



**AGENDA**  
BOARD OF TRUSTEES  
BENBROOK LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

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***August 15, 2022***

Open to the Public

Regular Meeting: 5:30 P.M.

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

- I. **Call to Order**
- II. **Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, July 18, 2022
- IV. **Reports**
  - A. Library Report by Technology and Facilities Manager and Library Director of notable activities for the District during July 2022 including meetings attended, District business conducted, financial transactions, programs presented, and progress in the application of technology to library services.
  - B. Treasurer Report of financial status of the District as of July 31, 2022 including income and expenditures.
  - C. Investment Report on status of the District's Investments and TexPool statements as of July 31, 2022.
  - D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.
- V. **Unfinished Business**
  - A. Avenu Insights
  - B. TCAP (Texas Coalition for Affordable Power) update
  - C. Adding Librarians Sara Hooser and Julie Alvarez to BLD credit cards
- VI. **New Business**
  - A. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
  - B. Complete Library Director Evaluation
  - C. Approve FY2023 budget
  - D. Consider Order of Election
  - E. Consider MetroShare interlocal agreement
  - F. Consider Request for Proposal for operating bank account
  - G. Update Signature Authority on Operation Account
  - H. TexPool Prime update

VII. **Adjournment**

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D & E, or Texas Government Code section 418.183(f). Before any closed is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*



**MINUTES**  
BOARD OF TRUSTEES  
BENBROOK PUBLIC LIBRARY DISTRICT  
1065 Mercedes Street Benbrook, Texas

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***August 15, 2022***

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; David McClellan;  
Also present: Erica Richardson; Miranda Bauer;

**I. Call to Order**

Carol called this regular board meeting to order at 6:40 pm.

- II. Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.  
There was no public comment.

**III. Approval of Meeting Minutes** - Regular Meeting on Monday, July 18, 2022

Larry made a motion to approve the meeting minutes from the regular board meeting on July 18, 2022. David seconded the motion and the ayes confirmed motion approval and approval of the July 18, 2022, regular board meeting minutes.

**IV. Reports**

- A. Library Report by Youth Services Manager and Library Director of notable activities for the District during July 2022 including meetings attended, District business conducted, financial transactions, and programs presented. Miranda, the Youth Services Manager, presented a report on the Youth Summer Programs and her department. Erica presented the Library Director report and updates on stats for July and the summer.
- B. Treasurer Report of financial status of the District as of July 31, 2022 including income and expenditures. Carol read the July 2022 Treasurer's Report.

Sales Tax	163,218.76
Grants	0.00
Fines, Fees, Royalties	1,001.73
Library Sales	1,039.14
Donations/Gifts	0.00
Interest from Bank Accounts	39.50
Interest from TexPool	1,562.30
Capital Campaign Contributions	12,102.53
Total Income	178,963.96
Total Expenses	(130,915.94)
Net Income	48,048.02
Balance Brought Forward for Month	701,555.27
Bank Adj'd Balance + TexPool	1,912,026.44
Bank Unreported Transactions	(28,484.85)

- C. Investment Report on status of the District's Investments and TexPool statements as of July 31, 2022.  
Larry presented the July 2022 Investment Report and noted the continuing increase in the TexPool investment.
- D. Building Committee Report by Library Director on recent fundraisers and campaign account activity.  
Erica discussed the update on the building committee including fundraisers had, planned fundraisers and possible fundraisers.

V. Unfinished Business

- A. Consider Avenu Insights contract, tax revenue analyst  
Erica gave an update regarding finding a vendor for tax revenue analyst. Erica recommended to pursue Avenu Insights as Benbrook Library's tax revenue analyst.  
Larry made a motion to sign the contract with Avenu Insights for tax revenue analysis. David seconded the motion and the ayes confirmed motion approval and approval to use Avenu Insights for tax revenue analysis.
- B. TCAP (Texas Coalition for Affordable Power) update  
Erica gave an update on the ancillary charges from the February 2021. There is a refund on the charges, however it will only decrease the amount in charges on the next invoice. On further invoices, there will be no charges.
- C. Adding Librarians Sara Hooser and Julie Alvarez to BLD Credit Cards  
Erica would like to add librarians, Sara Hooser and Julie Alvarez, to Benbrook Library District's Pinnacle Credit Cards. As librarians they would be able to purchase supplies as needed for programs.  
David made a motion to add librarians Sara Hooser and Julie Alvarez to Benbrook Library District's Pinnacle Credit Cards with spending amounts of \$2,000 per month each. Larry seconded the motion and the ayes confirmed motion approval.
- D. Website Vendor Update  
Erica discussed the website vendor update including expediting the creation of the website with Library Market due to an increase in price with the current vendor.

