

SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes

Regular Meeting
4:13 p.m.
July 25, 2011

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

1. Declaration of quorum and call to order
Declared by B Denton; All Board in attendance. B. Denton, S. Lawson, S. Krals, B. Kinnison, P. Campbell, & Library Director, M. McGuire
2. Public Forum (limited to five minutes per speaker) - No speakers
3. Secretary's report and reading of amended agenda
No additions or corrections S. Lawson moved to accept June minutes; 2nd Krals; motion carried.
4. Treasurer's report - See attached.
5. Library Director's Report - See attached.
6. Friends of the Library Report by Bill Kinnison.
Last meeting Friends agreed to support Death by Chocolate Library event Troy Kelly will be bringing a proposal to Friends' Meeting August 8th for a sign; signage restrictions from the Village have been identified.
7. Discuss/approve budget amendment
Childrens' AV budget overspent by \$100.00; request Board to move money from books budget to AV budget; Motion by P. Campbell, 2nd by B. Kinnison. Motion carried.
8. Discuss FY 2012 budget process
Board discussion.
9. Discuss/approve possible actions relative to architect and space committee
Elevation certificate: Section D, page 2.
10. Mid year Marsha McGuire, Library Director's goals review
See attached.
11. Agenda items for August Board Meeting
Sign for the library Troy Kelly
Approve budget
Employee benefits
12. Motion to adjourn by S. Lawson, 2nd by P. Campbell; motion carried.
Meeting adjourned 5:40pm.

NEXT MEETING: August 22, 2011

Submitted by Susan Krals.

Treasurer's Report, Attachment 1

Salado Public Library

District	Amount		Amount
Balance Sheet as of June 30, 2011		Bank Balance as of Jul 20,11	
Checking	16,202.52	Checking	34,252.90
Petty Cash	999.22		

Income as of July 11, 2011		Tax Compared to: Jul 2010	(CY Payment to date) Comparison of Years
Sales Tax Revenue	19,630.49	17,831.76	Jul 10 - 141,138.91
Other	1,436.95		Jul 11 - 147,553.37
BTOP Grant	8,394.64	+10 % for month	+ 4.54% for year
Total	29,462.08		
FY Income (Sep to July) Total	266,151.24	(NOTE: figures show 11 months income/10 months expenses) expenses)	

Expenses as of June 30, 2011		Budget (over/under) YTD	% of budget item
Adult Collection	13,326.62	571 (under)	96
Children's Collection	3,216.16	1,708 (under)	65
Computers & Automation	10,431.91	368.09 (under)	96
Housekeeping	2,380	220 (under)	91
Insurance (no change)	2,182.00	269 (under)	89
Lawn Care/Pest Control	3,343.54	556 (under)	92
Professional Fees/Consulting	28,200.00	1,964 (under)	93
Payroll	114,211.03	12,652 (under)	90
Repair & Maintenance	3,085.63	1414 (under)	69
BTOP Grant Expenses	18,095.82	454.18 (under)	98
Supplies	4,816.91	316 (over)	107
Training & Travel N/C	699.91	800 (under)	47
Utilities	7,507.86	843 (under)	90
Total	215,895.32	50,034.73 (under)	81
Expenses Budgeted for FY	303,726.31	266,930 (est. exp YTD)	

Investments as of Jul 22, 2011		Maturity Date	Percent Interest
FSB CD #100135316	77,373.77	January 9, 2012	1.25
Horizon CD #41124	54,797.69	January 2012	1.26
FSB CD #100134661 (open)	155,807.09	November 2011	1.25
TEXPOOL	10,155.41	N/A	0.5
Total	298,133.96		

Analysis of Fiscal Year to Date	Sep -June	After 10 months, 71% of budget	t expended.
FY Budget	303,726.31	Straight line budget will put	us under budget \$45K
FY Income to date	266,151.24		
FY Budget to date	266,930.00		
FY Actual Expenses to date	215,895.32		
FY Status = Under Budget	50,034.73		

Library Director's Report, Attachment 2

Library Director's Report July, 2011

1. Statistics

	June 2011	June 2010
Circulation	5094	4751
New Patrons	63	56
Computer Users	538	695

2. Activities

- The summer reading programs were very successful this year. We had four programs with professional entertainers on each of the Mondays in June. 191 children and adults participated in the sessions.
- Jeanie is presenting a computer class for the ESL class at the First Baptist Church. She will teach a class, with an interpreter if needed, each Tuesday evening in July. This series is part of our outreach with the BTOP program. The church has asked her to continue to teach the class as part of their fall ESL program. The Catholic Church here in Salado has also requested that she teach a computer class with their Hispanic population. She plans to begin that class in the fall.

