

BLD March Board Meeting

Benbrook Library District

Monday, March 23, 2026 at 5:30 PM CDT to Monday, March 23, 2026 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. Regular Board Meeting on March 4, 2026

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's Report for February 2026

C. Investment Report on status of the District's investments and TexPool statements for February 2026.

D. Sales Tax Report for February 2026

V. New Business

A. Consider expanding retirement services with 457(b) plan

B. Facilities update from Facilities Specialist

C. Consider Internet Use Policy update

D. Consider Collection Development Policy update

E. Consider Reconsideration Form update

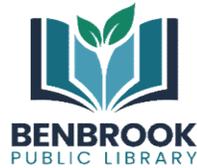
F. Consider \$2,000 budget line revisions

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

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

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.



Benbrook Library District
Budget FY2026 - Revised 3/2026

	10/2025	3/2026		Change
Income				
Sales Tax Revenue	\$ 2,300,000.00	\$ 2,300,000.00	\$	-
Courier Services Revenue	\$ 47,000.00	\$ 47,000.00	\$	-
Fees & Misc Income	\$ 10,000.00	\$ 10,000.00	\$	-
Grant Income	\$ 75,000.00	\$ 75,000.00	\$	-
Library Sales	\$ 11,000.00	\$ 11,000.00	\$	-
Concession Income	\$ 6,000.00	\$ 6,000.00	\$	-
Donation/Gift Revenues	\$ 25,000.00	\$ 25,000.00	\$	-
Total Income and Budget	\$ 2,474,000.00	\$ 2,474,000.00	\$	-
Interest Income	\$ 70,000.00	\$ 70,000.00	\$	-
Royalty Income	\$ 1,000.00	\$ 1,000.00	\$	-
Total Other Income	\$ 71,000.00	\$ 71,000.00	\$	-

Expenditures				
Personnel Expenditures				
Payroll Expenditures				
Salary	\$ 1,329,500.00	\$ 1,329,500.00	\$	-
Payroll Tax Expenses				
Medicare	\$ 19,270.00	\$ 19,270.00	\$	-
Social Security	\$ 82,430.00	\$ 82,430.00	\$	-
State Unemployment	\$ 20,000.00	\$ 20,000.00	\$	-
Payroll Tax Expenses - Other	\$ -	\$ -	\$	-
Total Payroll Tax Expenses	\$ 121,700.00	\$ 121,700.00	\$	-
Disability Insurance	\$ 12,500.00	\$ 12,500.00	\$	-
Total Payroll Expenses	\$ 1,463,700.00	\$ 1,463,700.00	\$	-
Employee Medical Expense				
Group Health Insurance	\$ 223,500.00	\$ 223,500.00	\$	-
Reimbursed Health Costs	\$ 3,000.00	\$ 3,000.00	\$	-
Total Employee Medical Expense	\$ 226,500.00	\$ 226,500.00	\$	-
Retirement Plan Costs	\$ 101,000.00	\$ 101,000.00	\$	-
Retirement Plan Admin Expenses	\$ 1,000.00	\$ 1,000.00	\$	-
Total Personnel Expenditures	\$ 1,792,200.00	\$ 1,792,200.00	\$	-

