

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

Regular Meeting  
4:00 p.m.  
August 22, 2011

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

1. Declaration of quorum and call to order  
Meeting called to order by President Bob Denton at 4:00 pm. Full quorum
2. Public Forum (limited to five minutes per speaker)  
No one present for public forum.
3. Secretary's report and reading of amended agenda  
Susan Lawson moved to approve; 2<sup>nd</sup> by Bill Kinnison; motion carried.
4. Treasurer's report  
Treasurer Bill Kinnison reported; see attached.
5. Library Director's Report  
See attached.
6. Friends of the Library Report  
President Bill Kinnison reported. Reviewed Troy Kelley's proposal for signage; Patty Campbell moved to approve; 2<sup>nd</sup> by Bill Kinnison; discussion; motion carried.
7. Discuss/approve outdoor sign for library  
See above.
8. Discuss/approve FY 2012 budget  
Changes since last review: Salaries increased; money added for miscellaneous lawn care; service contract for copier for office supplies. With additions, now \$287,750.26. Bill Kinnison moved to approve; 2<sup>nd</sup> by Patty Campbell. No discussion; motion carried.
9. Discuss/approve possible actions relative to facility options

President, B. Denton reviewed the measures taken regarding facility options: SPL completed year long study, received architect proposals, RFP, held committee/

subcommittee meetings, cost analysis, septic system reviews, etc. Discussion of construction possibilities.

- College hill option taken off this list of possibilities. Susan Lawson moved to approve; 2<sup>nd</sup> by Patty Campbell. No discussion; motion carried.
- Joe Price property: Motion to remove this option by Susan Lawson; 2<sup>nd</sup> by Susan Krals; discussion; motion carried.
- Discussion of modification to Phase 1 Architectural proposal. B. Denton will call L. Irsik for more information.

10. Discuss proposed village septic system

B. Denton and B. Kinnison will attend Thursday, August 25 Village Forum.

11. Discuss/approve employee benefits

Committee created; chaired by P. Campbell with S. Lawson and M. McGuire to study benefit plan for staff.

12. Discuss/approve library director hours

Five more hours requested to be added to M. McGuire's Contract to balance needs of library. Already budgeted. Starting in September. S. Krals moved to approve; 2<sup>nd</sup> by S. Lawson; no discussion; motion carried.

13. Agenda items for September Board Meeting

- Facility options
- Investment policy and strategy

14. Adjourn

Motion to adjourn by S. Lawson; 2<sup>nd</sup> by B. Kinnison. Motion to adjourn carried 5:35 PM

NEXT MEETING: September 26, 2010

Submitted by Susan Krals

Treasurer's Report, Attachment 1

Salado Public Library District	Amount		Amount
<b>Balance Sheet as of July 31, 2011</b>		<b>Bank Balance as of Aug 19,11</b>	
Checking	22,021.28	Checking	52,682.95
Petty Cash	985.10		

Income as of Aug 9, 2011		Tax Compared to: Aug 2010	(CY Payment to date) Comparison of Years
Sales Tax Revenue	28,318.68	25,450.62	Aug 9, 10 - 166,589.
Other	767.55		Aug 9,11 - 175,872.
BTOP Grant		+11.2 % for month	+ 5.5% for year
Total	29,086.23		
<b>FY Income (Sep to Aug) Total</b>	<b>295,237.47</b>	(NOTE: figures show 11 months income/11 months expenses)	

Expenses as of July 31, 2011		Budget (over/under) YTD	% of budget item
Adult Collection	13,815.65	1184 (under)	92
Children's Collection	3,412.63	1,477 (under)	70
Computers & Automation	10,449.31	350 (under)	97
Housekeeping	2,620	240 (under)	92
Insurance	3,041.00	227 (under)	93
Lawn Care/Pest Control	3,406.04	891(under)	92
Professional Fees/Consulting	28,850.26	1,609 (under)	95
Payroll	124,031.46	15,518 (under)	89
Repair & Maintenance	3,324.13	1625(under)	67
BTOP Grant Expenses	18,165.40	384 (under)	98
Supplies	5,429.33	479 (over)	109
Training & Travel N/C	714.91	785 (under)	48
Utilities	8,366.86	991 (under)	89
<b>Total</b>	<b>230,131.54</b>	<b>56,735 (under)</b>	<b>80</b>
<b>Expenses Budgeted for FY</b>	<b>303,726.31</b>	<b>286,866 (est. exp YTD)</b>	

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)	156,191.04	November 2011	1.25
TEXPOOL	10,155.97	N/A	0.5
Total	298,518.47		

<b>Analysis of Fiscal Year to Date</b>	<b>Sep -July</b>	After 11 months, 76% of bud	get expended.
--	------------------	-----------------------------	---------------

FY Budget	303,726.31	Straight line budget will put	us under budget \$52K
FY Income to date	295,237.47		
FY Budget to date	286,866.73		
FY Actual Expenses to date	230,151.54		
<b>FY Status = Under Budget</b>	<b>56,866.00</b>		

This is the calculation for a straight line budget.

\$230,131 divided by 11 months = \$20,921 (average spent each month for 11 months)

\$20,921 x 12 months = \$251,052 (if spent same amount each month for next 1 month)

\$251,052 - \$303,726 = 52,674 (under budget or 76% of current budget).

## Library Director's Report August, 2011

### 1. Statistics

	July 2011	July 2010
Circulation	4636	4684
New Patrons	51	41
Computer Users	502	556

### 2. Activities

Jeanie is presented a 4 week computer class for the ESL class at the First Baptist Church in July. It was so successful that they asked her to teach the class for 8 weeks this fall. She has begun a class for Spanish speakers at the local Catholic Church this month and it has been well attended.

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. The Salado Reading was very successful. Library patrons read 3,935 items in July, easily exceeding the 2800 we read in July 2010. The library held a party on Saturday August 6 from 2-4 to celebrate. We had music and food and a caricaturist for the party. Twenty people signed up for the party and many others who came into the library participated.

5. I signed the library up for a Welcome to Salado banner. The banner will also have the library's name on it. It is 28" x 60" and is full color with a rendering of the creek. The cost was \$100. We will need to find a place to hang the banner.

6. The library catalog now hold all the records for all of the Overdrive e media materials that we have purchased through our consortium (1473) as well as all of the free Gutenberg e-books (30,000) and Librivox e-audio books (4500). That brings our total materials in the catalog to 58973 items (we have about 23,000 physical items).