



NOTICE OF A REGULAR MEETING

City of Brenham Library Advisory Board

Wednesday, June 26, 2024 @ 5:15 p.m.

Nancy Carol Roberts Memorial Library

100 Martin Luther King, Jr Parkway

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 February 21, 2024 Regular Meeting**
- 4. Presentation and Discussion Related to the Library's 2024 Summer Reading Program**
- 5. Discuss and Possibly Act Upon Recommended Changes and Additions to Library Fee Schedule within the Library Policies**
- 6. Administrative Report**
- 7. Adjourn**

CERTIFICATION

I certify that a copy of the June 26, 2024 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the City of Brenham Bulletin Board at 200 West Vulcan Street, Brenham, Texas on Friday, June 21, 2024 at 4:30 P.M.

Tammy Murphy

Tammy Murphy, 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, February 21, 2024 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Keith Herring, Lu Hollander, Jody Tyson, Lillian Marshall, Renee Mueller, and Jerry Jares

Advisory Board Members absent:

Sabrina Roberts, Janie Mehrens, and Will Corn

City staff present:

Tammy Murphy

Others present

none

- 1. Call Meeting to Order** Library Advisory Board Chairman Keith Herring presided and called the meeting to order. A quorum was present, and the meeting continued.
- 2. Citizen and Visitor Comments** County Attorney Renee Mueller presented a written statement that the County Attorney's office sent to local media pertaining to the former librarian.
- 3. Introduction of New Board Member** New member Will Corn was unable to attend to a prior long scheduled commitment. Mr. Corn will be presented at the next meeting.
- 4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for a Term of One (1) Year** After a discussion between members, election action was taken. A motion was made by Jerry Jares and seconded by Lu Hollander to elect Keith Herring as Chairperson. Chairperson Keith Herring called for a vote. The motion passed with the Board voting as follows:

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

A motion was made by Keith Herring and seconded by Lillian Marshall to elect Renee Mueller as Vice Chairperson. Chairperson 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 Renee Mueller	Abstain
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Absent
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Yes
Board Member Will Corn	Absent

5. Discuss and Possibly Act Upon the Approval of the Minutes from the December 20, 2023 meeting Minutes from the December 20, 2023, meeting were reread and action was taken. A motion was made by Lillian Marshall and seconded by Lu Hollander to approve the minutes from the December 20, 2023 regular meeting as written.

Chairman 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 Renee Mueller	Abstain
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Absent
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Yes
Board Member Will Corn	Absent

6. Discuss the Proposed 2024 Meeting Dates Tammy Murphy presented the dates for the upcoming 2024 meetings. The Library Advisory Board meets the third Wednesday bimonthly at 5:15pm at the Nancy Carol Roberts Memorial Library. The sole exception in 2024 will be June 26, 2024 due to a city holiday. Lu Hollander requested the February 2025 meeting be moved if it coincides with the Fortnightly Club Used Book Sale. Lu will notify the Board when The Fortnightly Club sets the 2025 date.

7. Discuss and Possibly Act Upon the Purchase of Book Carts for the Nancy Carol Roberts Memorial Library Using Donation Funds Interim Librarian Tammy Murphy reported two book carts are no longer reliable and useful. She requested to spend donation funds to purchase two new carts of similar style. A motion was made by Renee Mueller and seconded by Jody Tyson to purchase the items. Chairperson 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 Renee Mueller	Yes
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Absent
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Absent
Board Member Lu Hollander	Yes
Board Member Will Corn	Absent

8. Administrative Report Interim Librarian Tammy Murphy provided the statistical reports for the last two months. In addition, she provided the following information:

- The librarian search continues with a candidate reaching a second interview level.
- Applications for a part time temporary worker are being accepted.
- Training sessions and webinars for staff are being held for Beanstack, Shareit, and Record Manager software programs
- Lu Hollander gave an update on the Used Book Sale and it's success throughout the week.