Supplies Expenditures			
Processing Supplies	\$ 4,000.00	\$ 4,000.00	\$ -
Cleaning Supplies	\$ 7,000.00	\$ 7,000.00	\$ -
Office Supplies & Bank Charges	\$ 18,000.00	\$ 18,000.00	\$ -
Postage	\$ 3,000.00	\$ 3,000.00	\$ -
Program Supplies	\$ 25,000.00	\$ 25,000.00	\$ -
Vending Supplies	\$ 5,500.00	\$ 5,500.00	\$ -
MakerSpace Supplies	\$ 5,000.00	\$ 5,000.00	\$ -
Maker Market Supplies	\$ 5,000.00	\$ 5,000.00	\$ -
Total Supplies Expenditures	\$ 72,500.00	\$ 72,500.00	\$ -
Contractual Expenditures			
Library System - ByWater	\$ 4,800.00	\$ 4,800.00	\$ -
Cleaning Service	\$ 30,000.00	\$ 30,000.00	\$ -
Contingency Costs	\$ 5,000.00	\$ 5,000.00	\$ -
Election Costs	\$ -	\$ -	\$ -
Printer Leasing	\$ 12,000.00	\$ 12,000.00	\$ -
Lawn Services	\$ 10,000.00	\$ 10,000.00	\$ -
Insurance - Liability	\$ 23,000.00	\$ 23,000.00	\$ -
Book Replacement Payments	\$ 300.00	\$ 300.00	\$ -
Total Contractual Expenditures	\$ 85,100.00	\$ 85,100.00	\$ -
Online Services			
Infrastructure	\$ 53,950.00	\$ 53,950.00	\$ -
Resources	\$ 17,000.00	\$ 17,000.00	\$ -
Total Online Services	\$ 70,950.00	\$ 70,950.00	\$ -
Professional Fees			
Consulting Services	\$ 50,000.00	\$ 50,000.00	\$ -
Tax Recovery Services	\$ 15,000.00	\$ 15,000.00	\$ -
Accounting Fees	\$ 20,000.00	\$ 18,000.00	\$ (2,000.00)
IT Consulting & Contracting	\$ 42,000.00	\$ 42,000.00	\$ -
Legal Fees	\$ 12,500.00	\$ 12,500.00	\$ -
Payroll Software Fees	\$ 13,000.00	\$ 13,000.00	\$ -
Transcription Services	\$ 100.00	\$ 100.00	\$ -
Board Member Expenses	\$ 8,000.00	\$ 8,000.00	\$ -
Program Presenters	\$ 25,000.00	\$ 25,000.00	\$ -
Total Professional Fees	\$ 185,600.00	\$ 183,600.00	\$ (2,000.00)
Repairs & Maintenance			
Building Repair & Maintenance	\$ 40,000.00	\$ 40,000.00	\$ -
Equipment Maintenance & Repair	\$ 1,500.00	\$ 1,500.00	\$ -
Van - Gas & Maintenance	\$ 9,000.00	\$ 9,000.00	\$ -
Total Repairs & Maintenance	\$ 50,500.00	\$ 50,500.00	\$ -

Staff Development					
Meals	\$	10,000.00	\$	10,000.00	\$ -
Memberships	\$	8,000.00	\$	8,000.00	\$ -
Mileage Reimbursement	\$	6,000.00	\$	6,000.00	\$ -
Travel	\$	28,000.00	\$	28,000.00	\$ -
Training & Seminars	\$	18,000.00	\$	18,000.00	\$ -
Total Travel & Entertainment	\$	70,000.00	\$	70,000.00	\$ -
Utilities					
Internet	\$	-	\$	-	\$ -
Dumpster & Waste	\$	2,400.00	\$	2,400.00	\$ -
Gas and Electric	\$	21,000.00	\$	21,000.00	\$ -
Telephone	\$	7,000.00	\$	7,000.00	\$ -
Water	\$	5,000.00	\$	5,000.00	\$ -
Total Utilities	\$	35,400.00	\$	35,400.00	\$ -
Capital Outlay Expenditures					
Audio/Visual	\$	5,000.00	\$	5,000.00	\$ -
Books	\$	45,000.00	\$	45,000.00	\$ -
eBooks	\$	80,000.00	\$	80,000.00	\$ -
Equipment	\$	29,750.00	\$	29,750.00	\$ -
Marketing	\$	10,000.00	\$	12,000.00	\$ 2,000.00
Library of Things	\$	2,000.00	\$	2,000.00	\$ -
Periodicals	\$	1,000.00	\$	1,000.00	\$ -
Shelving & Furniture	\$	10,000.00	\$	10,000.00	\$ -
Vehicles	\$	-	\$	-	\$ -
Total Capital Outlay Expenditures	\$	182,750.00	\$	184,750.00	\$ 2,000.00
Total Expense:	\$	2,545,000.00	\$	2,545,000.00	\$ -
Net Ordinary Income:	\$	(71,000.00)	\$	(71,000.00)	\$ -
Net Income	\$	-	\$	-	\$ -