



CALL TO ORDER:

1. **ANNOUNCEMENTS OF COMMUNITY INTEREST:** *Announcement of items of community interest, including expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary recognitions of city officials, employees, or other citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by city officials or employees; and announcements involving imminent threats to the public health and safety of the city. No action will be taken.*
2. **APPROVAL OF MINUTES:**
 - 2.A Approval of minutes of the Library Advisory Board meeting held July 15, 2025.
3. **INFORMATION AND DISCUSSION:**
 - 3.A Quarterly Update by Library Director. (staff)
 - 3.B Library Budget Report FY2025. (staff)
 - 3.C Update on History Center activities. (staff)
 - 3.D Update on A.C. Schreiner House. (staff)
 - 3.E Update on Friends of the Library activities. (Kay Harter)
 - 3.F Next scheduled Library Advisory Board meeting - January 20, 2026.
4. **ITEMS FOR FUTURE AGENDAS:** *Library Advisory Board may suggest items or topics for future agendas.*
5. **VISITOR/CITIZEN FORUM:** *Any person who has submitted a speaker request form to the Library Advisory Board Secretary may speak to the Library Advisory Board on any matter that is not scheduled on the agenda. No discussion or action can be taken on such item(s) by the Library Advisory Board because of the Texas Open Meetings Act. Speakers will be limited to three minutes. No rude, abusive, or inappropriate conduct will be allowed.*

ADJOURN.

The facility is wheelchair accessible, and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this event. Please contact the City Secretary's Office at 830-258-1118 for further information.

I hereby certify that this agenda was posted as notice of the meeting on the City Hall bulletin board and City's website October 15, 2025 at 2:00 p.m., and remained posted continuously for at least 3 business days preceding the scheduled time of the meeting.

Shelley McElhannon, TRMC, City Secretary, City of Kerrville, Texas



**TO BE CONSIDERED BY THE LIBRARY ADVISORY BOARD
CITY OF KERRVILLE, TEXAS**

CAPTION: Approval of minutes of the Library Advisory Board meeting held July 15, 2025.

AGENDA DATE: October 21, 2025

DATE SUBMITTED: 10/15/2025

SUBMITTED BY:

EXHIBITS:

1. 20251021 LAB_MINUTES 071525

Expenditure:
Account Number:
Payment to/Vendor
name:

Amount Budgeted:
Account Balance:

Kerrville 2050 Item?
No

Key Priority Area:

SUMMARY:

Library Advisory Board meeting held July 15, 2025.

RECOMMENDED ACTION:

Approve minutes as presented.

LIBRARY ADVISORY BOARD MINUTES
OF A REGULAR MEETING

KERRVILLE, TEXAS
July 15, 2025

On Tuesday, July 15, 2025, the Library Advisory Board meeting was called to order by Chair Barbara Jansen at 3:00 p.m. in City Council Chambers.

MEMBERS PRESENT:

Barbara Jansen – Chair
Karolyn Andrews – Vice-Chair
Lisa Cashiola – Board Member
Kay Harter – Board Member, Friends of the Butt-Holdsworth Memorial Library

MEMBERS ABSENT:

Lana Tatsch – Board Member

STAFF PRESENT:

Diane Miller Library Director
Cate Schulenberg Recording Secretary

VISITORS PRESENT:

None

ANNOUNCEMENTS OF COMMUNITY INTEREST:

Chair Barbara Jansen welcomes all and notes appreciation to all for navigating recent flood and subsequent events.

Thanked the library staff opening the library so quickly after the flood and for assisting patrons and all the community in getting the information they need.

Asked for changes to minutes.

No other announcements of community interest reported by Diane Miller.

1. APPROVAL OF MINUTES:

1A. Approval of minutes from the April 15, 2025 meeting.

Motion by Kay Harter to approve the minutes. Seconded by Lisa Cahsiola. Motion passed 4-0.

2. CONSIDERATION AND POSSIBLE ACTION:

2A. Discussion of Library Fines Policy

No considerations or possible actions.

