

SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES

Regular Meeting
5:00 pm
August 24, 2015

Salado Public Library
1151 N Main St
Salado, Texas 76571

1. Declaration of quorum and call to order: Meeting opened at 5:00 pm with Connie Cryar, Diane Hodyniak, Bill Kinnison, Jeanie Lively, Maurine Nathanson, and Sara Pettijohn present.
2. Public Forum (limited to five minutes per speaker): N/A
3. Secretary's report and reading of amended agenda for 7/27: Minutes were approved by unanimous consensus of the Board.
4. Treasurer's Report: See Attachment 1.
5. Discussion/approval of budget for 2015-2016: The 2015-2016 Budget was approved unanimously. See Attachment 2.
6. Presentation of bids for annual audit: Two bids were received for the annual audit. The Board will vote at the next meeting to approve auditor. See Attachment 3.
7. Library Director's report: See Attachment 4.
8. Update on Strategic Plan: The Board was reminded to read and mark their copies of the Strategic Plan in order to make changes. The Plan should serve the library for several years, once completed and approved.
9. Friends of the Library Report: The Friends will meet at 6:00 pm tonight and will have an annual meeting the second Monday in October to elect officers.
10. Agenda items for August Board Meeting: Select and approve annual auditor and elect CTLS representative.
11. Adjourn: Meeting adjourned at 5:25 pm.

Submitted by Connie Cryar, September 5, 2015.

We reserve the right to adjourn to executive session during meeting. Next meeting: September 28, 2015, 5:00 pm.

Treasurer's Report

August 24, 2015

submitted by Sara Pettijohn

Checking Account	Balance
Balance Sheet as of	
July 31, 2015	46,038.62
Current FSB Acct (8/19)	70,969.49

Sales Tax Revenue	Income	% Change
Aug 2015	26,348.23	-5.0%
Aug 2014	27,749.38	
<i>Period: Jan. thru Aug</i>		% Change
Cumulative for 2015	188,251.35	-1.5%
Cumulative for 2014	191,145.64	

Expenses: Sept. thru July	
Total Expenses YTD	219,876.51
Estimated Expenses YTD	229,375.61
Over/Under Budget	under
Amount (over/under)	9,499.10
% of Budget Spent	88.0%
Fiscal Year Budget	249,919.74

CD Investments	Current	Rate	Matures
FSB (#100134661)	180,599.07	1%	Nov. 8, 2015
TEXPOOL	10,186.45	0.06%	n/a
Compass (6717756132)	42,994.54	1.25%	Mar. 26, 2016
Compass (6721859930)	25,089.91	1.45%	May 1, 2017
Total Investment	258,869.97		

WILLIAM A. GRIMSLEY, CPA

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April 12, 2015

Salado Public Library District
1151 N. Main Street
Salado, Texas 76571

Dear Ms. Lively,

As you may recall, I perform the audit of the Salado Public Library District for the year ending August 31, 2013, while I was associated with the firm of Alton D. Thiele, P.C.

Since leaving the firm in mid-2014, I have opened my own certified public accounting firm.

Per our phone conversation, I am pleased to submit my engagement proposal for the services I am offering to the Salado Public Library District for the year ended August 31, 2015.

I will audit the financial statements of the Salado Public Library District, which comprise the statement of financial position as of August 31, 2015, and the related statement of activities, cash flow activities, and the notes to the financial statements, for the year then ended.

I can begin my audit as soon as your financial information is available, or on an agreed upon date, with a completion date no later than November 1, 2015. My gross fee, including expenses, is estimated to be \$2,500 and will not exceed \$3,000.

I appreciate the opportunity to be of service to the Salado Public Library District and believe this letter accurately summarizes the significant terms of my engagement proposal. If you have any questions, please let me know. I look forward to an opportunity to be of service to the Salado Public Library District once again. I can be reached at the email address above.

Very truly yours,



William A. Grimsley, CPA, CGMA

Texas Society of Certified Public Accountants



ALTON D. THIELE, P. C.

Certified Public Accountant
300 East Avenue C
P.O. Box 808
BELTON, TX 76513-0808

July 29, 2015

Jeanie Lively
Library Director
Salado Public Library
P O Box 1178
Salado, TX 76571

Dear Ms. Lively:

Proposal for Audit

Thank you for the opportunity to present this proposal for the audit of the Library's financial statements.

The audit will be performed according to the attached engagement letter.

Fees are based on the amount of time required at various levels of responsibility, including actual out of pocket expenses (travel, copying, telephone, etc.) We estimate that the total fees for the annual audit for the year ending August 31, 2015 will not exceed \$4,800. We will notify you immediately for any circumstances we encounter which could significantly affect our estimate.

We would like to start the audit the first week of October with an anticipated audit completion and presentation to the Board by December 1, 2015.

If this arrangement is accepted, please sign the enclosed engagement letter and mail a copy to the Firm.

If you have any questions, please contact me. This proposal reflects my commitment to continuing a strong relationship with the Library.

