



**NOTICE OF A MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, February 7, 2018 @ 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 October 18, 2017 Regular Meeting** **Page 2 - 5**
5. **Presentation and Discussion Relating to the Review of the Goals and Objectives in the Nancy Carol Roberts Memorial Library Strategic Plan 2016 – 2026** **Page 6 - 7**
6. **Presentation and Discussion on the First Year of the New Library Facility** **Page 8 - 9**
7. **Discussion Relating to the Proposed 2018 Meeting Dates** **Page 10**
8. **Administrative Report**
9. **Adjourn**

***CERTIFICATION***

*I certify that a copy of the February 7, 2018 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 Friday, February 2, 2018 at 3:30 p.m.*

***Paula Shields***

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

***Andria Heiges***

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***Andria Heiges, 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



To: Library Advisory Board  
From: Paula Shields  
Subject: Library Advisory Board Officer Appointments  
Date: February 2, 2018

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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 2018.



## Library Advisory Board

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A meeting of the Library Advisory Board was held on Wednesday October 18, 2017 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Alana Winkleman, Betty Fortner, Jody Tyson, Weldon Williams, Keith Herring, Christy Van Dyke, Renee Mueller and Marshia Foster

Advisory Board Members absent:

Meg Cone

City staff present:

Wende Ragonis, Andria Heiges and Paula Shields

Others present

Janie Mehrens, Fortnightly Club

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 June 21, 2017 Regular Meeting**

A motion was made by Alena Winkleman and seconded by Jody Tyson to approve the minutes from the June 21, 2017 regular meeting.

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

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

**4. Presentation and Discussion on Developing a Plan Regarding the Fortnightly’s Antique Furniture**

Janie Mehrens from the Fortnightly Club discussed the possibility of placing some of the prior library’s antique furniture in the library. Mehrens showed pictures of the antique furniture as it appeared in the original library in the 1900’s. Community Services Director Wende Ragonis said that any furniture that is currently at the Heritage Museum could be relocate to the warehouse. Mehrens stated that the Fortnightly Club would like to display some of the antique pieces strategically placed and roped off so the patrons will not disturb them. The Fortnightly Club would refurbish any of the pieces as needed that will be on display. Librarian Andria Heiges explained that she welcomed the pieces at the library but has concerns that the patrons may not be as considerate as they should be with the antique furniture.

The Fortnightly Club will work with Heiges for the placement of some of the antique furniture in the library.

**5. Presentation and Discussion on Recommended Changes to the Library Policy Guide**

Librarian Andria Heiges presented this item. Heiges explained that the current Nancy Carol Roberts Memorial Library Policy was approved by Council effective January 1, 2017. However, since the reopening of the library under the approved policy, staff observed specific practices and policies needing minor changes and updating. Staff is recommending the following changes:

1. Removal of Item 3.3 of Gaming Policy “ a signed gaming system agreement must be on file for each user”
2. Edit Item 5.1.1.2 of Meeting Rooms Policy to read: “Any patron of NCRML age 16 and older may reserve Media Room (Room A) and Large Meeting Room (Room B). Any patron of NCRML age 13 and older may reserve Study Rooms (Rooms C & D). Exceptions will be allowed per library staff’s discretion”.

A motion was made by Renee Mueller and seconded by Christy Van Dyke to approve the recommended changes to the Nancy Carol Roberts Memorial Library Policy.

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

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

## 6. Presentation and Discussion Recapping of Summer Events and Upcoming Programming

Librarian Andria Heiges presented this item. Highlights from the past programs and events include:

- The Summer Reading Program “Building a Better World” was a success with 570 people, which includes kids, teens and adults, signed up and attending the 7-week program. The kids were encouraged to complete a “blackout” card that had different challenges in each block. 101 kids completed the card and were rewarded with a pool party at the Blue Bell Aquatic Center.
- Summer Sewing Program with 15 kids participating in a week-long event.
- Job Fair with GoodWill and BB Home Health

Highlights from the upcoming events include:

- Tuesday After School Program and Wednesday afternoon story time continues
- Genealogy Lock In put on by the Waco-McLennan County Library. Programs are live streamed from the Waco Library. Participants can interact with the program and ask questions. This is a come-and-go throughout the day.
- Partner with BISD for their Block Party

## 7. Administrative Report

- Donor Wall and Plaque are installed in the lobby
- Staff Updates:
  - Amy Heber, new part time employee replacing Mary-Janet Reyes
  - Two new part time positions were funded. One position will be filled as soon as possible and the second filled this summer
- Partnership with Blinn College for three interns who each will work 19 hours/week. These positions are funded by the Federal Government Work Study Program.

**8. Adjourn**

Meeting adjourned.

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Keith Herring  
Chair Person

**ATTEST:**

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Paula Shields  
Staff Liaison

# FICTION

VERSUS

# NON-FICTION

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CLEARING UP COMMON LIBRARY MYTHS  
WITH A LOOK AT OUR  
1ST YEAR IN THE NEW FACILITY

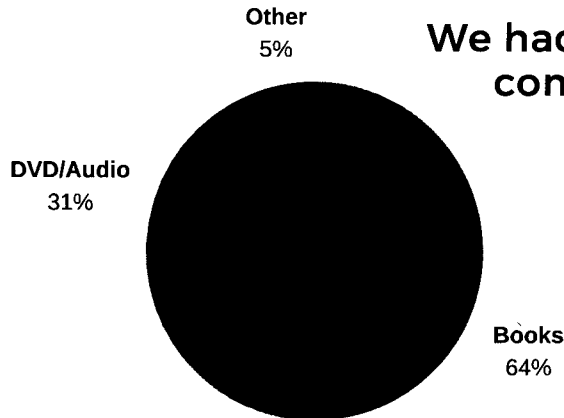
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## MYTH # 1:

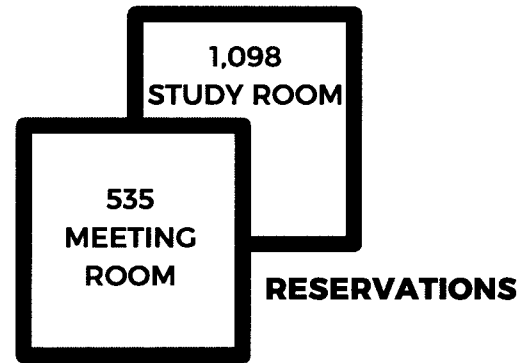
*Libraries are irrelevant in the modern age and no one reads books anymore.*

FACT - In 2017

**97,549** items were checked out from the library.



We had over **101,600** library visits and our community spaces were well used.



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## MYTH # 2:

*Everyone uses Google now and can get anything they need on the internet at home or on a smart phone.*

FACT - In 2017

Many do not have internet at home.



Our laptops and chromebooks were checked out over **1,800** times.

Our computers were used **60** times **per day** on average.  
A total of **14,920** sessions for the year.



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## MYTH # 3:

*You have to pay to join or borrow from the library.*

FACT - In 2017

We opened over **2,600** new library accounts.

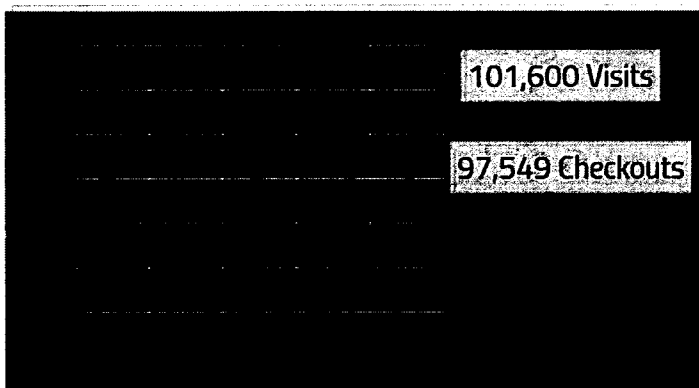


Library cards are free for all Texas Residents over the age of 5.



