



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

September 5, 2025

Open to the Public

Special Meeting: 1:00 P.M.

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

Also Present: None

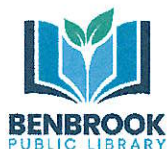
Others Present: None

- I. **Call to Order** - Carol called this special board meeting to order at 1:01 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. 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 1:02 p.m.
Carol called to move out of executive session at 3:00 p.m.
- VI. **Adjournment**

There being no further business, the special meeting adjourned at 3:00 p.m.

Reviewed/Corrected/Approved
Denise Smith, Board Secretary



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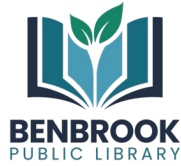
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A handwritten signature in blue ink that reads "Denise Smith".

Reviewed/Corrected/Approved
Denise Smith, Board Secretary



BLD Board Meeting

Benbrook Library District

Monday, September 22, 2025 at 5:30 PM CDT to Monday, September 22, 2025 at 7:00 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. Approval of Meeting Minutes

A. Board Meeting on August 25, 2025

B. Special Board Meeting on September 5, 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 August

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

V. New Business

A. Presentation by Brian Markwardt on staff retirement plans

B. Consider 2026 Strategic Plan update

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

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

E. Consider Bank Services with Pinnacle Bank one year extension

F. Consider FY25 Budget Revisions

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

H. Consider Library Calendar for 2026

I. Consider updating Employee Handbook, Section 4.15 Unpaid Leave

J. Consider sales tax reporting firm proposals and Avenue Insights and Analytics 1 year contract extension

K. Update on Family Restroom

L. Consider LED lighting replacement

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

N. Consider Executive Director employment contract

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.



Benbrook Library District
Approved Budget FY2025

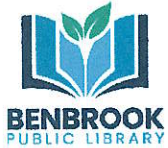
Income		Q4 Revisions	New Budget
Sales Tax Revenue	\$ 2,250,000.00		
Courier Services Revenue	\$ 46,931.00		
Fines & Fees	\$ 6,000.00		
Grant Income	\$ 50,000.00		
Library Sales	\$ 6,999.00		
Concession Income	\$ 6,000.00		
Donation/Gift Revenues	\$ 25,000.00		
Total Income and Budget	\$ 2,390,930.00		
Expenditures			
Personnel Expenditures			
Payroll Expenditures			
Salary	\$ 1,227,045.41	-\$ 52,000.00	\$ 1,175,045.41
Payroll Tax Expenses			
Medicare	\$ 17,792.16		
Social Security	\$ 76,076.82	-\$ 4,500.00	\$ 71,576.82
State Unemployment	\$ 20,000.00	-\$ 7,500.00	\$ 12,500.00
Payroll Tax Expenses - Other	\$ -		
Total Payroll Tax Expenses	\$ 113,868.98		
Disability Insurance	\$ 11,300.00		
Total Payroll Expenses	\$ 1,352,214.39		
Employee Medical Expense			
Group Health Insurance	\$ 221,100.00	-\$ 34,000.00	\$ 187,100.00
Reimbursed Health Costs	\$ 5,000.00		
Total Employee Medical Expenses	\$ 226,100.00		
Retirement Plan Costs	\$ 91,206.33		
Retirement Plan Admin Expenses	\$ -		
Training & Seminars	\$ 23,000.00	\$ 5,000.00	\$ 28,000.00
Total Personnel Expenditures	\$ 1,692,520.72		
Supplies Expenditures			
Equipment Accessories	\$ 2,000.00		
Processing Supplies	\$ 5,000.00	-\$ 2,000.00	\$ 3,000.00
Cleaning Supplies	\$ 2,000.00	\$ 4,500.00	\$ 6,500.00
Office Supplies & Bank Charges	\$ 20,000.00	\$ 2,000.00	\$ 22,000.00
Postage	\$ 3,200.00		
Programs & Other Supplies	\$ 24,000.00	\$ 7,000.00	\$ 31,000.00
Total Supplies Expenditures	\$ 56,200.00		
Contractual Expenditures			
Automation Cost - ByWater	\$ 3,815.00		
Courier (Amigos Library Services)	\$ 2,500.00		
Cleaning Service	\$ 28,140.00	\$ 1,500.00	\$ 29,640.00
Contingency Costs	\$ 0.00		
Election Costs	\$ 6,250.00	-\$ 5,550.00	\$ 700.00
Equipment Leasing	\$ 12,000.00		
Lawn Services	\$ 10,000.00		
Late Filing Penalty	\$ -		
Liability & Fire Insurance	\$ 22,750.00		
Memberships	\$ 8,000.00		
MetroPac Fine Payments	\$ 300.00		
Online Services			

