



THE COUNTY OF BURNET
BURNET, TEXAS 78611

FY2025

DATE: 7/29/2025
(Commissioners Court Date)

TO : HONORABLE COMMISSIONERS COURT OF BURNET COUNTY

FROM: Library

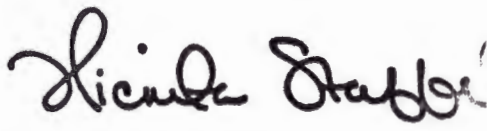
I SUBMIT TO YOU FOR YOUR CONSIDERATION THE FOLLOWING BUDGET LINE ITEM TRANSFERS:

	<u>FUND/DEPT</u>	<u>LINE ITEM</u>	<u>LINE ITEM#</u>	<u>AMOUNT</u>
FROM:	Library	Salaries	200-6500-1040	5,000.00
	Non Departmental	Unallocated	100-4090-4090	13,000.00
To:	Library	Telephone	200-6500-4200	\$ 1,000.00
	Library	Travel	200-6500-4250	\$ 1,000.00
	Library	Utilities	200-6500-4370	\$ 16,000.00

Description: Transfer funds to cover shortage in the Library Budget.


DEPARTMENT HEAD


APPROVED: COMMISSIONERS COURT


ATTEST: COUNTY CLERK 



Kelley Glaeser <kglaeser@burnetcountytexas.org>

Travel Budget

6 messages

Mary Seaman <mseaman@burnetcountylibrary.org>

Wed, Jul 16, 2025 at 10:35 AM

To: Kelley Glaeser <kglaeser@burnetcountytexas.org>

Cc: Damon Beierle <dbeierle@burnetcountytexas.org>, Amanda Rose <arose@burnetcountylibrary.org>, Florence Reeves <freeves@burnetcountylibrary.org>

Hey Kelley,

We are a bit confused on our travel budget. We have been notified we are over budget since a line item transfer was made to our phone budget. However, we didn't approve this transfer and have been operating under the impression we still have sufficient funds. We didn't find this transfer form on the court agenda either. Can we be sent the current procedures as well as the approved transfer form?

We did request funds for this fiscal year for phones and it was not granted which is why there is a \$0 budget in this line item.

How can we proceed? We need this budget to continue our weekly book run to serve our patrons. We also need to approve any transfers or changes being made in our budget.

Thank you for your attention to this matter.

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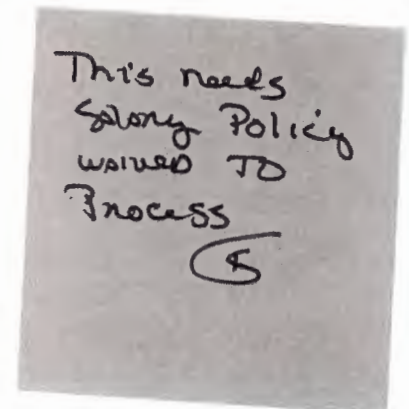
Mary Seaman

Library Director- Bertram & Oakalla Library

170 N. Gabriel St. Bertram, TX 78605

512.355.2113

bertramlibrary.org



Kelley Glaeser <kglaeser@burnetcountytexas.org>

Wed, Jul 16, 2025 at 12:05 PM

To: Mary Seaman <mseaman@burnetcountylibrary.org>

Cc: Bryan Wilson <bwilson@burnetcountytexas.org>

Mary,

The FY25 Budget policy allows the Auditor's office to move funds (line- item transfers) when the department has a line item negative and one positive in the same category to make sure the Department doesn't go negative and to help with year end clean-up.. If there is a phone that wasn't budgeted for and that line goes negative, it has to be covered. So a line item transfer was made to cover that expense within the category.

The Budget policy for FY25 - General Policies state "5. Each Department should make every effort to manage expenditures in a fiscally prudent manner. All programs should be monitored on a regular basis to ensure viability, necessity and efficiency."

I am not sure why the phone wasn't approved or when it wasn't approved why it wasn't shut off. T And it may be a good reason to get additional fundings depending on the situation. Utilities are also 3,690.65 negative and there are three

more months of utility bills to pay for in FY25's budget. his would be a discussion that needs to be addressed to the Court.

If you need my help with anything, please let me know. I cc'ed Judge Wilson on this so he could have a heads up with your needs.

