



BLD Board Meeting

Benbrook Library District

Monday, January 27, 2025 at 5:30 PM CST to Monday, January 27, 2025 at 7:00 PM CST

1065 Mercedes Street

Agenda

I. Call to Order

II. Public Comment

Texas Government Code Section 551.007 mandates that a governmental body allows a citizen to speak only regarding items on an agenda. Citizen comments are limited to 2 minutes.

III. Approval of Meeting Minutes

A. Regular Board Meeting on December 16, 2024

IV. Reports

A. Library Report of notable activities for the District including meetings attended, District business conducted, and programs presented.

Presenters: Miranda Bauer, Erica Richardson

B. Treasurer Report of financial status of the District including income and expenditures.

C. Investment Report on status of the District's investments and TexPool statements.

V. New Business

A. Update on Feasibility study

Presenter: Kevin Wallace, Campaign Counsel

B. Consider FY24 Audit Report

C. Consider Grant Writer Funding Strategy

D. Update on Strategic Plan 2025-2026

E. Update on Board of Trustees business

1. Board Trainings and Technology

2. Board attending TLA

3. Library Bank Account Signatures

4. Letter of Engagement with Accountants update

F. Update on Change of Library Hours

G. Consider updates to Employee Handbook

H. Consider Staff Break Room modification

I. Consider Investment Policy

J. Consider Decommission for recycled electronics

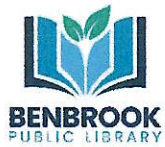
K. Consider moving March Board meeting to March 31, 2025

L. Executive Session pertaining to personnel matters: Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074

M. Executive Session pertaining to real property issues: Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072

VI. Adjournment

If 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 session 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 LIBRARY DISTRICT
1065 Mercedes Street Benbrook, Texas

January 27, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Larry Vickers; Denise Smith
Also Present: Erica Richardson, Executive Director, Miranda Bauer, Assistant Executive Director
Others Present: Kristen Cathey, Kevin Wallace

- I. **Call to Order** - Carol called this regular board meeting to order at 5:25 p.m.
- II. **Public Comment** - Texas Government Code Section 551.007 mandates that a governmental body allows a citizen to speak only in regard to items on an agenda. Citizen comments are limited to 2 minutes.
- III. **Approval of Meeting Minutes** - Regular Meeting on Monday, December 16th, 2024
Tammi motioned to approve the meeting minutes from December 16th, 2024. Christina seconded the motion. All ayes confirmed motion approval and approval of minutes.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during December 2024 including meetings attended, District business conducted, and programs presented, including Holly Jolly.
Miranda presented the library reports for December 2024.

December 2024 Library Report

Library Visitors	7,378
Total Items checked out	11,418
Library Card Holders	15,513, New 103
Technology	Computer 497, Wi-Fi Sessions 615
Study Rooms	Conference Room 58, Booths 82
Volunteer Hours	57.25
ILL	Received 32, Shipped 33, Patrons 30
Digital Library Resources	4,560
Maker Space Visitors	Laser 123, 3D prints 39
Total Programs	Adult 13, Youth 47
Program Attendance	Adult 141, Youth 1,406, Code Club 18
Social Media Followers	Facebook 4,631, Instagram 887
Social Media Posts	Facebook 63, Instagram 25

- B. Treasurer Report of financial status of the District as of November 30th and December 31st, 2024, including income and expenditures.

Christina read the November and December 2024 Treasurer's Report.

November 2024	
Sales Tax	173,479.46
Grants	0.00
Fines, Fees, Royalties	4,637.67
Library Sales	1,015.09
Donations/Gifts	420.00
Interest from Bank Accounts	1,475.91
Interest from TexPool	5,010.03
Capital Campaign Contributions	0.00
Total Income	186,038.16
Total Expenses	(251,246.36)
Net Income	(65,208.20)
Balance Brought Forward for Month	553,799.26
Bank Adj'd Balance + TexPool	1,776,670.74
Bank Unreported Transactions	(45,522.59)
December 2024	
Sales Tax	177,096.08
Grants	5,000.00
Fines, Fees, Royalties	1,220.39
Library Sales	817.61
Donations/Gifts	239.82
Interest from Bank Accounts	1,490.41
Interest from TexPool	5,121.17
Capital Campaign Contributions	0.00
Total Income	190,985.48
Total Expenses	(187,088.44)
Net Income	3,897.04
Balance Brought Forward for Month	551,956.40
Bank Adj'd Balance + TexPool	1,088,202.09
Bank Unreported Transactions	(106,009.66)

Larry motioned to approve the Treasurer's Report for November 2024 and December 2024. Denise seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District's Investments and TexPool statement as of December 31, 2024. Larry read the December 2024 Investment Report.

Christina motioned to approve the Investment Report for December 2024. Denise seconded the motion. All ayes confirmed motion approval.

V. **New Business**

- A. Update on Feasibility study – Kevin Wallace, Campaign Counsel, presented an update on the Feasibility Study to the board.
- B. Consider FY24 Audit Report – Tabled for the special meeting on February 10, 2025.

- C. Consider Grant Writer Funding Strategy – Tabled for the special meeting on February 10, 2025.
- D. Update on Strategic Plan 2025-2026 – Erica presented the Board with an update on the Strategic Plan for 2025-2026.
- E. Update on Board of Trustee business – Erica presented the Board with an update on Board of Trustee business.
 - 1. Board Trainings and Technology
 - 2. Board attending TLA
 - 3. Library Bank Account Signatures
 - 4. Letter of Engagement with Accountants update
- F. Update on Change of Library Hours – Erica updated the Board on the change of the library hours.
- G. Consider updates to Employee Handbook – Christina motioned to approve the updates to the Employee Handbook. Larry seconded the motion. All ayes confirm motion approval.
- H. Consider Staff Break Room modifications – Erica updated the Board on the Staff Break Room modifications.
- I. Consider Investment Policy – Christina motioned to approve the Investment Policy. Larry seconded the motion. All ayes confirm motion approval.
- J. Consider Decommission of recycled electronics – Erica updated the Board on the Decommission list.
- K. Consider moving March Board meeting to March 31, 2025 – The Board approved moving the March Board Meeting from March 24th to March 31st.
- L. 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 7:26 p.m.
Carol called to move out of executive session at 7:30 p.m.
- M. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
Carol called to move into executive session at 7:31 p.m.
Carol called to move out of executive session at 7:36 p.m.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 7:41 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary