



Notice and Agenda of March 27, 2025, Board of Trustees Meeting at 7:00pm

A Regular Meeting of the Board of Trustees of Liberty Hill Public Library District is March 27, 2025, beginning at 7:00pm at the Liberty Hill Public Library District, 355 Main Street, Liberty Hill.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time. Prior to consideration of agenda subjects, the Board will hear public comments from any member of the public who has complied with District procedures for signing up to speak.

If, during the course of the meeting covered by this agenda, the Board should determine that a closed session of the Board should be held or is required in relation to any item included on this agenda, then such closed session as authorized by Section 551.001 et seq of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this agenda or as soon after the commencement of the meeting covered by this agenda as the Board may conveniently meet in such closed session concerning any and all subjects and for any and all purposes permitted by Sections 551.071 – 551.084, inclusive, of the Open Meetings Act.

I. Determination of Quorum, Call to Order, and Pledges of Allegiance

II. Public Comments/Citizen Participation (Please sign up to speak, the forms are at the door, they must be turned in prior to the call to order)

III. Discussion Items

- A. Treasurer's report (update to prior financials)
- B. Librarian's report
- C. Election updates (to include publishing background information on candidates)
- D. Discuss 720 Design's scope of work up to this point, and any continued use of this firm.
- E. Discuss the use of an HR service.
- F. Next meeting dates: Tuesday, April 22; Tuesday, May 27.

IV. Action Items

- A. Consider and take possible action to approve Minutes from January 24, February 14 special and February 18th meetings.
- B. Consider and take possible action on the 720 Design contract.
- C. Consider and take possible action on a separation agreement with the library director.
- D. Consider and take possible action on the library director's resignation.
- E. Consider and take possible action on search for a new library director.

V. Closed Session (authorized by TX Gov't Code Section 551.071, 551.129, 551.074)

A. Discuss and receive legal advice from its attorney on matters that should be confidential under Texas Government Code Section 551.071 (2).

B. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees

C. Discussion of Purchase, Exchange, Lease, or Value of Real Property (This may involve consultation with an attorney as permitted under section 551.071.)

VI. Action on items discussed in closed session.

VII. Adjourn

This agenda was posted on the bulletin board of the District's main building located at 355 Main Street, Liberty Hill, TX 78642.

By: _____
Terrie Chambers
Liberty Hill Public Library District Board President

Monday, December 16, 2024 – 138th day before the election (30th day before first day to file candidate application).

Deadline to post notice of candidate filing deadline for the general election. (Elec. Code 141.040). Must be posted in public place at the library office. Should also be posted on the website.

Wednesday, January 15, 2025 – 108th day prior to election (30th day before candidate filing deadline)

First day to accept applications for a place on the ballot for the general election. (Elec. Code 144.005(a)(c)).

Thursday, February 6, 2025 – 86th day before election

Last day to notify the Williamson County Elections Department of intention to contract for election services.

Tuesday, February 11, 2025 – 81st day before the election

If a candidate dies on or before this date, his or her name is not placed on the general election ballot. (Elec. Code 145.094(a)(1))

Friday, February 14, 2023 – 78th day before election

5:00 P.M. deadline for candidate to file application for place on the ballot for the general election. (Elec. Code 144.005 (a)(c))

Last day to order the May 3, 2025 general election. (Elec. Code 3.005)

Recommended date to appoint presiding and alternate judges. (Elec. Code 32.005, 32.008, 32.011). **This is not a deadline.** The last date the Library District can safely appoint is at a board meeting called during the month of March.

Monday, February 17, 2025 – 75th day before election

Post notice of ballot position drawing for the general election, if conducted on February 23, 2023, (**notice must be posted for 72-hours before drawing; notice must be mailed to candidates 4 days before drawing**). (Elec. Code 52.094)

1

Tuesday, February 18, 2025 – 74th day before election

Last day to declare write-in candidacy for the general election, must be filed by 5:00 p.m., with Secretary of Board. (130.0825 Tex. Educ. Code). (Elec. Code 144.006(b)(2)).

Friday, February 21, 2025 – 71st day before election

Recommended Williamson County date (Note: will need to confirm once Williamson County releases official 2024 calendar) for drawing for a position on the ballot for the general election. (Elec. Code 52.094) Done by drawing lots at the library office.

5:00 p.m. deadline, last opportunity for candidate to withdraw from the general election. If a candidate withdraws (or is declared ineligible) on or before this time, their name is not placed on the ballot for the general election. (Elec. Code 145.092(f) and 145.096 (a) (4) (145.001 Method to Withdraw).

Recommended first day to cancel a general election (Elec. Code 2.052)

Monday, February 24, 2025 – 68th day before the election (extended from 70th day because of Saturday)

Deadline to order a special election to fill a vacancy and have the filing deadline be the 62nd day before election day. (Elec. Code 201.054(a)(1), 201.052)

Deadline to provide list of candidates in ballot order (for the general election) to Williamson County, due at 8 AM in all languages.

Monday, March 3, 2025 – 61st day before the election

Deadline to file an application for a place on the special election ballot if the special election is ordered on or before the 70th day before the election day. (Elec. Code 201.054(a)(1), 201.054(g))

Last day to declare write-in candidacy for the special election, must be filed by 5:00 p.m., with Secretary of Board.

Tuesday, March 4, 2025 – 60th day before election

Last day to deliver notice of election to county clerk/elections administrator and voter registrar of each county in which the political subdivision is wholly or partially located.

Wednesday, March 5, 2025 – 59th day before election

2

Ballot proof approval due to county elections office by 5PM. The Elections Division recommends providing candidates with copies of ballot proofs so that they can verify the correctness of their names, position sought, and the order of names on the ballot (based on ballot position drawing).

Thursday, March 6, 2025 – 58th day before election

Last day to notify election judges of their appointment if they were appointed on February 16, 2024. Presiding judges and their alternates must be notified of their appointment in writing, not later than the 20th day after the date the appointment is made. **If the appointment is for a single election, the notice of the election may be combined with the Writ of Election, which is required to be delivered not later than the 15th day before election day, April 20, 2025 (a Sunday, so could extend deadline until Monday, April 24, 2025). Williamson County should be taking care of this for the Library District pursuant to the contract for election services.**

Friday, March 7, 2025 – 57th day before election

Last day to candidate to withdraw from a special election in which the filing deadline is the 62nd day before election day. (Elec. Code 145.092(b), (e) and 145.094(a)(3))

Special election ballot language, list of candidates in ballot order, and list of write-in candidates due to County by 5:30 PM [If special election was ordered on or before February 24 and the filing deadline was March 3]

Monday, March 10, 2025 – 54th day before election

Tentative date set by Williamson County to conduct Logic & Accuracy test of voting machines.

Friday, March 14, 2025 – 50th day before election day to 40th day after election day

Mandatory Office Hours: First day of the period the secretary of governing board (or person performing those duties) must keep office open for election duties for at least 3 hours each day, during regular office hours, on regular business days. (Elec Code 31.122)

Deadline to challenge the filing of an application for a place on the ballot as to form, content, and procedure. (Elec. Code 141.034)

March Board Meeting

Last month to call Board Meeting for Resolution by Board to appoint Election Judges and Clerks (March Board Meeting) (Must be by written order Elec. Code 32.008, notice to judges within 20 days of the order, Elec. Code 32.009) (last day to notify is 15th day before election (Friday, April 19, 2024) (Elec. Code 4.007).

3

Thursday, April 3, 2025- 30th day before the election

Last day on which persons may register to vote in this election, or to make a change of address effective for the election. (Elec. Code 13.143)

First day of period during which notice of election must be published. (Elec. Code 4.003(a)(1) (Notice published at least once from this day to 10th day before election)

Monday, April 14, 2025 – 19th day before the election (extended from 21st day because of Saturday)

Last day to post copy of notice of election on the bulletin board used for posting notices of meetings of the Library District. The notice should also be placed on the Library District's website. (Elec. Code 4.003(b))

Friday, April 18, 2025 – 15th day before the election

Last day to notify presiding and alternate election judges of their duty to conduct an election, 15th day before election or 7th day after election ordered, whichever is later. (Elec. Code 32.009, 4.007) (Writ of Election)

Monday, April 21, 2025 -12th day before the election

Early voting by personal appearance begins. (Elec. Code 85.001(e))

Tuesday, April 22, 2025 – 11th day before the election

Last day to receive applications for early voting ballots to be voted by mail. (Elec. Code 84.007(c))

Wednesday, April 23, 2025 – 10th day before the election

Last day of period for publishing notice of election. (Elec. Code 4.003(a)(1)) (Educ. Code 130.082(f)) (between April 5, 2025 and April 26, 2025)

Tuesday, April 29, 2025 – 4th day before the election

Last day to vote early by personal appearance. (Elec. Code 85.001(a))

Friday, May 2, 2025 – 1 day before the election

Last day to submit application for emergency early ballot due to death in immediate family (Elec. Code 103.003 (b)).

