



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, October 19, 2022 @ 5:15 p.m.
Nancy Carol Roberts Memorial Library
100 Martin Luther King Jr. Pkwy.
Brenham, Texas

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1. Call Meeting to Order
 2. Citizen and Visitor Comments
 3. Discuss and Possibly Act Upon the Approval of the Minutes from the August 17, 2022 Regular Meeting Page 1-4
 4. Discussion Related to the Ladd and Katherine Hancher Grant Award Page 5-6
 5. Discuss and Possibly Act Upon the Renewal of Library Equipment Maintenance Contract Page 7-8
 6. Discuss and Possibly Act Upon the Application for the J. Frank Dobie Library Trust Award Page 9-13
 7. Discussion Related to the Ingram Library Audit Page 14-16
 8. Discussion Related to the Upcoming Meeting dates Page 17
 9. Administrative Report Page 17-18
 10. Adjourn

CERTIFICATION

I certify that a copy of the October 19, 2022 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the Nancy Carol Roberts Memorial Library door at 100 MLK Jr. Pkwy, Brenham, Texas on Friday, October 14, 2022 at 3:00 p.m.

Idalia Avezuela

Idalia Avezuela, Librarian
Nancy Carol Roberts Memorial Library



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday, August 18, 2022 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Keith Herring, Jody Tyson, Carol Kiphart, Sabrina Roberts, and Renee Mueller

Advisory Board Members absent:

Lillian Marshall, Jerry Jares, Janie Mehrens, and Lu Hollander

City staff present:

Idalia Avezuela

Others present

None

1. Call Meeting to Order Library Advisory Board President Keith Herring presided and called the meeting to order. A quorum was present so the meeting continued.

2. Citizen and Visitor Comments

none

3. Discuss and Possibly Act Upon the Approval of the Minutes from the June 15, 2022, Regular Meeting

A motion was made by Lu Hollander and seconded by Lillian Marshall to approve the Minutes from the June 15th, 2022 regular meeting.

Library Advisory Board President Keith Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Carol Kiphart	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Absent
Board Member Renee Mueller	Yes

4. Presentation and discussion of Proposals for the Ladd and Katherine Hancher Grant

Librarian Idalia Avezuela explained that proposals for the Hancher Grant are due soon, and for the previous round a project to digitize the Banner Press and to upload it to UNT's Portal of Texas History was proposed. The project was granted the funds, but the money was just enough to fund about half of the collection. Ms. Avezuela stated that a proposal to continue the project is an option; however, some severe needs in the library have been noticed that might warrant using grant funds for those. Ms. Avezuela explained that the circulating collection at the library has considerable gaps and could benefit from going through a formal audit. The proposed action entails using donation funds (\$5,000) to do the audit and submit the Banner Press project for the grant. Otherwise, a grant proposal for the audit would be prioritized, and the Banner Press project's fate would lie in the use of donation funds. It was discussed and agreed that a proposal for the Banner Press had a better chance of getting the grant funds, and the audit funding would be discussed and voted on later in the meeting. A motion to submit a proposal for the Banner Press Digitization project was made by Renee Mueller. Carol Kiphart seconded the motion. Chair Keith Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Carol Kiphart	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Absent
Board Member Renee Mueller	Yes

5. Presentation and Discussion of Proposed Donation Fund Expenditures

Librarian Idalia Avezuela presented the amount of donation money available and the status of Donation Fund earmarked items. The existing records established that there were items from 2018

and 2021 that were still pending fulfillment, as well as items from this year. These items include Chromebooks, STEM kits, and books. It was agreed that these items should be fulfilled immediately. Ms. Avezuela then proceeded to present proposed expenses. These items to be bought by the library include a Cricut maker 3, mental health and wellness kits and the previously discussed Collection Audit. Ms. Avezuela explained the need for the stated items and the cost. A motion to use donation funds for the stated items was made by Renee Mueller. Sabrina Roberts seconded the motion. Chair Keith Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Carol Kiphart	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Absent
Board Member Renee Mueller	Yes

6. Presentation and Recapping of Library's 2022 Summer Reading Program

Librarian Idalia Avezuela made a presentation of the Summer Program activities, the numbers regarding attendance and participation in the Challenge and the overall reception of the event. Participants increased from last year and seemed to enjoy the new Beanstack reading and prize tracker. Ms. Avezuela explained that this was the first time in two years that the children's events were held in the Library's program room, and they were all well received. Overall, the program was a great success.

7. Administrative Report

Librarian Idalia Avezuela statistics regarding the use of the library and its resources. Foot traffic over the months has increased, as well as the number of new library cards issued. The Kajeet internet hot spots have increased in popularity. Ms. Avezuela stated that she is in conversations with the company regarding the acquisition of more units.

