



**NOTICE OF A MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, April 20, 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 February 16, 2022 Regular Meeting** Pages 1- 3
4. **Discussion Related to the Goals and Objectives Outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016 – 2026** Pages 4-5
5. **Discussion Related to the Nancy Carol Roberts Memorial Library 5 Year Personnel Plan.** Page 6
6. **Presentation and Discussion Related to the Nancy Carol Roberts Memorial Library Website.** Page 7
7. **Discussion Related to the Remaining 2022 Meeting Dates** Page 8
8. **Administrative Report** Pages 9-12
9. **Adjourn**

***CERTIFICATION***

*I certify that a copy of the April 20, 2022 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 14, 2022 at 2:30 p.m.*

*Idalia Avezuela*

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*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

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A meeting of the Library Advisory Board was held on Wednesday, February 16, 2022 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Lillian Marshall, Keith Herring, Jerry Jares, Sabrina Roberts, Lu Hollander, and Janie Mehrens

Advisory Board Members absent:

Carol Kiphart, Jody Tyson, and Renee Mueller

City staff present:

Idalia Avezuela and Tammy Murphy

Others present

None

- 1. Call Meeting to Order** President Keith Herring presided and called the meeting to order. A quorum was present so meeting continued.
- 2. Citizen and Visitor Comments** none
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the December 15, 2021 Regular Meeting**

A motion was made by Janie Mehrens and seconded by Lillian Marshall to approve the Minutes from the December 15, 2021 regular meeting with no corrections noted.

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	Absent
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Absent at this time
Board Member Jody Tyson	Absent
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Absent

#### **4. Update of Board Appointments and Reappointments**

Librarian Idalia Avezuela reported the City Council at the December 16, 2021 meeting recommended a one or two-year term for the City appointed Library Advisory Board members for the 2022 year to create staggered terms. A one-year term was given to Lillian Marshall, Keith Herring, and Jere Jares. A two-year term was given to Carol Kiphart. Board Policy Training at an undetermined future date will explain this decision. The training is mandatory for City appointed members and open to Fortnightly appointed members. Janie Mehrens and Sabrina Roberts stated they felt the Fortnightly members should attend. Sabrina also recommends that the Fortnightly Club look at the length of time they have already served. Janie explained it is currently three-year terms with a maximum of six years. The Fortnightly Club members stated they will discuss this at their meeting.

#### **5. Discuss New Policies for the City of Brenham Boards and Commissions**

Idalia Avezuela reported the City Council had voted at the December 16, 2021, meeting to decrease the number of consecutive city board meeting absences from three to two absences for consideration from removal from a city board. The city manager will evaluate absences before a dismissal. Janie Mehrens asked if this was the only change, and Idalia answered this and the staggered terms previously discussed.

#### **6. Discuss and Possibly Act Upon Recommended Additions to Library Policies**

Idalia Avezuela updated that the new scanner is in place and the entire staff has received training on its use. She is working on a proposal of Scanner Policy that includes

- Free of cost for using, emailing, and scanning to a USB
- Using Cassie software to login and to create charges for printing
- Providing a video tutorial for easy basic use with clear instructions
- Using room reservation software for the scanner use

Keith Herring asked if there were time limits, and Idalia stated it would be similar to study room reservation limits of one to two hours with extensions when available. Existing technology policy will cover its use for now with scanner specific policy added when developed. No vote was needed as this time.

## **7. Discussion related to the library's 2022 Summer Reading Program**

The theme for summer reading is Oceans of Possibilities. Plans are developing for the children, teen and adult reading challenges and programs. The previous software Wandoo is no longer supported by its developer, so others were investigated with Beanstack being selected by library staff. It is popular with other libraries, successful, user friendly, motivation, has challenges and virtual badges, customizable, and a little pricier than Wandoo. Jere Jares stated she has been using Beanstack through another library and finds it very motivating. She also suggested we involve more adults in its use. Keith asked about the pricing discrepancy in the budget. Idalia stated she is in the process of moving the reading tracking software out of the Program budget to the Subscription budget which will help cover the cost. Sabrina Roberts concurred since it is yearly subscription it should be in the Subscription budget. Janie Mehrens reminded Idalia there is a donation fund from The Fortnightly Club which could cover any overages. Keith asked if the cost warranted taking to City Council for approval, and Idalia said it was below that limit.

## **8. Administrative Report**

Two month of monthly City Manager reports were reviewed. Idalia stated that programs and attendance are ramping up. Visits, new library cards, etc had increased from the same months in 2021. A sheet of statistics from 2021 was presented. Keith asked if Idalia was having the opportunity to meet other local librarians such as Blinn and the schools. Idalia has met with the Blinn librarian. Idalia and Tammy Murphy will be attending TLA as will the Blinn Librarian Linda Gray. They hope to have time to share information from the events. Idalia will also be meeting with the BISD tech coordinator to discuss STEM kits and activities. Lu Hollander offered historical pamphlets to all who did not attend the very successful birthday party. It was stated it had a nice turnout. Lu thanked the library for their hospitality, and Idalia thanked the Fortnightly Club for their generous support and tireless service. Janie asked that a storyboard or picture plaque be placed with the antique tapestry and quilt. Idalia stated this would be investigated and pursued.

