

Dripping Springs Community Library District
June 19, 2024, 2024

Present: Missy Atwood, Bob Richardson, Melva Codina, Marcie Cochran
DSCCL - Sarah Rose, Mindy Laird,

Call to order at 8:40 a.m.

REPORTS/DISCUSSION ITEMS

- **Capital Campaign Report**: Sarah Rose presented her Capital Campaign Report for May. She included information regarding a D S Community Foundation Connection to the Capital Campaign. Sarah also presented several ideas she got at the Fundraising Conference she attended. Missy informed the Board that a donation of land proceeds had been made by herself and her husband. The title company needs to have the Board ratify this sale.
- **Capital Campaign-revised budget request** - Sarah also presented her revised budget for 2024-25. Bob asked for an approximate date of when 80% of the funds might be donated and received. Sarah said she hopes that to be end of 2025. The Board continued discussion on timelines and viable options for obtaining funding.
- **Librarian's Report**: Mindy updated the Board regarding repairs to the library building due to the lightning strike of early June. Repairs need to be done to the entire computer system as well as to the fire equipment and electrical wiring. The fire protection system also needs to be replaced. Mindy is also interviewing for the open position at the front desk. There were 10 applicants for the job.
- **Comptroller's Report**: We have received a report from the Texas Comptroller's Office regarding an overpayment of sales tax monies by a business. The Comptroller has 3 options for repaying the amount \$95,966.83 in sale and use taxes. The Board is leaning towards a 39-month payback agreement with a monthly deduction of \$2,486.83 and a final deduction of \$2,486.83.
- **Treasurer's Report - none**
- **Potential local agreement with Hays County ESDS-** Missy presented Lesli's report regarding sales tax information. There are several business entities that do not pay DSCCL sales tax but do pay sales taxes to the ESDs. Lesli and John Kroll are working on a method of facilitating a path to recoup those tax monies. Missy suggested approval of entering into an Inter-Local Agreement with Hays County ESDs regarding sales tax information.
- **New library planning and design**: Bob reported that the replat of both the existing library property and the future library property has been completed. The permitting of the environmental study has been completed. The environmental part of the study found nothing. These findings will be sent to the state entities which oversee these studies. As to the cultural and archaeological study, a minimal potential habitat was found. Bob will contact Hays County to discuss any potential habitat found on library property.
- **USDA construction loan – no information**
- **Second Reading** of proposed library policy changes on the meeting room policy and conditions of use, and the programs involving sales of goods and services.
- **Executive Session**:
The Board entered Executive Session at 10:40 a.m.
The employee performance evaluation and compensation of Pamela Stewart was presented.
Also discussed was a review of competitive salaries for library staff.
The Board left Executive Session at 11:33 a.m.

ACTION ITEMS

- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved by unanimous vote the minutes for the May 17, 2024, Board Meeting
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board accepted and approved by unanimous vote the financial reports of May 17, 2024.
- Capital Campaign Coordinator Report – no action.
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved by unanimous vote the revised Capital Campaign budget for 2024-25.
- Librarian’s Report – No action
- On a motion by Melva Codina and seconded by Marcie Cochran, and there being no further discussion, the Board accepted and approved by unanimous vote to pay the Texas Comptroller of Public Accounts the overpayment of sales tax monies of \$95,961.83 over a 39-month period.
- On a motion by Marcie Cochran and seconded by Bob Richardson, and there being no further discussion, the Board accepted and ratified by unanimous vote a gift of real property from Missy Atwood and sale of that property for purposes of receiving a Capital Campaign donation.
- On a motion by Melva Codina and seconded by Bob Richardson, and there being no further discussion, the Board approved a contract with Hays County Elections Administration.
- Treasurer’s Report – No action
- On a motion by Bob Richardson and seconded by Marcie Cochran, and there being no further discussion, the Board approved an interlocal agreement to facilitate sales tax revenue analysis with Hays County ESD #1 and # 6.
- Potential finance options – No action
- On a motion by Marcie Cochran and seconded by Melva Codina, and there being no further discussion, by unanimous vote, the Board authorized Bob Richardson to finalize negotiations with Terracon to complete the environmental study of library properties.
- On a motion by Marcie Cochran and seconded by Bob Richardson, the meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Melva Codina

