

SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes

Regular Meeting
4:00 p.m.
Tuesday, May 24, 2011

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

1. Declaration of quorum and call to order by Bob Denton at 4:00 pm;
Present: Bob Denton, Susan Lawson, Patty Campbell, Bill Kinnison, Susan Krals & Marsha McGuire.
2. Discuss/appoint replacement for Board Member Taylor Willingham.
Susan Lawson moved to name Susan Krals to serve the remainder of Taylor Willingham's term, Patty Campbell 2nd the motion. No discussion, no dissent. Motion carried. Lyndal Cabaniss swore in new board member Susan Krals.
3. Public Forum (limited to five minutes per speaker); No one present.
4. Election of officers:
 - Bob Denton nominated to serve as President by Patty Campbell; Susan Lawson second the motion; No other nominations presented; no discussion; no dissent; motion carried-Bob Denton re-elected as President.
 - Bill Kinnison nominated to serve as Treasurer by Patty Campbell 2nd by Susan Lawson; no discussion; no dissent; motion carried.
 - Patty Campbell nominated to serve as Vice President by Bill Kinnison; 2nd by Susan Lawson; no discussion; no dissent; motion carried.
 - Susan Krals nominated to serve as Secretary by Susan Lawson; 2nd by Patty Campbell; no other nominations; no discussion; no dissent; motion carried.
 - Susan Lawson will serve as Member-at-large
5. Secretary's report and reading of amended agenda. No corrections or discussion; Bill Kinnison moved to accept April Minutes; 2nd by Susan Lawson; motion carried.
6. Treasurer's report by Bill Kinnison. See attached.
7. Library Director's Report: See attached.
8. Friends of the Library Report by Bill Kinnison. Friends of Library did not meet in April.
9. Discuss/approve budget amendments for BTOP grant allocation & library consulting fees.

- Budget approved and signed last August did not include BTOP grant allocation. Monies from SPL budget need to be moved to BTOP account. SPL budget will increase \$3,850.00.
 - Bob Denton moved to approve budget amendment; 2nd by Susan Krals. No discussion; no dissent. Motion carried to approve amendment. See attached.
10. Discuss/approve possible actions relative to architect and space committee.
- Full topographic survey- cost approximately \$1500-2000. Susan Krals moved to have a topographic survey; Susan Lawson 2nd the motion; no discussion; no dissent; motion carried.
 - Bob Denton will contact architect Larry Irsik and choose a surveyor.
11. Discuss Library Director position.
- Susan Krals moved to have Marsha McGuire's contract as Library Director reduced from 40 hours to 20 hours per week beginning June 1, 2011. Marsha's benefits will stay the same. Susan Lawson 2nd the motion; no discussion; no dissent; motion carried.
12. Agenda items for June Board Meeting:
- Architectural item
 - Investment policy and strategy document.
13. Motion to adjourn by Susan Lawson, 2nd by Bill Kinnison.; motion carried.
Meeting adjourned 4:50 pm.

NEXT MEETING: June 27, 2011

Submitted by Susan Krals

Salado Public Library District	Amount		Amount
Balance Sheet as of Apr 30, 2011		Bank Balance as of May 24, 2011	
Checking	-510.48	Checking	31,333.26
Petty Cash	1,508.08		

			(CY Payment to date)
Income as of May 10, 2011		Tax Compared to: May 2010	Comparison of Years
Sales Tax Revenue	26,384.38	26,612.58	May 10 - 105,222.64
Other	1,445.29		May 11 - 108,316.54
BTOP Grant		- .85 % for month	+ 2.94% for year
Total	27,829.67		
FY Income (Sep to May) Total	212,833.94		

