:00 AM - 2:00 PM**

### **Mah Jongg**

Contact: Salado Public Library 947-9191 [spl@vvm.com](mailto:spl@vvm.com)

New players welcome.

Location: Meeting Room

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## Thursday December 24, 2015 - Friday December 25, 2015

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### **Library Closed**

Contact: Salado Public Library 254.947.9191 [spl@vvm.com](mailto:spl@vvm.com)

The library is closed for the Christmas holiday.

Number of Events Matching Selected Criteria = 7

Today is Friday November 20, 2015

[<http://www.saladolibary.org>]

## Library Director's Report November 2015

### 1. October Statistics

	October 2015	October 2014
Circulation	3246	3941
Electronic Materials	242	225
New Patrons	31	52
Computer Users	374	491
New Materials	Adult Books: 61 DVDs: 18 Audio Books: 11 YA Books: 28 Children/Youth Books: 33	

### Recent Activities:

**Talking Book Program:** A representative from the Texas State Library presented information on the Talking Book Program. 2 people attended.

**Core Principles of Fitness and Weight Loss:** Mira Rasmussen presented a program on the best way to work out and maintain fitness. 4 people attended.

**Trunk or Treat:** Rachel Gerik set up a car/booth at Trunk or Treat on October 28. She tried to keep count of the number of children who came by the car but lost count after 70. Even the people running the event were unsure of the exact number. Rachel reported that she saw all the library regulars plus many new people. She used up all three bags of candy we had bought as well as two more bags brought to her by event organizers. It was a big success.

### Upcoming Activities:

Please look at the attached calendar for next month's events.

**Christmas Stroll:** The first weekend of the Salado Christmas Stroll is December 5. We have planned a couple of activities to celebrate this time. On the first Saturday of the stroll we will make art supplies available to the public to create their own holiday cards. They will be available all day to anyone who wants to create their own cards. On the second Saturday of the Stroll we will have the Ugly Sweater party. Bring your own sweaters, sweatshirts, or t-shirts and decorate them for the holidays. We'll have buttons, beads, bows and glue guns ready for your use. Feel free to bring some sweater trimmings of your own. All ages are welcome but note we will be using hot glue so children will need parental supervision.

**Holiday Hours:** The library will be closed November 26 – November 28 to celebrate Thanksgiving and December 24 – December 25 to celebrate Christmas.

**Strategic Plan Surveys:** As of today we have 138 surveys completed. This includes 137 hard copy surveys collected at the front desk and one online survey. The majority of respondents so far (72) do not have any suggestions about what we would change in the library. 22 respondents request more hours, both in the evening and on weekends. 15 respondents are very complimentary about the library. 7 respondents have suggestions about book selection for adults, teens and children. Various other suggestions have been made by groups of 1 to 3 respondents. We will continue to push to reach our goal of 210 responses.

## **Salado Public Library District President's Annual Report**

October 26, 2015

Dear Friends and Patrons of the Salado Public Library:

In preparing this annual report, I reviewed the past 12 months of board minutes and library reports to give you a sense of what the library has done over the past year. I realize after reviewing it, so much has happened at the Salado Library I cannot give a report that would include everything. So, I will report to you about some of the services and program I found interesting, creative and innovative.

To begin, the Salado Public Library is proud to have such a great facility to work in, provide its services to readers of all ages and provide its varied programs. Thanks to the Friends for installing the new outdoor lighting to highlight the landscaping the volunteers maintain. The public meeting room continues to be used by organizations and the Library for classes both during and after hours, just as we envisioned. Adult, youth, and children's books and movies are added to the collection every month because this is what our patrons want. And, the number of patrons using the library is increasing. We are very pleased to see the Library being used by our community in so many ways. It indicates we are doing what we are supposed to do as a public library.

The Library continues to sponsored popular programs such as the computer classes, English-As-A-Second Language, children's story time (every Monday at 11:00 a.m.), adult crafts, Teen Book Club, Lego Club, Needle Working, Social Media classes and Mah Jongg. A monthly schedule of programs is published on the Library web site at [www.saladolibrary.org](http://www.saladolibrary.org).

The summer reading program for children was so popular, it had to be moved to Salado elementary school gym to accommodate everyone. A total of 388 children and 166 adults attended the four programs. We are pleased to see it has become such a popular program. Thanks to Rachael Gerik, children's librarian, for all her great programming for the children (and adults). And, thanks to SISD for letting us use the gym.

Our young adult librarian, Geri Neemidge, organized a Star Wars celebration in May. The Rebel Legion, Darth Vader and Storm Troopers were present. Snacks, costumes, movies and books were on the program. A photo booth was set up for pictures with favorite characters. There were 37 people in attendance. Thanks to

Geri for her creativity in organizing this unique program for our young library patrons.

The Library had a “Soup for Fines” month where canned goods were redeemed for overdue fines. This benefited the local Food Bank. A “Talking Book Program” was introduced for patrons who have visual, physical or reading disabilities. This is a free program supported by the Texas State Library and Archives. We are pleased to have it available to those patrons who have a love of reading but need special assistance. We have Jeanie Lively to thank for programs and services such as these that are the result of her organizational and creative efforts to expand what the library does for the community, and for all she does for the Library on a daily basis. Also, thanks to Manuela Smith at the circulation desk for all she does to make the library a wonderful place to visit.

