

MINUTES
BENBROOK LIBRARY DISTRICT
BOARD OF TRUSTEE MEETING
January 15, 2018
Benbrook Public Library
1065 Mercedes Street
Benbrook, Texas 76126
Regular Meeting at 6:30 pm

Members Present: Roy "Corky" Baird; Robert Christensen; Rachel Dillard; Carol Hafer; Anita Mitchell

Also Present: Steve Clegg, Manny Gonzales

I. Call to order:

The meeting was called to order at 6:30 p.m. by Robert Christensen.

II. New Business:

- A. First item on the agenda is meeting minutes for November. Director explained these minutes aren't available.
- B. Next item of business is Library Director's trip to Austin. A summary of the meeting was sent to board members via email. There is also an upcoming district meeting on January 26th for special purposes. The library director suggests we should have a lobbyist or consultant involved.
- C. Some discussion of new employee, MakerSpace Assistant and programs the library offers. Board members hear comments from people about our library's special programs.

III. Investment report:

- A. It was an atypical month. Twenty thousand dollars had to be moved from Wells Fargo to Pinnacle to cover an overage. So, \$100,000 was moved from TexPool account to alleviate this type problem.

Investment Officer feels that February will be a heavy month for tax income since it has in the past.

IV. Treasurer's report for November:

There are no December financials at this time. November financials are as follows:

in the library. Library Director suggests that we order three plaques to begin with:

- In memory of Kathy Ledford
- On-going Memorials (12" x 16")
- BLD Anniversary year – commemorate founders

Discussion followed regarding the existence of the library being due to the founders and we need to honor those who are still with us.

B. Benbrook Water Authority (BWA) proposal:

Discussion regarding the water tower to be built spanning the property of BWA *and* a portion the Library's property. There will have to be a driveway to accommodate the needs of the library as well.

C. Budget Adjustments

The director has asked another library about their accounting practices and asked our accounting firm and the auditors, all the while trying to get an understanding of the adjustments made part way through the fiscal year

VII. New Business

D. North entry doors – to be made ADA compliant and the door to the patio to be automated. There's a labor savings to have both doors on the same work order. Anita Mitchell moved that we allocate \$6,000 for our door mechanism on the north end of the building and the patio door. Carol seconded the motion. Motion carried.

E. Next item: Auditor's Engagement Letter for 2017. Passed unanimously.

F. Last item: Permission for Library Director to attend Library District meeting on January 26th in Austin. Approved.

VIII. There being no public comment, Corky Baird moved to adjourn. Motion carried unanimously.

| | |
|-----------------------------------|--------------------|
| Sales tax | 94,841.98 |
| Grants | 00 |
| Fines, Fees, Royalties, and Gifts | 1,332.16 |
| Concession Income | 611.59 |
| MakerSpace Income | 436.91 |
| Interest from Bank Accounts | 2.24 |
| Interest from TexPool | 1,080.84 |
| Total Income | 98,305.72 |
| Expenses | <u>(80,515.69)</u> |
| Net Income | 17,790.03 |
| Bank Balance Including TexPool | \$1,303,091.90 |

Any questions regarding Treasurer's Report? There were none.

V. New Business:

A. Managing Friends of the Benbrook Library Funds Policy:

Manny Gonzales attended this month's meeting. Kathy Ledford had served as a liaison between the library and the Friends. With Kathy's passing there was no one to manage the finances

Manny explained there are four sources of funds for the Friends:

- When a patron asks that we "keep the change" when they are paying fines or other charges, the additional money is rang up as Donation (Friends).
- There's a receptacle in the library lobby for monetary donations.
- Sale of books monies is also rang up as Friends.
- Donations sent via mail is also Friends money.

Manny also brought up the fact that the Friends group has to pay taxes on anything they sell.

Library Director prepared a policy regarding Friends monies and expects a response from the auditors soon. Steve will also poll other libraries and find out how their "Friends" operate.

Everyone thanked Manny for coming.