Meeting adjourned..

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Keith Herring  
Chair Person

**ATTEST:**

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Idalia Avezuela  
Staff Liaison



To: Library Advisory Board Members  
From: Idalia Avezuela  
Subject: Review of Goals and Accomplishments  
Date: April 20, 2022

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The following is a summary of accomplishments up to the last formal review and a summary of future goals up to 2025, as related to the Nancy Carol Roberts Memorial Library Strategic Plan. The discussion should revolve around a possible re-assessment of these goals.

### Goal 1: Support Educational & Learning Opportunities

#### *Accomplished in 2017-2018*

- Provided a teen space that fosters intellectual, emotional and social development
- Offered Science, Technology, Engineering, Art & Math (S.T.E.A.M.) Programming
- Develop and support a teen advisory board & volunteer program
- Expanded adult programming opportunities to meet changing needs
- Established a volunteer program for adults

#### *Goal by 2020*

- Increase staff experience & knowledge of Early Learning
- Expand offered story times to include evening hours

#### *Goal by 2025*

- Offer computer-coding programs with dedicated computer lab space
- Have an Integrated Library Systems linked to the Brenham ISD & Burton ISD system so that student ID cards may be used as library cards.

## 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
- Volunteer directly with school district in programs like C.A.R.S.

### *Goal by 2020*

- Collaborate with new partners to offer needed services
- Become the first choice in location for neighborhood meetings
- Coordinate a community wide information and resource site making it easier to locate local health and human services.

### *Goal by 2025*

Host a Science, Technology, Engineering and Math (STEM)/ makerspace fair at the library. A makerspace fair showcases designs, inventions or creations made at the library.

## Goal 3: Empower community by creating awareness of library resources

### *Accomplished in 2017*

Promote programs & resources effectively

### *Goal by 2020*

- 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
- Introduce a credit card payment system for patrons
- Implement a curbside delivery program for elderly or disabled patrons
- Provide a lobby coffee station and install bottle filling water fountains

### *Goal by 2025*

- Change perception of library as only a place for books
- Make electronic offerings easily accessible to all community members regardless of age or technical ability
- Washington County has a large elderly population and we get frequent requests for home deliveries.
- Perception of library as a dying, boring place to go only if you need a book.
- We welcomed over 100,000 visitors last year but many members of the community have never visited the library. We find that the misconceptions about the library come from those who do not use it, and we want to spread the message about all we do.



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: 5 Year Personnel Plan

Date: April 20, 2022

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The Nancy Carol Roberts Memorial Library leadership submitted a 5 year personnel plan to be reviewed and discussed with the City Manager. The proposal reflects expected developments in the way we view literacy attainment, and the role technology plays in this process. The following is the core of the proposal:

*The library's in-house technology, including our computer lab, laptops, meeting, and study room devices, etc. have been some of the most used devices/services. Increase in the use of our equipment, as well as use of technology in general daily, has made our technology classes and ad hoc technology assistance a very high demand service. Our technology classes spots fill up very quickly and considering that our Technology Instructor is only a part time team member, we have very limited spaces.*

*In addition, we are trying to revamp our outreach efforts and diversify literacy development tools. We are currently providing targeted technology classes at the Senior Center once a month, which have been well received, and could eventually become a twice-a-month program. Our home-schooled patrons are already benefiting from the use of our hot spots and data-enabled Chromebooks, but they could also find benefit in other educational STEAM events, like coding classes, advanced arts and crafts, robotics, etc. These activities not only would advance our patron's technical skills but would also help them learn how to use diverse technical language, find their own way to improve their reading and writing skills, and develop good communication skills.*

*Expanding technology services at the library and in the community will require an additional Part-time Technology Instructor to back up our current staff. The next fiscal year will focus on these goals, which in turn make it very possible to need assistance during FY 2023-2024.*



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Presentation of Library Website

Date: April 20, 2022

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The Nancy Carol Roberts Memorial Library staff launched the new library website on March 30 to finally see how it works live, and to see if the content is as effective as we believe it is. As expected, there were certain elements that needed to be altered to make it work properly, but overall, the new site is a good reflection of what you should expect from the library. The interface and design make it relatively simple to keep up with the evolving nature of that resource, and provides a cleaner, more intuitive experience for our patrons to enjoy. We will take a look at the website and its features.