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Tammy Murphy
Staff Liaison



To: Library Advisory Board Members

From: Tammy Murphy

Subject: 2024 Summer Reading Program Update Library

Date: June 21, 2024

The Summer 2024 reading program "Adventure Begins at Your Library" is a seven week program with three branches of participation for all ages.

1. Anyone can register online or in person to begin tracking minutes read. The participants earn digital badges along the way and physical rewards at milestones of 120, 240, and 480 minutes.
2. Participants can also complete any of ten listed activities related to having their own adventures this summer to earn collectible brag tags which are a popular yearly tradition.
3. The participants may also attend weekly performance shows or activity programs provided free of charge and geared to either children or teens. Some performers include magicians, zoologists, story tellers, ventriloquists, jugglers, animal zoo parties, and more. Activities include Cri-cut creations, cooking competitions, tile art, night time putt putt golf at the library, and more. Related to summer reading and culminating our summer program, are our annual sewing camps for children 8-18. A daily sewing project is completed and sewing skills are taught by staff and volunteers twice a day for five days.

**COMPLETE ACTIVITIES -
READ - WIN PRIZES**

TRACK YOUR READING MINUTES & WIN

120 MINUTES:

Awesome local coupons

240 MINUTES:

Hobby Kit

480 MINUTES:

T-shirt & pool party ticket



(End of summer pool party to be held at BlueBell Aquatic Center July 12th from 7pm to 9pm)

COMPLETE ACTIVITIES

Win brag tags!

Win virtual badges!

Try to collect them all.



JUNE 3 - JULY 12

**Tuesdays @10am & 2pm
Kids Programs**

**Thursdays @ 3pm*
Teen Programs
*July 11 @ 7pm**



© CSLP

Nancy Carol Roberts Memorial Library

100 MLK Jr. Pkwy

Brenham, TX 77833

(979)337-7201

cityofbrenham.org/library

JUNE 3 - JULY 12



**Nancy Carol Roberts
Memorial Library**

**2024 Summer
Reading Program**

REGISTER

All Ages Can Sign Up

Beginning June 3, 2024
Online or At the Library

- 1 Register online in **Beanstack** from the Summer Reading page at cityofbrenham.org/library
- 2 Track the minutes you read in **Beanstack** this summer to win virtual badges and real prizes through July 19.
(Paper reading logs are available upon request)
- 3 Complete activities you can find in **Beanstack** this summer to win brag tags through July 12.
- 4 Attend weekly in-person programs each week at the library. **Tuesdays** at 10am and 2pm for **Kids** & **Thursdays** at 3pm for **Teens**.

KIDS PROGRAMS

Ages 10 and Under

Tuesdays at 10 AM and 2 PM
At the Library

June 04: Bobby Cordell
Magical Entertainment

Blending magic and comedy for a marvelously entertaining performance

June 11: Lucas Miller

A singing zoologist who will have you singing, dancing, and learning

June 18: Capital of TX Zoo

An exciting zoo party with safe, exotic animals from around the world

June 25: Margaret Clauder

Engaging African music, performance art, and storytelling

July 02: Elizabeth Kahura

Folktales, music, and learning from Africa

July 09: Hiking Binoculars

Storytime, songs, and a binocular craft with Miss Lou-Lou



TEEN PROGRAMS



Ages 11 to 18
Thursdays at 3 PM
Library Program Room
(Attendance limited to 30)

Teen programs limited to a max of 30. Program tickets are 1st come 1st served & can be picked up at the Library on the day of the program starting at 10am

June 06: Cricut Clinic

Learn to create a project using our cricut machine and supplies

June 13: Juggling Workshop

Matt Tardy will offer us a fun, interactive workshop in juggling

June 20: Chopped Competition

Gather a group of friends and see what tasty dish you can create with your assigned ingredients.

