



Meeting Details

Date & Time	January 20, 2026 12:00 PM
Venue:	Benbrook Library Meeting Room
Attendees:	Bridgett Adrian, Steve Cobb, Nancy Gustafson, Claudette Huddleston, Karla Reese, Richard Reese, Beverly Rozanski, Russell Kegley (reporting in Debby Matthews' absence)

Agenda Details

Call to Order
Minutes Approval
Reports <ul style="list-style-type: none">A. Financials ReviewB. 2026 Proposed BudgetC. Proposed Audit Statement for Grants
Financial Business <ul style="list-style-type: none">A. Library Storage Shed PaymentB. North Texas Giving Day RegistrationC. Texas Library Association offset for Bridget Adrian
Other Business <ul style="list-style-type: none">A. February History & Biography Pop-up Sale (Feb 16-18)B. Upcoming Caliber Car Wash Fundraiser ApprovalC. Antique Mall Bookstore Update
Adjournment

Meeting Minutes

Call to Order: Russell Kegley, President, opened the meeting at 12:03 PM.

Minutes Approval: Minutes from the December meeting approved by voice vote.

Reports: A. Financials – Karla Reese, Treasurer, presented the December 2025 YTD financial report. Even with providing \$6,000 to the library to help fund the book vending machine, the Friends ended 2025 with a balance of \$4,906.59. January 2026 we moved into a smaller and cheaper storage unit, which will help minimize overhead in 2026. Cash flow, however, meant that

we will most likely drop to month-to-month rental on the Antique Mall Bookstore in March.

B. 2026 Proposed Budget - In working with the library's contract grant writer, Karla Reese put together a proposed budget for 2026. It largely follows 2025 actual expenses and income figures, which is the best information we have. It does project some amount of grant activity (\$26,000), for which the Friends act as a pass-through with respect to accounting, so they have little impact on our projected operating budget.

C. Proposed Audit Statement for Grants – Karla also drafted a statement for use by the grant writer explaining why the Friends do not do frequent outside audits. Since all of our income goes towards either well-documented overhead expenses, or written requests for funding for specific library programs, we feel our monthly oversight reports are sufficient to safeguard against misuse.

Financial Business: A. Library Storage Payment – in January 2026 a group of Friends volunteers (Richard Reese, Patti & Jon Whitaker, and Russell Kegley) relocated our steel library shelving materials from Benbrook Storage to the freestanding shed in the library, occupying roughly 50 square feet of space in the shed. The Library Board stipulated that the Friends should pay \$1.00 per year to rent this space; the contract for this should be signed in January 2026, at which time Karla Reese will make the needed transfer for the current year.

B. Library Giving Day Registration – the Friends approved the expenditure of \$50.00 this month to cover registration for the Library Giving Day event. Bridgett Adrian will forward the needed form to Karla, who will arrange registration. This event was held for the first time in April 2025, and yielded about \$1,500 in donations for the investment. We expect this year's event to be another learning exercise, with the expected event in 2027 to be larger.

We also had some discussion about potential confusion between the Library Giving Day event and North Texas Giving Day, which occurs in the fall of every year. Bridgett Adrian noted that the steering group for Library Giving Day is aware of the issue, and is discussing ways to make the distinction clearer.

C. Texas Library Association reimbursement for Bridgett Adrian – Bridgett Adrian is Benbrook Library's volunteer coordinator. In the past, the Friends have funded her attendance at other training events, such as philanthropic fundraising gatherings. This year, she requested that the Friends help fund her attendance at the Texas Library Association meeting in Dallas. We agreed that this is a good use of her time in forming networking relationships with other libraries, and learning new ways to maintain volunteer activities. The amount of \$399.00 is approved.

Other Business: A. February History & Biography Pop-up Sale – Prior to this meeting, Erica Richardson & Miranda Bauer (both of the library) and Russell Kegley met to discuss parameters around our proposed History & Biography Pop-up Sale in February. We agreed on Saturday, Feb 14 as the date to set up in the library, with all day Monday & Tuesday Feb 16 & 17, along with Wednesday morning Feb 18, to operate the sale. Bridgett Adrian is creating a flyer we can email to university & high school history teachers in the area; Richard Reese

agreed to pull together this list of email addresses. Following the close of the sale at noon on Wednesday Feb 18, we will re-box unsold books and dismantle the shelving. Russell Kegley has circulated an online sign-up for people to volunteer. We estimate setup and teardown will not take longer than 2-3 hours.

B. Upcoming Caliber Car Wash Fundraiser – Bridgett Adrian has arranged for Caliber Car Wash (9012 Benbrook BLVD) to host a Friends of the Library fundraiser. Caliber Car Wash has agreed to donate up to 50% of proceeds on the day(s) arranged (TBD), and can either deposit funds directly in the Friends' checking account or write a check; in the case of a check, they will withhold 2% of the donated amount. The Friends approved extending our bank information to Caliber to avoid the 2% fee.

C. Antique Mall Bookstore Updates – In January many volunteers worked in the Antique Mall Bookstore to implement a major change in how inventory and pricing are managed, in the hopes that these changes will move the bookstore from a net loss to at least break-even, if not to profitable. We plan to focus strictly on fiction, our best-selling categories, maintaining two complete bookshelves for each genre: every month, one shelf will be stocked with fresh inventory from our donations, while the second shelf will contain the books that were shelved the prior month. The books from the “last month” shelf will be boxed and returned to storage.

In addition, pricing is changed to: 1-4 books, \$2.50 per book; 5-10 books, \$2.00 per book; 10+ books, \$1.50 per book. The hope is to encourage larger purchases with each visit.

Finally, Bridgett Adrian will send emails about the a couple of times every month, in particular reminding people that close to half the bookstore inventory turns over every month.

D. The next meeting is scheduled for Thursday, Feb 19, 2026, 12:00 PM.

Adjournment: Meeting adjourned at 1:20 PM