



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

July 17, 2023

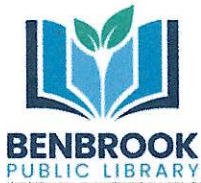
Open to the Public

Regular Meeting: 4:30 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 Wednesday, June 21st and Special Meeting on Tuesday, June 27th
- IV. **Reports**
 - A. Library Report by Library Director and Library Operations Manager of notable activities for the District during June 2023 including meetings attended, District business conducted, and programs presented.
 - B. Treasurer Report of financial status of the District as of June 30, 2023 including income and expenditures.
 - C. Investment Report on status of the District's Investments and TexPool statements as of June 30, 2023.
- V. **New Business**
 - A. Presentation by Government Capital Corporation
 - B. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
 - C. Order of Election
 - D. Consider FY23 Budget Revisions
 - E. FY24 Budget Proposal
 - F. Update on Renovations
 - G. Consider Personal Holiday during Renovations
 - H. Consider Library Signage
 - I. Consider Benbrook Area Chamber of Commerce full page ad
 - J. Schedule worksession with Campaign Counsel
- VI. **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

July 17, 2023

Open to the Public

Regular Meeting: 4:30 P.M.

Board of Trustees Members Present: Carol Hafer; Rachel Moore; Larry Vickers; Tammi Cauthen; Christina Watson
Also present: Erica Richardson; Samantha Young; Stewart Shirey and Matt Sullivan from Government Capital

I. Call to Order

Carol called this regular board meeting to order at 4:29 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.
There was no public comment.

III. Approval of Meeting Minutes - Regular Meeting on Wednesday, June 21st and Special Meeting on Tuesday, June 27th, 2023

Rachel moved to approve the regular meeting minutes from June 21st. Christina seconded the motion. The ayes confirmed motion approval and approval of the regular meeting minutes from June 21st.

Tammi motioned to approve the Special Meeting minutes from June 27th. Christina seconded the motion. All ayes confirmed motion approval and approval of the Special Meeting minutes from June 21st.

IV. Reports

- A. Library Report** by Library Director and Library Operations Manager of notable activities for the District during June 2023 including meetings attended, District business conducted, and programs presented.
Samantha presented the Library Operations Manager report. Erica presented the Library Report. The board discussed the reports.
- B. Treasurer Report** of financial status of the District as of June 30, 2023, including income and expenditures.
Rachel read the June 2023 Treasurer Report. Carol moved to accept the June 30, 2023 Treasurer Report. All ayes confirmed approval and approval of the June 2023 Treasurer Report.

Sales Tax	167,931.22
Grants	14,824.85
Fines, Fees, Royalties	678.72
Library Sales	845.90
Donations/Gifts	6,199.00
Interest from Bank Accounts	1,017.83
Interest from TexPool	5,602.56
Capital Campaign Contributions	262.71
Total Income	197,362.79
Total Expenses	(184,413.29)
Net Income	12,949.50
Balance Brought Forward for Month	738,816.02

Bank Adj'd Balance + TexPool	2,006,817.21
Bank Unreported Transactions	(12,754.00)

- C. Investment Report on status of the District's Investments and TexPool statements as of June 30, 2023.
Larry read the June 2023 Investment Report. Carol moved to accept the June 2023 Investment Report. All ayes confirmed approval and approval of the June 2023 Investment Report.

V. New Business

- A. Presentation by Government Capital Corporation
Matt Sullivan and Stewart Shirey from Government Capital Corporation explained to the board what a loan could look like if the library needs financing for the new building. The board discussed the presentation. In Government Capital's precursory look, the library may not be able to fund a \$30 million dollar loan, and Government Capital would not begin their work until the library had a scope of work ready on the new library building project.
- B. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
Carol called to move into executive session at 5:07 pm.
Carol called to move out of executive session at 5:37 pm.
- C. Order of Election
Samantha presented the Order of Election. Tammi motioned to resolve to order an election for the November 7, 2023, election date. Christina seconded the motion. All ayes confirmed motion approval and approval to hold an election.
- D. Consider FY23 Budget Revisions
Erica presented the FY23 Budget Revisions. The board discussed the FY23 Budget Revisions. Tammi moved to approve the FY23 Budget Revisions with the correction to the Sales Tax Revenue. Christina seconded the motion. All ayes confirmed motion approval and approval of the FY23 Budget Revisions with corrections.
- E. FY24 Budget Proposal
Erica presented the FY24 Budget Proposal. The board discussed the FY24 Budget Proposal. The board tabled this agenda item until the next regular board meeting.
- F. Update on Renovations
Erica presented an update on the renovations schedule. The board discussed the update. There was no action needed on this item.
- G. Consider Personal Holiday during Renovations
Erica presented the Personal Holiday during Renovations to allow all staff one paid off day that will not impact their PTO. Larry motioned to give all 23 employees one personal holiday during the renovation with limitations. Christina seconded the motion. All ayes confirmed motion approval and approval of the Personal Holiday during Renovations.
- H. Consider Library Signage
Erica presented the Library Signage quote for updated signage with the new logo. Christina motioned to buy the quoted signs with the new logo. Tammi seconded the motion. All ayes confirmed motion approval and approval

