



BLD Board Meeting

Benbrook Library District

Monday, October 27, 2025 at 5:30 PM CDT to Monday, October 27, 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 September 22, 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 September

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

V. Continuing Business

A. Consider moving from Mission Square to Empower for Retirement Plans

VI. New Business

A. Consider Health Insurance Premiums cost

B. Consider Reporting with HDL

C. Consider FY25 Budget Revisions (Final)

D. Consider contract with Rounded Development

E. Consider Letter of Engagement with John Swaim for annual audit

F. Consider purchase of furniture for rotunda area

G. Grant update and consider cost of outdoor hold lockers

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

VII. 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
Budget FY2025

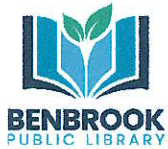
	9/2025 Approved	10/2025 Proposed	Adjustment
Income			
Sales Tax Revenue	\$ 2,250,000.00	\$ 2,250,000.00	\$ -
Courier Services Revenue	\$ 46,931.00	\$ 45,074.00	\$ (1,857.00)
Fines & Fees	\$ 6,000.00	\$ 16,140.00	\$ 10,140.00
Grant Income	\$ 50,000.00	\$ 6,512.00	\$ (43,488.00)
Library Sales	\$ 6,999.00	\$ 11,880.00	\$ 4,881.00
Concession Income	\$ 6,000.00	\$ 6,400.00	\$ 400.00
Donation/Gift Revenues	\$ 25,000.00	\$ 15,000.00	\$ (10,000.00)
Total Income and Budget	\$ 2,390,930.00	\$ 2,351,006.00	\$ (39,924.00)

Expenditures			
Personnel Expenditures			
Payroll Expenditures			
Salary	\$ 1,175,045.41	\$ 1,173,000.00	\$ (2,045.41)
Payroll Tax Expenses			
Medicare	\$ 17,792.16	\$ 16,700.00	\$ (1,092.16)
Social Security	\$ 71,576.82	\$ 71,576.82	\$ -
State Unemployment	\$ 12,500.00	\$ 12,500.00	\$ -
Payroll Tax Expenses - Other	\$ -	\$ -	\$ -
Total Payroll Tax Expenses	\$ 101,868.98	\$ 100,776.82	\$ (1,092.16)
Disability Insurance	\$ 11,300.00	\$ 12,250.00	\$ 950.00
Total Payroll Expenses	\$ 1,288,214.39	\$ 1,286,026.82	\$ (2,187.57)
Employee Medical Expense			
Group Health Insurance	\$ 187,100.00	\$ 187,100.00	\$ -
Reimbursed Health Costs	\$ 5,000.00	\$ 2,000.00	\$ (3,000.00)
Total Employee Medical Expense	\$ 192,100.00	\$ 189,100.00	\$ (3,000.00)
Retirement Plan Costs	\$ 91,206.33	\$ 86,500.00	\$ (4,706.33)
Retirement Plan Admin Expenses	\$ -	\$ 500.00	\$ 500.00
Training & Seminars	\$ 28,000.00	\$ 28,000.00	\$ -
Total Personnel Expenditures	\$ 1,599,520.72	\$ 1,590,126.82	\$ (9,393.90)

Supplies Expenditures			
Equipment Accessories	\$ 2,000.00	\$ 250.00	\$ (1,750.00)
Processing Supplies	\$ 3,000.00	\$ 2,500.00	\$ (500.00)
Cleaning Supplies	\$ 6,500.00	\$ 6,500.00	\$ -
Office Supplies & Bank Charges	\$ 22,000.00	\$ 21,500.00	\$ (500.00)
Postage	\$ 3,200.00	\$ 2,000.00	\$ (1,200.00)
Programs & Other Supplies	\$ 31,000.00	\$ 29,500.00	\$ (1,500.00)
Total Supplies Expenditures	\$ 67,700.00	\$ 62,250.00	\$ (5,450.00)

Contractual Expenditures			
Automation Cost - ByWater	\$ 3,815.00	\$ 3,815.00	\$ -
Courier (Amigos Library Services)	\$ 2,500.00	\$ 2,500.00	\$ -
Cleaning Service	\$ 29,640.00	\$ 29,640.00	\$ -
Contingency Costs	\$ -	\$ -	\$ -
Election Costs	\$ 700.00	\$ 700.00	\$ -
Equipment Leasing	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00
Interest Expense/Finance Charge			\$ -
Lawn Services	\$ 10,000.00	\$ 10,000.00	\$ -
Late Filing Penalty			\$ -
Liability & Fire Insurance	\$ 22,750.00	\$ 22,750.00	\$ -
Memberships	\$ 8,000.00	\$ 7,500.00	\$ (500.00)
MetroPac Fine Payments	\$ 300.00	\$ -	\$ (300.00)
Online Services			
Infrastructure	\$ 62,000.00	\$ 63,000.00	\$ 1,000.00
Resources	\$ 18,000.00	\$ 18,000.00	\$ -
Total Online Services	\$ 80,000.00	\$ 81,000.00	\$ 1,000.00