Infrastructure	\$ 50,000.00	\$ 12,000.00	\$ 62,000.00
Resources	\$ 18,000.00		
Total Online Services	\$ 68,000.00		
Professional Fees			
Consulting Services	\$ 25,000.00		
Tax Recovery Services	\$ 20,000.00		
Accounting Fees	\$ 20,000.00		
IT Consulting & Contracting	\$ 42,000.00		
Legal Fees	\$ 11,500.00	\$ 6,000.00	\$ 17,500.00
Payroll Processing Fees	\$ 11,500.00		
Transcription Services	\$ 350.00		
Professional Fees - Other/Contractor	\$ 17,044.29	\$ 10,000.00	\$ 27,044.29
Total Professional Fees	\$ 147,394.29		
Program Presenter Services	\$ 26,000.00	\$ 4,000.00	\$ 30,000.00
Publicity & Public Relations	\$ 1,000.00		
Reimburse Board Members	\$ 6,000.00		
Repairs & Maintenance			
Building Repair & Maintenance Equipment	\$67,000.00	\$ 38,000.00	\$ 105,000.00
Maintenance & Repair	\$3,000.00		
Total Repairs & Maintenance	\$ 70,000.00		
Storage Rental	\$ -		
Travel & Entertainment			
Van Gas & Maintenance Meals	\$7,500.00	\$ 4,000.00	\$ 11,500.00
Meals	\$12,000.00		
Mileage Reimbursement Travel	\$5,000.00	\$ 3,000.00	\$ 8,000.00
Travel	\$40,000.00	-\$ 10,000.00	\$ 30,000.00
Total Travel & Entertainment	\$64,500.00		
Utilities			
Internet	\$ -		
Dumpster & Waste	\$ 2,360.00		
Gas and Electric	\$ 21,000.00		
Telephone	\$ 7,000.00		
Water	\$ 5,000.00		
Total Utilities	\$ 35,360.00		
Total Contractual Expenditures	\$ 512,509.29		
Capital Outlay Expenditures			
Audio/Visual	\$ 7,500.00		
Books	\$ 50,000.00		
eBooks	\$ 75,000.00	\$ 10,000.00	\$ 85,000.00
Building & Landscaping	\$ 10,000.00		
Building Renovation	\$ -		
Equipment	\$ 35,000.00		
Marketing	\$ 10,000.00		
Library of Things	\$ 2,500.00		
Periodicals	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
Shelving & Furniture	\$ 10,000.00	\$ 8,000.00	\$ 18,000.00
Vehicles	\$ -		
Total Capital Outlay Expenditures	\$ 203,000.00		
Total Expense:	\$ 2,431,730.00		
Net Ordinary Income:	(\$ 40,800.00)		
Other Income/ Expense			
Other Income			
Capital Campaign			
Capital Campaign Contributions	\$ -		
Capital Campaign Expenses	\$ -		

Total Capital Campaign	\$ -
Interest Income	\$ 60,000.00
Other Income	\$ -
Royalty Income	\$ 1,000.00
Royalty Deductions	\$ -
Total Other Income	\$ 61,000.00
Other Expense	
Concession Supplies	\$4,200.00
MakerSpace Supplies & Equipment	\$8,000.00
MakerSpace Gift Shop Expenses	\$8,000.00
Total Other Expense	\$ 20,200.00
Net Other Income	\$ 40,800.00
Net Income	\$ 0.00

\$ 1,500.00 \$ 5,700.00

-\$ 550.00



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

September 22, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

Board of Trustees Members Present: Carol Hafer; Denise Smith; Christina Watson; Larry Vickers
Also Present: Erica Richardson, Executive Director; Miranda Bauer, Assistant Executive Director
Others Present: Kristen Cathey; Brian Markwardt

- I. **Call to Order** - Christina called this regular board meeting to order at 5:31 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, August 25, 2025, and Special Meeting on Friday September 5, 2025

Denise motioned to approve the meeting minutes from August 25, 2025. Carol seconded the motion. All ayes confirmed motion approval.