VI. Old Business:

- A. Memorials: After checking with a number of companies, Steve has found that plaque orders go to the same vendor, so we will go directly to that vendor. Each plaque will be approximately the same size and will have a prominent display place

BENBROOK LIBRARY DISTRICT

TREASURER'S REPORT

January 2018

Report Date: February 14, 2018

| | | End of | Prior to | Fiscal Year | | |
|---|--|---------------------|----------------|--------------------|--------------------|-----------------------|
| | GROSS INCOME: | Jan/Totals | Jan | To Date | | |
| | From: | | | | | |
| A | Sales Tax | 86,590.00 | 263,326.23 | 349,916.23 | | |
| B | Donation - Gift Revenues | (1,113.18) | 0.00 | 0.00 | | |
| C | Fines, Fees, Royalties & Gifts | 6,688.61 | 5,617.15 | 12,305.76 | | |
| D | Concession Income | 378.00 | 1,571.49 | 1,949.49 | | |
| E | MakerSpace Income | 518.21 | 1,213.52 | 1,731.73 | | |
| F | Interest from Bank Accounts | 6.37 | 8.13 | 14.50 | | |
| G | Interest from TexPool Account | 1,272.95 | 3,343.26 | 4,616.21 | | |
| | Total Income | 94,340.96 | 275,079.78 | 370,533.92 | | |
| H | EXPENSES: | | | | | |
| | Total Expenses | (80,719.65) | (311,699.27) | (392,418.92) | | |
| I | NET INCOME: | | | | | |
| | After Expenses | 13,621.31 | (36,619.49) | (21,885.00) | | |
| | BANK ACTIVITY & BALANCES REPORT FOR MONTH | Inputs | W/drwls | Pinnacle-Op | Wells Fargo | Pinnacle-Staff |
| J | Balances Brought Forward | 181,850.79 | | 125,213.11 | 56,262.29 | 375.39 |
| K | Deposits/Credits & Interest | 95,200.98 | | 86,616.16 | 7,584.82 | 1,000.00 |
| L | Checks/Withdrawals | | (87,423.96) | (85,866.38) | (1,034.12) | (523.46) |
| M | Transfers to TexPool | | 0.00 | 0.00 | 0.00 | 0.00 |
| N | Cleared Balance | 189,627.81 | | 125,962.89 | 62,812.99 | 851.93 |
| O | Bnk Unrptd Expds + New Transactions (EOM) | | (49,793.65) | (49,652.32) | (141.33) | 0.00 |
| P | EOM Adjusted Current Balance | 139,834.16 | | 76,310.57 | 62,671.66 | 851.93 |
| | TEXPOOL ACTIVITY: INVESTMENT & WITHDRAWLS | Inputs | W/Drwls | | | |
| Q | Balance Brought Forward | 1,153,947.46 | | | | |
| R | Transfer to TexPool (This Month) | 0.00 | | | | |
| S | TexPool Interest (This Month) | 1,272.95 | | | | |
| T | Transfer from TexPool (This Month) | | 0.00 | | | |
| U | Frost Bank Payments | | 0.00 | | | |
| V | Current Balance | 1,155,220.41 | | | | |
| W | Reserve Fund | | 250,000.00 | | | |
| X | Bldg Fund = Curr Bal - Res Fund | 905,220.41 | | | | |
| Y | Total Balance = Bank Adj Bal + TexPool Curr Bal | 1,295,054.57 | | | | |

Agenda Item III. A.

Library Report

Library Board Meeting February 19, 2018

Administration

Legal, Governance, & Policy

- 1/29/2018 Library Director ejected a patron for continuously violating smoking ordinance
- 2/1/2018 Library Director prepared and submitted annual debt report per HB1378
- 2/13/2018 Auditors arrived on-site to conduct field work for FY2017 audit

Personnel & Training

- 2/16/2018 Library staff participated in a staff meeting

Facility & Equipment

- January-February Library Director arranged for Alamo Electric to repair lighting and to coordinate with Door Control Services to install leads for automatic door controllers, switches, and sensors

Grants & Projects

- 2/1/2018 Adult Services Librarian applied for Texas Book Festival Collection Enhancement Grant in an effort to obtain funding for a collection of adult graphic novels
- 2/7/2018 Programming Librarian is coordinating with University of North Texas for Portal to Texas History Newspaper Archive
- February Youth Services Librarian submitted a grant for Texas Commission of the Arts
- February Library Director preparing mock-up of memorial plaques in advance of meeting with foundry

Vendors & Contractors

- 2/2/2018 Mike Utzman from ESP Services arrived to service the high-definition projector and investigate the meeting room's lighting controllers