Meeting adjourned.

Keith Herring
Chairperson

ATTEST:

Idalia Avezuela
Staff Liaison



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Hancher Grant Update

Date: October 19, 2022

The Nancy Carol Roberts Memorial Library was eligible to apply for the Ladd and Katherine Hancher Grant. As the library and the Brenham population grows and diversifies, so do the needs of the library. Two years ago, the grant was awarded and used for a Banner Press Digitization Project in collaboration with UNT's Portal to Texas History endeavor. It was decided that the application for the current cycle would be to continue this project. A new expanded proposal was drafted for the application, and the Nancy Carol Roberts Memorial Library was awarded the requested funds. The library had been awarded partial funding for this project, so we are very pleased that the Hancher Foundation saw the need and value of the project, and we look forward to seeing it develop further.

Ladd and Katherine Hancher Library Foundation
P.O. BOX 878 . COLUMBUS, TEXAS 78934

October 6, 2022

Idalia Avezuela
Nancy Carol Roberts Memorial Library
100 MLK Jr. Pkwy.
Brenham, TX 77833

Dear Idalia:

Enclosed please find a check from the Ladd and Katherine Hancher Library Foundation payable to Nancy Carol Roberts Memorial Library in the amount of \$31,000.

Please provide written documentation as to how the funds were used on/or before one year from the day the grant is funded. In your final report, you will want to review what was purchased and the value/success of the purchase(s) in relation to your library. An accounting of expenditures is not necessary.

Very truly yours,


Charlotte Tilotta



To: Library Advisory Board Members
From: Idalia Avezuela
Subject: Equipment Maintenance Renewal
Date: October 19, 2022

Last year the library purchased a state-of-the-art book scanner developed by Crowley. According to the representatives of the Crowley Company, the maintenance contract will be up for renewal in December. The maintenance packages that were added in the original contract are not the ones our model scanner gets, and they are added to other scanner models, according to our representative. The quote for the actual package for our model is higher priced than the one it had and was not accounted for in the budget. According to our IT department, the pricing is quite above what they would normally pay for a maintenance renewal. Attached is the quote for the renewal; it includes software and hardware pricing as a guide for the discussion of options.

The Crowley Company

Phone: 240-215-0224
Fax: 240-215-0234
5111 Pegasus Ct, Suite M
Frederick, MD 21704



Quote
No.: **6617**
Date: 9/23/2022

Prepared for:

Prepared by: Francis Wangenye
Account No.: 22571

NANCY CAROL ROBERTS MEMORIAL LIBRARY
100 MARTIN LUTHER KING JR. PARKWAY
BRENHAM, TX 77833 USA

Quantity	Item ID	Description	UOM	Discount	Sell	Total
1	CM-15000CPMC	OS 15000 Comfort Preventative Maintenance Contract	EA	\$0.00	\$1,372.00	\$1,372.00
1	CM-SOFTWARE	Preventative Maintenance For Software	EA	\$0.00	\$1,900.00	\$1,900.00

OS 15000 COMFORT S/N: 63680

EFFECTIVE DATES: 12/16/22 - 12/17/23

Your Price: \$3,272.00

Total: \$3,272.00

Prices are firm until 12/17/2022

Terms: Net 30

Prepared by: Francis Wangenye, contracts@thecrowleycompany.com

Date: 9/23/2022

Accepted by: _____

Date: _____

Disclaimer

All prices quoted are valid for 30 days. Please email signed quote and PO to contracts@thecrowleycompany.com. You may also fax signed quote to 240-215-0234 for your order to be placed. Thank you for your business.



To: Library Advisory Board Members
From: Idalia Avezuela
Subject: J. Frank Dobie Library Trust
Date: October 19, 2022

When famed Texas author and folklorist J. Frank Dobie passed away in 1964, he left most of his estate to create the J. Frank Dobie Library Trust for the purpose of assisting small Texas libraries in purchasing books. Awards are selected annually by a committee and presented at the opening luncheon of the Texas Library Association annual conference.

It is specified that the degree of support a library receives from its community is a main consideration by the selection committee. Attached are the specifics of the grant as a guide for the discussion on application and eligibility.

**The J. Frank Dobie Library Trust Awards Committee
is accepting applications for 2022 awards
through December 16, 2022.**

When famed Texas author and folklorist J. Frank Dobie passed away in 1964, he left the majority of his estate to create the J. Frank Dobie Library Trust for the purpose of assisting small Texas libraries in purchasing books. Awards are selected annually by a committee and presented at the opening luncheon of the Texas Library Association annual conference (attendance is not required).