Thanks,

Kelley

Key	Δ	Account	Name	Beginning Bal	Current Budget	Activity	Encumbrances	Ending Balance	Budget Availab
20065004000		200-6500-4000	RSV CITY BURNET PUB	0.00	0.00	0.00	0.00	0.00	0.00
20065004010		200-6500-4010	PROFESSIONAL SERVI	0.00	0.00	0.00	0.00	0.00	0.00
20065004070		200-6500-4070	PEST CONTROL	0.00	0.00	0.00	0.00	0.00	0.00
20065004200		200-6500-4200	TELEPHONE	0.00	1,726.43	2,003.12	0.00	2,003.12	-276.69
20065004250		200-6500-4250	TRAVEL/MILEAGE	0.00	2,083.57	2,345.48	0.00	2,345.48	-261.91
20065004270		200-6500-4270	CONFERENCE/DUES/T	0.00	1,386.00	1,386.00	0.00	1,386.00	0.00
20065004370		200-6500-4370	UTILITIES	0.00	32,400.00	36,090.65	0.00	36,090.65	-3,690.65
20065004520		200-6500-4520	REPAIR & MAINTENAN	0.00	0.00	0.00	0.00	0.00	0.00
20065004530		200-6500-4530	MAINTENANCE AGREE	0.00	0.00	0.00	0.00	0.00	0.00
20065004540		200-6500-4540	RSV SUPPORT FEES/LI	0.00	30,476.13	30,476.13	-4,527.93	30,476.13	4,527.93
20065004610		200-6500-4610	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00

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Thank you,

Kelley Glaeser
Accounting Manager
Burnet County
KGlaeser@burnetcountytexas.org
512-756-5495



Mary Seaman <mseaman@burnetcountylibrary.org>

Wed, Jul 16, 2025 at 12:12 PM

To: Kelley Glaeser <kglaeser@burnetcountytexas.org>

Cc: Bryan Wilson <bwilson@burnetcountytexas.org>, Damon Beierle <dbeierle@burnetcountytexas.org>, Amanda Rose <arose@burnetcountylibrary.org>, Florence Reeves <freeves@burnetcountylibrary.org>

We really need to have our full budget for our book run. This is a service our patrons rely on so they have access to a wider range of materials from all our branches.

What do we do next? Our utilities/phone line items are not being sufficiently budgeted even as we have requested year after year that they are. However, funds shouldn't be moved around without our knowledge so that we can avoid any negative line items.

Please advise on our next steps.

Thanks,

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Mary Seaman

Library Director- Bertram & Oakalla Library

170 N. Gabriel St. Bertram, TX 78605

512.355.2113

bertramlibrary.org

Kelley Glaeser <kglaeser@burnetcountytexas.org>

Wed, Jul 16, 2025 at 12:20 PM

To: Mary Seaman <mseaman@burnetcountylibrary.org>

Cc: Bryan Wilson <bwilson@burnetcountytexas.org>, Damon Beierle <dbeierle@burnetcountytexas.org>, Amanda Rose <arose@burnetcountylibrary.org>, Florence Reeves <freeves@burnetcountylibrary.org>

The Auditors office only moves budget when line items have gone negative. Without a PO, items do go negative and the budget needs to be adjusted to cover those negatives before additional spending occurs.

Please contact Judge Wilson's office and see if this can be added to the agenda this week or next.

Thank you,

Kelley Glaeser
Accounting Manager
Burnet County
KGlaeser@burnetcountytexas.org
512-756-5495



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Florence Reeves <freeves@burnetcountylibrary.org>

Thu, Jul 17, 2025 at 7:41 AM

To: Kelley Glaeser <kglaeser@burnetcountytexas.org>

Cc: Mary Seaman <mseaman@burnetcountylibrary.org>, Bryan Wilson <bwilson@burnetcountytexas.org>, Damon Beierle <dbeierle@burnetcountytexas.org>, Amanda Rose <arose@burnetcountylibrary.org>

Good morning,

This is not the first time we are the last to know when a significant change has been made to our budget and I feel that open communication can clear up a lot.

We do our best to budget according to our needs, but as you know, what is granted is out of our hands. We work diligently to steward our given budget, however, we cannot correct what we are unaware of, especially when we no longer see our utility bills.

The primary issue is being unaware there is a problem to begin with, decisions being made without our knowledge that impact our operations, and not being given the opportunity to be a part of finding a solution. I ask going forward that we be included in decisions that affect our budget so we may adjust accordingly and avoid situations like this in future.

We want our departments to work together as smoothly as possible and more open communication is a big part of it.

Thank you,
Florence Reeves
Director



100 E. Washington
Burnet, TX 78611
Direct Line: 512-715-5239
Main Line: 512-715-5228
www.hermanbrownlibrary.org

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Kelley Glaeser <kglaeser@burnetcountytexas.org>

Thu, Jul 17, 2025 at 9:57 AM

To: Florence Reeves <freeves@burnetcountylibrary.org>

Cc: Mary Seaman <mseaman@burnetcountylibrary.org>, Bryan Wilson <bwilson@burnetcountytexas.org>, Damon Beierle <dbeierle@burnetcountytexas.org>, Amanda Rose <arose@burnetcountylibrary.org>

Florence,

Since the end of May, the budget reports have been sent out weekly to you. Those reports are supposed to be reviewed and when issues are spotted, they are to be brought to the Judge and/or the Court to discuss and get corrected. I am not understanding what else you are requesting me do for communication.

The Judge and I are working to get a Budget Amendment together to cover the negative utilities, travel and telephone expenses.

Utilities	16,000
Telephone	1,000
Travel	1,000

Thanks,

Kelley

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