	9/2025 Approved	10/2025 Proposed	Adjustment
Professional Fees			
Consulting Services	\$ 25,000.00	\$ 22,500.00	\$ (2,500.00)
Tax Recovery Services	\$ 20,000.00	\$ 18,500.00	\$ (1,500.00)
Accounting Fees	\$ 20,000.00	\$ 20,600.00	\$ 600.00
IT Consulting & Contracting	\$ 42,000.00	\$ 38,500.00	\$ (3,500.00)
Legal Fees	\$ 17,500.00	\$ 18,000.00	\$ 500.00
Payroll Processing Fees	\$ 11,500.00	\$ 12,500.00	\$ 1,000.00
Transcription Services	\$ 350.00	\$ 100.00	\$ (250.00)
Professional Fees - Other/Contractor	\$ 27,044.29	\$ 14,500.00	\$ (12,544.29)
Total Professional Fees	\$ 163,394.29	\$ 145,200.00	\$ (18,194.29)
Program Presenter Services	\$ 30,000.00	\$ 30,000.00	\$ -
Publicity & Public Relations	\$ 1,000.00	\$ 1,000.00	\$ -
Reimburse Board Members	\$ 6,000.00	\$ 6,000.00	\$ -
Repairs & Maintenance			
Building Repair & Maintenance	\$ 105,000.00	\$ 107,000.00	\$ 2,000.00
Equipment Maintenance & Repair	\$ 3,000.00	\$ 1,300.00	\$ (1,700.00)
Total Repairs & Maintenance	\$ 108,000.00	\$ 108,300.00	\$ 300.00
Storage Rental	\$ -	\$ -	\$ -
Travel & Entertainment			
Van Gas & Maintenance	\$ 11,500.00	\$ 11,500.00	\$ -
Meals	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00
Mileage Reimbursement	\$ 8,000.00	\$ 8,000.00	\$ -
Travel	\$ 30,000.00	\$ 27,000.00	\$ (3,000.00)
Total Travel & Entertainment	\$ 61,500.00	\$ 59,500.00	\$ (2,000.00)
Utilities			
Internet	\$ -	\$ -	\$ -
Dumpster & Waste	\$ 2,360.00	\$ 2,360.00	\$ -
Gas and Electric	\$ 21,000.00	\$ 19,400.00	\$ (1,600.00)
Telephone	\$ 7,000.00	\$ 7,000.00	\$ -
Water	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)
Total Utilities	\$ 35,360.00	\$ 32,760.00	\$ (2,600.00)
Total Contractual Expenditures	\$ 574,959.29	\$ 553,665.00	\$ (21,294.29)
Capital Outlay Expenditures			
Audio/Visual	\$ 7,500.00	\$ 5,200.00	\$ (2,300.00)
Books	\$ 50,000.00	\$ 48,000.00	\$ (2,000.00)
eBooks	\$ 85,000.00	\$ 85,000.00	\$ -
Building & Landscaping	\$ 10,000.00	\$ 7,500.00	\$ (2,500.00)
Building Renovation	\$ -	\$ -	\$ -
Equipment	\$ 35,000.00	\$ 35,000.00	\$ -
Marketing	\$ 10,000.00	\$ 11,300.00	\$ 1,300.00
Library of Things	\$ 2,500.00	\$ 1,600.00	\$ (900.00)
Periodicals	\$ 1,500.00	\$ 1,200.00	\$ (300.00)
Shelving & Furniture	\$ 18,000.00	\$ 13,500.00	\$ (4,500.00)
Vehicles	\$ -	\$ -	\$ -
Total Capital Outlay Expenditures	\$ 219,500.00	\$ 208,300.00	\$ (11,200.00)
Total Expense:	\$ 2,461,680.01	\$ 2,414,341.82	\$ (47,338.19)
Net Ordinary Income:	\$ (70,750.01)	\$ (63,335.82)	\$ 7,414.19
Other Income/ Expense			
Other Income			
Capital Campaign			
Capital Campaign Contributions	\$ -	\$ -	\$ -
Capital Campaign Expenses	\$ -	\$ -	\$ -
Total Capital Campaign	\$ -	\$ -	\$ -
Interest Income	\$ 60,000.00	\$ 77,000.00	\$ 17,000.00
Other Income	\$ -	\$ -	\$ -
Royalty Income	\$ 1,000.00	\$ 1,000.00	\$ -
Royalty Deductions	\$ -	\$ -	\$ -
Total Other Income	\$ 61,000.00	\$ 78,000.00	\$ 17,000.00
Other Expense			
Concession Supplies	\$ 5,700.00	\$ 5,700.00	\$ -
MakerSpace Supplies & Equipment	\$ 8,000.00	\$ 8,000.00	\$ -
MakerSpace Gift Shop Expenses	\$ 8,000.00	\$ 6,000.00	\$ (2,000.00)
Total Other Expense	\$ 21,700.00	\$ 19,700.00	\$ (2,000.00)
Net Other Income	\$ 39,300.00	\$ 58,300.00	\$ 19,000.00
Net Income	\$ (31,450.01)	\$ (5,035.82)	\$ 26,414.19



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

October 27, 2025

Open to the Public

Regular Meeting: 5:30 P.M.

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

- I. **Call to Order** - Carol 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, September 22, 2025
Christina motioned to approve the meeting minutes from September 25, 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 September 2025 including meetings attended, District business conducted, and programs presented.
Miranda and Erica presented the library reports for September 2025.

September 2025 Library Report

Library Visitors	7,362
Total Items checked out	14,549
Library Card Holders	15,942, New 169
Technology	Computer 372, Wi-Fi Sessions 656
Study Rooms	Conference Room 95, Booths 104
Volunteer Hours	25
ILL	Received 26, Shipped 14, Patrons 27
Digital Library Resources	5,622
Maker Space Visitors	Laser 28, 3D prints 0
Total Programs	Adult 21, Youth 49
Program Attendance	Adult 174, Youth 1,453, Code Club 15
Social Media Followers	Facebook 5,088, Instagram 1,061
Social Media Posts	Facebook 68, Instagram 9

- B. Treasurer Report of financial status of the District as of September 30, 2025, including income and expenditures. Christina read the September 2025 Treasurer's Report.

September 2025	
Sales Tax	177,381.74
Grants	0.00
Fines, Fees, Royalties	1,611.80
Library Sales	432.09
Donations/Gifts	562.39
Interest from Bank Accounts	1,422.83
Interest from TexPool	5,049.53
Capital Campaign Contributions	10.00
Total Income	186,470.38
Total Expenses	(235,528.65)
Net Income	(49,058.27)
Balance Brought Forward for Month	536,974.52
Bank Balance + TexPool	1,828,850.67
Uncleared + New Transactions	(107,796.60)

Larry motioned to approve the Treasurer's Report for September 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 September 30, 2025. Larry read the September 2025 Investment Report.

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

V. Continuing Business

- A. Consider moving from Misson Square to Empower for Retirement Plans – Christina motioned to approve moving from Misson Square to Empower for Retirement Plans. Denise seconded the motion. A vote of 3-1 (3 yes, 1 nay) confirms motion approval.

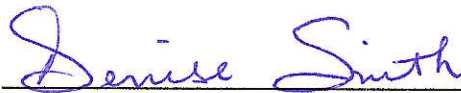
VI. New Business

- A. Consider Health Insurance Premiums cost – Christina motioned to approve the Health Insurance Premiums cost. Denise seconded the motion. All ayes confirm motion approval.
- B. Consider reporting with HDL – Christina motioned to approve reporting with HDL. Denise seconded the motion. All ayes confirm motion approval.
- C. Consider FY2025 Budget Revisions – Carol motioned to approve the final FY2025 Budget Revisions. Christina seconded the motion. All ayes confirm motion approval.
- D. Consider contract with Rounded Development – Christina motioned to approve the contract with Rounded Development. Denise seconded the motion. The motion passed with 3 in favor and 1 abstention.
- E. Consider Letter of Engagement with John Swaim for annual audit – Christina motioned to approve the Letter of Engagement with John Swaim for annual audit. Denise seconded the motion. All ayes confirm motion approval.

- F. Consider purchase of furniture for rotunda area – Christina motioned to approve the purchase of furniture for rotunda area. Denise seconded the motion. All ayes confirm motion approval.
- G. Grant update and consider the cost of outdoor hold lockers – The Board was presented with a grant update. Christina motioned to approve the cost of the outdoor hold locker. Denise seconded the motion. All ayes confirm motion approval.
- H. 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 6:21 p.m.
Carol called to move out of executive session at 6:39 p.m.

VI. **Adjournment**

Carol moved to adjourn this regular board meeting. Christina seconded the motion, and the ayes confirmed motion approval. This regular board meeting adjourned at 6:40 p.m.



Reviewed/Corrected/Approved
Denise Smith, Board Secretary