3. INFORMATION AND DISCUSSION:

3A. Quarterly Update by Library Director

Diane Miller provided highlights from the second quarter:

- Outpouring from Libraries and library resources. Some offering book and other donations.
- Library and campus hardly impacted at all.
- No staff directly impacted.
- K. Harter shared Friends of the Library willingness to step in if books needed.
- Library staff flexed to support Emergency Operations, mostly handling calls.
- BHML reported garnering input from Asheville, NC and Wimberley, TX.
- Library property used in support of Emergency Operations and Mental Health, mostly Kerr Regional History Center.
- Traffic after flood about 20% down from previous.
- Summer Reading continues. Kick – off was fantastic. To date, registration higher than year past. Looking forward to seeing ‘finisher’ numbers. End of Summer Reading event, Thursday July 31st.
- LEAP nature kits shown. Discussion around how heavy kits are and still children are the target for the kit. Kits are from the Texas Children in Nature Network.
- Wall Street Journal digital live.
- Creative Writing workshops – 3X and over 20 attendants each session.
- Writer’s Group at BHML.
- Assistant Director position eliminated, promoted existing staff member to librarian.
- New printers installed and working well.
- New Alarm system installed and monitoring consolidated across the city.
- Federal funding impact on ILL and eBook content.
- State legislative issue SB412, removing affirmative defense. City acquired insurance for all librarians.
- Process improvements continue.

3B. Library Budget Report

Ms. Miller reported that General Fund and Memorial Fund expenditures are in line with projections.

3C. Update on History Center Activities

The Kerr Regional History Center redeployed as a location for Health & Human Services personnel from across the state. To support non-traditional first responders.

Mumm Exhibit on display.

Hispanic Heritage initiative in the Fall will include activities and exhibits at the history Center.

3D. Update on A.C. Schreiner House Activities

Renovation work continues. Diane Miller reported that the project remains on schedule with completion anticipated October. HHC open April 2026.



**TO BE CONSIDERED BY THE LIBRARY ADVISORY BOARD
CITY OF KERRVILLE, TEXAS**

CAPTION: Library Budget Report FY2025. (staff)

AGENDA DATE: October 21, 2025

DATE SUBMITTED: 10/15/2025

SUBMITTED BY:

EXHIBITS:

1. 20251021 Budget Report - Library 102125 LAB Meeting

Expenditure:

Amount Budgeted:

Account Number:

Account Balance:

**Payment to/Vendor
name:**

Kerrville 2050 Item?

Key Priority Area:

SUMMARY:

RECOMMENDED ACTION:

No action.



