

BLD Board Meeting

Benbrook Library District

Friday, August 15, 2025 at 1:00 PM CDT to Friday, August 15, 2025 at 3:00 PM CDT

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.

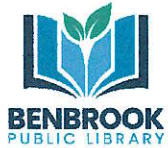
III. New Business

A. Ratification of actions from June 28, 2025 Board meeting

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

IV. Adjournment

The District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters), and other matters as allowed by law.



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

August 15, 2025

Open to the Public

Special Meeting: 1:00 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Denise Smith; Christina Watson; Larry Vickers

Also Present: None

Others Present: None

- I. **Call to Order** - Carol called this special board meeting to order at 1:04 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. **New Business**
 - A. Ratification of actions from June 28, 2025, Board Meeting – tabled until the regular board meeting on August 25, 2025
 - 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 1:10 p.m.
Carol called to move out of executive session at 2:23 p.m.
- VI. **Adjournment**

There being no further business, the special meeting adjourned at 2:24 p.m.

A handwritten signature in blue ink that reads "Denise Smith".

Reviewed/Corrected/Approved
Denise Smith, Board Secretary



BLD Board Meeting

Benbrook Library District

Monday, August 25, 2025 at 5:30 PM CDT to Monday, August 25, 2025 at 7:30 PM CDT

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. Board Meeting on July 28, 2025

B. Special Board Meeting on August 15, 2025

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 Reports for June and July

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

V. New Business

A. Ratification of actions from July 28, 2025 Board meeting

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

C. Executive Session pertaining to legal issues: Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071

D. Consider Order of Cancellation for the November 4th election

E. Consider adding a \$5 charge to Interlibrary loans (ILLs) per item for shipping costs

F. Consider the Fiscal Year 2026 budget

G. Report from Grant Writer

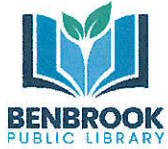
H. Update on Strategic Plan

I. Consider extending Avenu Insights and Analytics contract 1 year

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

VI. Adjournment

The District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters), and other matters as allowed by law.



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

August 25, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Tammi Cauthen; Denise Smith; Christina Watson; Larry Vickers
Also Present: Erica Richardson, Executive Director; Miranda Bauer, Assistant Executive Director
Others Present: Kristen Cathey, Ray Arce and Jewel Wheeler representing Roach and Associates

- I. **Call to Order** - Carol called this regular board meeting to order at 5:32 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, July 28, 2025 and Special Meeting on Friday, August 15, 2025

Tammi motioned to approve the meeting minutes from July 28, 2025. Christina seconded the motion. All ayes confirmed motion approval.

Christina motioned to approve the meeting minutes from August 15, 2025. Larry seconded the motion. All ayes confirmed motion approval.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during July 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for July 2025.

July 2025 Library Report

Library Visitors	11,458
Total Items checked out	18,541
Library Card Holders	15,619, New 227
Technology	Computer 588, Wi-Fi Sessions 794
Study Rooms	Conference Room 103, Booths 101
Volunteer Hours	282
ILL	Received 60, Shipped 62, Patrons 24
Digital Library Resources	6,830
Maker Space Visitors	Laser 150, 3D prints 29
Total Programs	Adult 22, Youth 69
Program Attendance	Adult 468, Youth 3,593, Code Club 0
Social Media Followers	Facebook 4,982, Instagram 1,018
Social Media Posts	Facebook 66, Instagram 12

- B. Treasurer Report of financial status of the District as of June 30, 2025, and July 31, 2025, including income and expenditures.

Christina read the June and July 2025 Treasurer's Report.

June 2025	
Sales Tax	186,436.05
Grants	0.00
Fines, Fees, Royalties	1,820.62
Library Sales	568.95
Donations/Gifts	0.00
Interest from Bank Accounts	1,391.52
Interest from TexPool	4,791.44
Capital Campaign Contributions	0.00
Total Income	195,008.58
Total Expenses	(165,147.25)
Net Income	29,861.33
Balance Brought Forward for Month	510,197.79
Bank Balance + TexPool	1,794,136.29
Uncleared + New Transactions	(62,710.10)
July 2025	
Sales Tax	208,169.11
Grants	0.00
Fines, Fees, Royalties	5,549.67
Library Sales	694.29
Donations/Gifts	7,500.00
Interest from Bank Accounts	1,432.43
Interest from TexPool	5,032.97
Capital Campaign Contributions	0.00
Total Income	228,378.47
Total Expenses	(196,037.16)
Net Income	32,341.31
Balance Brought Forward for Month	527,046.30
Bank Balance + TexPool	1,828,917.11
Uncleared + New Transactions	(80,982.32)

Tammi motioned to approve the Treasurer's Report for June and July 2025. Larry seconded the motion. All ayes confirmed motion approval.

- C. Investment Report on status of the District's Investments and TexPool statement as of July 31, 2025.
Larry read the July 2025 Investment Report.

Christina motioned to approve the Investment Report for July 2025. Denise seconded the motion. All ayes confirmed motion approval.

V. **New Business**

- A. Ratification of actions from July 28, 2025 Board Meeting – Christina motioned ratify actions from the July 28, 2025 Board Meeting. Tammi seconded the motion. All ayes confirm motion approval.

B. 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 5:47 p.m.

Carol called to move out of executive session at 6:01 p.m.

C. Executive Session pertaining to legal issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*

Carol called to move into executive session at 6:02 p.m.

Carol called to move out of executive session at 6:39 p.m.

D. Consider Order of Cancellation for the November 4th election – Christina motioned to approve the Order of Cancellation for the November 4th election. Tammi seconded the motion. All ayes confirm motion approval.

E. Consider adding a \$5 charge to Interlibrary Loans (ILLs) per item for shipping cost – The board tabled this matter until the next regular meeting.

F. Consider the Fiscal Year 2026 budget – Christina motioned to consider the Fiscal Year 2026 budget and accept the 3% COLA increase for staff. Larry seconded the motion. All ayes confirm motion approval.

G. Report from Grant Writer – Erica presented the Board with an update from the grant writer.

H. Update on Strategic Plan – Erica updated the Board on the Strategic Plan

I. Consider extending Avenu Insights and Analytics contract 1 year – The board tabled this matter until the next regular meeting.

J. 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 7:50 p.m.

Carol called to move out of executive session at 8:20 p.m.

VI. **Adjournment**

Tammi moved to adjourn this regular board meeting. Larry seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 8:21 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary