

SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES

Regular Meeting
5:00 pm
October 26, 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, Bill Kinnison, Diane Hodyniak, Jeanie Lively, Nancy Mackey, Maurine Nathanson, and Sara Pettijohn present. Also present was William Grimsley, CPA.
2. Public Forum (limited to five minutes per speaker): N/A
3. Secretary's report and reading of amended agenda for 9/28: Minutes were approved by unanimous consensus of the Board.
4. Treasurer's Report: See Attachment 1.
5. Review, update and approve Investment Policy & Strategy document: The Investment Policy & Strategy document was approved unanimously by the Board. See Attachment 2.
6. Presentation of annual audit by William Grimsley, CPA: The Board was presented the annual audit report by William A. Grimsley, CPA, who highlighted each area in a Power Point presentation. For full report, see Attachment 3.
7. Library Director's report: See Attachment 4.
8. Space utilization report: Director Jeanie Lively presented a list of several areas in the library where space utilization needs should be addressed. The Board charged her with the task of reporting back with recommendations after meeting with consultants. See Attachment 5.
9. Friends of the Library Report: The Friends met on Monday, October 12, 2015, at 5 pm and elected officers and added a new subcommittee for adult arts and crafts. The continued success of Book Ends was noted.
10. Agenda items for November Board Meeting: Board President to present the annual report on the library status, and Library Director to report on space utilization recommendations and library goals for the next calendar year.
11. Adjourn: Meeting adjourned at 5:58 pm.

Submitted by Connie Cryar, October 27, 2015.

We reserve the right to adjourn to executive session during meeting. Next meeting: November 23, 2015, 5:00 pm.

Treasurer's Report**October 26, 2015**

submitted by Sara Pettijohn

Checking Account	Balance
Balance Sheet as of	
30-Sep-15	51,276.69
Current FSB Acct (10/22)	62,819.22

Sales Tax Revenue	Income	% Change
Oct 2015	20,113.84	-15.7%
Oct 2014	23,865.78	
Period: Sep thru Sep		% Change
Cumulative for FY '16-'15	21,334.13	8.9%
Cumulative for FY '15-'14	19,583.44	
Budget for FY '16-'15	278,200.00	

Expenses: Sept. thru Sep	
Total Expenses YTD	18,667.58
Estimated Expenses YTD	21,370.84
Over/Under Budget	under
Amount (over/under)	2,703.26
% of Budget Spent	6.8%
Fiscal Year Budget	272,908.76

CD Investments	Current	Rate	Matures
FSB (#100134661)	187,262.56	1%	Nov. 8, 2015
TEXPOOL	10,187.80	0.06%	n/a
Compass (6717756132)	43,531.86	1.25%	Mar. 26, 2016
Compass (6721859930)	25,463.81	1.45%	May 1, 2017
Total Investment	266,446.03		

**SALADO PUBLIC LIBRARY DISTRICT
INVESTMENT RESOLUTION
October 26, 2015**

Government Code, Chapter 2256 (Public Funds Investment Act) authorizes the Salado Community Library District to purchase, sell, and invest its funds and funds under its control in investments authorized under the Public Funds Investment Act, in accordance with investment policies approved by the district.

Government Code, 2256.005 requires the district to adopt a written investment policy regarding the investment of its funds and funds under its control, including a separate written investment strategy for each of the funds or group of funds under its control, and to designate one or more officers or employees of the Salado Community Library District as investment officer to be responsible for the investment of funds consistent with the investment policy.

Government Code, 2256.023 requires the designated investment officer to prepare and submit to the finance committee and the board, not less than quarterly, a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. The report must describe in detail the investment position of the district on the date of the report, and must be prepared jointly and signed by each investment officer.

Pursuant to this legislation, in the resolution dated March 24, 2008, the district approved and adopted a written investment policy and written investment strategy applicable to funds of the district. The board of trustees has designated the board's Treasurer as investment officer.

Section 14.0 of the investment policy requires the investment officer to prepare and submit to each member of the committee and board of trustees an investment report on no less than a quarterly basis. The report must be prepared in accordance with the requirements of that section, including containing sufficient information to provide for a comprehensive review of investment activity and current investment instruments and performance for the reporting period.

Investment reports will be prepared for each quarter of the district's calendar year. The investment report for the period ending October 26, 2015 is attached as Exhibit A. It is therefore resolved by the board of trustees that the quarterly investment report attached as Exhibit A is accepted.

Submitted by: Sara Pettijohn, Treasurer, SPLD

Attachment: Exhibit A

Exhibit A

FINANCE REPORT 3rd QUARTER 2015

As of October 26, 2015

INVESTMENTS	AMOUNT	INTEREST	DATE DUE
TEXPOOL Local Go's	\$10,187.80	.06%	NA
First State CD (Open)	\$189,762.56	.06 %	Nov. 8, 2015
Compass CD	\$43,531.86	1.25%	March 26, 2016
Compass CD	\$25,546.36	1.45%	May 01 2017
Total	\$269,028.58		

Change of investments from the 2nd Qtr. is \$8,179.87. This amount reflects an automatic deposit of \$2,500 a month for July, August, and September, a total of \$7500.