Kerrville, TX

Budget Report - Library Account Summary

For Fiscal: 2025-2026 Period Ending: 10/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND							
Revenue							
01-6410	LIBRARY - NON-RESIDENT FEES	2,600.00	2,600.00	85.36	85.36	-2,514.64	96.72 %
01-6411	LIBRARY - EQUIP RENTAL FEES	25.00	25.00	0.00	0.00	-25.00	100.00 %
01-6413	LIBRARY - MEETING ROOM	1,200.00	1,200.00	40.00	40.00	-1,160.00	96.67 %
01-6414	LIBRARY - COPIES	1,000.00	1,000.00	4.50	4.50	-995.50	99.55 %
01-6415	LIBRARY - FAX MACHINE	25.00	25.00	0.00	0.00	-25.00	100.00 %
01-6416	LIBRARY - INTERNET PRINTING	8,500.00	8,500.00	238.30	238.30	-8,261.70	97.20 %
01-6417	LIBRARY - INTER-LIBRARY MAILING	1,100.00	1,100.00	3.00	3.00	-1,097.00	99.73 %
01-6640	LIBRARY - EXTENDED USE FEES	5,500.00	5,500.00	158.69	158.69	-5,341.31	97.11 %
01-6641	LIBRARY - LOST BOOKS/EQUIPMENT	1,500.00	1,500.00	30.35	30.35	-1,469.65	97.98 %
	Revenue Total:	21,450.00	21,450.00	560.20	560.20	-20,889.80	97.39%
Expense							
01-0165-0000	SALARIES AND WAGES	460,241.60	460,241.60	0.00	0.00	460,241.60	100.00 %
01-0165-0003	PART-TIME/TEMPORARY	18,396.56	18,396.56	0.00	0.00	18,396.56	100.00 %
01-0165-0004	LONGEVITY	3,392.00	3,392.00	0.00	0.00	3,392.00	100.00 %
01-0165-0007	PHONE STIPEND	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
01-0165-0101	SOCIAL SECURITY	37,035.96	37,035.96	0.00	0.00	37,035.96	100.00 %
01-0165-0102	RETIREMENT	53,186.78	53,186.78	0.00	0.00	53,186.78	100.00 %
01-0165-0103	GROUP INSURANCE	67,297.00	67,297.00	0.00	0.00	67,297.00	100.00 %
01-0165-0201	TRAINING	400.00	400.00	0.00	0.00	400.00	100.00 %
01-0165-0202	LODGING	400.00	400.00	0.00	0.00	400.00	100.00 %
01-0165-0203	PER DIEM	172.50	172.50	0.00	0.00	172.50	100.00 %
01-0165-0220	LOCAL MEETING EXPENSE	250.00	250.00	0.00	0.00	250.00	100.00 %
01-0165-0290	OTHER TRAVEL EXPENSE	50.00	50.00	0.00	0.00	50.00	100.00 %
01-0165-1001	OFFICE SUPPLIES	4,337.34	4,337.34	0.00	0.00	4,337.34	100.00 %
01-0165-1110	TECHNOLOGY EQUIPMENT	719.88	719.88	0.00	0.00	719.88	100.00 %
01-0165-1130	FURNITURE	200.00	200.00	0.00	0.00	200.00	100.00 %
01-0165-1200	MEDICAL SUPPLIES	25.00	25.00	0.00	0.00	25.00	100.00 %
01-0165-1300	GAS	250.00	250.00	0.00	0.00	250.00	100.00 %
01-0165-1510	SHIPPING	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00 %
01-0165-1910	JANITORIAL SUPPLIES	900.90	900.90	0.00	0.00	900.90	100.00 %
01-0165-1990	OTHER SUPPLIES	5,561.10	5,561.10	0.00	0.00	5,561.10	100.00 %
01-0165-2010	HVAC REPAIRS	1,320.00	1,320.00	0.00	0.00	1,320.00	100.00 %
01-0165-2020	PLUMBING REPAIRS	200.00	200.00	0.00	0.00	200.00	100.00 %
01-0165-2030	ELECTRICAL REPAIRS	250.00	250.00	0.00	0.00	250.00	100.00 %
01-0165-2040	OTHER BUILDING MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-0165-2050	LAND MAINTENANCE	300.00	300.00	0.00	0.00	300.00	100.00 %
01-0165-2110	CITY GARAGE-MAINT & REPAIR	300.00	300.00	0.00	0.00	300.00	100.00 %
01-0165-2120	VEHICLE MAINT - OUTSIDE GARAGE	15.00	15.00	0.00	0.00	15.00	100.00 %
01-0165-2205	ELEVATOR MAINTENANCE	4,600.00	4,600.00	0.00	0.00	4,600.00	100.00 %
01-0165-2300	SOFTWARE MAINT AGREEMENTS	18,509.00	18,509.00	0.00	0.00	18,509.00	100.00 %
01-0165-3000	PHONE SERVICE	992.00	992.00	90.44	90.44	901.56	90.88 %
01-0165-3010	ELECTRIC SERVICE	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00 %
01-0165-3020	WATER AND SEWER SERVICE	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
01-0165-3030	NATURAL GAS	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00 %
01-0165-3050	NETWORK SERVICES	0.00	0.00	199.95	199.95	-199.95	0.00 %
01-0165-3130	TECHNOLOGY PROF SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-0165-3190	OTHER PROFESSIONAL SERVICES	19,952.68	19,952.68	0.00	0.00	19,952.68	100.00 %
01-0165-3300	ADVERTISING	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-0165-4910	DUES / LICENSES / SUBSCRIPTIONS	31,421.00	31,421.00	0.00	0.00	31,421.00	100.00 %
	Expense Total:	764,376.30	764,376.30	290.39	290.39	764,085.91	99.96%