Denise motioned to approve the special meeting minutes from September 5, 2025. Carol seconded the motion. All ayes confirmed motion approval.
- IV. **Reports**
 - A. Library Report by Library Director of notable activities for the District during August 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for August 2025.

August 2025 Library Report

Library Visitors	9,633
Total Items checked out	16,654
Library Card Holders	15,777, New 193
Technology	Computer 456, Wi-Fi Sessions 733
Study Rooms	Conference Room 76, Booths 86
Volunteer Hours	24
ILL	Received 107, Shipped 25, Patrons 21
Digital Library Resources	6,011
Maker Space Visitors	Laser 99, 3D prints 47
Total Programs	Adult 21, Youth 49
Program Attendance	Adult 218, Youth 2,498, Code Club 13
Social Media Followers	Facebook 5,049, Instagram 1,050
Social Media Posts	Facebook 66, Instagram 8

- B. Treasurer Report of financial status of the District as of August 31, 2025, including income and expenditures. Christina read the August 2025 Treasurer's Report.

August 2025	
Sales Tax	206,818.72
Grants	0.00
Fines, Fees, Royalties	2,319.15
Library Sales	843.90
Donations/Gifts	530.61
Interest from Bank Accounts	1,382.36
Interest from TexPool	5,215.91
Capital Campaign Contributions	0.00
Total Income	217,110.65
Total Expenses	(117,695.42)
Net Income	39,415.23
Balance Brought Forward for Month	539,068.65
Bank Balance + TexPool	1,878,684.19
Uncleared + New Transactions	(75,283.25)

Carol motioned to approve the Treasurer's Report for August 2025. Denise seconded the motion. All ayes confirmed motion approval.

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

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

V. New Business

- A. Presentation by Brian Markwardt on staff retirement plans – Brian presented the board with information on staff retirement plans.
- B. Consider 2026 Strategic Plan update – Carol motioned to approve the 2026 Strategic Plan update. Christina seconded the motion. All ayes confirm motion approval.
- C. Consider Bank Services with Pinnacle Bank one year extension – Christina motioned to approve Bank Services with Pinnacle Bank one year extension. Denise seconded the motion. All ayes confirm motion approval.
- D. Consider FY2025 Budget Revisions – Larry motioned to approve the FY2025 Budget Revisions. Denise seconded the motion. All ayes confirm motion approval.
- E. Consider adding a \$5 charge to Interlibrary Loans (ILLs) per item for shipping cost – Carol motioned to approve adding a \$5 charge to Interlibrary Loans (ILLs) per item for shipping cost. Christina seconded the motion. The motion passed with 3 in favor and 1 abstention.
- F. Consider Library Calendar for 2026 – Christina motioned to approve the Library Calendar for 2026. Denise seconded the motion. All ayes confirm motion approval.

- G. Consider updating Employee Handbook, Section 4.15 Unpaid Leave – Christina motioned to approve updating Employee Handbook Section 4.15 Unpaid Leave. Denise seconded the motion. All ayes confirm motion approval.
- H. Consider sales tax reporting firm proposals and Avenu Insights and Analytics 1 year contract extension – Christina motioned to consider sales tax reporting firm proposals and to approve HDL as the new vendor for sales tax reporting. Denise seconded the motion. All ayes confirm motion approval.
- I. Update on Family Restroom – Christina motioned to update the family restroom as per the SB8 Bathroom Bill. Larry seconded the motion. All ayes confirm motion approval.
- J. Consider LED lighting replacement– Christina motioned to approve LED lighting replacement. Denise seconded the motion. All ayes confirm motion approval.
- K. Executive Session pertaining to real property issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.072*
Christina called to move into executive session at 7:03 p.m.
Christina called to move out of executive session at 7:05 p.m.
- L. Executive Session pertaining to legal issues *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.071*
Christina called to move into executive session at 7:06 p.m.
Christina called to move out of executive session at 7:09 p.m.
- M. Executive Session pertaining to personnel matters *Texas Government Code, Title 5, Subtitle A, Chapter 551, Section 551.074*
Christina called to move into executive session at 7:10 p.m.
Christina called to move out of executive session at 7:12 p.m.
- N. Consider Executive Director employment contract – Christina motioned to approve the Executive Director employment contract. Denise seconded the motion. All ayes confirm motion approval.

VI. **Adjournment**

Christina moved to adjourn this regular board meeting. Denise seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 7:13 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary