

SALADO PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES

Regular Meeting  
4:00 pm  
July 27, 2015

Salado Public Library  
1151 N Main St  
Salado, Texas 76571

1. Declaration of quorum and call to order: Meeting opened at 4:00 pm with Connie Cryar, Diane Hodyniak, Bill Kinnison, Jeanie Lively, and Sara Pettijohn present. Visiting were Tim Fleischer and Kristin Southerden.
2. Public Forum (limited to five minutes per speaker): Kristin Southerden requested Library Director reports for the past year and agreed to meet with Library Director Lively to review information.
3. Secretary's Report and reading of amended agenda for 6/22: Minutes were approved as corrected by unanimous consensus of the Board.
4. Treasurer's Report: See Attachment 1.
5. Review, update and approve Investment Policy & Strategy Document: The Board approved the Investment Policy & Strategy Document. See Attachment 2.
6. Presentation of draft budget for 2015-2016: The Board discussed the draft budget. See Attachment 3.
7. Library Director's report: See Attachment 4.
8. Discussion of proposed Salado Family Relief Project: Library Director Lively presented an alternative learning tool called Launch Pad, appropriate for three- to ten-year-old children that would keep track of their progress, available for checking out.
9. Friends of the Library Report: The Friends did not meet this month.
10. Agenda items for August Board Meeting: Pass annual budget for next fiscal year.
11. Adjourn: Meeting adjourned at 5:05 pm.

Submitted by Connie Cryar, July 30, 2015.

We reserve the right to adjourn to executive session during meeting. Next meeting: August 24, 2015, 5:00 pm.



**Treasurer's Report July 27, 2015**

submitted by Sara Pettijohn

Checking Account	Balance
Balance Sheet as of	
June 30, 2015	42,823.16
Current FSB Acct (7/21)	59,453.78

Sales Tax Revenue	Income	% Change
June 2015	21,263.13	7.4%
June 2014	19,798.51	
<i>Period: Jan. thru July</i>		% Change
Cumulative for 2015	161,903.12	-0.9%
Cumulative for 2014	163,396.26	

Expenses: Sept. thru June	
Total Expenses YTD	200,940.77
Estimated Expenses YTD	209,684.65
Over/Under Budget	under
Amount (over/under)	8,743.88
% of Budget Spent	80.4%
Fiscal Year Budget	249,919.74

CD Investments	Current	Rate	Matures
FSB (#100134661)	178,099.07	1%	Nov. 8, 2015
TEXPOOL	10,185.83	0.06%	n/a
Compass (6717756132)	42,994.54	1.25%	Mar. 26, 2016
Compass (6721859930)	25,089.91	1.45%	May 1, 2017
<b>Total Investment</b>	<b>256,369.35</b>		

**SALADO PUBLIC LIBRARY DISTRICT  
INVESTMENT RESOLUTION  
July 24, 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 July 24, 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 2nd QUARTER 2015

As of July 24, 2015

INVESTMENTS	AMOUNT	INTEREST	DATE DUE
TEXPOOL Local Go's	\$10,185.83	.06	NA
First State CD (Open)	\$181,813.27	.06%	Nov. 8, 2015
Compass CD	\$43,395.80	1.25%	March 26, 2016
Compass CD	\$25,453.81	1.45%	May 01 2017
<b>Total</b>	<b>\$260,848.71</b>		

Change of investments from the 1st Qtr. is \$8,143.86. This amount reflects an automatic deposit of \$2,500 a month for April, May, and June, a total of \$7500.

The interest earned for the Quarter (less the automatic deposit of \$7500) is \$643.86. total earned interest for the quarter of \$643.86.

The CD at First State Bank matures on November 8, and will be reduced to \$181,813.27. The account will be paid on November 1.

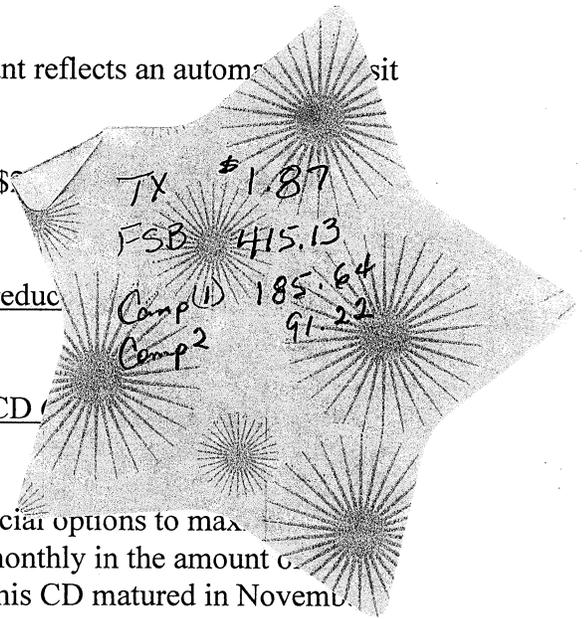
Interest on the two CDs at Compass bank will be paid quarterly. CD 6721859930 in April, July, Oct. and Jan..

We will continue to search for any acceptable and approved financial options to maximize 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 2015 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



**Ordinary Income/Expense****Income**

4000 · Sales Tax Revenue	\$278,200.00
4500 · Donations/Contributions	\$500.00
4550 · Memorials	\$500.00
4800 · Interest	
4900 · Miscellaneous Income	\$9,000.00
<b>Total Income</b>	<b>\$288,200.00</b>

**Expense**

6100 · Adult Collection	
6101 · Audio / Visual - Adult	\$5,000.00
6102 · Books - Adult	\$12,000.00
6103 · Subscriptions - Adult	\$3,180.00
6106 · Summer Reading - Adults	\$200.00
<b>Total 6100 · Adult Collection</b>	<b>\$20,380.00</b>
6200 · Children's Collection	
6201 · Audio / Visual - Children	\$1,000.00
6201.5 · Audio / Visual - Young Adult	\$1,200.00
6202 · Books - Children	\$3,000.00
6202.5 · Books - Young Adult	\$2,775.00
6203 · Subscriptions - Children	\$150.00
6203.5 · Subscriptions - Young Adult	\$100.00
6206 · Summer Reading - Childrens	\$1,400.00
6207 · Summer Reading - Young Adult	\$575.00
<b>Total 6200 · Children's Collection</b>	<b>\$10,200.00</b>
6310 · Computer & Automation	
6311 · Computers & Equipment	\$6,000.00
6313 · Automation & Subscriptions	\$13,000.00
<b>Total 6310 · Computer &amp; Automation</b>	<b>\$19,000.00</b>
6360 · Election Expenses	\$200.00
6380 · Housekeeping	\$5,500.00
6400 · Insurance	
6406 · Property- building & contents	\$2,700.00
6407 · General & auto liability	\$800.00
6408 · Bond	\$300.00
6409 · Worker's compensation	\$877.00
<b>Total 6400 · Insurance</b>	<b>\$4,677.00</b>

<b>6410 - Lawn Care</b>	
6411 - Mowing, Edging	\$2,500.00
6412 - Fertilizer & Fire Ant Treatment	\$500.00
6413 - Miscellaneous Lawn Care	\$1,500.00
6414 - Memorial Garden	\$250.00
<b>Total 6410 - Lawn Care</b>	<b>\$4,750.00</b>
<b>6440 - Pest Control</b>	<b>\$450.00</b>
<b>6450 - Professional Fees</b>	
6451 - Accounting	\$5,300.00
6452 - Annual Outside Audit	\$4,500.00
6453 - Consulting	
6454 - Legal Fees	
6450 - Professional Fees - Other	\$100.00
<b>Total 6450 - Professional Fees</b>	<b>\$9,900.00</b>
<b>6500 - Payroll Expenses</b>	
6501 - Salaries	
6501 - Salaries - Other	\$145,698.80
<b>Total 6501 - Salaries</b>	<b>\$145,698.80</b>
6502 - Payroll Taxes	\$11,146.00
6500 Payroll Expenses - Other	\$180.00
<b>Total 6500 - Payroll Expenses</b>	<b>\$157,024.80</b>
<b>6510 - Retirement</b>	<b>\$4,370.96</b>
<b>6550 - Memorial Expenditures</b>	<b>\$300.00</b>
<b>6600 - Repairs &amp; Maintenance</b>	<b>\$6,000.00</b>
<b>6650 - Scholarship Support -SISD</b>	<b>\$500.00</b>
<b>6680 - Supplies-Office &amp; Operating</b>	<b>\$6,000.00</b>
<b>6690 - Public Relations</b>	<b>\$5,000.00</b>
<b>6700 - Training and Travel</b>	
6701 Conference Fees	\$800.00
6703 - Meals	\$300.00
6700 - Training and Travel - Other	\$2,100.00
<b>Total 6700 - Training and Travel</b>	<b>\$3,200.00</b>
<b>6800 - Utilities</b>	
6801 - Cable-Internet Access	\$1,100.00

6802 - Electricity	\$10,000.00
6805 - Security Monitoring	\$480.00
6806 - Telephone	\$2,000.00
6807 - Trash Collection	\$376.00
6808 - Water	\$500.00
Total 6800 - Utilities	\$14,456.00
6900 - Miscellaneous	<u>\$1,000.00</u>
<b>Total Expense</b>	<b>\$272,908.76</b>

## Library Director's Report July 2015

### 1. June Statistics

	June 2015	June 2014
Circulation	3953	4035
Electronic Materials	252	205
New Patrons	64	45
Computer Users	483	505

New Materials	Adult Books: 64
	DVDs: 15
	Audio Books: 4
	Playaway: 3
	YA Books: 23
	YA Playaway: 3
	Children/Youth Books: 30

### Recent Activities:

**Summer Reading Final Count:** Our Summer Reading program was a great success. This year we had 383 children and 166 adults attend our programs. That is a total of 549. This is an increase over last year when we had 278 children and 177 adults for a total of 455. Thank you to all of the groups who performed for us: Austin Reptile Shows, Wild Things Zoofari, Whirled on a String and Mad Science of Austin. You were entertaining, educational and the children really enjoyed your shows. Thank you to Lisa Nix and the Salado Independent School District for allowing us to use the Thomas Arnold Elementary School gym. It allowed us to comfortably seat our audiences and give our performers the room they need. Thank you to the Salado Village Voice for featuring our program through some wonderful photographs on the front page of the newspaper. Those photographs helped us to spread the word even more.

Finally, I want to recognize Rachel Gerik. She works tirelessly on this program every year. It is due to her efforts that we had such wonderful performers and large crowds this year. She is a great asset to our staff and I wanted to take this opportunity to publicly acknowledge her contribution to Salado Public Library.

**Tweens and Teens Summer Reading:** The teens/tweens summer reading program wrapped up with the Salute Our Hometown Heroes program on Saturday, July 25. 14 tweens/teens and 16 adults attended a program featuring the 312<sup>th</sup> Army Band, a humvee and other representatives from the military. Participants were also given a chance to create thank you notes to their heroes.

### Upcoming Activities:

Please look at the attached calendar for next month's events. As you can see we do not have many events planned for August. This is usually a quiet time for the library with school starting again and families trying to

get in their last minute vacations. Because of this we usually do not plan many activities during August.

**Mid-Year Review of 2015 Director's Goals:** Please see the attached document.

**Vacation:** The week of August 3, I will be out of the office on vacation. If anyone needs assistance the library's very capable staff - Manuela Smith, Rachel Gerik, Geri Neemidge and Andrew Hernandez – will be able to assist you. I will be back in the office on Monday, August 10.

## Mid-Year Review of Library Director Goals

Goal #1: Develop a disaster recovery plan.

This goal is almost complete. We have a document with the information we would need if a disaster should occur. We need to vote on and sign the updated Emergency/Safety Procedures. We also need to make a few decisions about possible equipment purchases and whether or not we want to make a contract with a disaster recovery vendor.

Goal #2: Contract with a preservation/digitization company to digitize the beginning of the historical collection.

The library will start by scanning current obituaries with the scanner we have on the color printer in the young adult room.

Goal #3: Using Edge Initiative to update library's computer network and services.

### Completed Action Steps:

*Provide structured and regularly scheduled classes on library resources to promote digital literacy in your community.*

*Provide online resources on medical conditions, procedures, prescription drugs, and healthcare providers to support the use of public technology for health and wellness purposes.*

*Monitor your Internet traffic by packet type and volume in order to accurately determine your network bandwidth requirements.*

*Monitor patron computer use through the collection of number of hours public devices are in use by patrons.*

*Monitor patron computer use through the collection of the number of wireless sessions.*

*Establish a disaster recovery system to back up and restore hard drives for all public computers.*

### Steps in Progress:

*Monitor patron computer use through the collection of average wait times for public devices.*

*Procure session management software to assure patrons have adequate time to complete tasks.*

*Provide early literacy games, web-based read-along programs, and/or electronic toys or tablets available both at library and on library website to support the use of educational technologies in your community.*

*Monitor and update website links and content at least monthly.*

4. Complete update of library policies.

The most important policies are now up-to-date.

5. Encourage professional development of director and staff.

Every month I receive a list of free webinars scheduled for that particular month. I forward the list to the staff. Both Manuela and Geri have taken advantage of these online workshops.

Rachel has researched educational technology available for children. She is also planning on visiting other libraries and talking with other children's librarians about how they use technology and about programming.

Andrew has spent time learning about the Talking Book Program. He has set up a tentative demonstration on October 27.

6. Update Strategic Plan.

I have gone through all of the service goals and evaluated each objective. Most of the objectives are complete. Some are ongoing, they were completed and we continue to do them today. A few of the objectives are not complete. It could be that the library tried but was unsuccessful. I do not really know the circumstances.

It is time for the Board to meet and to discuss the next steps for the library. We have service goals, we need new objectives.