# ADDITIONAL FACTS

## 5 Year Overview



## New Digital Offerings

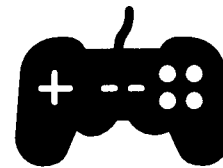
**DIGITAL RESOURCES ... CHECK THEM OUT!**

EBOOKS      MAGAZINES      24|7      76 LANGUAGES      SELF-PUBLISHING

The New Facility allowed us to offer over 50 new programs in our 1st year.

- Teen
- Adults
- Kids
- Sign Language
- Health & Fitness
- Computer Classes
- Genealogy
- Painting
- Crochet
- Sewing
- Small Business Marketing Classes
- Quickbooks Classes
- and much more!!!

With a dedicated Teen Space & Teen programming we have seen an increase in young adults at the library.



Games & controllers for the Teen Space were checked out over 3,000 times!

## **Review of Goals & Objective in the NCRML Strategic Plan 2016-2026**

### Vision:

The Nancy Carol Roberts Memorial Library aspires to be:

- A welcoming place where reading, learning and imagination thrive;
- A place where users are empowered by the most appropriate resources, services, access, and information to expand their world; and
- A leading presence and respected voice in our community

### Mission:

The purpose of the Nancy Carol Roberts Memorial Library is to serve all the residents of Brenham and Washington County by offering resources, service, and facilities which meet their informational, educational, and recreational needs.

### **Goal 1: Support Educational & Learning Opportunities**

#### Accomplished in 2017

Provide a teen space that fosters intellectual, emotional and social development

Offer STEAM Programming

Develop and support a teen advisory board & volunteer program

Expand adult programming opportunities  
To meet changing needs

Establish a volunteer program for adults

### **Goal 2: Foster Community Connections**

#### Accomplished in 2017

Collaborate with partners to provide  
High demand public services

Coordinate after school homework assistance

Participate in school programs, STEM night  
& open houses

#### Goal in 2018

Increase staff experience & knowledge  
of Early Learning

Expand offered story times to include  
evening hours.

#### Goal in 2018

Collaborate with new partners to offer  
needed services

Become the first choice in location for  
neighborhood meetings

**Goal 3: Empower community by crating awareness of library resources**

*Accomplished in 2017*

Promote programs & resources effectively

*Goal in 2018*

Develop a library brand & standard marketing plan

Improve the website so the public can View library offerings

Develop senior outreach & Programming for services for people with disabilities

**Goal 4: Support Workforce & Economic Prosperity**

*Accomplished in 2017*

Provide space for working & collaboration Including meeting and networking space

Facilitate access to supporting series including Mentorship & workshops

*Goal in 2018*

Continue developing financial & health literacy resources & related programs

Continue to teach digital literacy and basic workplace skills

**Goal 5: Expand Access to information, Ideas, & Stories**

*Accomplished in 2017*

Promote collection and raise public awareness of the importance of historical records

Substantially increase the number of e-resources

Give patrons access to new technology

*Goal in 2018*

Ensure local diverse communities are represented in the Present and future records collecting

Addition of 3D design & printing, programmable robots and new tablet/e-readers

Make technology offerings more accessible and easier to use.

**Goal 6: Foster an Organizational Culture of Innovation**

*Accomplished in 2017*

Train all staff to be effective promoters Of library resources & services

Provide regular updates of progress in Implementing this plan to the Library Board, civic leaders and the public

*Goal in 2018*

Implement successful pilot projects that better serve patrons

Add a bilingual staff position

Celebrate accomplishments with staff & Community members.



To: Library Advisory Board Members  
From: Paula Shields  
Subject: Recommended Meeting Dates for 2018  
Date: February 2, 2018

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The following dates are being proposed for 2018. 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 18 at 5:15 p.m.**
- **Wednesday, June 20 at 5:15 p.m.**
- **Wednesday, August 15 at 5:15 p.m.**
- **Wednesday, October 17 at 5:15 p.m.**
- **Wednesday, December 19 at 5:15 p.m.**