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Saturday, May 3, 2025 - ELECTION DAY (Elec. Code 41.01(a)(2))

Polls open at 7:00 a.m. Close at 7:00 p.m. (Elec. Code 41.031) (Unless voter is in line at closing time. Elec. Code 41.032).

Early voting clerk's office open from 7:00 a.m. to 7:00 p.m. for voting by disabled and ill persons whose health, etc., prevent them from voting in regular manner at main early voting location. (Elec. Code 104.003) (83.011)

5:00 p.m. deadline for receiving applications for late ballots to be voted by persons who become ill or disabled on or after April 22, 2024. (Elec. Code 102.003)

7:00 p.m. regular deadline for receiving early voting ballots by mail (mailed from inside the United States) and "late ballots." (Elec. Code 86.007, 102.006)

There are also "late ballot" and mail ballot deadlines on May 8th and May 12th.

Tuesday, May 6, 2025 – 3rd day after election

First possible day to canvass election returns (if provisional ballots have been processed AND there are no outstanding ballots sent from outside the United States).

Wednesday, May 14, 2025 – 11th day after election

Last day for official canvass (The Library District may canvass between May 6, 2025 and May 14, 2025).

Recommended date to order runoff election, if required. **The deadline to order the**

runoff election is the fifth day after the canvass. (Elec. Code 2.021 and 2.024). The runoff election date shall be between the 21st and 45th day after canvass of main election. Elec. Code 2.022.025(a)(c).

NEW LAW: No ballot position drawing required for runoff election. (The order of candidate names for the runoff election shall be the relative order of names on the original ballot. Elec. Code 52.094)

Monday, May 19, 2025 – 5th day after canvass of main election (deadline extended beyond 3rd day because of Saturday)

Last day for candidate in runoff election to withdraw if canvass of main election occurs on May 15, 2024 (the deadline is the 3rd day after the canvass of the main election. Elec. Code 145.092(d))

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BOARD OF TRUSTEES OF THE LIBERTY HILL PUBLIC LIBRARY DISTRICT

STATE OF TEXAS §

§

COUNTY OF WILLIAMSON §

ORDER CALLING MAY 3, 2025 TRUSTEE ELECTION

WHEREAS, the Liberty Hill Public Library District (“District”) a Texas Political subdivision created and operated under authority articulated in Chapter 326 of the Local Government Code;

WHEREAS, while the District maintains records of the election establishing the District, the records of subsequent elections are either missing or nonexistent, and remaining district records do not reveal the terms of existing trustees;

WHEREAS, the District conducted an election in 2024 for the second, third, fourth, and fifth trustee position on the Board of Trustees, and such election was uncontested;

WHEREAS, the Board of Trustees of the District believes in maintaining the integrity of the District and ensuring that the Board is duly elected and represents the will of the electorate;

WHEREAS, to correct any issues, perceived or otherwise, with the constitution of the Board of Trustees, and to reset the existing terms of all trustees, the Board of Trustees proposes an election of two (2) members of the Board of Trustees;

WHEREAS, in compliance with the Chapter 326, Local Government Code, and the Texas Election Code, and in accordance with the laws and Constitution of the State of Texas, the Board of Trustees of the District in Williamson County, Texas, hereby calls and orders a general election to be held on the 3rd day of May, 2025, for the purpose of electing two (2) trustees to the Board for terms in Trustee At-Large Position Nos. 1 and 2;

WHEREAS, the Board of Trustees hereby declares it to be necessary to authorize the giving of notice of the election, to prescribe the manner in which the election shall be conducted, and to authorize and take all such other actions as are necessary in order to hold the election;

IT IS, THEREFORE, HEREBY ORDERED BY THE BOARD OF TRUSTEES OF THE DISTRICT THAT:

1. Date of Election. An election shall be held on May 3 2025 at times designated by Williamson County for the election of one person to serve as Trustee for the full two-year term of office in each of Position Nos. 1 and 2. The person elected to each Trustee Position shall be the candidate for each Position who receives the highest number of the votes cast for that Position.
2. Joint Election. Pursuant 271 of the Texas Election Code, this election shall be conducted as a joint election with Williamson County and other participating entities in precincts that can be served by common polling places. All election judges, alternate judges, clerks, members of the early voting ballot board, central counting station officials, and other personnel designated by Williamson County to conduct the election in the precincts covered by this Order are hereby appointed and confirmed. Williamson County shall furnish all necessary election equipment, programming, ballots, and other election supplies necessary for a lawful election pursuant to the terms of the contract between the County and the District. All voting at the election shall be by the method provided by the Commissioners' Court of Williamson County, Texas, for use in elections held in Williamson County, Texas, under the conditions provided for by the contract between Williamson County and the District.
3. Opposed/Unopposed Election.
 - a. Opposed Election. In the event the election for any Position(s) is opposed, the election shall be held at polling places designated by Williamson County and in accordance with the Joint Election Agreement. In accordance with Chapter 43 of the Texas Election Code, the Board of Trustees hereby designates as precincts and polling places for the election the Williamson County regular county precincts and polling places. Williamson County has adopted a countywide polling place program which offers Williamson County voters the opportunity to vote at any Williamson County polling place on election day, regardless of their residence address.
 - b. Unopposed Election. In the event that each candidate whose name is to appear on the ballot is unopposed and no proposition is to appear on the ballot, the authority responsible for having the official ballot prepared shall certify in writing that a candidate is unopposed for election to office if: (1) only one candidate's name is to be placed on the ballot for that office under Section 52.003 of the Texas Election Code; and (2) no candidate's name is to be placed on a list of write-in candidates for that office under applicable law. On receipt of the certification, the Board of Trustees by order or ordinance may declare each unopposed candidate elected to the office. If such a certification is made, the election shall not be held.
4. Form of Ballot and Filing Procedures. Voting in the election shall be by electronic voting system. Ballots for the election shall be prepared in accordance with the applicable requirements of the Texas Election Code, as amended. In addition to all other ballot requirements, the ballots used for voting shall have printed at the top thereof the following:

OFFICIAL BALLOT
LIBERTYHILLPUBLICLIBRARY DISTRICT
WILLIAMSON COUNTY, TEXAS

TRUSTEE ELECTION

There shall be printed on the ballots and/or on the screen of the electronic voting machine, the names of applicants for each position who have duly filed their names in the manner and within the time required by law. All requests by candidates to have their names placed on the ballot for the general election shall be in writing and signed by the candidate and filed with Angela K. Palmer, Library Director, at the Liberty Hill Public Library, 355 Main Street, Liberty Hill, Texas 78642, along with any other information required by law. Applications for the general election may be filed through February 14, 2024 at 5:00 p.m. The order in which the names of the candidates are to be printed on the ballot shall be determined by lot through a drawing held at the Liberty Hill Public Library, 355 Main Street, Liberty Hill, Texas 78642, as provided by Section 52.094 of the Texas Election Code. The District shall post a notice of the date, hour, and place of the drawing on the bulletin board used for the notices of meetings of the Board of Trustees of the District. The notice shall remain posted continuously for seventy-two (72) hours immediately preceding the scheduled time of the drawing. The District shall also mail notice of the date, hour, and place of the drawing to each candidate, at the address stated on the candidate's application for a place on the ballot, not later than the fourth (4th) day before the day of the drawing. Each candidate involved in the drawing, or a representative designated by him or her, shall have a right to be present at the drawing. At the drawing, the Secretary of the Board of Trustees, or designee, shall place the name of each of the prospective candidates for each position on a slip of paper, all such slips of paper shall be mixed in a receptacle, and then such slips shall be drawn from the receptacle. The names of candidates shall be placed on the ballot in the order in which they are drawn from the receptacle for each position.

5. Early Voting. Early voting by mail and by personal appearance shall be conducted jointly with Williamson County at locations designated by Williamson County as early voting places and at the established early voting times, as they currently exist or as they may be amended by Williamson County.