VI. **New Business**

- A. Executive Session pertaining to personnel matters *(Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074)*  
Carol called for the meeting to move into executive session at 8:05 pm.  
Carol called for the meeting to move out of executive session and back into regular session at 8:25 pm.
- B. Finalize Library Director Evaluation  
Carol presented the Library Director Evaluation. The board discussed the evaluation. There was no action needed.
- C. FY2023 MetroShare Courier update and interlocal agreement  
Erica discussed the MetroShare Courier update and the increase in pricing with the current MetroShare Courier. Erica proposed a possible solution for the MetroShare Courier for Benbrook Library to purchase a vehicle that would act as the courier vehicle and be also used as Benbrook Library needs. Benbrook Library would employ the courier employee but be reimbursed by other MetroShare libraries. Erica proposed to further research this as a possible solution. The board agreed to allow Erica to further research this possible solution.  
Erica also shared the MetroShare interlocal agreement that will allow the libraries to continue to work together within the MetroShare consortium.  
David made a motion to accept and sign the MetroShare interlocal agreement. Larry seconded the motion and the ayes confirmed motion approval.

D. Consider Quipu contract for digital library cards

Erica presented the Quipu contract to allow patrons to sign up for a library card digitally and have access to digital resources without the need to come into the library. Erica would like to push the product in September for library card sign up month. The board would like Erica to look for a multi-year discount.

Larry made a motion to use Quipu for digital library card sign up. David seconded the ayes and the ayes confirmed motion approval and approval as Quipu for Benbrook Library's digital library card sign up vendor.

E. Approve FY2023 budget

Erica presented the FY2023 budget. The board discussed the FY2023 budget.

Carol moved to approve the annual 5% COLA and pay scale adjustment salary budget for FY2023. Larry seconded the motion and the ayes confirmed motion approval.

F. Consider Order of Election and Election Resolution

Erica presented the election updates and the order of election.

David made a motion to approve and sign the order of election. Larry seconded the motion and the ayes confirmed motion approval.

G. Consider Request for Proposal for operating bank account

Erica and Larry presented the Request for Proposal for operating bank account. The board discussed the proposal. David made a motion to approve the Request for Proposal and send to three banks. Larry seconded the motion and the ayes confirmed motion approval.

H. Update Signature Authority on Operation Account

Larry made a motion to remove Steve Clegg from the Operating Account and Staff Account. David seconded the motion and the ayes confirmed motion approval.

The board agreed that the new signers will be on the Operating Account will be as follows: Erica Richardson, Samantha Young, Carol Hafer, Rachel Moore, David McClellan, and Larry Vickers. The board agreed that the new signers will be on the Staff Account: Erica Richardson, Samantha Young, and Carol Hafer.

All signers are authorized to conduct all business for the Benbrook Library District.

I. TexPool Prime update

There was no updates on the TexPool Prime account.

VII. **Adjournment**

Larry moved for the meeting to adjourn. David seconded the motion and the ayes confirmed motion approval. Carol adjourned this regular board meeting at 8:26 pm.

David McClellan

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Reviewed/Corrected/Approved

David McClellan, Board Secretary



# August 2022 Snapshot

## Visitors



Door Count **9,393**



Phone Calls **1,749**

Volunteers **130 hours**

## Study Rooms



Conference Rooms **152**

Library Booths **62**

## Circulation



Benbrook Checkouts **16,577**

MetroShare Checkouts **1,437**

Library Card Holders **12,084**

New Library Cards **247**

## Technology

Computer **773**

Wifi **795 clients**

## Makerspace

Laser **39** Laminator **2**

3D Prints **26** Cricut **10**

Poster Printer **206**



## Social Media

Facebook Likes **2,883** Posts **52**

Instagram **480**



Posts **37**

TikTok **249**

Videos **0**

## ILL



Received **151**

Shipped **38**

Patrons **74**

## Digital Library Resources



**1,373**



**440**



**0**



**1**



**5**



**1,780**



**1**



**8**



**129**



**2**

## Programs

### Adult

Programs **20**

Attendance **226**

### Youth

Programs **47**

Attendance **2,228**

### Makerspace

Programs **6**

Attendance **78**

Code Club **11**