June 27: Travel Tile Art

Design and make your own coaster tile with your dream travel spots

July 11: Night Putt Putt Golf 7:00

Bring a team or join one here to play putt putt in the library. 7pm

Beanstack Statistics June 18,2024

	Total Readers Enrolled	Total Readers Who Logged	Total Readers Who Completed Activities	Total Completions	Total Earned Rewards	Total Redeemed Rewards	Total Reviews	Logged Minutes
6/18/2024								
Partner Total	539	396	157	120	1199	829	171	135946



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Changes and Addition to Library Fee Schedule

Date: June 21, 2024

Since the adoption of the Library Policy by the City Council, there have been changes in services the Nancy Carol Roberts Memorial Library offers our patrons. The Fee Schedule will need to be voted on by City Council if amended. The following page is the current Fee Schedule in the Library Policy Manual. Proposed deletions and changes are highlighted in yellow. The next page includes the proposed addition clarifying charges for use of the archival scanner in yellow and clarifying staff assisted printing from devices to our email in yellow.

Fee Schedule

Library Cards

Library Card.....	No Charge
Suggested Donation for Out of County Library Cards.....	\$10.00
Replacement Card.....	\$ 2.00

Fines

Fines Per Day Per Item.....	\$ 0.10
Maximum Fine and Account Suspended.....	\$ 5.00

Lost and Damaged Library Materials

Books, Audio, Videos, Etc.....	Cost of Item
Processing Fee for Items	\$5.00

Printing

Desktop Print.....	\$0.25
Wireless Print.....	\$0.25
Copier Print Black and White.....	\$0.10
Copier Print Color.....	\$0.25
Microfilm Print.....	\$0.25

Fax and Scan

Faxing Fees Will Be Determined By Vendor

Incoming Fax.....	\$1.00 Per Page
Scan.....	No Charge

Interlibrary Loans

Postage and Handling.....	\$3.00
---------------------------	--------

Fee Schedule

Library Cards

Library Card.....	No Charge
Replacement Card.....	\$ 2.00

Fines

Fines Per Day Per Item.....	\$ 0.10
Maximum Fine and Account Suspended.....	\$ 5.00

Lost and Damaged Library Materials

Books, Audio, Videos, Etc.....	Cost of Item
Processing Fee for Items	\$5.00

Printing

Desktop Print.....	\$0.25
Email Generated Print.....	\$0.25
Copier Print Black and White.....	\$0.10
Copier Print Color.....	\$0.25
Microfilm Print.....	\$0.25
Archival Scanner Print.....	\$0.25

Fax and Scan

Faxing Fees Will Be Determined By Vendor	
Scan	No Charge



Nancy Carol Roberts Memorial Library

Financial Report

- Donation Fund Report will be provided by Stacy Hardy on a separate memo on the day of the Library Advisory Board meeting.
- Five Year Plans for each City Department were due in March. The Brenham City Council met May 20, 2024 and reviewed personnel requests on the Five Year Plans. The library personnel 5 year plan is attached in the packet with a supplemental request for a full time employee. A final decision has not been made. In addition, a pay adjustment was made for those part time employees who have not received a pay increase since 2022.
- An end of fiscal year estimated budget was discussed with finance staff, city supervisor Susan Nienstedt, and librarian Tammy Murphy on June 11, 2024. The only over budget areas foreseen are electric, HVAC repairs, and water.
- City Council Budget meetings will continue through July. A calendar of upcoming dates is included in the packet.

Library Business

- The Dolly Parton Imagination Library Brenham Chapter currently has 104 children from 0-4 years of age registered. The financial sponsorship with National Honor Society has ended. The Fortnightly Club has funded \$800 to support one year while we all search for a new sponsor. An account balance of \$2, 318 is shown on a following report in the packet.
- Community Service needs have risen sharply over the months as reflected in the library statistics, especially in juveniles 11 through 17. This increases our budget needs to provide supplies for tasks, staff supervision, and management time. Communication with all of the courts, programs, and schools have begun.
- NCRML has received notification from Texas State Library Archives and Commission the 2023 Texas Public Libraries Annual Report has been reviewed and cleared for the library to be accredited for State fiscal year 2025.