Applications for ballots by mail should be directed in writing to Ms. Lorraine McKay, Ballot by

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Mail Coordinatory, Attn: Williamson County Elections, P.O. Box 209, Georgetown, Texas 78627 by regular mail, by common or contract carrier, by telephonic facsimile machine at 512-943-1634, or by electronic transmission of a scanned application containing an original signature to the following email address: bbm@wilco.org. The application form may be downloaded from the County's website at <https://www.wilco.org/votebymail>. Applications for ballots by mail may also be submitted by personal delivery at the following address: Inner Loop Annex, 301 SE Inner Loop, Suite 104, Georgetown, Texas 78626. Additionally, if an application for ballot by mail (ABBM) is faxed or emailed, or if a federal postcard application (FPCA) is faxed, then the applicant must submit the original application to the Early Voting Clerk by mail so that the Clerk receives the original not later than the fourth (4th) business day after receiving the emailed or faxed ABBM or faxed FPCA. If the Early Voting Clerk does not receive the original ABBM or

6. Eligible Candidates. Only qualified voters of the District may serve as Trustees. Candidates must also meet the eligibility requirements for public office as provided in the Texas Election Code §§ 141.001, 144.001 *et seq.*, as amended.
7. Applicable Law. The election shall be held and conducted in accordance with the applicable provisions of the Texas Election Code, as amended, and any relevant procedures outlined in Chapter 326 of the Local Government Code, as amended, and in accordance with the terms of this Order.
8. Returns and Canvass. Immediately after the election, each presiding election judge for each precinct shall make, or cause to be made, returns of the results to the Board of Trustees. The Board of Trustees shall canvass the returns and declare the results not earlier than the later of the following: (1) the third (3rd) day after the election (May 6, 2025); (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or (3) the date on which all timely received ballots cast from addresses outside the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States. The Board of Trustees shall canvass the returns and declare the results not later than the eleventh (11th) day after the Election Day (May 14, 2025).
9. Notice. The President of the Board of Trustees, or designee, shall forthwith cause to be posted on the bulletin board used for posting notices of the meetings of the Board of Trustees a Notice of Election, stating in substance the content of this Order, the time and place of such election, the places where the polls shall be open, and all other matters which are required by law to be stated in the Notice of Election. The Notice of Election shall be prepared in accordance with the provisions of the Texas Election Code, as amended, the Local Government Code, as amended, and any other applicable laws, state or federal. Such posting is to be done not less than twenty-one (21) days prior to the fixed date of the election. Additionally, the President of the Board of Trustees, or designee, shall give Notice of the election by causing the Notice of Election to be published at least once, not earlier than the thirtieth (30th) day preceding the election day, nor later than the tenth (10th) day before election day in a newspaper published in the territory that is covered by the election and is in the jurisdiction of the Board of Trustees of the District. The President of the Board of Trustees, or designee, shall deliver notice of this election to the Williamson County Clerk not later than the 60th day before the election. Further, the President of the Board of Trustees, or designee, may cause the publication of such Notice in such other places as she deems necessary and advisable.
10. Additional Notice. To the extent not contained within the District's official election notice, the District shall also post on its website not later than April 14, 2024, the following information: (1) the election date; (2) the location of each polling place; (3) the name of each candidate for an elected office on the ballot; and (4) to the extent applicable, each measure on the ballot. Additionally, the District shall post the following information on its website as soon as practicable after the election: (I) the results of the election; (2) total number of votes cast; (3) total number of votes

cast for each candidate or for or against each measure; (4) total number of votes cast by personal appearance on election day; (5) total number of votes cast by personal appearance or mail during the early voting period; and (6) total number of counted and uncounted provisional ballots cast. This information must be accessible on the website without having to make more than two selections or view more than two network locations after accessing the District's website home page.

11. Officers' Duties. The President and Secretary of the Board of Trustees are hereby authorized and directed, on behalf of the Board of Trustees, to evidence adoption of this Order and to do any and all things legal and necessary in connection with the holding and consummation of such election and to give effect to the intent and purpose of this Order. Such authorization shall include, without limitation, the authority to supply to the Clerk for Early Voting all necessary equipment, ballot boxes, poll lists, stub boxes, tally sheets, and other election supplies necessary for conducting the early voting and shall likewise include the due provision for an electronic voting system and all necessary supplies to each polling place on the date of the general election. The term designee of the President and/or Secretary of the Board as used herein shall refer to Angela K. Palmer, Library Director.

12. Effective Date. This Resolution shall be in effect immediately upon its passage and approval. The Board of Trustees officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the Board of Trustees was posted at a place convenient to the public at the Liberty Hill Public Library and for the time required by the open meetings law, Chapter 551, Texas Government Code; and that this meeting was open to the public as required by law at all times during which this resolution and the subject matter thereof was discussed, considered and formally acted on.

This Order was passed, adopted, and approved on this the _____ day of December, 2024.

_____, President
Board of Trustees of Liberty Hill Public Library

_____, Secretary
Board of Trustees of Liberty Hill Public Library

Order Calling May 3, 2025 Trustee Election

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Proposed LHPLD Board of Trustees Meeting Dates for Remaining

2025FY • Tuesday, January 21, 7:00pm

• Tuesday, February 18, 7:00pm



- Tuesday, March 25, 7:00pm
- Tuesday, April 29, 7:00pm
- Tuesday, May 20, 7:00pm
- Tuesday, June 24, 7:00pm
- Tuesday, July 22, 7:00pm
- Tuesday, August 19, 7:00pm
- Tuesday, September 23, 7:00pm

Minutes of Regular Meeting October 22, 2024

A Regular Meeting of the Board of Trustees of Liberty Hill Public Library District was called to order October 22, 2024 at 7:07 pm.

Attendance

- Voting Members: Robert Calvisi (7:28pm), Terrie Chambers, Mike Gandy and Lisa Messana •
- Guests: Library Director Angela Palmer, Programming and Outreach Librarian Lisa Lesniak and Bookkeeper Amanda O'Brien

Approval of Minutes

Approved meeting minutes for the following:

- September 25, 2024

Reports

- Library Investment Report presented by Mike Gandy
- Monthly sales tax income report presented by Angela Palmer
- Library Director's Report was presented by Angela Palmer
- New library building timeline was discussed with request for consultant's report by EOY.

Action Items

- Deferred approval of August 2024 and September 2024 financial reports and reviewed how financial data is reported. Directed bookkeeper and library director to consult CPA and bring information back to the board.
- Discussed creation of a Liberty Hill Public Library District Foundation. Decision was to defer taking on this project until after other items are completed.

Motions

- A motion passed to approve the September 25, 2024 minutes (Bob/Terrie/All) • A motion passed to approve attached resolution regarding depository accounts and allow Bookkeeper Amanda O'Brien to have electronic access only to depository accounts. (Lisa/Adrienne/All)

Meeting was adjourned at 8:22 pm (Lisa/Bob/All)

Next Regular Board Meeting is scheduled for Tuesday, December 10th at 7:00 pm.

By: _____ Lisa Messana
Liberty Hill Public Library District Board Secretary

LIBERTY HILL PUBLIC LIBRARY DISTRICT
Financial Results

MONTH ENDED September 30, 2024
9/30/2024

Cash Balances:
229,072 First Texas - Operating

10,124 First Texas Bank

*Per Angela, account balance transferred to other account-need documentation

13,292 First Texas Bank - CD

slips from First Texas Bank that documented this

250,00⁰ New CD-Prosperity Ban^k

250,00⁰ New CD- South Star Ban^k

0

New CD - Security Ban^k

250,00⁰ New CD - Vera Ban^k

250,00⁰ New CD - R Ban^k

0

New CD - Classic Ban^k

*May need revision as to how valued - seek CPA advisemen^t

1,007,06⁰Land for New Librar^y

21⁷ Petty Cas^h

2,259,86⁵ TOTAL CASH & Investment⁸

MONTH

Explanatioⁿ

Net Inc / (Dec) Budget^t

Actual^t

Income:

21,01⁸ 106,00⁰ 127,01⁸

Sales Tax Income^e

12⁶ 12⁰ 24⁶

Photocopying, Printing & Faxing Fee^s

2⁵ 9⁰ 11⁵

Out of District Library Card Fee^e

25⁵ 15⁰ 40⁵

Book Cart Replacements/Sale^s

Donations:
0

0

0

Building Fund^d

12⁰ 0

12⁰ Summer Reading Program & Fundraiser^s

12⁵ 0

12⁵ Memorials & Material^s

16⁸ 0

16⁸ Special Projects (e.g. Lockers)

4,77¹ 9,15⁴ 13,92⁵

Interest Incom^e

0

0

0

Grant & Other Income^e
26,608 115,514 142,122

TOTAL INCOME^E

Expenses:
3,218 (45,708) (42,490)

Payroll Expense^s
Other Professional & Personnel
Expenses (including Legal, Auditing; New
Library-Design/Architecture/Etc; Website
15,133 (15,650) (517)

& Misc)
Programming Expenses & Material
(743) (9,472) (10,215)

Expense^S

Supplies/Equipment/Technology/Capital

(5,013) (6,726)(11,739)

Expenditures (S/E/T/CE)

(4) 0

(4)Other Expense^S

12,59¹ (77,556) (64,965)

TOTAL EXPENSE^S

39,19⁹ 37,95⁸ 77,15⁷

NET OPERATING INCOME/(LOSS)

Other Income/(Expense):

G:\My Drive\Director\Budget\2024FY\Monthly Financials\24FY September 2024 November 11 versioⁿ

LIBERTY HILL PUBLIC LIBRARY DISTRICT

Financial Result^S

0

0

0

Grant Income/Expense^S
0

0

0

Other Income/Expense^S
0

0

0

TOTAL OTHER INC/(EXP)
39,19⁹ 37,95⁸ 77,15⁷

NET INCOME/(LOSS)

FISCAL YEAR-END AS OF September 30, 202⁴

YEAR-TO-DATE FY 202⁴

Explanatioⁿ

Net Inc / (Dec) Budget^t

Actual^l

Income:

73,922² 1,250,763³ 1,324,685⁵

Sales Tax Income^e

279⁹ 1,559⁹ 1,838⁸

Photocopying, Printing, & Faxing Fee^s

286⁶ 1,102² 1,388⁸

Out of District Library Card Fee^e

317⁷ 2,386⁶ 2,703³

Book Cart Sale^s

Donations:
0

350⁰ 350

Building Fund^d
34,787 1,584

36,371 Summer Reading Program & Fundraiser^s
(665) 1,036 371

Memorials & Material^s
10,187 0

10,187

Special Projects (e.g. Lockers)
(28,950) 51,150 22,200

Interest Income^e
15 0

15 Other Income^e

90,179 1,309,930 1,400,109

TOTAL INCOME

Expenses:

18,399 (552,600) (534,201)

Payroll Expense^S

Other Professional & Personnel

Expenses (including Legal, Auditing; New
Library-Design/Architecture/Etc; Website

93,229 (149,053) (55,824)

& Misc)

Programming Expenses & Material

(14,246) (129,025) (143,271)

Expense^S

Supplies/Equipment/Technology/Capital

(12,273) (79,780) (92,053)

Expenditure^S

(5,499) 0

(5,499) Other Expense^S

79,611 (910,458) (830,847)

TOTAL EXPENSES

169,790 399,472 569,262

NET OPERATING INCOME/(LOSS)

Other Income/(Expense):

0

0

0

Grants Income/Expense

0

0

0

Other Income/Expense

0

0

0

TOTAL OTHER INC/(EXP)
 169,790 399,472 569,262

NET INCOME/(LOSS)

G:\My Drive\Director\Budget\2024FY\Monthly Financials\24FY September 2024 November 11 versio

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12/9/2024

Cash Basis

AKP Note: I am not sure why items are highlighted in yellow

Liberty Hill Public Library District

FY2024 ACTUALS

Oct 23 Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24 May 24 Jun 24 Jul

INCOME	109,804	106,092	105,16	115,120	83,555	97
Sales Tax Income	183	19	1	169	150	
Photocopying, Printing & Faxing Fees	88	48	166	147	30	
Out-of-District Library Card Fees	0	0	69	438	283	
Lost & Damaged Material Fees & Sales (Repl			0			
Bks) Donations:	0	0		350	0	
Building Fund	79	0	0	259	2,167	14
Summer Reading Program & Fundraisers	0	0	19	0	0	
Memorials or Materials	0	0	96	0	0	4
Special Projects (e.g. Lockers)	53	54	0	56	56	
Interest Income	0	0	55	0	15	
Grant & Other Income			0			
	110,207	106,213	105,567	116,539	86,255	115
TOTAL INCOME						
EXPENSES						
PERSONNEL EXPENSES:						
PAYROLL EXPENSES (Wages, Taxes,	11,402	11,402		11,402	11,402	11
Benefits) Salaried (Exempt) Wages	24,945	22,085	11,402	26,894	24,937	24
Hourly (Non-Exempt) Wages			22,451			
Total Payroll Wages	36,347	33,487	33,853	38,296	36,339	35
Payroll Taxes & Benefits						
Employee Health Insurance	4,034	4,034	4,034	4,034	4,034	4
Payroll Taxes - Social Security	2,253	2,076	2,099	2,374	2,253	2
Payroll Taxes - Medicare	527	486	491	555	527	
Payroll Taxes - TWC	1	1	1	38	31	1
Total Payroll Taxes & Benefits	6,815	6,596	6,625	7,001	6,845	7
Total Payroll (Personnel) Expenses	43,162	40,083	40,478	45,297	43,184	43

	HER PERSONNEL Expenses:	736	146	400	895	0	
	Continuing Education	196	389	28	46	183	
	Travel						
	Professional Services	1,770	1,049	0	135	2,025	
	Legal Fees	0	0	0	0	0	
	Auditing Fees	0	8,014	8,954	4,984	93	
	New Library-Consultant, Architect, etc	0	0	0	0	995	
	Website/Misc Svcs/IRS Issues	0	0	0	316	0	
	Professional/Community Organization Memberships						
	Total Other (Non-Payroll) Personnel Expenses	2,702	9,598	9,382	6,376	3,296	

117,

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49,

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TOTAL PERSONNEL EXPENSES 45,864 49,682 49,860 51,673 46,480 49,922 46,372 58,479 48,813 54,

NON - PERSONNEL EXPENSES

Program & Material Expenses:

Books 2,276 2,777 3,024 1,841 2,045 2,468 2,388 2,222 2,602 2, **Replacement Books** (209) 87 223 307 1,475 393 502 497 590

0 80 26 (125) 77 29 **Total Other Expenses** 261 5,173 (13) 0 85 31 (120) 82 34

TOTAL NON PERSONNEL OPERATING EXPENSES 18,596 20,210 21,540 9,443 16,150 15,887 21,537 23,977 23,635

20, **TOTAL EXPENSES** 64,460 69,892 71,400 61,116 62,630 65,809 67,909 82,456 72,448 75,

PROFIT/LOSS 45,747 36,321 34,167 55,423 23,625 50,063 49,199 51,137 50,753 44,

OTHER Income & Expenses

Grant Income/Expenses 0 0 0 0 0 0 0 0 0 **Other Income/Expenses** 0 0 0 0 0 0 0 0 0 **Total Other Income/Expense** 0 0 0 0 0 0 0 0 0
0

NET INCOME 45,747 36,321 34,167 55,423 23,625 50,063 49,199 51,137 50,753 44,24FY September 2024 November

11 version

10:37 PM

12/9/2024 Cash Basis

**Liberty Hill Public Library District
FY2024 BUDGET**

Oct 23 Nov 23 Dec 23 Jan '24 Feb '24 Mar '24 Apr '24 May '24 Jun '24 Jul '24

	OME	109,80	106,092	105,16	115,120	83,555	97,03
	iles Tax	4	19	1	169	182	12
	otocopying, Printing, & Faxing Fees	183	48	166	147	30	9
	ut-of-District Library Card Fees	88	225	69	438	283	15
	ost & Damaged Material Fees & Sales (Repl	390	0	0	0	0	
	ts) Donations:	0	0	0	350	0	
	Building Fund	0	0	0	259	1,227	
	Summer Reading Program &	79	0	19	0	940	
	Fundraisers Memorials & Materials	0	0	96	0	0	
	Special Projects (e.g. Lockers)	0	54	0	56	54	5
	terest Income	53	0	55	0	0	
	rant & Other Income Income	0		0			
			106,438		116,539	86,271	97,44
	INCOME	110,59		105,566			
		7					
	EXPENSES						
	<u>PERSONNEL EXPENSES</u>						
	<u>Payroll Expenses (Wages, Taxes &</u>		11,402		11,402	11,402	11,40
	<u>Benefits): Salaried (Exempt) Wages</u>		22,085	11,402	26,894	24,937	24,49
	Hourly (Non-Exempt) Wages	11,402		22,451			
		24,945					
	Total Payroll Wages	36,347	33,487	33,853	38,296	36,339	35,89
	Payroll Taxes & Benefits						
	Employee Health Insurance	4,035	4,035	4,035	4,034	4,034	4,03
	Payroll Taxes Social Security	2,254	2,076	2,099	2,374	2,253	2,22
	Payroll Taxes - Medicare	527	486	491	555	527	52
	Payroll Taxes - TWC	1	1	1	38	31	2
	Total Payroll Taxes & Benefits	6,817	6,598	6,626	7,001	6,845	6,80
	Total Wages, Payroll Taxes & Benefits	43,164	40,085	40,479	45,297	43,184	42,70

Other Personnel Expenses:

Continuing Education 736 146 400 895 0 200 3,823 200 200 200 **Travel** 196 389 28 46 183 150 150 150 150 150

Professional Services

1,770 9,063 8,954 5,119 3,113 15,089 21,000 22,000 12,000 12,000

Legal Fees

Auditing Fees

New Library-Consultant, Architect, etc Website & Misc Svcs

Professional/Community Organization Memberships

0 0 187 466 0 0 0 0 0 0



Total Other (Non-Payroll) Personnel Expenses 2,702 9,598 9,569 6,526 3,296 15,439 24,973 22,350 12,350 12,350

TOTAL PERSONNEL EXPENSES 45,866 49,683 50,048 51,823 46,480 58,145 69,672 74,442 63,889 66,899

NON - PAYROLL/ PERSONNEL EXPENSES

Program & Material Expenses:

Books 1,953 2,777 3,024 1,841 2,045 3,005 2,600 2,600 2,600 2,600 **Replacement Books & Memorial Donations** 322 87 223 307 1,448 600 500 500 500 500 **DVDs** 0 156 18 81 35 125 125 125 125 125 **Playaways** 532 0 500 827 786 500 500 500 500 500

Wonderbooks

0 0 0 0 0 650 650 650 650 650 24FY September 2024 November 11 version

TOTAL NON PERSONNEL OPERATING EXPENSES 18,543 15,038 21,515 9,741 17,741 20,031 16,596 18,376 15,236 17,300

TOTAL EXPENSES 64,409 64,721 71,563 61,564 64,221 78,176 86,268 92,818 79,125 84,199

PROFIT/LOSS 46,188 41,717 34,003 54,975 22,050 19,269 25,146 21,726 36,419 31,345

OTHER INCOME/EXPENSE

Grant Income/Expenses

Other Income/Expenses

Total Other Income/Expense 0 0 0 0 0 0 0 0 0 0 **PROJECTED NET INCOME** 46,188 41,717 34,003 54,975 22,050 19,269

