



## Meeting Details

<b>Date &amp; Time</b>	May 16, 2024 6:30PM
<b>Venue:</b>	Benbrook Library Meeting Room
<b>Attendees:</b>	Steve Cobb, Richard Reese, Bridgett Adrian, Claudette Huddleston, Erica Richardson, Dan Kievlan, Russell Kegley

## Agenda Details

Call to Order
Minutes Approval(s)
Reports <ul style="list-style-type: none"><li>- Financials</li><li>- Sales tax update</li></ul>
Financial Business <ul style="list-style-type: none"><li>A. Summer Reading Program Funding Request</li><li>B. Summer Reading Volunteers Funding Request</li><li>C. BookPage Renewal</li><li>D. Ordering Tote Bags</li><li>E. Storage Unit Rental Costs</li><li>F. Construct Dollies for Shelf Moving</li><li>G. Increasing Antique Mall Bookstore Sales</li></ul>
Other Business <ul style="list-style-type: none"><li>A. Outreach to Western Hills Cougar Alliance</li><li>B. Outreach to Benbrook Senior Citizens Center</li></ul>
Adjournment

## Meeting Minutes

Call to Order: Steve Cobb, President, called the meeting to order at 6:30 PM.

Minutes Approval: Minutes from the April meeting were approved unanimously.

Reports: Financials – Richard Reese presented the April financial report. Net revenue to the Friends for April totaled \$622.43, dominated by DeClutter sales at \$390.73, followed by the Antique Mall Bookstore sales at \$184.14. The only payment was to the library to reimburse for book box purchases at \$165.00. The financial report was accepted by a unanimous vote.

Director's Discussion: Erica Richardson, library director, gave the Friends a report on her recent talk at the Benbrook Chamber of Commerce, where she stressed the community focus of the library. We are hoping to increase our cooperation going forward.

August Nonprofit Fair: Erica is starting to work with the Benbrook YMCA to organize a nonprofit fair, potentially in August, at the YMCA. This could be a good opportunity for the Friends members to network with other nonprofit organizations, and potentially recruit volunteers.

New Mural in Children's Area: The library is in discussion with artists to repaint the mural in the children's area to increase the amount of color in that wing. Costs and schedule are TBD at this time, but Erica wanted to give us notice that she would ask the Friends to help offset this expense.

Financial Business: A. Bridgett Adrian presented the request (in Miranda's absence) for the Friends to support the summer reading program in the amount of \$1,500.00. This is smaller than last year's request because Pinnacle Bank is generously sponsoring that work at a \$2,500.00 level. This request was unanimously approved.

B. Bridgett also submitted a request for incentives for the summer reading volunteers, who are mostly middle- and high-school students. The group approved a not-to-exceed amount of \$500.00, where the library can disburse funds and request reimbursement up to that level.

C. BookPage renewal. The Friends approved the request for \$414.00 to renew the BookPage handout. While we had assumed that publication was not getting much interest, in May over half the magazines were taken by patrons. At a monthly cost of around \$35, we decided the renewal was worthwhile.

D. Ordering Tote Bags. The Friends voted to buy 1,000 custom-printed tote bags, base color green, to distribute from the circulation desk and at book sales. Total price is \$1,130.00 plus the \$50.00 one-time imprint setup charge. The bags should be shipped the week after ordering.

E. Storage Unit Rental Costs. Russell noted that the new storage unit, primarily used for storing the library shelving between book sales, will cost \$21.64 for the mandatory cylinder lock, plus \$47.60 for the first month of rental. Going forward will cost \$102.00, which Russell found is a good price for a 10'x10' storage unit.

F. Construct Dollies for Shelf Moving. Since this was our first book sale to use the surplus library shelving, it took the Friends longer than expected to clear the library meeting room after the sale. Russell has developed a plan for constructing customized dollies for

moving the shelving in and out of our storage unit. He and Sam Naiser will construct a prototype to make sure the concept works. Assuming a positive result, we will then assemble 12 more dollies to hold a total of just over 200 shelves. The projected cost for each dolly is about \$26.00 (\$13.00 (Harbor Freight 18"x12" furniture dolly), plus a ratchet strap tie-down at \$2.50, plus 4 pieces of 2'x4' lumber, miscellaneous screws and bolts.) Total cost is estimated to be about \$330.00

G. Increasing Antique Mall Bookstore Sales. Russell noted that sales at the Antique Mall Bookstore are consistently less than the expense of renting the booth. Recently Claudette Huddleston and Tammy Ekrut have made a few posts on Facebook promoting their work in stocking new titles. Russell suggested that we should create a "Friends of the Benbrook Library" Facebook organization page that we can use to promote sales. He will work with Bridgett to make this happen. Our goal is to at least get the bookstore to a break-even point.

Other Business: A. Outreach to Western Hills Cougar Alliance. Russell met Renee Franklin, Benbrook City Council member, at the recent Evening at the Library, and in the course of that discussion learned of the Western Hills Cougar Alliance. He has initiated contact with that group to see if they would be interested in being an outlet for unsold Young Adult books. He will report as more details develop.

B. Outreach to Benbrook Senior Citizens Center. Russell also contacted the director of the Benbrook Senior Citizens Center to see if they would be interested in free book distribution, on the same terms as our current arrangement with the Benbrook YMCA. More details to come.

C. Friends Bookmarks. Richard raised the possibility of creating Friends of the Library bookmarks that could be placed in books during checkout at the circulation desk, or included in the tote bags used at the book sale. These could advertise the bookstore, book sales, and other Friends activities. Bridgett noted that these could be created for just materials costs in the MakerSpace.

Adjournment: Meeting adjourned at 7:45