SUPPLEMENTAL REQUEST

Line-Item Detail

146 - Library
101 - General Fund

INFORMATION

ID: 25-146-002	Request ID is Assigned by the Budget Office
FUND: 101 - General Fund	
HEAD ORG: 146 - Library	
	Is this an unmet need from a prior Budget? No
	If this is an unmet need, in what FY was it first requested?
FIRST FY: 24-25	
TITLE: NEW FULL TIME LIBRARY SPECIALIST	PLEASE USE ALL CAPS IN CELL B-13
TYPE: Equipment - New	
QUANTITY: 1	

EXPENDITURES

LINE ITEM	ACCOUNT DESCRIPTION	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
PERSONNEL						
101.00 - Salaries & Wages Base						
101.00 - Phone Allowance						
102.00 - Overtime Pay						
103.00 - OASDI/Medicare						
103.02 - Matching Retirement						
105.00 - Longevity Pay						
105.01 - Auto Allowance						
105.01 - Certification Pay						
105.03 - Standby						
106.00 - Medical Insurance						
106.01 - Life Insurance						
106.02 - Long Term Disability						
107.00 - Workers' Compensation						
PERSONNEL TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIONAL EXPENSES TO ADD THIS PERSONNEL (IF ANY)						
OTHER TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -

What is the purpose of this request?

In FY 2023, we saw a considerable increase in visitors at the Nancy Carol Roberts Memorial Library. FY 2023 saw 60,520 visits to the library, a 20% increase in visits compared to FY2022. The trend continues as January 2024 saw a visit increase of 23% from January 2023. Telephone reference transactions have also increased to 523 calls in January 2024, suggesting patrons have required library services both in person and remotely. In addition, our library collection and programing opportunities continue to grow to support our diverse community needs. Home-schooled patrons are utilizing all the library resources in record numbers through collection and technology usage, room reservations, and partaking of enrichment through programming for all ages. Patrons utilize our services, collection, facility, and programs in ever growing numbers as reflected in our annual library State Report. Expanding patron services, collection development, and programming availability at the library requires staff. Working with patrons in advanced computer questions and in depth help requires trained full time staff. Cataloging, processing, shelving, inventoring, and handling collection materials requires a staff member with a professional level. Developing and presenting programming also requires professional staff who can educate and enrich the appropriate aged audience. The library needs a full time specialist position to join our current fulltime staff to continue meeting the needs of the community and growing our services for the public.

What are the consequences of not funding this request?

Without more full time specialist staff, the library will not be able to meet the growing demands of the community. A growing community needs technology assistance, a robust material collection, and programming for all ages that is enriching and educational. Without more staff support, the library will not be able to reach the level of service we strive to provide.

PROPOSED BUDGET CALENDAR - FISCAL YEAR 2025

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January 11 - Kickoff 5-year Plans

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 15 - 5-year Plans due back to Budget Office
 March 18 - Base Budget process kicks off with RAE and Base Budget requests sent to Depts
 March 18 - April 12 - Budget Office compiles 5-year plans

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 15 - 26 - 5 year plan Departmental Meetings with Budget Team
 April 29 - May 17 - Budget Office creates Final Proposed 5-year Plan and supporting materials

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 17 - Base Budgets and RAE due back to Budget Office
 May 20 & 21 - City Council Budget Retreat (5-year plan discussion)

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3 - 14 - Departmental Budget Meetings with Budget Team (FY 24-25 Budget Discussions)
 June 17 - July 19 - Final FY 24-25 Proposed Budgets Compiled

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 22 & 23 - Council Workshops
 July 25 - Receive Certified Appraisal Values

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 1 - Council Meeting: Discuss tax rate, take record vote & schedule Public Hearings on the proposed tax rate
 August 2 - Proposed Budget filed with City Secretary and put on City's website
 August 13 - Notice of Public Hearing on Proposed Budget published
 August 20 - Notice of Public Hearing on Proposed Property Tax Rate published (website 19th)