25,146 21,726 36,419 31,345

24FY September 2024 November 11 version

10:39 PM

12/9/2024 Cash Basis

Liberty Hill Public Library District

FY2024 BUDGET vs ACTUAL

over/(under)

Oct 23 Nov 23 Dec 23 Jan 24 Feb 24 Mar 24 Apr 24 May 24 Jun 24 Jul 24 Au

	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Actual
INCOME												
Sales Tax	0	0	0	0	0	0	0	0	0	0	0	13,345
Photocopying, Printing & Faxing Fees	0	0	0	0	0	0	0	0	0	0	0	(1,000)
Out-of-District Library Card Fees	(390)					(225)	0	0	0	0	0	(2,000)
Post & Damaged Material Fees & Sales (Replacements) Donations:	0	0	0	0	0	0	0	0	0	0	0	
Building Fund	0	0	0	0	0	0	0	0	0	940	0	14,345
Summer Reading Program & Fundraisers Memorials or Materials	0	0	0	0	0	0	0	0	0	(940)	0	4,000
Special Projects (e.g. Lockers)	0	0	0	0	(0)	0	0	0	0	2	0	0
Interest Income	0	0	0	0	0	0	0	0	0	15	0	0
Grant & Other Income							1		0		(16)	18,420
TOTAL INCOME												
EXPENSES												
PERSONNEL EXPENSES												
Payroll Expenses (Wages, Taxes & Benefits): Salaried (Exempt) Wages	0	0	0	0	0	0	0	0	0	0	0	(4,000)
Hourly (Non-Exempt) Wages	0	0	0	0	(0)	0	0	0	0	(0)	0	0

	Total Payroll Wages	0	(0)	0	0	(0)	(42
	Payroll Taxes & Benefits						
	Employee Health Insurance	(1)	(1)	(1)	0	0	
	Payroll Taxes Social Security	(1)	0	(0)	0	0	(2
	Payroll Taxes - Medicare	0	(0)	0	0	0	
	Payroll Taxes - TWC	0	0	0	0	0	1,05
	Total Payroll Taxes & Benefits	(2)	(2)	(1)	0	0	1,02
	Total Payroll (Personnel) Expenses	(2)	(2)	(1)	0	(0)	60

18

(9

9

(5

(5

(5

Other Non-Payroll Personnel Expenses:

Continuing Education 0 0 0 0 0 (134) (1,914) 79 (200) 119 Travel 0 0 0 0 0 (4) 110 (6) (88) (150)

Professional Services (1,770) (9,063) (8,954) (5,119) (3,113) (8,685) (21,000) (22,000) (12,000) (12,000) (12

Legal Fees

Auditing Fees

New Library-Consultant, Architect, etc Website & Misc Svcs

Professional/Community Organization Memberships

0 0 (187) (150) 0 0 0 0 0 231 (1



Total Other Personnel Expenses (1,770) (9,063) (9,141) (5,269) (3,113) (8,823) (22,804) (21,927) (12,288) (11,800) (13

TOTAL PERSONNEL EXPENSES (1,772) (9,064) (9,142) (5,269) (3,113) (8,223) (23,300) (22,337) (16,456) (16,800) (19

NON - PERSONNEL EXPENSES

Other Expenses:

Bank Service Charges/Other Penalties 0 0 0 0 5 5 5 5 5 **Miscellaneous/Employee Purchases/Reimbursement** 261 5,173
(13) 0 80 26 (125) 77 29 (54) **Total Other Expenses** 261 5,173 (13) 0 85 31 (120) 82 34 (49)

TOTAL NON PERSONNEL EXPENSES 53 5,172 25 (298) (1,591) (4,144) 4,941 5,601 8,399 3,027 5**TOTAL EXPENSES**

(1,719) (3,892) (9,117) (5,567) (4,704) (12,367) (18,359) (16,736) (8,057) (13,773) (14

PROFIT/LOSS 1,329 3,666 9,118 5,567 4,688 30,794 24,053 35,785 15,714 17,698 23

OTHER INCOME/EXPENSE

Grant Income 0 0 0 0 0 0 0 0 0 **Books & Other Grant Expenses** 0 0 0 0 0 0 0 0 0 **Total Other Income/Expense** 0 0 0 0 0 0
0 0 0

NET INCOME 1,329 3,666 9,118 5,567 4,688 30,794 24,053 35,785 15,714 17,698 2324FY September 2024

November 11 version

Liberty Hill Public Library District

Detail of Revenue and Expenditures

August 2024 Type Date Num Name Memo

Ordinary Income/Expense

Income

Sales Tax Income

Deposit 08/09/2024 Sales Tax Income - Aug

Total Sales Tax Income

Fines/Copies/Direct Donations

Deposit 08/16/2024 Fax, Copies

Deposit 08/31/2024 Square Fax/Copies

Total Fines/Copies/Direct Donations

Out-of-District Card Income

Deposit 08/16/2024 Out of District Fees

Deposit 08/31/2024 Square Out of District Fees

Total Out-of-District Card Income

Summer Reading Program Income

Summer Reading Fundraisers

Deposit 08/16/2024
 Total Summer Reading Fundraisers
 Total Summer Reading Program Income
Donations for Books
Book Replacements

Check 08/05/2024 EFT PayPal
 Lockers

Deposit 08/01/2024 Square

Book Replacements-HitAug'24 statement
 Book Replacements-HitAug'24 statement Reimbursement
 to patroriginal chg in July'24 Return of Book Replacecost to
 patron
 Book Replacements-HitAug (balance -amts aboReturn of
 Book Replacecost to patron
 Return of Book Replacecost to patron

Deposit 08/01/2024 Square

Check 08/01/2024 EFT PayPal

Deposit 08/01/2024 Square

Check 08/05/2024 EFT PayPal

Deposit 08/05/2024 PayPal PayPal Deposit
 Deposit 08/16/2024 Book Replacements
 Deposit 08/31/2024 Square Book Replacements

Total Book Replacements

Liberty Hill Public Library District

Detail of Revenue and Expenditures

August 2024 Type Date Num Name Memo

Total Donations for Books
Interest Income

Deposit 08/25/2024 Interest
 Deposit 08/25/2024 Interest
 Deposit 08/31/2024 Interest

Total Interest Income

Total Income

Expense

Land Loan Interest Expense

Land Loan Pymt -

accumulated interest py
 Land Loan Pymt -
 accumulated interest py
 Loan #XXXXXX1100

Total Indirect New Library Expenses
Yearly Tech Subscriptions
 XXL Land Services &
 Hauling LLC Quote# 378, Need W9

Total Land Loan Interest Expense

Indirect New Library Expenses

Check 08/01/2024 10860 R Bank Check 08/29/2024 10883 Inv#23413: T-Mobile T1
 lines/Hot spots (qty 13)
 year service plan

R Bank

Total Yearly Tech Subscriptions
Mthly Tech Subscripts & Srvcs
 Check 08/19/2024 EFT Mobile Citizen

Check 08/01/2024 10859

Check 08/02/2024 EFT MSFT Check

08/05/2024 EFT Square Check

INV#E0400SVKUL-JulOffice 365
Licenses + License change fee August
'24 Team Plus Subscription

Essentials Plan-5,000 contacts

08/06/2024 EFT Mailchimp

Check 08/12/2024 EFT CrashPlan PRO August, 2024

Total Mthly Tech Subscripts & Srvcs

Professional Services

Page 2 of 9
Expenditures

August 2024 Type Date Num Name Memo American

Library

**Liberty Hill Public Library
District Detail of Revenue and**

	Sponsorships/Donations	Association Certification of Member
Total Professional Services Org	Check 08/12/2024 EFT	
		Membershi2024-2025 PTO
	Check 08/16/2024 EFT	Spons\$250 Noble
	Rancho Sienna	ElementarySponsorship
	Elementary PTO Louine	
	Check 08/16/2024 EFT	Liberty Hill Elementary
	Noble	Sponsorship
	Elementary	2024- 2025 Silver
	Check 08/16/2024 EFT	PanthLevel Sponsorship
	Liberty Hill	Pkg-
	Elementary School PTO	
	Community	
	Check 08/19/2024 EFT Bill Burden PTO thru PayPal	
	Santa Rita	Community Membershi2024-2025
	Elementary School	Charitable
	Check 08/19/2024 EFT Bar W Elementary	
	PTO	Sponsorship
		PTO 2024-2025 Sponsorship
	Check 08/20/2024 10880	
Invoice# 590327 Ethan		Check 08/21/2024 EFT
Tennis		Liberty Hill HS Tennis Team
Total Org Sponsorships/Donations		
Hoopla		
	Inv #505844223; Cust#	
	Total Hoopla	
	OverDrive Advantage Collection	
2000021152	Check 08/15/2024 10876	Midwest Tape, LLC
	Check 08/12/2024 EFT	OverDrive, Inc. #3584933
	Check 08/12/2024 EFT	OverDrive, Inc. #3584919
Total OverDrive Advantage Collection		
Payroll Expenses		
Salaries and Wages		