Award Criteria

Mr. Dobie's will specifies that the degree of support a library receives from its community be taken into consideration by the selection committee. Therefore, awards are made on the basis of not only need, but also the extent to which community governments, library boards, friend's organizations, and individuals have promoted and supported the library, in comparison with their potential to do so. The selection committee also takes into consideration the library's support of the community and the library's need of additional book resources.

Eligibility

Application is open to public libraries in Texas who meet all of the following criteria:

- Accredited by the Texas State Library and Archives Commission
- Legally established¹
- Serve a population of 20,000 or less (per the library's annual TSLAC report)
- Open for service at least twenty hours per week

Number and Amount of Awards

The total amount available for awards each year is determined by the net income of the trust. The selection committee determines each year both the number and the amount of awards. In 2022, a total of \$48,000 was distributed to six libraries.

Expenditure of Awards

Awarded funds must be used solely for the purchase of books. Books may be purchased in any

¹ A legally established public library is one established as a department of a city or county government by charter, resolution, or ordinance; or by contract as provided for in the Interlocal Cooperation Act, Texas Civil Statutes, Article 4413 (32c); or as a nonprofit corporation chartered by the Office of the Secretary of State for the purposes of providing free public library services, and having a current contract with a city, county, or school district to provide free public library services for the city, county, or school district.

J. Frank Dobie Library Trust Awards

format, including ebooks and audiobooks.

No more than 50% of the funds may be used to obtain ebooks, whether that is by transfer of ownership or by license/subscription; the committee strongly encourages purchasing rather than licensing when feasible.

The committee recognizes that many small libraries obtain ebooks through consortia that may provide other services as well. Funds spent on ebooks may include payment for services directly in support of accessing the ebooks, such as platform preparation, but may not be spent for membership costs or services unrelated to obtaining access to ebooks.

The committee intends that the funds be spent within one calendar year of receipt.

Deadline and Timeline

APPLICATIONS MUST BE RECEIVED NO LATER THAN DECEMBER 16, 2022.

The committee expects to notify all applicants of its decisions by the end of February 2021.

Awards will be presented at the Opening Awards & Author Session of the Texas Library Association annual conference, on Tuesday, April 26, 12:15 - 1:45. We love for recipients to attend so that they can be publicly recognized by their peers, but we understand that many cannot. In those cases, checks will be mailed following the conference.

Application Process: DECEMBER 16, 2022. DEADLINE FOR RECEIPT OF APPLICATION

To apply, submit the information described below by email to:

Gretchen McCord, gretchen@digitalinfolaw.com

With copy to admin@digitalinfolaw.com

Note: If you do not receive confirmation that your application was received within three business days of sending, please contact Gretchen at the email above or 512.470.8932.

Information to be Included in Application

- Cover sheet containing:
 - Name of Library
 - Contact person
 - City and county
 - Mailing address
 - Email address(es)
 - Telephone number
 - Library's EIN

J. Frank Dobie Library Trust Awards

- Brief history of the library
- Brief description of the library's service area and communities served, including schedule of the hours the library is open to the public each week
- Description of support the library receives from the community
 - Provide an account of local efforts in support of the library over the most recent one or more years. Statistics provide some evidence of continuing local support of the library, but limited insight into the persistency and intensity of effort that went into their making. Tell how local government, businesses, and citizen groups have contributed to the betterment of the library. Tell of efforts the library staff, board, and friends have made toward the promotion and improvement of library services. ***Tell your story!***
- Explanation of how the library meets the needs of different segments of the community
 - For example: programming, bookmobile service, services to nursing homes or day care centers
- Description of any engagement in library cooperation, such as cooperation between the public and school libraries
- Description of how the library uses volunteers (*i.e.*, what your volunteers do)
- If your library has received one or more Dobie awards in the past, briefly describe how the library and the community benefited from the award.
- The kinds of books the library proposes to buy and the reasons for such purchases. There are no restrictions on the kinds of books that may be bought; however, regardless of type, books purchased should be of good quality and lasting value.
- The name and qualifications of the library staff member who would be responsible for book selection and/or the name and qualifications of a consultant outside the library who would be willing to advise the library in its book purchases.

Tips for Your Application

Each year, we are asked for tips for preparing a winning application. It is important to realize that the majority of applications we receive each year come from libraries that are sorely lacking in funding. Selecting Dobie grant recipients is a rewarding experience, but also heartbreaking, because so many Texas libraries are in need. Every year, our decisions are difficult. In other words, not being selected does not necessarily mean your application wasn't well done.