Budget Report - Library

For Fiscal: 2025-2026 Period Ending: 10/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND Surplus (Deficit):		-742,926.30	-742,926.30	269.81	269.81	743,196.11	100.04%
Fund: 15 - LIBRARY MEMORIAL FUND							
Revenue							
15-6702	FRIENDS CONTRIBUTION	23,574.00	23,574.00	0.00	0.00	-23,574.00	100.00 %
15-6799	MISCELLANEOUS DONATION	0.00	0.00	225.65	225.65	225.65	0.00 %
15-6909	OIL AND GAS REVENUE	0.00	0.00	121.27	121.27	121.27	0.00 %
15-6970	INTEREST REVENUE	23,845.65	23,845.65	896.00	896.00	-22,949.65	96.24 %
	Revenue Total:	47,419.65	47,419.65	1,242.92	1,242.92	-46,176.73	97.38%
Expense							
15-1500-1991	YOUTH MATERIALS	3,700.00	3,700.00	0.00	0.00	3,700.00	100.00 %
15-1500-2040	OTHER BUILDING MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
15-1500-3050	NETWORK SERVICES	3,360.00	3,360.00	0.00	0.00	3,360.00	100.00 %
15-1500-3100	PROFESSIONAL SERVICES	7,075.00	7,075.00	0.00	0.00	7,075.00	100.00 %
15-1500-3300	ADVERTISING	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
15-1500-4910	DUES / LICENSES / SUBSCRIPTIONS	33,217.00	33,217.00	17,246.86	17,246.86	15,970.14	48.08 %
15-1500-5100	BUILDINGS AND STRUCTURES	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00	100.00 %
15-1500-5320	TECHNOLOGY EQUIPMENT	159,000.00	159,000.00	0.00	0.00	159,000.00	100.00 %
15-1500-5700	BOOKS AND RECORDS	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00 %
	Expense Total:	3,269,352.00	3,269,352.00	17,246.86	17,246.86	3,252,105.14	99.47%
Fund: 15 - LIBRARY MEMORIAL FUND Surplus (Deficit):		-3,221,932.35	-3,221,932.35	-16,003.94	-16,003.94	3,205,928.41	99.50%
Fund: 68 - HISTORY CENTER							
Revenue							
68-6703	DEERING TRUST INCOME	24,000.00	24,000.00	0.00	0.00	-24,000.00	100.00 %
68-6970	INTEREST REVENUE	7,225.05	7,225.05	224.83	224.83	-7,000.22	96.89 %
	Revenue Total:	31,225.05	31,225.05	224.83	224.83	-31,000.22	99.28%
Expense							
68-6800-0220	LOCAL MEETING EXPENSE	200.00	200.00	0.00	0.00	200.00	100.00 %
68-6800-1001	OFFICE SUPPLIES	800.00	800.00	0.00	0.00	800.00	100.00 %
68-6800-1200	MEDICAL SUPPLIES	25.00	25.00	0.00	0.00	25.00	100.00 %
68-6800-1510	SHIPPING	200.00	200.00	0.00	0.00	200.00	100.00 %
68-6800-1990	OTHER SUPPLIES	900.00	900.00	0.00	0.00	900.00	100.00 %
68-6800-2010	HVAC REPAIRS	2,440.00	2,440.00	0.00	0.00	2,440.00	100.00 %
68-6800-2020	PLUMBING REPAIRS	150.00	150.00	0.00	0.00	150.00	100.00 %
68-6800-2030	ELECTRICAL REPAIRS	150.00	150.00	0.00	0.00	150.00	100.00 %
68-6800-2040	OTHER BUILDING MAINTENANCE	1,203.00	1,203.00	0.00	0.00	1,203.00	100.00 %
68-6800-2210	OFFICE EQUIPMENT MAINTENANCE	798.00	798.00	0.00	0.00	798.00	100.00 %