Melva Codina
Board Secretary

	Original Budget	Actuals	Proposed New Budget
Phase I: Prep, Planning & Organization <i>February 2023 - June 2023</i>	\$35,388	\$29,307	\$29,307
Phase II: Leadership & Major Gifts <i>July 2023 - December 2023</i>	\$102,212	\$62,597	\$62,597
Phase III: Community / Public <i>January 2024 - December 2024</i>	\$266,388	\$103,206	\$408,096
		Total	\$500,000

Phase III: Community / Public <i>January 2024 - June 2025</i>						
Category	Original Budget	YTD Actuals	2024 Proposed Budget	2025 Proposed Budget	Total Proposed Budget	
Communications Collateral	\$12,200	\$10,804	\$12,200	\$3,000	\$15,200	
Mailings	\$32,600	\$1,298	\$27,000	\$8,000	\$35,000	
Advertising	\$7,400	\$4,720	\$7,400	\$1,720	\$9,120	
Donor Database	\$6,688	\$10,388	\$10,388	\$10,388	\$20,776	
Events	\$77,500	\$20,944	\$25,000	\$8,000	\$33,000	
Fall Golf Tournament	\$0	\$0	\$30,000	\$0	\$30,000	
Spring Gala	\$0	\$0	\$10,000	\$65,000	\$75,000	
Communications Support	\$30,000	\$13,350	\$30,000	\$15,000	\$45,000	
Capital Campaign Manager Salary	\$80,000	\$31,438	\$75,000	\$40,000	\$115,000	
Capital Campaign Manager Benefits	\$20,000	\$10,264	\$20,000	\$10,000	\$30,000	
Total	\$266,388	\$103,206	\$246,988	\$161,108	\$408,096	

Phase IV: Wrap-Up / Sustainable Development <i>July 2025 - December 2025</i>			
	2025		
Category	Proposed Budget	Description	
Communications Collateral	\$3,000	<i>Brochures, posters, graphic design, photography, etc.</i>	
Mailings	\$15,000	<i>Bi-Monthly New Resident Postcard (\$800 x 6) + End of Year Appeal</i>	
Advertising	\$2,000	<i>Social Media Ads + Traditional Media Ads</i>	
Donor Database	\$0	<i>Bloomerang renews every year in February</i>	
Events	\$5,000	<i>Receptions, Networking Events, Community Sponsorships, etc.</i>	
Fall Golf Tournament	\$30,000	<i>Annual Golf Tournament</i>	
Communications Support	\$15,000	<i>Part-time position, or integrate into other staff responsibilities</i>	
Development Director Salary	\$40,000	<i>Full-time position, or integrate into other staff responsibilities</i>	
Development Director Benefits	\$10,000	<i>Full-time position, or integrate into other staff responsibilities</i>	
Total	\$120,000		

Annual Sustainable Development Program <i>January - December</i>			
	2026		
Category	Proposed Budget	Description	
Communications Collateral	\$5,000	<i>Brochures, posters, graphic design, photography, etc.</i>	
Mailings	\$25,000	<i>Bi-Monthly New Resident Postcard + Summer Appeal + EOY Appeal</i>	
Advertising	\$4,000	<i>Social Media Ads + Traditional Media Ads</i>	
Donor Database	\$11,000	<i>Annual Bloomerang Subscription</i>	
Events	\$10,000	<i>Receptions, Networking Events, Community Sponsorships, etc.</i>	
Spring Library Giving Day	\$20,000	<i>Annual Onling Giving Day</i>	
Fall Golf Tournament	\$30,000	<i>Annual Golf Tournament</i>	
Communications Support	\$30,000	<i>Part-time position or integrate into other staff responsibilities</i>	
Development Director Salary	\$80,000	<i>Full-time position or integrate into other staff responsibilities</i>	
Development Director Benefits	\$20,000	<i>Full-time position or integrate into other staff responsibilities</i>	
Total	\$235,000		