to purchase the quoted library signage.

I. Consider Benbrook Area Chamber of Commerce full page ad

Erica presented the plan to purchase a Benbrook Area Chamber of Commerce full page ad for the library, since she is currently on the Benbrook Area Chamber of Commerce board. All board members agreed to continue the plans to purchase a full-page ad.

J. Schedule worksession with Campaign Counsel

Erica presented options for the board to hold a worksession to meet with Kevin from Campaign Counsel. The board agreed to hold a worksession to meet with Kevin from Campaign Counsel at 10 am on July 25, 2023.

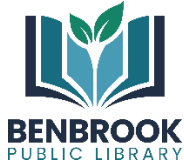
VI. Adjournment

Christina motioned to adjourn this regular board meeting. All ayes confirmed motion approval and approval to adjourn this regular board meeting at 6:24 pm.

A handwritten signature in dark ink, appearing to read "Tammi Cauthen", is written over a horizontal line.

Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary



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

July 25, 2023

Open to the Public

Special Meeting: 10:00 AM

ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. Call to Order

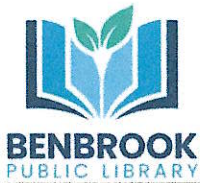
- II. Public Comment** - Public comment is welcome at the beginning of open meetings and at the time the pertinent agenda item is presented. The library board president may impose a time limit for each speaker.

III. New Business

- A. Internal Audit Presentation by Capital Campaign
- B. National Special Purpose District meeting update
- C. Renovation update

IV. Adjourn

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

July 25, 2023

Open to the Public

Special Meeting: 10:00 A.M.

Board of Trustees Members Present: Carol Hafer; Larry Vickers; Tammi Cauthen;
Also present: Erica Richardson; Samantha Young; Kevin Wallace from Campaign Counsel

I. Call to Order

Carol called this regular board meeting to order at 10:05 am.

- 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.
There was no public comment.

III. New Business

A. Internal Audit Presentation by Capital Campaign

Kevin Wallace presented and reviewed the internal audit and its success in completing. The library can now move into the next phase, which is community analysis. The board discussed the internal audit and agreed to move forward into the next phase of community analysis.

B. National Special Purpose District meeting update

Erica presented the update on the National Special Purpose District meeting that her, Carol and Rachel attended. Carol and the board discussed the update.

C. Renovation Update

Erica presented the renovation update and is still awaiting quotes for flooring and furniture. The board discussed the update. There may be a need for the board to meet again before the next regular meeting to approve quotes for flooring, furniture, and painting.

IV. Adjourn

Carol and all other board members agreed to adjourn this special meeting at 11:11 am.

Reviewed/Corrected/Approved

Tammi Cauthen, Board Secretary

Visitors



Door Count
11,645



Volunteer Hours
370

Study Rooms

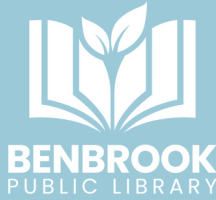
Conference Rooms 66*

Library Booths **110**

*down to one study room



Circulation



Total Checkouts **19,383 w/ renewals**

Library Card Holders **12,563**

New Library Cards **273**

Technology

Computer **752**

Wifi Sessions **909**



Makerspace

Laser **60** Cricut **12**

3D Prints **59** Laminator **5**

Poster Printer **105**

Social Media

Facebook Likes **3,800**

Instagram **685**

TikTok **322**

Posts **76**

Posts **6**

Videos **0**



ILL



Received **154**

Shipped **23**

Patrons **61**

Digital Library Resources



1,663



652



0



0



4



2,028



0



24



234



130

Adult

Programs **21**

Attendance **248**

Youth

Programs **58**

Attendance **2,880**

Makerspace

Programs **10**

Attendance **189**

Code Club **48**

Total Attendance: 2,217