3. Jeanie has moved the Salado author's reception to November. Her schedule is packed until fall. The reception will be held sometime the first two weeks of November.

4. Carole Walls of the Leadership Salado has offered the library another spot in the next class. Since Taylor Willingham was not able to attend the classes Carole said that they would give the library a \$150 credit on the now \$175 tuition. Taylor suggested Susan Lawson as a possible candidate. Carole would like to know as soon as possible. Classes begin again August 27th.

5. Our audit firm has sent us a memorandum of understanding that they will audit the library's FY2010 books this year. The fee this year will be \$5,150 per the proposal they submitted in 2009.
6. We have under spent our Lone Star Libraries grant monies by \$1500. We have already received the money and must give it back to the state if we don't spend it. I am going to ask if we can spend the money on a new copier and an iPad.
7. We are at 2100 on the Reading challenge. We need your help to make it over 2800 books read this month. Please be sure to turn in your reading lists by the end of the week.
8. I have purchased 12 books by poet Mary Oliver with Dr. McConnell's memorial monies. I plan to put a label on each noting it is part of the Dr. Robert McConnell Memorial Poetry Collection and to have a book plate in each book with the name of one of the people who donated money in his memory. To date we have spent about \$250 (memorial tree and books of poetry) of the \$1065 donated in his memory. Should we put something in the Memorial Garden in his memory? Any ideas?

Library Director Goals Document, Attachment 3

**2011 GOALS FOR MASHA MCGUIRE
BASED ON 2007 SALADO PUBLIC LIBRARY LONG RANGE PLAN
NOVEMBER 22, 2009**

1. Pursue grant opportunities to expand the services and capabilities of the library. LRP Management Goals M-5, Objective 1
 - Design and oversee the BTOP grant for computing and educational resources
 - √ Plan and implement purchase of computers and educational resources
 - √ Design and publicize the program to the community
 - √ Track statistics and financials for federal grant reporting
 - Participate in the Digital Literacy Corps program to provide classics in basic computer use, job searching and writing resumes on the Internet.
 - √ Send two staff members for DLC training
 - √ Explore partnership with Workforce Solutions in Belton
 - √ Conduct 5 classes at the library – The library was selected to provide a second set of 5 DLC classes and is in the process of providing those at this time
 - √ Conduct classes at two other libraries in the area
2. Encourage the use of the library by Spanish speaking patrons - LRP Goal 1.2, Objective 2 & 3.2, Objective 1
 - Explore opportunities to provide classes in applying and testing for citizenship
 - Send one staff member for teacher training
 - Plan and publicize and hold at least one set of classes

3. Create more opportunities for children's programming at the library - LRP Goal 3.3, Objective 3 - Provide more programs for school-aged children
 - √ Participate in the Ready to Read program-to educate parents about the six essential pre-reading skills that every child needs to know so they'll be ready to read when they get to school
 - √ Children's librarian will receive training for the program
 - √ Partner with Holland Head Start
 - √ Publicize program
 - √ Teach one set of classes for parents and preschool children

4. Support outreach and public relations for the library. Goal M-4 - The library will increase patron use statistics –
 - √ Patron use statistics have increased over the summer but are lagging behind last year's overall.
 - Launch a quarterly library newsletter to be distributed in the library, on the website and at various locations in the community.
 - √ Invite all 4th grade teachers in SISD to visit and tour the library with their classes.
 - Write a children's department brochure and distribute it to local schools, churches and doctor's offices.
 - √ Participate in village wide initiatives such as Heritage Day, Wine and Chocolate Weekend, Harvest Festival and Salado Village Fair.

5. Other goals
 - √ Attend one workshop on new methods, directions or new technologies in library service.
 - √ Support the Library Board and others to increase and improve community awareness of the Library's facilities, materials and services.