The interest earned for the Quarter (less the automatic deposit of \$2,500 per month) equals a total earned interest for the quarter of \$679.87.

The CD at First State Bank matures on November 8, and will be reduced to .6%. Interest on this account will be paid on November 1.

Interest on the two CDs at Compass bank will be paid quarterly: CD 6717756132 in February, May, August, and November and CD6721859930 in April, July, October and January.

We will continue to search for any acceptable and approved financial options to maximize our return on investment. Funds are automatically being transferred monthly in the amount of \$2,500 from First State Bank (FSB) checking to our flexible FSB CD. This CD matured in November and was renewed at the same interest rate of .06%.

Our procedure of holding our working funds to cover payroll and other bills directly from our checking account has enabled us to maximize our interest during the year without causing us to pay fees to the bank for low balances.

We continue to make all local deposits to the FSB checking account.

Submitted by Sara Pettijohn, Treasurer, SPLD



Salado Public Library District

Salado, Texas

Calendar of Events

November ▼ 2015 ▼						
S	M	T	W	T	F	S
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	1	2	3	4	5

All Events November

Tuesday November 3, 2015

6:00 PM - 7:00 PM

Core Principles of Fitness and Weight Loss

Contact: Jeanie Lively 947-9191 spl@vvm.com

Training in only one area of fitness at a time makes it difficult to develop a fit, healthy body. Walking is great cardio, but what about the importance of flexibility and resistance training to support your joints? Do you love the benefits of yoga but need the metabolism boost and bone density benefits of weight training? This talk will demonstrate the importance of each pillar of fitness and provide training tips to ensure you get the most out of your exercise!

Mira Rasmussen, B.S., ASCM EP-C is an exercise physiologist and owner of Fitness Beyond Training, LLC. She is passionate about personalized fitness and nutrition to create lifestyle changes, especially for those wanting to lose weight and revitalize their health. Mira has recently spoken at the national Your Weight Matters Convention 2015 and Texas Association for Bariatric Surgery Patient Conference 2014. An advocate for wellness, she serves on the education committee for the Obesity Action Coalition, has authored many published articles and her work has been referenced on CNN news specials.

Location: Meeting Room

Wednesday November 4, 2015

2:00 PM - 4:00 PM

Adult Crafts - Ribbon Wreaths

Contact: Salado Public Library 947-9191 spl@vvm.com

Please sign up at the library.

Location: Meeting Room

Wednesday November 18, 2015

10:00 AM - 2:00 PM

Mah Jongg

Contact: Salado Public Library 947-9191 spl@vvm.com

New players welcome.

Location: Meeting Room

Saturday November 21, 2015

11:00 AM - 9:00 PM

International Games Day @ Your Library

Contact: Geri Neemidge 254-947-9191 neemidge@vvm.com

The Salado Public Library will join over a thousand libraries around the world on November 21, 2015, for the eighth annual celebration of gaming in libraries – International Games Day @ Your Library. Like so many other libraries across the country and around the world, Salado Public Library will offer special gaming programs and events suitable for the whole family. The library will stay open late for game events.

International Games Day @ your library is an international initiative supported by the American Library Association, the Australian Library and Information Association, and Nordic Game Day. For more information on International Games Day please visit <http://www.ilovelibraries.org/article/international-games-day-2015>.

Number of Events Matching Selected Criteria = 4

Today is Monday October 26, 2015

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

Library Director's Report October 2015

1. September Statistics

	September 2015	September 2014
Circulation	2966	3883
Electronic Materials	264	222
New Patrons	22	56
Computer Users	387	492
New Materials	Adult Books: 77 DVDs: 40 Audio Books: 7 YA Books: 38 Children/Youth Books: 42	

Recent Activities:

Metabolism Workshop: Mira Rasmussen presented *Metabolism: The Science Behind Changing It* on October 1. This educational workshop explained how the body's metabolism works and how we can use it to improve our health. 12 people attended.

Adult Crafts, Gelli Plate Printing: Connie Cryar led the group in creating cards using Gelli Plate printing and other processes. 7 people attended.

Mah Jongg: 10 people attended this month's group. It was fun to see experienced Mah Jongg players patiently help the new people who were interested in learning how to play. 10 people attended.

Deady Bears: Teens turned stuffed animals into zombies and had a great time doing it. 4 people attended.

Upcoming Activities:

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

Halloween: Just a reminder. Rachel Gerik will be at **Salado United Methodist Church's Trunk or Treat** on Wednesday, October 28. She will hand out candy and other treats to children who come by the library booth. On October 31 the library will have candy to give any trick or treaters who visit in costume.

International Games Day: The Salado Public Library will join over a thousand libraries around the world on November 21, 2015, for the eighth annual celebration of gaming in libraries – International Games Day @ Your Library. Like so many other libraries across the country and around the world. The library will offer special gaming programs and events suitable for the whole family. We have put out a call for anyone who wants to bring a game any time during that day. We will set them up in the meeting room.

The library will stay open late for game events as well. After 6 pm we will be able to have games anywhere in the library.

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.