In order to support the Library staff in their professional development, this year we sent Jeanie and Geri to the Texas Library Association’s annual meeting. It is at meetings such as this they get new ideas and learn of new services that can be implemented at the Library. The Library is the beneficiary of their attending this state-wide meeting of librarians.

Now for some statistics on our Library from the past year:

- Total items in the collection – 38,431
- Total items circulated - 43,826
- Total Library card holders – 6,996 (population served 7,659)
- Sales tax revenue comparison from last year - down 2%

In spite of the reduced sales tax revenue this year, the Library has sufficient funding to operate without any reduction in staff, services or programming. We have no debts and continue to add monthly to our savings. It has been another successful year for the Library.

Please take time to complete the Library Services and Program Survey to tell us how we are doing and if there is something else you would like to see. I hope you continue your patronage and volunteering in the coming year. Thank you for all your help and support of the Salado Public Library.

Bill Kinnison, President  
Salado Public Library District  
Board of Trustees



## 2016 Library Director Goals

1. Expand library hours. Research possibility of expanding operating hours for the library during the week and on weekends. Calculate how much it would cost per extra hour. Survey staff about their willingness to work later hours.
2. Oversee possible construction project.
3. Increase use of the library and its services and programs by the Spanish speaking community. Offer classes in Spanish and expand the Spanish-language collection.
4. Increase programming for adults to provide a diversity of topics. Research organizations and individuals in the area who have special knowledge or skills that they would be willing to share with the community.
5. Complete new Strategic Plan. Invite members of the community to review and comment on the plan.
6. Create a marketing plan and establish a standard operating procedure for marketing efforts.
7. Provide technology training and professional development opportunities for the staff. Research organizations, individuals and programs that could provide training. Investigate online training programs. Research collaborating with other libraries to provide training programs for staff.

## Space Utilization

### Wish List

This is a list compiled from conversations with the Board and the staff.

- Separate storage space for computers, book prep, office supplies, records, etc.
- Office for Geri
- YA shelving
- Staff break room
- Quiet areas
- Small meeting rooms
- Remodel staff bathrooms
- Business area
- Study tables
- Marketing/display areas
- Add drop box that accesses the inside of the building

## Current Analysis of Space Usage

### **Back office:**

At this time the majority of storage space is found in the back office of the library. We store all computer equipment, book processing supplies, office supplies, event supplies and some records in this space.

This is also the space used for the Young Adult Librarian's office, the library mailboxes and the AC units for the south side of the building.

### **Bathrooms:**

- One staff bathroom by the back office
- Three public bathrooms located in the new and the original parts of the building

### **Offices:**

The Young Adult Librarian office is located in the back office. The Director's office is located by the front desk and the Children's Librarian desk is located in the children's area.

### **Board Room:**

The board room also serves as a meeting room for small groups during library hours. A large closet is located in this room as well. Another air conditioning unit is housed in the closet.

### **Library Collection:**

The adult book and AV collection is housed entirely in the original portion of the building. This includes the Salado Historical Society collection.

The south end of the building is designated as a quiet study area. No cell phones are allowed and we ask that all conversations be conducted in a quiet manner. Cell phones are allowed elsewhere in the library.

The children's and young adult collection is housed in the new section of the building. The young adult area is walled off from the other areas and has computers, a couch, two reading chairs and a table with four chairs. The children's area has computers with children's sized desks and seating. It also has a story area with a window seat and other seating for children.

A small storage closet is located in this area. It holds art supplies. A new air conditioning unit is accessed through this closet.

### **Meeting Room:**

Our public meeting room has a small closet for storage, cabinets and a counter with a sink. A new AC unit is also accessed through the closet. The room has various size tables and chairs to accommodate different seating arrangements. A smart screen is mounted on the wall and has a dedicated laptop computer and podium.

### **Needs:**

Our greatest need at this time centers on storage space. There are two specific needs in this area:

1. We need more storage space. We simply do not have enough room to store everything.
2. We need to separate items such as computers and library records from supplies accessed by the public. Book processing, office and event supplies are often accessed by people other than library staff. Right now these are stored in the same area as our computers, library files and records. Anyone working with the book processing group, for example, could easily look at our patron records and other confidential information.

The library also needs more work space.

The Young Adult Librarian needs a private office.

## **Proposal:**

There are many ways to address this situation and meet the library's current needs. This is one suggestion.

1. **Create an office for the Young Adult Librarian out of the back porch accessed from the YA room.** The library could close in the patio creating a small office that would give the librarian immediate access to the YA area. This is the same set up that the Children's Librarian has.
2. **Remodel the back office to create a computer and library record storage space as well as a staff work/break area.**
3. **Build a new storage and work space area by connecting the back of the library to BookEnds.** The library could store all supplies in this area. This could also be a work space for tasks that involve volunteers such as book processing.