That said, we do want to provide some tips:

- Address the criteria described above.
- Include all of the requested information. If any of the above information is not included in your application packet, the committee may choose to not consider your library for an award.
- ***Do not send*** any statistics other than those specifically requested above; the committee will pull the most recent TSLAC annual report of each applicant library and consider

J. Frank Dobie Library Trust Awards

information from the report that it deems relevant, including information about collections, services and programs, funding, and revenue and expenditures.

- Most importantly: ***Tell your story!***



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Updates on the Ingram Audit

Date: October 19, 2022

Donation funds have been designated to execute a comprehensive collection audit by Ingram. After talks with the representatives, the process will start next week. It will be done in two parts: first the inclusiveness audit and then the core collection audit. The process of creating the reports should take between 4 to 6 weeks to complete.

iCurate® Core

Identify Essential Titles Missing from Your Collection

Whether it's staffing cuts, budget shortfalls, missing titles not replaced, or quick shifts in the political and social landscape—collections can easily, and understandably, get out of balance. Catch your breath with *Core*, a one-time set of lists to help you identify essential titles—whether classics, evergreen standards, or new releases—missing from your collection.

Easily rebalance, refresh, and refill your shelves with must-have titles for your adult, teen, and/or children's collections with an author/title match from your holdings to our ideal public library English print collection.

- ✓ Easy-to-use Excel file delivered within a week of purchase
- ✓ Includes value-added fields such as: title detail ipage link, estimated cost that includes cataloging and processing, and public library title rank to help with prioritization

iCurate® inClusive

Effortless & Effective Diversity Audit

A truly diverse library collection can not only foster lifelong readers but promote empathy, understanding, and self-confidence.

- ✓ Choosing books that reflect the diversity of human experience can be **challenging**.
- ✓ Acknowledging a lack of diversity in the publishing industry can be **limiting**.
- ✓ Knowing how to spend your budget can be **daunting**.

Save staff time and tedious effort with iCurate *inClusive*, a one-time diversity audit comparing your English regular print collection to the average public library to measure, track, and improve the diversity of your collection.

Intentionally and aggressively diversify your collection with data-driven reports, charts, and lists that compare your library holdings to *inClusive*'s public library customer average broken out by age, collection, and diversity category within two weeks.

inClusive Categories

- ✓ Asian Interest
- ✓ Black Interest
- ✓ Indigenous Interest
- ✓ Jewish Interest
- ✓ Latinx Interest
- ✓ LGBTQIA+ Interest
- ✓ Mental Health
- ✓ Middle Eastern Interest
- ✓ Multicultural
- ✓ Muslim Interest
- ✓ Neuro & Physical Diversity



To: Library Advisory Board Members
From: Idalia Avezuela
Subject: Meeting Dates for 2022 and 2023
Date: October 19, 2022

The following dates are being proposed for the rest of 2022. Please check your calendars so that these dates can be confirmed at the meeting. Consistent with years past, the Board will meet on the third Wednesday of the month, every other month. The meetings will be held at the Nancy Carol Roberts Memorial Library at 5:15pm. Special meeting may be called upon as needed.

- **Wednesday, December 14 at 5:15 p.m. (Not scheduled as a regular meeting).**
- **Wednesday, February 15 (2023) at 5:15 p.m.**
- **Wednesday, April 19 (2023) at 5:15 p.m.**



To: Library Advisory Board Members
From: Idalia Avezuela
Subject: Administrative Report
Date: October 19, 2022

Below are the statistics for the months of August and September, 2022.

During the month of September, we celebrated Library Card Signup Month by providing free replacement cards for patrons that lost or misplaced their original cards. In addition, the library collected nonperishable items for our local food bank by forgiving \$5 in fines for every nonperishable item turned in as a donation. We replaced 92 library cards and cleared an estimated \$600 in fines from patron accounts.

Aug 2022	Amount	Units
Visit Counter	4,854	people
Technology Checkouts	3	laptops
Technology Checkouts	7	chromebooks
Technology Checkouts	23	smart spots
Circulations	9,214	checkouts
Computer Use	709	sessions
Telephone Usage	600	calls
New Accounts	114	cards
Renewed Accounts	256	renewals
Community Service	206	hours
Volunteer Total	172.5	hours

Dibs Reservations	115	reservations
Spaces Reservations	52	reservations
Sept 2022	Amount	Units
Visit Counter	3,054	people
Technology Checkouts	7	laptops
Technology Checkouts	7	chromebooks
Technology Checkouts	17	hot spots
Circulations	7,985	checkouts
Computer Use	653	sessions
Telephone Usage	466	calls
New Accounts	96	cards
Renewed Accounts	205	renewals
Community Service	43.5	hours
Volunteer Total	71	hours
Dibs Reservations	104	reservations
Spaces Reservations	33	reservations