Expenses as of April 30, 2011		Budget (over/under) YTD	% of budget item
Adult Collection	10,859.64	390.36 (under)	96
Children's Collection	2,602.22	1,392.78 (under)	65
Computers & Automation	8,522.68	8,997.32 (under)	49
Housekeeping	1,900	180 (under)	91
Insurance (no change)	2,182.00	269 (under)	89
Lawn Care/Pest Control	2,052.95	891.34 (under)	83
Professional Fees/Consulting	26,815.28	540 (over)	102
Payroll	92,990.50	8,500.70 (under)	92
Repair & Maintenance	1,990.64	1,609.16 (under)	55
BTOP Grant Expenses	18,095.82	6,815.82 (over)	160
Supplies	3,885.03	285.03 (over)	107
Training & Travel	699.91	800 (under)	47
Utilities	5,893.20	690.66 (under)	90
Total	180,126.55	38,343.80 (under)	82
Expenses Budgeted for FY	303,726.31	218,470.35 (est. exp YTD)	

Investments as of Apr 22, 2011		Maturity Date	Percent Interest
FSB CD #100135316	77,136.02	13-Jul-11	1.25
Horizon CD #41124	54,675.00	January 2012	1.26
FSB CD #100134661 (open)	150,807.09	November 2011	1.25
TEXPOOL	10,154.06	N/A	0.09
Total	292,772.17		

Analysis of Fiscal Year to Date	Sep -Mar	
FY Budget	303,726.31	After 8 months, 59% of budget expended.
FY Income to date	212,833.94	Straight line budget will put us under budget \$33.5k
FY Budget to date	218,470.35	
FY Actual Expenses to date	180,126.31	
FY Status = Under Budget	38,343.80	

Library Director's Report May, 2011

1. Statistics

	April 2011	April 2010
Circulation	3688	3646
New Patrons	31	30
Computer Users	485	587

2. Activities

- The May noon book review featured Becky Denton reviewing Elizabeth Silverthorne's book Legends & Lore of Texas Wildflowers. Elizabeth and eight others attended.
- Jeanie presented at the state library BTOP computer training classes this month on the library's computer program and the challenges for a small library. She was very well received. The 3 librarians from the Elgin library stopped by the library on their way home from training.
- The Texas Naturalist Series presentation on Saturday, May 28. At 1 pm, D. will be Clark Wernecke of the Gault School of Archaeological Research who will make a presentation on the Gault archaeological site. This is the final presentation of the Texas Naturalist series before the summer break

3. The youth summer reading program begins Monday, June 6. Jeanie plans to have a teen reading program and a community reading program in July. The Salado Reading Challenge is a call to beat last July's number. It is a challenge to all of us to read more than 2,800 library books in July of 2011. Starting July 1 and ending July 31 the library will count all of the books that are read and post that number for everyone to see. People can post on our Facebook page, via email or use a paper log.

Salado Public Library District

Request for Budget Amendment

For the Fiscal Year ending August 31, 2011

Use this form to adjust the original budget after Board of Trustees approval.
 Attach this form, justification and documentation requiring change to the original budget.

Budget Amendment

Account Name	Account Number	Action to be Taken	Current Budget	Change + / -	Revised Budget
1. Computers & Equipment	6311	Decrease budget move to BTOP	19250	(14250)	5000
2. Automation & Subscriptions	6313	As above	9550	(3750)	5800
3. Equipment & Computers	6677.2	New budget account	0	+12000	12000
4. Subscriptions	6677.4	New budget account	0	+6000	6000
5. Software	6677.6	New budget account	0	+550	550
6. Professional Fees – consulting	6453	Increase budget	18,000	+3300	21300
		Totals	46800	+3850	50650

Reason for budget changes:

- o Items 1 & 2 – Move budgeted funds from SPL budget to BOPT grant budget.

- Items 3, 4 & 5 – Move grant costs to BTOP Grant Expenditures account
Accounts were not set up at time of approval of FY2011 budget – grant was awarded after start of fiscal year.
- Item 6 – Increase budget for consulting based on additional work by Architexas (\$1000), septic survey by Premier Design (\$300), and projected costs for topographical survey (\$2,000)

**Budget amendment approved by
SPLD Board of Trustees
May 24, 2011**

Approvals

President	Signature	Date
Treasurer	Signature	Date