



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, February 15, 2023, @ 5:15 p.m.
Nancy Carol Roberts Memorial Library
100 Martin Luther King Jr. Pkwy.
Brenham, Texas

1. Call Meeting to Order
2. Citizen and Visitor Comments
3. Discuss and Possibly Act Upon the Approval of the Minutes from the October 19, 2022, Regular Meeting Pages 1-3
4. Update on Board Appointments and Reappointments Page 4
5. Discuss and Possibly Act Upon Current Art Display Plans at the Nancy Carol Roberts Memorial Library Page 5
6. Presentation and Discussion of the Ingram Inclusivity and Core Collection Audit Pag 6
7. Discussion Related to the Upcoming Meeting Dates Page 7
8. Administrative Report Pages 8-9
9. Adjourn

CERTIFICATION

I certify that a copy of the February 15, 2023, 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, February 10, 2023, at 3:00 p.m.

Idalia Avezuela

Idalia Avezuela, Librarian
Nancy Carol Roberts Memorial Library

Disability Access Statement: Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the N. Austin Pkwy entrance to the front of the Library Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the City of Brenham Library Advisory Board was removed by me from the City Hall bulletin board on _____ at _____ Am/ Pm.

Signature

Title



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday, October 19, 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, Carol Kiphart, Sabrina Roberts, Lillian Marshall, Janie Mehrens, and Jody Tyson

Advisory Board Members absent:

Renee Mueller, 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, and the meeting continued.
- 2. Citizen and Visitor Comments** none
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the August 17, 2022, Regular Meeting**

A motion was made by Renee Mueller and seconded by Carol Kiphart to approve the Minutes from the August 17, 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	Yes
Board Member Carol Kiphart	Yes
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Absent
Board Member Renee Mueller	Absent

4. Discussion Related to the Ladd and Katherine Hancher Grant

Librarian Idalia Avezuela announced that the Ladd and Katherine Hancher Foundation awarded the library \$31,000 to continue digitizing the Brenham Banner Press, in collaboration with the Portal of Texas History, maintained by the University of North Texas. Keith Herring asked how much had been granted in past years; Ms. Avezuela explained that in past cycles, the library had been awarded \$15,000. Ms. Avezuela also explained that the funding could have the Banner Press digitized into the 1990s.

5. Discuss and Possibly Act Upon the Renewal of the Library Equipment Maintenance Contract

Librarian Idalia Avezuela brought to the Advisory Board’s attention that the new Crowley Book Scanner was originally covered for only 3 months of maintenance. The library had to purchase an additional package to have a full year of maintenance. This package needed to be renewed soon, and Crowley warned us that the package provided before was promotional and the actual package would cost significantly more than what was paid for before. Since the expense was not accounted for in the General Budget for the current, Ms. Avezuela will need to use donation funds to purchase the package. Library Advisory Board Keith Herring called for a vote to purchase the maintenance package with donation funds for the current Fiscal Year. The motion passed with the Board voting as follows:

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

6. Discuss and Possibly Act Upon the Application for the J. Frank Dobie Library Trust Award

Librarian Idalia Avezuela explained the details and criteria to apply for the Dobie Library Trust award. Support of the community and population size are the main criteria, and the library qualifies in both categories. The library has yet to apply for this particular award before, and it was a good opportunity to obtain specialized materials. The Advisory Board recommended seeking out community members to assist with history and community involvement over the years.

7. Discussion Related to the Ingram Library Audit

Librarian Idalia Avezuela explained that the Ingram Inclusiveness and Core Collection audit is in progress and should be done by the end of November. The audit will provide reports and comparisons with similar libraries, and ways to purchase the needed materials.

Ms. Avezuela also explained that the audit would be a total of \$7,000 for the audit, instead of the original \$5,000. Ms. Avezuela explained that it was worth the expense and will provide good information for the long-term health of the collection. The insights will help assess weaknesses and strengths in the current collection and will help develop it into a sustainable collection of resources.

8. Discussion Related to the Upcoming Meeting Dates

Librarian Idalia Avezuela provided dates for the upcoming meetings for 2023 and the first two meetings for 2023.

9. Administrative Report

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

Meeting adjourned.

Keith Herring
Chairperson

ATTEST:

Idalia Avezuela
Staff Liaison



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Meeting Dates for 2023

Date: February 15, 2023

The following dates are being proposed for 2023. 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, April 19 at 5:15 p.m.**
- **Wednesday, June 24 at 5:15 p.m.**
- **Wednesday, August 16 at 5:15 p.m.**
- **Wednesday, October 18 at 5:15 p.m.**
- **Wednesday, December 20 at 5:15 p.m.**



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Art Displays

Date: February 15, 2023

In 2021 there were preliminary conversations about the possibility of expanding the Nancy Carol Roberts Memorial Library art collection by hosting a series of sculptures created by artist Ruth Wilson. The preliminary plans and costs were brought to my attention. The plans as they stand need to be discussed and further revised before making any decisions.



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Library Collection Audit

Date: February 15, 2023

During October and November of 2022, an inclusivity and core collection audit was executed and analyzed. The results of this audit will be shared and discussed during the meeting. Recommendations have been made by Ingram auditors and will be provided for consideration.



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Board Reappointments

Date: February 15, 2023

During the Regular Meeting held on December 15, 2022, the City Council approved the recommendation to reappoint the following Library Advisory Board members for another term:

Lillian Marshall – Position 1 (reappointment)

Keith Herring – Position 2 (reappointment)

Jerry Wise-Jares – Position 3 (reappointment)



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Administrative Report

Date: February 15, 2023

Below are the statistics for the months of November, December of 2022 and January, 2023.

Nov 2022	Amount	Units
Visit Counter	279*	people
Technology Checkouts	40	laptops
Technology Checkouts	8	chromebooks
Technology Checkouts	7	hot spots
Circulations	6,866	checkouts
Computer Use	607	sessions
Telephone Usage	462	calls
New Accounts	64	cards
Renewed Accounts	183	renewals
Community Service	70	hours
Volunteer Total	37	hours
Dibs Reservations	92	reservations
Spaces Reservations	32	reservations
Dec 2022	Amount	Units
Visit Counter	broken	people

Technology Checkouts	17	laptops
Technology Checkouts	3	chromebooks
Technology Checkouts	12	hot spots
Circulations	6,670	checkouts
Computer Use	546	sessions
Telephone Usage	414	calls
New Accounts	49	cards
Renewed Accounts	162	renewals
Community Service	108	hours
Volunteer Total	42.5	hours
Dibs Reservations	65	reservations
Spaces Reservations	24	reservations
Jan 2023	Amount	Units
Visit Counter	broken	people
Technology Checkouts	11	laptops
Technology Checkouts	1	chromebooks
Technology Checkouts	17	hot spots
Circulations	6,866	checkouts
Computer Use	663	sessions
Telephone Usage	523	calls
New Accounts	97	cards
Renewed Accounts	213	renewals
Community Service	84	hours
Volunteer Total	87	hours
Dibs Reservations	69	reservations
Spaces Reservations	31	reservations