

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

Regular Meeting  
4:00 p.m.  
March 28, 2011

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

1. In attendance: Bob Denton, Bill Kinnison, Marsha McGuire & Susan Krals; Patty Campbell & Taylor Willingham absent.
2. Declaration of quorum and call to order
3. Public Forum (limited to five minutes per speaker)
4. Secretary's February report approved; Motion by Bill; Seconded by Susan; No discussion.
5. Treasurer's report: Treasure's Report date changed to February 28<sup>th</sup>. See attached.
6. Discuss/approve Investment Policy & Strategy Document: Investment Resolution motion by Susan; Seconded by Bill, No discussion; Motion carried. See Attached.
7. Library Director's Report: See attached
8. Friends of the Library Report: Possibility of Book Sale in October at the Art Fair; Chamber said they will negotiate a price for us; Friends will look at the cost. Book Ends is doing well; Friends will purchase bags to use during Christmas sale, etc. Bags *could* be given to space committee; presenters; new patrons.
9. Report on Tree purchase and donation: Patty took the application and check to Ace Hardware for a second Burr Oak; Marsha ordered a replacement Japanese maple for the one donated by the Garden Club in honor of both Dr. McConnells.
10. Discuss/approve fundraising for Board member Taylor Willingham's medical expenses: Friends of Taylor are having a concert at a restaurant in Austin to help defray medical costs incurred at MD Anderson; Signage is fine with Board.
11. Discuss/consider memorial for Dr. Bob McConnell: Do we want to do the Burr Oak we are getting; investigate prices for plaques for the painting of B.J. McConnell that the McConnell children are donating.
12. Discuss/accept Board member Taylor Willingham's resignation: Discussion and policy reviewed; Susan Krals made the motion to regretfully accept Taylor Willingham Taylor's resignation dated February 16, 2011. Seconded by Bill

- Kinnison. Motion carried. Bob will draft a letter of acceptance that Marsha will send to Taylor. Defer discussion of replacement until April meeting.
13. Discuss/approve Purchasing Policy: Discussion led by Bill Kinnison; Bill Kinnison made the motion to accept; Bob Denton seconded the motion; Motion carried.
  14. Discuss/approve Order of Cancellation of Election: Two people applied for the two positions open and no one applied as a write in; consequently the Board can order a cancellation of the election; Susan Krals moved we approve the cancellation of the election of May 14, 2011. Bill Kinnison seconded the motion. No discussion. Motion carried.
  15. Discuss/approve possible actions relative to architect and space committee. Marsha will email the architect that no more recommendations on the library space plan will be forthcoming from the Board.
  16. Agenda items for April Board Meeting: designate replacement for Taylor Willingham; date for space committee meeting; routine items.
  17. Adjourned at 5:00 pm Bill Kinnison moved we adjourn; Susan Krals seconded the motion; Meeting adjourned.

Respectfully submitted by Susan Krals for Taylor Willingham

SPLD	Amount		Amount
<b>Balance Sheet as of February 28, 2011</b>		<b>Bank Balance as of Mar 21,11</b>	
Checking	11,244.11	Checking	20,844.60
Petty Cash	583.52		

<b>Income as of Mar 11, 2011</b>		<b>Tax Compared to: Mar 2010</b>	<b>(CY Payment to date) Comparison of Years</b>
Sales Tax Revenue	15,430.27	15,403.56	Mar 10 - 63,121.62
Other	667.15		Mar 11 - 66,427.54
BTOP Grant	8,394.64	+ .17 % for month	+ 5.23% for year
<b>Total</b>	<b>24,492.06</b>		
<b>FY Income (Sep to Mar)</b>	<b>168,005.97</b>		