To: Library Advisory Board Members  
From: Idalia Avezuela  
Subject: Remaining Meeting Dates for 2022  
Date: April 20, 2022

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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, June 15 at 5:15 p.m.**
- **Wednesday, August 17 at 5:15 p.m.**
- **Wednesday, October 19 at 5:15 p.m.**



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Administrative Report

Date: April 20, 2022

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In the past the Nancy Carol Roberts Memorial Library provided a monthly report to the City Manager. However, as per a notification from Monique Breaux on behalf of the CMO the monthly reports have been discontinued. I will be providing a report to the Library Advisory Board regardless.

Each report provided summarizes the statistics and events for the previous month. Attached are the Library's reports summarizing February and March of 2022.



*March 2022*

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## Nancy Carol Roberts Memorial Library

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### February 2022 Programs

- The Nancy Carol Roberts Memorial Library Proudly celebrated 125 years of service in Brenham. The Fortnightly Club and library staff had a wonderful birthday party that featured author signings, a special birthday story time with Lou Lou, and a birthday cake with refreshments. District 18 Texas Senator Louise Kolkhorst and the Chair of the Texa State Library and Archives Commission Dr. Martha Wong were among the featured guests celebrating this milestone.
- The Fortnightly Club's Book Sale made its triumphant return this year after a brief hiatus. The event was extended to a full week this time around, and was one of the most successful in years. All proceeds benefit Brenham's Nancy Carol Roberts Memorial Library.
- Miss Lou-Lou continues to hold her Monday story time for toddlers each week at 11am. Her Tuesdays with Miss Lou-Lou have been very well attended. Her Special African American Heritage Month Program for kids brought in 23 children. Librarian Idalia joined Lou Lou singing a song and making peanut butter cookies with the participants.
- January's Technology Workshop series provided individualized assistance in the use of household apps and tools for the workplace, with Misti showing patrons how to use local databases, as well as promoting technology we offer at the library, such as hot spots and laptop computers. The number of participants continues to increase as we move along.
- Outreach initiatives continue to take place at the Brenham Senior Center. Misti Rudlof utilized the library's Samsung Tablets and hot spots to provide training in the use of our e-book interface Libby. The participants not only learned how to use extensive catalog of electronic books, but it also helped them discover all the resources they can find at the library. Gloria May assisted Misti by signing up participants for library cards.
- Betty Thiel continues to offer a sewing program on the 2<sup>nd</sup> Saturday of every month.
- Carolyn Barlow taught about Mexico in her Travel the World sessions twice this month. Our homeschool families have been very active in attending.
- Jolie Menjares continued our teen programming with a healthy smoothie-making class and a movie. Attendance was excellent and the teenagers

enjoyed learning how to create a healthy snack while having a good time after school on the last Thursday of the month.

- See Table 1 below for library statistics in February. Foot traffic keeps increasing, as well as circulation of materials at the library. Our meeting spaces have had considerable increase in usage in 2022 so far.

\*Monthly Statistics – Table 1

Jan 2022 Statistics	Number
Visitors	4,008
New Library Cards	89
Computer Sessions	575
Circulations	6,164
Reference Calls	615
Meeting/Study Room Reservations	158

## Nancy Carol Roberts Memorial Library

### March 2022 Programs

- Miss Lou-Lou continues to hold her Monday story time for toddlers each week at 11 am. Her Tuesdays with Miss Lou-Lou have been very well attended after school with 10-15 children attending. Since March happened to have 5 Tuesdays, the kids enjoyed a special music-related story and activity. Librarian Idalia Avezuela joined Lou Lou by playing the violin and flute while she sang and played guitar. Library volunteer Laura also joined the fun by playing the pennywhistle and native flute.
- March's Technology Workshop series provided individualized assistance in the use of household apps and tools for the workplace, with Misti showing patrons how to use local databases, as well as promoting technology we offer at the library, such as hot spots and laptop computers.
- Outreach initiatives continue to take place at the Brenham Senior Center. Misti Rudlof utilized the library's laptops and hot spots to provide training in the use of Google maps. The participants learned the ins and outs of the map interface and were able to explore locations with satellite view. Gloria May assisted Misti by signing up participants for library cards.
- Betty Thiel continues to offer a sewing program on the 2<sup>nd</sup> Saturday of every month. In March, participants enjoyed creating scissors holsters and sewing machine pedal rugs.
- Carolyn Barlow taught about India in her Travel the World sessions twice this month. Our homeschool families have been very active in attending.
- Jolie Menjares continued our teen programming by teaching painting techniques that allowed the participants to paint a beautiful landscape. 15 teenagers enjoyed the fun and educational event.
- The new library website had a soft release to the public. This allowed for evaluation in real time to better fix any issues leading to a bigger reveal in May.
- See Table 1 below for library statistics in March. There is a noteworthy increase in most categories, particularly foot traffic and circulations.

\*Monthly Statistics – Table 1

Jan 2022 Statistics	Number
Visitors	5,046
New Library Cards	92
Computer Sessions	695
Circulations	7,270
Reference Calls	541
Meeting/Study Room Reservations	166