Community & Outreach

- 1/7/2018 Adult Services Librarian held Trivia Night at 3 Parrots Taco Shop; 60 total participants
- 1/18/2018 Library Director and Youth Services Librarian attended Chamber of Commerce Luncheon
- 2/6/2018 Youth Services Librarian Presented at a M.O.P.S. workshop Author night at West Park Elementary
- 2/13/2018 Programming Librarian graduated from Benbrook's Citizen's Police Academy
- 2/15/2018 Library Director and Programming Librarian attended Chamber of Commerce Luncheon

Partnerships & Associations

- January-February Library Director participating in Texas State Library's Electronic Information Working Group bidding process for TexShare resources for FY2018 – Presentations scheduled in Austin March 8-9
- 1/26/2018 Library Director attended Library Districts meeting at the Laura Bush Library in Austin
- 2/7/2018 Adult Services Librarian met with representatives of Burleson, Euless, Fort Worth, Haslet, Keller, and Weatherford Public Libraries and staff of Collective Brewing Project, who have agreed to host a multi-library adult spelling bee at their venue

- 2/9/2018 Library Director attended Public Library Administrators of North Texas (PLANT) meeting at the Tyler Public Library
- 2/12/2018 Library Director and Programming Librarian attended North Texas Libraries on the Go meeting at the Keller Public Library
- 2/16/2016 Programming Librarian attended TLA Local Arrangement Committee – Dallas

Programs & Services

Adult Services Librarian

- 1/15/18 Yoga Class
- Attendance: 2
- 1/16/18 Writing Critique Group
- Attendance: 6
- 1/17/18 Computer Class: Microsoft Excel Part 2
- Attendance: 2
- 1/17/18 Calligraphy Class
- Attendance: 0
- 1/17/18 Trivia Night (at 3 Parrots Taco Shop)
- Attendance: 60
- 1/23/18 Different Pages Book Club
- Attendance: 2
- 1/23/18 Tinker Tuesday program
- Attendance: 0
- 1/24/18 Computer Class: Internet & E-mail
- Attendance: 0
- 1/27/18 Game Night program
- Attendance: 29
- 1/31/18 Computer Class: Open lab
- Attendance: 2
- 2/1/18 Bent Corners Book Club
- Attendance: 11
- 2/5/18 Yoga Class
- Attendance: 4
- 2/6/18 Calligraphy Class
- Attendance: 16
- 2/7/18 Coffee Break Book Club
- Attendance: 10
- 2/7/18 Computer Class: Microsoft Word
- Attendance: 2
- 2/12/18 Adult Spelling Bee
- Attendance: 32
- 2/14/18 Computer Class: Microsoft Excel
- Attendance: 3
- 1/23/18-1/30/18 GED Classes – January Attendance (registration for new semester)
- 3 classes, 17 total attendance (6, 6, 5)
- 1/12/18-2/14/18 Blog following
- 555 page views; 11 new followers

Youth Services Librarian

- 1/11-11/12 Storytime-53
Art- 75
- 1/15-1/20 Book Babies- 42, 32
Maker Monday- 11
Storytime- 13, 43
Lego- 6
Family Storytime- 2
Music Movement and Me- 73

| | |
|-----------|---|
| | Teen Game Night- 9 Tail Waggin' Tutors- 8 |
| 1/22-1/26 | Book Babies- 51, 41 Storytime- 22, 37 Poison Control Program- 41 |
| 1/29-2/2 | Book Babies- 52, 47 Storytime- 42, 53 Anime- 2 N.R. Yoga- 55 |
| 2/5-2/9 | Book Babies- 36, 52 Storytime- 27, 41 Art Time- 49 |
| 2/12-2/15 | Book Babies- 57, 65 Storytime-19, 24 Build and Play- 27 <i>This is a new program we launched this month</i> |
| | <i>We are launching three new programs next month.</i> |

Programming Librarian

| | |
|---------|------------------------------------|
| 1/23/18 | Homebound Delivery, 2 participants |
| 1/26/18 | Date Night, 3 participants |
| 2/6 | Homebound Delivery, 2 participants |
| 2/10 | Cookie Decorating, 15 participants |
| 2/14 | Date Night, 13 participants |
| 2/15 | Chamber of Commerce Luncheon |

Future Events

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| 3/23 | Family Date Night, Bagpiper |
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Planning

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| March-May | Raspberry Pi Classes |
| June 2nd | Maker Fair |