



**NOTICE OF A MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday April 19, 2017 @ 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 Election of a Chairperson, Vice Chairperson and Secretary for a Term of One (1) year Page 1
4. Discuss and Possibly Act Upon the Approval of the Minutes from the November 16, 2016 Regular Meeting Pages 2 - 5
5. Discussion and Update Relating to Room Naming Opportunities Page 6
6. Presentation and Discussion Relating to the Programming Activities and Statistics Pages 7 - 9
7. Presentation and Discussion Relating to the Donor Wall Pages 10 - 11
8. Administrative Report
  - Library Hours
  - Facilities – Lessons Learned
9. Adjourn

***CERTIFICATION***

*I certify that a copy of the April 19, 2017 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Thursday, April 13, 2017 at 1:55 p.m.*

***Paula Shields***

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*Paula Shields, Staff Liaison*  
*City of Brenham Library Advisory Board*

**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



To: Library Advisory Board  
From: Paula Shields  
Subject: Library Advisory Board Officer Appointments  
Date: February 10, 2017

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Part 2, Chapter 2, Article VII, Section 2.77 reads in part; "A chairperson, vice chairperson and secretary shall be elected annually by the members of the board. The chairperson shall preside at all meetings of the board and shall perform such duties as may be assigned by the board or by the city council."

We have added an agenda item to enable the Board to appoint (or reappoint) the chairperson, vice chairperson and secretary for 2017.



## Library Advisory Board

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A special meeting of the Library Advisory Board was held on Wednesday November 16, 2016 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Betty Fortner, Deborah Ottsen, Christy Van Dyke, Jody Tyson, Keith Herring, Weldon Williams and Alana Winkelmann

Advisory Board Members absent:

Meg Cone and Renee Mueller

City staff present:

Wende Ragonis, Andria Heiges, Tammy Murphy and Paula Shields

Others present

None

**1. Call Meeting to Order**

**2. Citizen and Visitor Comments**

There were no citizen and visitor comments.

**3. Discuss and Possibly Act Upon the Approval of the Minutes from the September 28, 2016 Regular Meeting**

A motion was made by Deborah Ottsen and seconded by Weldon Williams to approve the minutes from the September 28, 2016 regular meeting.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Deborah Ottsen	Yes
Board Member Meg Cone	<b>Absent</b>
Board Member Betty Fortner	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	<b>Absent</b>
Board Member Alana Winkelmann	Yes
Board Member Jody Tyson	Yes
Board Member Weldon Williams, Jr.	Yes

#### **4. Discussion Relating to the Proposed 2017 Meeting Dates**

Staff Liaison Paula Shields reviewed the dates for the Library Advisory Board meeting in 2017. The Board meets every other month, on the third Wednesday of the month at 5:15pm at the Nancy Carol Roberts Memorial Library. The 2017 meeting dates are as follows:

February 15  
April 19  
June 21  
August 16  
October 18  
December 13

#### **5. Discuss and Possibly Act Upon the Acceptance of the Policy Manual for the Nancy Carol Roberts Memorial Library and the Recommendation for the Brenham City Council to Approve the Policy Manual**

Librarian Andria Heiges presented this item. Heiges stated that the policy manual has been updated to include all the suggestions and feedback received from the Library Advisory Board, staff and the City Attorney. Heiges explained that she is seeking feedback from the Board regarding scheduling events in the Roberta Cole Johnson Room for up to one year in advance or keeping the current rule which allows for scheduling of an event in this room only ninety days in advance.

A motion was made by Deborah Ottsen and seconded by Jody Tyson to approve the changes to the policy manual under section 3.1.4 to include the change that allows for events to be booked up to one year in advance of the event and that no organization can make a reservation more than once a year.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Deborah Ottsen	Yes
Board Member Meg Cone	<b>Absent</b>
Board Member Betty Fortner	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	<b>Absent</b>
Board Member Alana Winkelmann	Yes
Board Member Jody Tyson	Yes
Board Member Weldon Williams, Jr.	Yes

Heiges explained that a change is needed in the policy to add the Media Room (Room A) in sections 4 and 5.