68-6800-2300	SOFTWARE MAINT AGREEMENTS	1,398.00	1,398.00	0.00	0.00	1,398.00	100.00 %
68-6800-3000	PHONE SERVICE	312.00	312.00	22.00	22.00	290.00	92.95 %
68-6800-3010	ELECTRIC SERVICE	3,300.00	3,300.00	0.00	0.00	3,300.00	100.00 %
68-6800-3020	WATER AND SEWER SERVICE	960.00	960.00	0.00	0.00	960.00	100.00 %
68-6800-3100	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
68-6800-3300	ADVERTISING	250.00	250.00	0.00	0.00	250.00	100.00 %
68-6800-5700	BOOKS AND RECORDS	500.00	500.00	0.00	0.00	500.00	100.00 %
	Expense Total:	17,586.00	17,586.00	22.00	22.00	17,564.00	99.87%
Fund: 68 - HISTORY CENTER Surplus (Deficit):		13,639.05	13,639.05	202.83	202.83	-13,436.22	98.51%
Fund: 83 - LIBRARY ENDOWMENT							
Expense							
83-8300-1130	FURNITURE	5,100.00	5,100.00	0.00	0.00	5,100.00	100.00 %
83-8300-3110	INVESTMENT SERVICES	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
	Expense Total:	11,100.00	11,100.00	0.00	0.00	11,100.00	100.00%
Fund: 83 - LIBRARY ENDOWMENT Total:		11,100.00	11,100.00	0.00	0.00	11,100.00	100.00%
Report Surplus (Deficit):		-3,962,319.60	-3,962,319.60	-15,531.30	-15,531.30	3,946,788.30	99.61%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND						
Revenue	21,450.00	21,450.00	560.20	560.20	-20,889.80	97.39%
Expense	764,376.30	764,376.30	290.39	290.39	764,085.91	99.96%
Fund: 01 - GENERAL FUND Surplus (Deficit):	-742,926.30	-742,926.30	269.81	269.81	743,196.11	100.04%
Fund: 15 - LIBRARY MEMORIAL FUND						
Revenue	47,419.65	47,419.65	1,242.92	1,242.92	-46,176.73	97.38%
Expense	3,269,352.00	3,269,352.00	17,246.86	17,246.86	3,252,105.14	99.47%
Fund: 15 - LIBRARY MEMORIAL FUND Surplus (Deficit):	-3,221,932.35	-3,221,932.35	-16,003.94	-16,003.94	3,205,928.41	99.50%
Fund: 68 - HISTORY CENTER						
Revenue	31,225.05	31,225.05	224.83	224.83	-31,000.22	99.28%
Expense	17,586.00	17,586.00	22.00	22.00	17,564.00	99.87%
Fund: 68 - HISTORY CENTER Surplus (Deficit):	13,639.05	13,639.05	202.83	202.83	-13,436.22	98.51%
Fund: 83 - LIBRARY ENDOWMENT						
Expense	11,100.00	11,100.00	0.00	0.00	11,100.00	100.00%
Fund: 83 - LIBRARY ENDOWMENT Total:	11,100.00	11,100.00	0.00	0.00	11,100.00	100.00%
Report Surplus (Deficit):	-3,962,319.60	-3,962,319.60	-15,531.30	-15,531.30	3,946,788.30	99.61%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	-742,926.30	-742,926.30	269.81	269.81	743,196.11
15 - LIBRARY MEMORIAL FUND	-3,221,932.35	-3,221,932.35	-16,003.94	-16,003.94	3,205,928.41
68 - HISTORY CENTER	13,639.05	13,639.05	202.83	202.83	-13,436.22
83 - LIBRARY ENDOWMENT	-11,100.00	-11,100.00	0.00	0.00	11,100.00
Report Surplus (Deficit):	-3,962,319.60	-3,962,319.60	-15,531.30	-15,531.30	3,946,788.30