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 5 - Council Meeting: Public Hearing on the Budget; Budget Adoption (1st reading)
 Ratify Property Tax Increase in Budget, Public Hearing on Tax Rate, Adopt Tax Rate (1st Reading)
 September 19 - Council Meeting: Second Reading of Ordinances to Adopt the Tax Rate & Budget
 September 20 - Statement on tax rate published on City's website

OCTOBER 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	

October 1 - 2025 Fiscal Year Budget begins

Dolly Parton Imagination Library Account




























ACCOUNT

Affiliate

AFFILIATE NAME
Nancy Carol Roberts Memorial Library

ACCOUNT NUMBER
TXBRENHAM

BILLING GROUP N/A	BILLING GROUP BALANCE N/A	AFFILIATE BALANCE \$ -2,318.06
-----------------------------	-------------------------------------	--

Type	Reference #	Date	Amount	Status	Invoice Amount Due	Actions
Invoice	*07242663*	2024-07-01	\$ 223.75	PAID	\$ 0.00	   View
Payment	77233	2024-06-13	\$ -800.00			
Invoice	*06242663*	2024-06-01	\$ 225.55	PAID	\$ 0.00	   View
Invoice	*05242663*	2024-05-01	\$ 227.67	PAID	\$ 0.00	   View
Invoice	*04242663*	2024-04-01	\$ 222.48	PAID	\$ 0.00	   View
Invoice	*03242663*	2024-03-01	\$ 223.14	PAID	\$ 0.00	   View
Invoice	*02242663*	2024-02-01	\$ 215.02	PAID	\$ 0.00	   View
Invoice	*01242663*	2024-01-01	\$ 223.45	PAID	\$ 0.00	   View
Invoice	*12232663*	2023-12-01	\$ 220.70	PAID	\$ 0.00	   View
Invoice	*11232663*	2023-11-01	\$ 209.50	PAID	\$ 0.00	   View

Nancy Carol Roberts Memorial Library

Staffing

- Changes in staffing
 - Aubrie Cano resigned to return to homeschooling.
 - Marisol Coronilla ended her federal work study program with Blinn College. Blinn will work on recruiting another student worker in the fall. Marisol has expressed interest in returning to the library as a part time worker in the fall as she continues her studies at Blinn.
 - Rosie McKee has joined the library for the summer from Development Services at the City of Brenham. A further length of employment may be possible according to funds.
 - Lindsay Cates and Katherine Phillips returned for the summer as in previous years.
 - The Library currently has one full time and one part time position open. We are not actively filling these at the present but will in the near future.

Programs

- Several new programs have begun
 - Animal Services of Brenham bring two adoptable pets to the library during Lego Club at 4:30p on the first Tuesday of each month for hugs, cuddles, and reading in hopes of finding forever homes.
 - A Chess Club is forming on the first Saturdays 10a-1p beginning in July. New partners will be available for play and casual instruction for beginners.
 - Heart Based Communication led by Brinn Hardt will have two classes in July in learning to speak and listen in a compassionate, meaningful way.

**Nancy Carol Roberts Memorial Library
Monthly Activity Report for 2024**

Service Desk Statistics	Mar-24	Apr-24	May-24
Items Loaned	7,335	7,768	7,486
Technology Loaned	22	28	21
Reference Calls	575	767	643
ILLs Borrowed	6	8	7
ILLs Loaned	-	-	-
Library Cards Issued	101	61	113
Library Cards Renewed	261	229	285
Total Service Desk Activity	8,300	8,861	8,555

Community Statistics	Mar-24	Apr-24	May-24
Study Room Uses	76	59	125
Large Room Uses	44	49	63
Community Hours	228	231	185
Volunteer Hours	56	54	60
Days Open	26	24	26
Door Count	5,354	5,841	5,455
Computer Uses	596	719	604
WiFi Sessions	-	-	-

Program Statistics	Mar-24		Apr-24		May-24	
<i>Audience</i>	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	-	-	1	23	-	-
Adult	1	10	1	11	1	8
Teen	4	10	3	19	3	20
Children	10	242	11	294	9	197
Total	15	262	16	347	13	225