A motion was made by Alana Winkelmann and seconded by Christy Van Dyke approve the change to the policy to include Media Room (Room A) to Sections 4 and 5.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Deborah Ottsen	Yes
Board Member Meg Cone	<b>Absent</b>
Board Member Betty Fortner	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	<b>Absent</b>
Board Member Alana Winkelmann	Yes
Board Member Jody Tyson	Yes
Board Member Weldon Williams, Jr.	Yes

A motion was made by Deborah Ottsen and seconded by Jody Tyson to approve the acceptance of the Nancy Carol Roberts Memorial Library Policy Manual and recommend that the Brenham City Council approve this manual.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Deborah Ottsen	Yes
Board Member Meg Cone	<b>Absent</b>
Board Member Betty Fortner	Yes
Board Member Christy Van Dyke	Yes
Board Member Renee Mueller	<b>Absent</b>
Board Member Alana Winkelmann	Yes
Board Member Jody Tyson	Yes
Board Member Weldon Williams, Jr.	Yes

## 6. Administrative Report

Librarian Andria Heiges presented the following:

- Record attendance since the reopening of the library.
- Increase in new library cards since the reopening.
- Every room of the library has been used with positive feedback.
- Programming – Tuesday Story Time with Ms. LuLu. Every week there is a different theme.
  - Lego
  - Puppetry
  - Mad science
  - Crafty/Tuesday
- Christy told the group that Dr. Jackson from BISS call system sent out a voice message that informed all that the Library is open for business

## 7. Adjourn

Meeting adjourned.

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Keith Herring  
Chair Person

**ATTEST:**

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Paula Shields  
Staff Liaison



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**MEMORANDUM**

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**TO:** Library Advisory Board  
**FROM:** Andria Heiges  
**SUBJECT:** Naming Opportunities  
**DATE:** February 15, 2017

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The Nancy Carol Roberts Memorial Library has been approached by the Brenham Fortnightly Club about the opportunity to purchase the naming rights to a room in our new facility. Rooms and naming rights that were purchased during the 2016 Library Capital Campaign include:

- The Roberta Cole Johnson Program Room
- The Whitehead Family Children's Room
- The Bluebonnet Media Room
- The Esther Harris Thomas Study Room
- The Lida Mueller (Fuchs) Study Room
- LCRA Reading Room (outdoor patio)
- Charlotte LaRoche bookdrop

Remaining rooms with available naming rights to be purchased include:

- Teen Room
- Genealogy Room
- Conference Room B





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## MEMORANDUM

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**TO:** Library Advisory Board  
**FROM:** Andria Heiges  
**SUBJECT:** Administrative Update, Programs, and Outlook  
**DATE:** February 15, 2017

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The Nancy Carol Roberts Memorial Library opened its new facility doors to the public on November 14, 2016 and welcomed over 600 visitors the afternoon of the Grand Opening. The library has experienced a large increase in the number of visitors to the library, the number of new library cards issued and the number of computers reserved for use daily. As a result, circulation numbers have doubled and staff is in need of time to conduct monthly training, staff meetings, and general office/work tasks. We are proposing a monthly staff work day in which the library is closed to the public on the first Friday of every month. Statistics from the library's first 3 months in the new facility are attached.

The increased space in our new facility has allowed the library to expand programming offered to all ages. New programs include:

Children

- Tuesday's with Lou-Lou: Interactive afterschool storytime every Tuesday at 4 p.m.
- Homework Hub: Free printing, chromebooks/laptops for checkout & homework assistance from NHS volunteers

Teens

- Homework Hub volunteers
- T.A.G. – Teen Advisory Group
- Teen Night- a teen activity on the last Monday of every month
- Healthy, Wealthy & Wise Series: something different every Wednesday evening at 5:30
  - Yoga, Painting, Law Help, Genealogy Programs, and more
- Basic American Sign Language Class- offered every other Tuesday at 5:30pm.



We plan to expand our programming even further as we aim to meet the educational and recreational needs of the community we serve. Some of our upcoming programs include:

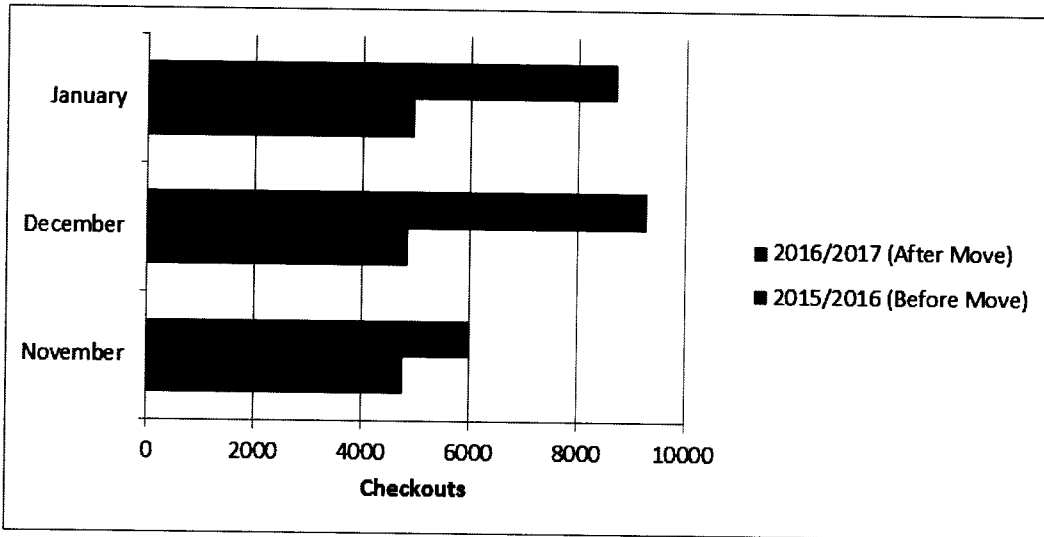
- Computer Classes
- SBDC – TSLAC Grant Funded Small Business Classes
  - Quickbooks
  - Social Media Marketing
- 2017 Summer Reading Program – Build a Better World
- Financial Program- Debt management, budgeting, etc.

With our new facility and the increased community interest we are looking forward to new and exciting opportunities to serve our patrons.



**November 2016 – January 2017 Statistics**

**Circulation Stats:**



	November	December	January
2015/2016 (Before Move)	4759	4849	4957
2016/2017 (After Move)	6020	9275	8722

**Visitors:**

	Nov	Dec	Jan
2015/2016	3400	2800	3300
2016/2017	5040	5400	6500

**Library Cards Issued:**

	Nov.	Dec.	Jan
2015/2016	89	76	73
2016/2017	264	294	253

**Computer Sessions:**

	Oct.	Nov.	Dec.	Jan.
2016	700	840	736	795
2017	450	1040	1208	1301

# MEMO



To: Library Advisory Board  
From: Crystal Locke, Community Services Specialist  
Date: April 3, 2017  
Re: Donor Wall

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Staff is working with C.C. Creations out of College Station, Texas to implement the Nancy Carol Roberts Memorial Library's Donor Wall.

The objective of our donor wall is to recognize the names of individuals and companies that contributed funds to our 2016 Capital Campaign. In a previous Library Advisory Board meeting, board members agreed to list donors that donated \$500 or more. A list of donors can be found on the next page.

A proof will be available at Wednesday's meeting.

### NCRML Capital Campaign 2016

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
\$500-999	\$1,000-\$2,499	\$2,500-4,999	\$5,000-9,999	\$10,000-\$29,999	\$30,000+
Ann Wackman	Ann O'Malley Morgan	Jill Finke	Betswest Foundation	Dr. Wifred Dietrich	Henry Boehm
Del Sol Food Company	Bill Schmidt	Keith & Shirley Herring	Mr. & Mrs. Abouhalkah	My Discovery Museum	The Ollie Finke Family
Dr. Donald Draehn	Blue Bell Creameries	Renee Ann Mueller	Esther Thomas Harris	Bluebonnet Electric Cooperative	Fortnightly
First United Methodist Church in honor of Jody Tyson	Donald & Florence Ahrens	Samuel & Beverly Duree		LCRA	Roberta Cole Johnson Estate
Jill Anderson Kyle	Donald & Sharon Winkelmann	Susan Whiteford			Mr. & Mrs. Pierre Roberts
Ant Street Inn	Dorothy Utesch	Milton & Twila Tate			City of Brenham
Lida Mueller Trust	Gloria Dietz in honor of Janie & Tiny Mehrens	Susan Cantey			
Ronald & Deanna Alfred	Joanne & Larry Doherty				
Tiffany McMordie Morisak	Kolkhorst Petroleum				
Tyler & Jamie Rankin	Larry & Mary Whigham				
Susan & Andrew Ebel	Mr. & Mrs. Jud Alexander				
	Mr. & Mrs. Howard Kruse				
	Paul Kruse				
	Lawrence & Sharon Bade				
	Van Dyke, Rankin & Co.				
	Wade & Susie Seidel				
	Paul LaRoche				
	Jon McVean				
	Theodora Boehm				
	William Powell				
	Moeller Electric				
	Andrea Fischer				