Sincerely yours,



Alton D. Thiele, CPA

Library Director's Report August 2015

1. July Statistics

	July 2015	July 2014
Circulation	3987	4127
Electronic Materials	262	215
New Patrons	32	51
Computer Users	500	568
New Materials	Adult Books: 74 DVDs: 22 Audio Books: 5 YA Books: 21 Children/Youth Books: 54	

Recent Activities:

Tweens and Teens Summer Reading Prize Winners: Congratulations to Haley Brown, Preslee Webb and Tanith Youngblood for winning the Teen Summer Reading prize drawing. Every time participants attended a summer reading event or checked out a book they were entered into the drawing for an Amazon gift card. We had good participation this summer. Congratulations and thank you to Geri Neemidge for all of her hard work.

Upcoming Activities:

Please look at the attached calendar for next month's events.

Adults Crafts "Mini Masterpieces" The topic of the next meeting of the adult crafts group is mini masterpieces. Connie Cryar will lead the group to create their own paintings on mini canvases. Pre-registration is required and only 4 places are left. If you know anyone who is interested encourage them to call the library and sign up before September 2.

Death by Chocolate: The big event for September is Death by Chocolate on Saturday, September 19. Adult and Youth are invited to enter this contest preparing a dish that includes chocolate. Entries are limited to 12 adults and 12 youth. A chef will judge entries at 1 pm and the public will sample and vote on their favorites from 2:00 to 4:00 pm. As of today eight youth and two adults have entered so there is still space available to anyone who would like to compete. Registration packets are available at the front desk.

Library Services and Programs Survey: The library has created a survey to assist us in updating our long range plan. It is available at the front desk. It is also available on the home page of the library's website – www.saladlibrary.org – as a PDF that can be printed out and in an online version. Please encourage everyone you know to participate in the survey.

The survey was first made available on Thursday, August 20, and so far we have received 21 responses. Please encourage your friends and neighbors to participate. This will help us create services and programs that truly meet the needs of the community.



Salado Public Library District

Salado, Texas

Calendar of Events

September		2015				
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

All Events September

Wednesday September 2, 2015

2:00 PM - 4:00 PM

Adults Crafts Mini Masterpieces

Contact: Salado Library 2549479191 spl@vvm.com

Adults Crafts "Mini Masterpieces"

Location: Meeting Room

Wednesday September 16, 2015

10:00 AM - 2:00 PM

Mah Jong

Contact: Salado Library 2549479191 spl@vvm.com

Location: Meeting Room

Saturday September 19, 2015

2:00 PM - 4:00 PM

Death By Chocolate

Contact: Salado Library 2549479191 spl@vvm.com

Friends of the Salado Public Library "Death By Chocolate" Contest.

Adult and Youth are invited to enter this contest preparing a dish that includes Chocolate with enough samples for judging. Limited to 12 adults and 12 youth so apply early. A Chef will judge entries at 1pm. The public samples entries from 2:00 to 4:00pm. They vote on which dish they think is their favorite.

\$40 for each group award by Chef. \$50 - \$40 - \$30 each group in popular vote. \$30 awarded in each group for best display.

Start creating those Chocolates. Entry Blanks available at Library.

Join us in celebrating Salado Chocolate & Wine Weekend.

Number of Events Matching Selected Criteria = 3

Today is Monday August 24, 2015

[<http://www.saladolibrary.org>]

Salado Public Library District Survey

Please give us your opinion of the following library services and programs by circling a response.

1. Do you have a library card? **YES** **NO**

2. In your opinion, how important is a library to a small community the size of Salado?
 Very Important **Somewhat Important** **Not Important** **Not Needed**

3. How often do you use the library?
 Every Week **Every Month** **Seldom** **Never**

4. What do you use the library for (mark all that you use):
 - **Check out books (adult & children)**
 - **Use Computer**
 - **Attend Children's/Teen programs**
 - **Audio books**
 - **Read magazines/newspapers**
 - **Check out movies**
 - **Use Wireless Internet**
 - **Homework**
 - **Job hunting**
 - **Self-improvement**
 - **Use copier/fax**
 - **Research**

5. What is the best time for you to use the library?
 Mornings **Afternoon** **Evenings** **Saturday**

6. If you use the library computers, how often do you use them in a month?
 None **1-3 times** **4-7 times** **Over 10 times**

7. For each of the following rate the library's performance:

Computer and Internet access	Excellent	Average	Needs Improvement
Selection of adult books, movies, audio books, newspapers, & magazines	Excellent	Average	Needs Improvement
Comfortable places to study/read	Excellent	Average	Needs Improvement
Helpful staff	Excellent	Average	Needs Improvement
Convenient hours	Excellent	Average	Needs Improvement
Children's story time	Excellent	Average	Needs Improvement
Children's materials	Excellent	Average	Needs Improvement
Teen programs	Excellent	Average	Needs Improvement
Meeting places	Excellent	Average	Needs Improvement

8. In general, rate the library's overall performance:
 Very satisfied **Satisfied** **Unsatisfied** **Do not use**

9. If you could change anything about the library, what would it be?

Thank you for taking the time to give us your opinion and assessment of the library.