<b>Expenses as of Feb 28, 2011</b>		<b>Budget (over/under) YTD</b>	<b>% of budget item</b>
Adult Collection	7,782.03	467.97 (under)	94
Children's Collection	1,979.15	1,085.852 (under)	65
Computers & Automation	7,889.73	9,360.27 (under)	46
Housekeeping	1,360	200 (under)	87
Insurance	1,323.00	311 (under)	81
Lawn Care/Pest Control	1,615.02	87 (under)	94
Professional Fees/Consulting	25,301.24	68.76. (under)	99
Payroll	69,426.25	6,692.15 (under)	91
Repair & Maintenance	1,163.67	1,536.33 (under)	43
BTOP Grant Expenses	16,611.51	5331.51 (over)	147
Supplies	2,507.52	192.48 (under)	92
Training & Travel	559.91	340.09 (under)	62
Utilities	4,917.00	116.43 (over)	97
<b>Total</b>	<b>143,677.95</b>	<b>32,004.98 (under)</b>	<b>82</b>
<b>Expenses Budgeted for FY</b>	<b>303,726.31</b>	<b>175,682.93 (est. exp YTD)</b>	

<b>Investments as of Feb 22, 2011</b>		<b>Maturity Date</b>	<b>Percent Interest</b>
FSB CD #100135316	76,899.00	13-Jul-11	1.25
Horizon CD #41124	54,553.93	January 2012	1.26
FSB CD #100134661 (open)	145,455.02	November 2011	1.25
TEXPOOL	10,151.88	N/A	0.15
<b>Total</b>	<b>287,059.83</b>		

<b>Analysis of Fiscal Year to Date</b>	<b>Sep -Jan</b>	After 6 months, 47% of budget Straight line budget will put	t expended. us under budget \$16K
FY Budget	303,726.31		
FY Income to date	168,005.97		
FY Budget to date	175,682.93		
FY Actual Expenses to date	143,667.95		
<b>FY Status = Under Budget</b>	<b>32,004.98</b>		

**SALADO PUBLIC LIBRARY DISTRICT  
INVESTMENT RESOLUTION  
March 28, 2011**

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.

Quarterly investment reports will be prepared for each quarter of the district's fiscal year. The first quarter investment report for the period ending March 28<sup>th</sup>, 2011, 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: Bill Kinnison, Treasurer, SPLD

Attachment: Exhibit A

## Exhibit A

### FINANCE REPORT 1<sup>st</sup> QUARTER 2011

as of March 28, 2011

INVESTMENTS	AMOUNT	INTEREST	DATE DUE
TEXPOOL Local Gov't	10,1151.88	0.15%	N/A
First State CD (Open)	145,455.02	1.25%	NOV 11
First State CD	76,899.	1.25%	JAN 11
First Salado (Horizon) CD 11	<u>54,553.93</u>	1.26%	JAN
<b>Total</b>	<b>287,059.83</b>		

Change from 4<sup>th</sup> Qtr. is +8,255.87. This amount less the automatic deposit of \$2,500 per month equals a total earned interest for the quarter of \$755.81.

We will continue to search for any acceptable and approved financial options to maximize our return on investment. Funds are being transferred monthly in the amount of \$2,500 from First State Bank (FSB) checking to our flexible FSB CD. Interest rates at local banks has remained at 1.25% and 1.26%. This is the best interest local banks will give at this time. The TXPOOL rate changes daily from a high of .19% to the current .15%.

During the 1st quarter, a monthly deposit was made in the amount of \$2,500 deposit from checking to the open CD at First State Bank. As a result, our total deposit increased, as noted above.

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 which does pay a minimal interest and transfer when funds are available to our FSB CD and First Salado accounts.