Paycheck 08/30/2024 10861 Angela K Palmer
Paycheck 08/30/2024 10861 Angela K Palmer
Paycheck 08/30/2024 10862 Lisa A Lesniak

Liberty Hill Public Library District

Detail of Revenue and Expenditures

August 2024 Type Date Num Name Memo

Paycheck 08/30/2024 10862 Lisa A Lesniak
Paycheck 08/30/2024 10863 Amanda K O'Brien
Paycheck 08/30/2024 10864 Bailey H Barefield
Paycheck 08/30/2024 10865 Cheryl L Ondra

Paycheck 08/30/2024 10867 Elizabeth R Mancilla

Paycheck 08/30/2024 10867 Elizabeth R Mancilla

Paycheck 08/30/2024 10867 Elizabeth R Mancilla
Paycheck 08/30/2024 10868 Emily L Morgan
Paycheck 08/30/2024 10869 Glenda S Van Horn
Paycheck 08/30/2024 10869 Glenda S Van Horn
Paycheck 08/30/2024 10870 Imelda R Anderson
Paycheck 08/30/2024 10871 Kristin N Spoons
Paycheck 08/30/2024 10872 Margaret N Wofford
Paycheck 08/30/2024 10873 Sarah E Morgan
Paycheck 08/30/2024 10874 Shanna S Clark

Paycheck 08/30/2024 10875 Theresa M Sheehan

Total Salaries and Wages

Employee Health Insurance

Check 08/05/2024 EFT

Total Employee Health Insurance

Payroll Taxes - Employer Exp

Payroll Taxes Social

Security

Texas Municipal League (Empl Bene

Pool)

Inv# PLIBERT22408

/Group#PLIBERT2: Helns Prem

Paycheck 08/30/2024 10861 Angela K Palmer
Paycheck 08/30/2024 10862 Lisa A Lesniak
Paycheck 08/30/2024 10863 Amanda K O'Brien
Paycheck 08/30/2024 10864 Bailey H Barefield
Paycheck 08/30/2024 10865 Cheryl L Ondra

Paycheck 08/30/2024 10867 Elizabeth R Mancilla
Paycheck 08/30/2024 10868 Emily L Morgan
Paycheck 08/30/2024 10869 Glenda S Van Horn
Paycheck 08/30/2024 10870 Imelda R Anderson
Paycheck 08/30/2024 10871 Kristin N Spoons

Liberty Hill Public Library District

Detail of Revenue and Expenditures

Paycheck 08/30/2024 10872 Margaret N Wofford
Paycheck 08/30/2024 10873 Sarah E Morgan
Paycheck 08/30/2024 10874 Shanna S Clark
Paycheck 08/30/2024 10875 Theresa M Sheehan

Total Payroll Taxes Social Security

Payroll Taxes - Medicare

Paycheck 08/30/2024 10861 Angela K Palmer
Paycheck 08/30/2024 10862 Lisa A Lesniak
Paycheck 08/30/2024 10863 Amanda K O'Brien
Paycheck 08/30/2024 10864 Bailey H Barefield
Paycheck 08/30/2024 10865 Cheryl L Ondra

Paycheck 08/30/2024 10867 Elizabeth R Mancilla
Paycheck 08/30/2024 10868 Emily L Morgan
Paycheck 08/30/2024 10869 Glenda S Van Horn
Paycheck 08/30/2024 10870 Imelda R Anderson
Paycheck 08/30/2024 10871 Kristin N Spoons
Paycheck 08/30/2024 10872 Margaret N Wofford
Paycheck 08/30/2024 10873 Sarah E Morgan
Paycheck 08/30/2024 10874 Shanna S Clark
Paycheck 08/30/2024 10875 Theresa M Sheehan

Total Payroll Taxes - Medicare

Payroll Taxes - TWC

Paycheck 08/30/2024 10861 Angela K Palmer
Paycheck 08/30/2024 10862 Lisa A Lesniak
Paycheck 08/30/2024 10863 Amanda K O'Brien
Paycheck 08/30/2024 10864 Bailey H Barefield
Paycheck 08/30/2024 10865 Cheryl L Ondra

Paycheck 08/30/2024 10867 Elizabeth R Mancilla
Paycheck 08/30/2024 10868 Emily L Morgan
Paycheck 08/30/2024 10869 Glenda S Van Horn
Paycheck 08/30/2024 10870 Imelda R Anderson
Paycheck 08/30/2024 10871 Kristin N Spoons
Paycheck 08/30/2024 10872 Margaret N Wofford
Paycheck 08/30/2024 10873 Sarah E Morgan

Liberty Hill Public Library District

Detail of Revenue and Expenditures

Paycheck 08/30/2024 10874 Shanna S Clark
Paycheck 08/30/2024 10875 Theresa M Sheehan

Total Payroll Taxes - TWC
Total Payroll Taxes - Employer Exp
Total Payroll Expenses
Continuing Education

Lunch
Total Continuing Education
Legal Fees
Check 08/08/2024 EFT
Action Network

Check 08/02/2024 EFT TLA Store
Partners Library

Meeting Fee
Inv# 2209; Event Fee w

Replacement Books

Check 08/20/2024 10881
Thompson & Horton
LLP Invoice(s)# 66134

Total Legal Fees
Books

SERVICES Book Replacements
Total Replacement Books

Check 08/06/2024 EFT Amazon Book Replacements INGRAM LIBRARY
Books - Other
Check 08/15/2024 EFT

Check 08/06/2024 EFT Amazon The Manga novels Check 08/09/2024 EFT
Amazon Books Check 08/12/2024 EFT Amazon Books INGRAM LIBRARY
Check 08/15/2024 EFT SERVICES Books

Check 08/19/2024 EFT Amazon Books
Check 08/21/2024 EFT Amazon Books
Check 08/26/2024 EFT Amazon Books
Check 08/29/2024 EFT Amazon Books
Check 08/29/2024 EFT Amazon Books

Total Books - Other
Total Books
DVDs

Check 08/26/2024 EFT Amazon DVDs

Total DVDs
Book Processing Supplies

Page 6 of 9

Liberty Hill Public Library District
Detail of Revenue and Expenditures

August 2024 Type Date Num Name Memo

Total Book Processing Supplies
Summer Reading Program

Check 08/29/2024 EFT Amazon Filmoplast

Glitter slap bracelets, to

etc.
Pocket Compass, Keyc
etc.
Ice for SRP party: 3 chg
\$3.50, \$3.50, \$7.00

Program Expense - Other
Check 08/01/2024 EFT Amazon Check 08/02/2024 EFT

Amazon Check 08/12/2024 EFT Ansohn Inc.

Total Summer Reading Program

Check 08/05/2024 EFT Amazon Coasters, Decor., etc. Check 08/05/2024 EFT City
of Liberty Hill Pymt Receipt# 7562290Games: Operation, Don
Check 08/06/2024 EFT Amazon Break The Ice
Check 08/07/2024 EFT Amazon Decorations Check 08/08/2024 EFT HOME
DEPOT White Gloss Spraypaint Check 08/12/2024 EFT Dairy Queen Ice Cream,
Staff Check 08/12/2024 EFT Amazon Popcorn Kit Amazon Return, need C
Deposit 08/12/2024 Amazon

Deposit 08/12/2024 Amazon Oriental

Trading
 Invoice
 Amazon Return, need Invoice
 Check 08/16/2024 EFT Amazon Fairy Lights
 Universal Squeeze Bottl

Check 08/16/2024 EFT
 Company Fedora Hats

Beads, Candy, Pipeclea

Crafts, Wall Calendar Amazon

Paint Brushes, Acrylic P
 Pens, Painting Rocks Ki
 Total Program Expense - Other
Advertising

Check 08/26/2024 EFT Amazon Check 08/29/2024 EFT

Independent News & Media

Advertising-Business
 Directory
 Total Advertising

Check 08/06/2024 EFT
 Liberty Hill

Page 7 of 9

Liberty Hill Public Library District

Detail of Revenue and Expenditures

August 2024 **Type Date Num Name Memo**

Organization Dues

Small Libraries
 Bond for notary-personexpense

Total Organization Dues

Office Supplies

Check 08/12/2024 EFT
 (ARSL)

Check 08/01/2024 EFT RLI Insurance
 Assoc for Rural &

Inv# 73552: Membershi
 Renewal (Aug'24-Aug'2

Check 08/02/2024 EFT Amazon Area Rug
 Check 08/05/2024 EFT Amazon Notary Journal
 Check 08/12/2024 EFT Amazon Step Stool

Check 08/16/2024 EFT Amazon Fairy Lights

Total Office Supplies
Postage and Delivery

Check 08/02/2024 EFT USPS Stamps
 Check 08/05/2024 EFT USPS Package
 Check 08/08/2024 EFT USPS Package Delivery
 Check 08/15/2024 EFT USPS Package Delivery
 Check 08/16/2024 EFT USPS Stamp Subscription

Check 08/23/2024 EFT USPS Package

Total Postage and Delivery
Rent

Storage Unit

Check 08/02/2024 EFT Panther Storage Unit #1019-August'24

Total Storage Unit

Rent - Other

Building Lease (August, 2024)

Total Rent - Other

Total Rent

Telephone/Internet

Check 08/01/2024 10857

Liberty Hill

Development Foundation

Check 08/26/2024 EFT Spectrum Business August '24

Total Telephone/Internet

Gas and Electric

Check 08/02/2024 EFT PEC July 2024: Gas & Electric

Total Gas and Electric

Page 8 of 9

Liberty Hill Public Library District

Detail of Revenue and Expenditures

August 2024 **Type Date Num Name Memo**

Water

League Water/Garbage-August

Total Water

Liberty Hill Youth
Check 08/01/2024 10858

Computer Repairs & Maintenance

Heart of Texas I.T.,
Check 08/02/2024 EFT

Sales Receipt #9037: IT
Check 08/06/2024 EFT
Heart of Texas I.T., LLC
Services August'24 Sales
Receipt #9099: NEthernet
LLC
Cleaning Services for LiJuly'24
Invoice#12221: HVAC

Total Computer Repairs & Maintenance

Building Repairs & Maintenance

Check 08/01/2024 10856 Kimberly Whitney

Schneider

Check 08/15/2024 EFT

Check 08/20/2024 10882

Check 08/21/2024 EFT

Total Building Repairs & Maintenance

Miscellaneous

Mechanical

Giraffe Home & Commercial Svcs
Georgetown Fire & Safety LLC

INGRAM LIBRARY
Maintenance & Repair Inv#210283,
yard maintenance
Invoice #240976, AnnuExt Inspections
SERVICES Personal
Purchases-StReimb for Personal

Check 08/15/2024 EFT

purchases

Total Miscellaneous

Bank Service Charges

Deposit 08/31/2024 Square

Check 08/31/2024 Service Charge

Total Bank Service Charges
 Total Expense
 Net Ordinary Income
Net Income

Liberty Hill Public Library District
Detail of Revenue and Expenditures

September 2024 Type Date Num Name Memo

Ordinary Income/Expense
Income

Sales Tax Income

Sept'24
 Total Sales Tax Income

Deposit 09/30/2024

Sales Tax Income -

Fines/Copies/Direct Donations

Fax/Copies-from AuguSquare statement

Deposit 09/01/2024 Square

Deposit 09/30/2024 Square Fax/Copies

Deposit 09/30/2024 Fax, Copies

Total Fines/Copies/Direct Donations

Out-of-District Card Income

Deposit 09/30/2024 Square Out of District Fees

Deposit 09/30/2024 Out of District fees

Total Out-of-District Card Income

Summer Reading Program Income

Summer Reading Donations

Total Summer Reading Donations

Deposit 09/30/2024 SRP Donations

Summer Reading Fundraisers

Deposit 09/30/2024 Lockers Fundraiser

Total Summer Reading Fundraisers

Total Summer Reading Program Income

Donations for Books

Book Replacements

Deposit 09/01/2024 Square

August Square

Book Replacements fr

Deposit 09/30/2024 Square Book Replacements

Deposit 09/30/2024 Book Replacements

Total Book Replacements

Donations for Books - Other

Deposit 09/30/2024 Book Donations

Total Donations for Books - Other

Total Donations for Books

Deposit 09/30/2024
Star Bank CD

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Liberty Hill Public Library District Detail of Revenue and Expenditures

September 2024

Type	Date	Num	Name	Memo	CD
Deposit	09/30/2024		Star Bank	CD interest from Vera	
			Bank CD		
			Deposit 09/30/2024	Interest	

Total Interest Income
Total Income

Expense Land Loan Interest Expense

Check 09/30/2024 10899 R Bank
Total Land Loan Interest Expense

Yearly Tech Subscriptions Loan #XXXXXX1100

Land Loan Pymt -
accumulated interest p

database subscription
(9/1/24-8/31/25)

Check 09/20/2024 EFT Amazon Prime Membership Fe	ORG ID#704, INV#	TS250704; TexShare
Total Yearly Tech Subscriptions	Check 09/30/2024 10901	Texas State Library & Archives Commission

Mthly Tech Subscripts & Srvcs

month; different in

Check 09/03/2024 EFT MSFT
Correct for this

August Check 09/03/2024 EFT

Heart of Texas I.T.,
LLC Sales Receipt #9135 September '24 Team

INV#E0400T8WB2- Aug'24; Office 365 Licenses

Check 09/03/2024 EFT Square Check

Subscription

Essentials Plan-5,000 contacts

09/06/2024 EFT Mailchimp

Check 09/12/2024 EFT CrashPlan PRO September, 2024

Total Mthly Tech Subscripts & Srvcs Photocopier Contract

Check 09/06/2024 EFT Visual Edge IT Photocopier - Monthly

Total Photocopier Contract Org Sponsorships/Donations

Check 09/11/2024 10884 Tierra Rosa PTO 2024-2025 Sponsorshi

Total Org Sponsorships/Donations Hoopla

Liberty Hill Public Library District Detail of Revenue and Expenditures

September 2024

Type Date Num Name Memo Inv #505985433; Cust
Total Salaries and Wages
Employee Health Insurance

2000021152

Total Hoopla

Payroll Expenses

Salaries and Wages

Check 09/30/2024 10903 Midwest Tape, LLC

Paycheck 09/30/2024 10885 Angela K Palmer

Paycheck 09/30/2024 10885 Angela K Palmer

Paycheck 09/30/2024 10886 Lisa A Lesniak

Paycheck 09/30/2024 10886 Lisa A Lesniak

Paycheck 09/30/2024 10886 Lisa A Lesniak

Paycheck 09/30/2024 10886 Lisa A Lesniak

Paycheck 09/30/2024 10887 Amanda K O'Brien

Paycheck 09/30/2024 10888 Bailey H Barefield

Paycheck 09/30/2024 10889 Cheryl L Ondra

Paycheck 09/30/2024 10890 Elizabeth R Mancilla

Paycheck 09/30/2024 10891 Emily L Morgan

Paycheck 09/30/2024 10892 Glenda S Van Horn

Paycheck 09/30/2024 10892 Glenda S Van Horn

Paycheck 09/30/2024 10892 Glenda S Van Horn

Paycheck 09/30/2024 10893 Imelda R Anderson

Paycheck 09/30/2024 10893 Imelda R Anderson

Paycheck 09/30/2024 10893 Imelda R Anderson

Paycheck 09/30/2024 10893 Imelda R Anderson

Paycheck 09/30/2024 10894 Kristin N Spoons

Paycheck 09/30/2024 10895 Margaret N Wofford

Paycheck 09/30/2024 10895 Margaret N Wofford

Paycheck 09/30/2024 10895 Margaret N Wofford

Paycheck 09/30/2024 10895 Margaret N Wofford

Paycheck 09/30/2024 10896 Sarah E Morgan

Paycheck 09/30/2024 10897 Shanna S Clark

Paycheck 09/30/2024 10897 Shanna S Clark

Paycheck 09/30/2024 10897 Shanna S Clark

Paycheck 09/30/2024 10897 Shanna S Clark

Texas Municipal
League (Empl Bene
Inv# PLIBERT22409 /Group#PLIBERT2: H

Paycheck 09/30/2024 10898 Theresa M Sheehan

Check 09/05/2024 EFT Pool)

Ins Prem

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Liberty Hill Public Library District Detail of Revenue and Expenditures

September 2024 Type Date Num Name Memo

Total Employee Health Insurance

Payroll Taxes - Employer Exp

Payroll Taxes Social Security

Paycheck 09/30/2024 10885 Angela K Palmer

Paycheck 09/30/2024 10886 Lisa A Lesniak

Paycheck 09/30/2024 10887 Amanda K O'Brien
 Paycheck 09/30/2024 10888 Bailey H Barefield
 Paycheck 09/30/2024 10889 Cheryl L Ondra
 Paycheck 09/30/2024 10890 Elizabeth R Mancilla
 Paycheck 09/30/2024 10891 Emily L Morgan
 Paycheck 09/30/2024 10892 Glenda S Van Horn
 Paycheck 09/30/2024 10893 Imelda R Anderson
 Paycheck 09/30/2024 10894 Kristin N Spoons
 Paycheck 09/30/2024 10895 Margaret N Wofford
 Paycheck 09/30/2024 10896 Sarah E Morgan
 Paycheck 09/30/2024 10897 Shanna S Clark
 Paycheck 09/30/2024 10898 Theresa M Sheehan