Bill Kinnison, Treasurer, SPLD

## Library Director's Report March, 2011

### 1. Statistics

	February 2011	February 2010
Circulation	3536	3991
New Patrons	21	15
Computer Users	469	619

### 2. Activities

- Seven people attended the March 11 Noon Book review which featured Carolyn Britt talking about the book "A Personal Country" by A.C. Greene
- The Texas Naturalist Series curated by Becky Denton begins its spring season with a class on creating your own butterfly garden. The class was held on Friday March 25 & again on March 26<sup>th</sup>.
- Jeanie taught a class on Microsoft Word Friday, March 18<sup>th</sup> at 1 pm. Seven people attended the class.
- Jeanie taught the last three classes of the Digital Literacy Corp classes in March. She has been asked by the BTOP grant coordinator to give a presentation on the computer class program at our library. She will present in San Antonio on May 19 to other BTOP grant funded libraries that are beginning computer classes at their libraries. The state library has offered her a stipend of \$250.

3. Raymon Carver asked that the library purchase another tree in support of Trees for Salado. He was having trouble reaching the 20 trees figure. I agreed to purchase a Japanese maple to replace the one that was donated by the Salado Garden Club in memory of the Drs McConnell. Both trees should be delivered next week.

4. Carolyn & Darwin Britt have purchased and installed a large Burr Oak Tree in honor of Ben, June and Taylor Willingham and Terry Crain. The tree is located on the west side of the parking lot. They have asked the library to provide a plaque for the tree. They would like it to read:

Honoring Taylor Willingham and Terry Crain  
June and Ben Willingham  
For their service to our library and our community

## **Salado Public Library Purchasing Policy**

### **Purchasing Policy**

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy:

1. Library Materials: Books, magazines, AV, and other such materials intended for patron use are generally purchased from vendors offering volume discounts or vendors offering a state contract. Materials available only from the publisher are generally purchased with little or no discount.
2. Capital and One-Time Purchases: The following schedule is related to capital or one-time purchases on non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations.

### **Purchase Amount Policy**

- Up to \$1000 - Discretion of the Executive Director. It is not mandatory to take bids.
- \$1000 - \$10,000 – Competitive quotes are required. Minimum of three documented telephone or electronic quotes approved by either the Treasurer or the Library Director prior to purchase. The quotes must be reported to the Board of Trustees.  
The exceptions to the above quotation processes are any purchases made through State of Texas qualified vendors from either the Department of Information Resource, state centralized Master Bidders list or companies with state of Texas negotiated contracts.
- \$10,001 - \$25,000 – Solicit written competitive sealed bids on uniform written specifications from at least three bidders. Minimum of three written bids must be solicited. The purchase and bid selection must be approved by the Board of Trustees
- Over \$25,000 - Formal public bid process is required. The notice must be published in one or more newspapers and must be published once a week for three consecutive weeks before the date that the bids are opened. The winning bid must be approved by the Board of Trustees

## Items Not Subject to Bid

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as: attorney, architect, engineer, land surveyor
- Emergencies arising from:
  - an accident or other unforeseen occurrence,
  - a situation in which public buildings, property, or residents are at risk, or
  - immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services.
- Sole-source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

## Appropriations

All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.

**Financial Reporting** The Treasurer shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees on a monthly basis.

The Board of Trustees of the Salado Public Library District adopts the Purchasing Policy on 28<sup>th</sup> day of March, 2011.

\_\_\_\_\_, **PRESIDENT**

\_\_\_\_\_, **SECRETARY**

Prescribed by Secretary of State  
Section 2.051 – 2.053, Texas Election Code 5/02

**ORDER OF CANCELLATION**  
**ORDEN DE CANCELACIÓN**

The **Salado Public Library District** hereby cancels the election scheduled to be held on **May 14, 2011** in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

*El distrito de biblioteca pública de Salado por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 14 de mayo de 2011 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sidocertificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:*

<b>Candidate (<i>Candidato</i>)</b>	<b>Office Sought (<i>Cargo al que presenta</i>)</b>
<i>candidatura</i>	
Patty Campbell	Trustee (regentes)
Susan Lawson	Trustee (regentes)

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.*

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President (*Presidente*)

\_\_\_\_\_  
Secretary (*Secretario*)

\_\_\_\_\_  
Date of Adoption (*Fecha de adopción*)

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