Total Payroll Taxes Social Security
Payroll Taxes - Medicare

Paycheck 09/30/2024 10885 Angela K Palmer
 Paycheck 09/30/2024 10886 Lisa A Lesniak
 Paycheck 09/30/2024 10887 Amanda K O'Brien
 Paycheck 09/30/2024 10888 Bailey H Barefield
 Paycheck 09/30/2024 10889 Cheryl L Ondra
 Paycheck 09/30/2024 10890 Elizabeth R Mancilla
 Paycheck 09/30/2024 10891 Emily L Morgan
 Paycheck 09/30/2024 10892 Glenda S Van Horn
 Paycheck 09/30/2024 10893 Imelda R Anderson
 Paycheck 09/30/2024 10894 Kristin N Spoons
 Paycheck 09/30/2024 10895 Margaret N Wofford
 Paycheck 09/30/2024 10896 Sarah E Morgan
 Paycheck 09/30/2024 10897 Shanna S Clark
 Paycheck 09/30/2024 10898 Theresa M Sheehan

Total Payroll Taxes - Medicare
Payroll Taxes - TWC

Paycheck 09/30/2024 10885 Angela K Palmer
 Paycheck 09/30/2024 10886 Lisa A Lesniak
 Paycheck 09/30/2024 10887 Amanda K O'Brien
 Paycheck 09/30/2024 10888 Bailey H Barefield

Liberty Hill Public Library District

Detail of Revenue and Expenditures

September 2024 **Type Date Num Name Memo**

Paycheck 09/30/2024 10889 Cheryl L Ondra
 Paycheck 09/30/2024 10890 Elizabeth R Mancilla
 Paycheck 09/30/2024 10891 Emily L Morgan
 Paycheck 09/30/2024 10892 Glenda S Van Horn
 Paycheck 09/30/2024 10893 Imelda R Anderson
 Paycheck 09/30/2024 10894 Kristin N Spoons
 Paycheck 09/30/2024 10895 Margaret N Wofford
 Paycheck 09/30/2024 10896 Sarah E Morgan
 Paycheck 09/30/2024 10897 Shanna S Clark
 Paycheck 09/30/2024 10898 Theresa M Sheehan

Total Payroll Taxes - TWC
 Total Payroll Taxes - Employer Exp
 Total Payroll Expenses
Travel

Check 09/16/2024 EFT DEMCO INC Scented Bookmarks
 Check 09/17/2024 EFT TeachersPayTeachers Halloween Crafts
 Check 09/19/2024 EFT H Mart Turmeric Powder
 Check 09/19/2024 EFT HEB Corn Starch
 Check 09/20/2024 EFT Amazon Fuse Beads
 Check 09/23/2024 EFT PayPal to Sarah Nenni-Daher
 Check 09/23/2024 EFT Joanns Craft Items
 Check 09/23/2024 EFT Amazon Glow in the dark paint
 Check 09/26/2024 EFT Amazon Digital Camera
 Check 09/27/2024 EFT ODP Business Inv#388395077-001
 Check 09/29/2024 10912 Liberty Hill Provisions Custom T-Shirts
 Check 09/30/2024 EFT Cricut Cricut Machine
 Check 09/30/2024 EFT Amazon Squirrel Board Game
 Check 09/30/2024 EFT Amazon Sound Bar
 Check 09/30/2024 EFT Amazon TV Stand

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Liberty Hill Public Library District

Detail of Revenue and Expenditures

September 2024 **Type Date Num Name Memo**

Check 09/30/2024 EFT Amazon Rubber Bands
 Check 09/30/2024 EFT ODP Business Inv#387255433-001
 Check 09/30/2024 EFT Amazon Bowling Set
 Check 09/30/2024 EFT Square Square Terminal mach
 Check 09/30/2024 EFT Amazon Board Games
 Deposit 09/30/2024 Refund for Aug Pymt

Total Program Expense - Other
Organization Dues

Level 2 Membership &
 Large Print Circuit (Se

Aug'25)
 Total Organization Dues

Office Supplies
 Check 09/24/2024 EFT PLAN

Check 09/09/2024 EFT Amazon Office Desk Chair Check 09/12/2024 EFT
 Amazon Office Chair Chair Cylinder
 Check 09/12/2024 EFT Amazon replacement
 Check 09/16/2024 EFT Amazon Chair Mat Check 09/17/2024 EFT HEB
 Water Check 09/20/2024 EFT Amazon Bubble Wrap Check 09/23/2024 EFT
 Amazon Markers Check 09/23/2024 EFT Amazon Air Freshener ODP
 Business
 Check 09/24/2024 EFT Solutions, LLC paper
 Check 09/25/2024 EFT Amazon Postcard Paper ODP Business
 Check 09/27/2024 EFT Check Solutions, LLC Inv#388395077-001 ODP
 Business
 09/30/2024 10902 Check 09/30/2024 Solutions, LLC Inv#382971546001 ODP
 Business
 10902 Solutions, LLC Inv#382975029001

Check 09/30/2024 EFT Amazon Lavender Mist
 Check 09/30/2024 EFT Amazon Peppermint Oil
 Check 09/30/2024 EFT Amazon Notepad
 Check 09/30/2024 EFT Amazon Rolling File

Total Office Supplies
Postage and Delivery

Check 09/03/2024 EFT USPS Stamps Subscription

Liberty Hill Public Library District

Detail of Revenue and Expenditures

September 2024 Type Date Num Name Memo Paid Amount Check 09/18/2024 EFT USPS Postage

4.40 Check 09/18/2024 EFT USPS Postage 4.40 Check 09/27/2024 EFT USPS Postage 76.75 Check
09/30/2024 EFT USPS Postage 5.11

Total Postage and Delivery 358.87 **Rent**

Storage Unit

Check 09/03/2024 EFT Panther Storage Unit #1019-September'24 175.95 Total Storage Unit 175.95

Rent - Other

Liberty Hill

Check 09/01/2024 10878
Development Foundation
Building Lease
(September, 2024) 300.00

Total Rent - Other 300.00 Total Rent 475.95 **Telephone/Internet**

Check 09/25/2024 EFT Spectrum Business Sept '24 260.69 Total Telephone/Internet 260.69 **Gas and
Electric**

August 2024: Gas &
Check 09/03/2024 EFT PEC
Electric 316.64

Total Gas and Electric 316.64 **Water**

Check 09/01/2024 10877
Liberty Hill Youth League
Water/Garbage
September'24 40.00

Total Water 40.00 **Building Repairs & Maintenance**

Cleaning Services for

Check 09/01/2024 10879 Kimberly Whitney
Library, August'24 650.00

Check 09/18/2024 EFT Winkleys Exit Sign 43.29 Check 09/18/2024 EFT Amazon Metal House Number
78.99

Check 09/24/2024 EFT Check 09/30/2024 10904

J & Co. Electrical Services
Giraffe Home & Commercial Svcs
Invoice#9554 : Install new
Exit Sign 150.00 Inv#210287, yard
maintenance 200.00

Total Building Repairs & Maintenance 1,122.28 **Miscellaneous**

INGRAM LIBRARY

Check 09/06/2024 EFT
SERVICES Personal Purchases-Staff 76.92

Liberty Hill Public Library District Detail of Revenue and Expenditures

September 2024 Type Date Num Name Memo Personal Employee

charges reimbursed
Total Miscellaneous

Bank Service Charges
Deposit 09/30/2024 Square

Check 09/30/2024 Service Charge

Total Bank Service Charges
Total Expense
Net Ordinary Income
Net Income



At a lawfully called Board meeting on December 10, 2024, the Board of Trustees (the "Board") of the Liberty Hill Public Library District ("District") does hereby make the following Resolution regarding the issuance of debit cards to the library director and programming and outreach library for the depository operating account at VeraBank:

WHEREAS, the Board is authorized by Chapter 326 of the Local Government Code to establish, equip, and maintain a public library for the dissemination of general information relating to the arts, sciences, and literature and is also authorized to manage its financial matters for the purpose of operating a library within the District;

and WHEREAS, the board has determined that it is necessary for the library director and outreach and programming librarian to have debit cards available in order to carry out the daily operations and meet the needs of the library;

NOW BE IT THEREFORE RESOLVED that the statements contained in the preamble of this Resolution are true and correct and adopted as findings of fact and operative provisions hereof;

NOW BE IT THEREFORE FURTHER RESOLVED that Board authorizes the Library Director, Angela Palmer, acting in the capacity of Library Director, and the Outreach and Programming Librarian, Lisa Lesniak, to each be issued a debit card in the library's name from the depository operating account at VeraBank with daily limits of \$3,500 and \$500 respectively;

and BE IT FUTHERMORE RESOLVED, that such debit card is authorized for use in person or online to purchase materials and supplies and to pay for goods and services from library vendors, in order to conduct the daily operations of and the operational business of the library. All purchases must be pre-approved by the library director. The library director must also approve all receipts and present them to the library's CPA firm, Stephanie's Accounting, for a monthly reconciliation of operating bank accounts.

This resolution shall be in full force and effect from and after its passage, and it is so resolved.

PASSED AND APPROVED ON THIS 10TH DAY OF DECEMBER 2024.

PRESIDENT OF THE BOARD BOARD SECRETARY Terrie Chambers Lisa
Messana