



**Library Advisory Board Meeting
Agenda January 20, 2026 at 3:00 PM
City Hall, 701 Main Street,
Kerrville, Texas**



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
3. **INFORMATION AND DISCUSSION:**
 - 3.A Budget
 - 3.B Metrics
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 on 1/13/2026 at 11:30 am, and remained posted continuously for at least 3 business days preceding the scheduled time of the meeting.

Kesha Franchina, TRMC, Deputy City Secretary, City of Kerrville, Texas



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

CAPTION: Approval of Minutes

AGENDA DATE: January 20, 2026

DATE SUBMITTED: 01/07/2026

SUBMITTED BY:

EXHIBITS:

1. LAB_MINUTES for Approval 10212026

Expenditure:
Account Number:
**Payment to/Vendor
name:**

Amount Budgeted:
Account Balance:

Kerrville 2050 Item?
No

Key Priority Area:

SUMMARY:
Staff to present.

RECOMMENDED ACTION:
Approve minutes as presented.

LIBRARY ADVISORY BOARD MINUTES
OF A REGULAR MEETING

KERRVILLE, TEXAS
OCT 21, 2025

On Tuesday, October 21, 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.

Diane Miller mentioned the Water Street Festival scheduled for Saturday, October 25, 2025 in Downtown Kerrville.

No other announcements of community interest reported by Diane Miller.

1. APPROVAL OF MINUTES:

1A. Approval of minutes from the July 15, 2025 meeting.
Motion by Karolyn Andrews to approve the minutes. Seconded by Lisa Cashiola. Motion passed 5-0.

2. CONSIDERATION AND POSSIBLE ACTION:

No considerations or possible actions.

3. INFORMATION AND DISCUSSION:

3A. Quarterly Update by Library Director

Diane Miller provided highlights from the second quarter:

Staff

- Esme Ovalle continues to take on more Librarian duties, she is self-managing very well. Data Axle resource research done and implemented.
- Circ staff adopting a 'set' schedule thereby reducing management time on custom week-to-week reports.
- Becca Bigott applied for a position with PD and has transitioned. Position posted. Ingrid Armstrong has taken over the Catalogue duties.

Operations

- Baker & Taylor abruptly ending operations at the end of the calendar year.
 - Had already begun diversification from B&T, primarily to Brodart and Amazon. Fielding requests from Ingram, Barnes & Noble and others to supply.
 - eContent Boundless is B&T platform. Libby has advised that we can migrate many of our existing titles purchased to the Libby platform.
 - There will be disruptions.
- Process improvements continue re: book acquisitions and processing.
- Various Apollo training sessions completed. Next step, chart steps to migrating to Acquisitions module. Biggest impacts will be on Circ Staff catalogue processing time as will be migrating to a data transfer in lieu of historical record-by-record cloning/build.
- Weeding, training done as able.
- Interior lighting continues to be a battle.
- Additional shelving for Children's area purchased. Delivery estimated December/January. Once in, we will see how much we can move off of wobbly, less attractive shelving. Will help drive reconfigurations in Children's area and determine shifting to Wiggle Room (aka Teen Room/Family Activity Room).
- Public computer stations reduced by almost half, recalling usage historically 6%. No service issues to date, some problems with Princh App. Princh link facilitate printing without having to use a computer.

Programming

- Summer Reading done. Attendance was solid, with a dip after the flood. Summer Reading numbers strong, showed commiserate finisher numbers even with flood and without Callioux performances.
- Library 58th Birthday, Tuesday 08/26/2025. Had birthday cake for patrons.
- September has all programming back to the 'regular' schedule for Children's and Adults. Four 'Regular' programming additions are: Tech Help (4X/mo) – Any Patrons; Fiber Friday (2X/mo) – Adult Craft; Romance Book Club (1X/mo) and Duplo Club (4X+/mo:weekly)– Children's Activity.
- Beautiful Quilt exhibit up in library.

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. Coordinated with community wide initiative.

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

Renovation work continues. Kim Meismer updated that renovations are scheduled to complete and fencing done along back of the grounds. Carriage House painted and secured. Punch list being working through.

3E. Update on Friends of the Library Activities

Kay Harter advised that Friends going digital and save printing and distribution costs.

- New board member – Carol Milberger
- Income steady
- Book Store Manager transitioning from Richard Rouse to Marian Clemens.

4. ITEMS FOR FUTURE AGENDAS:

No items for Future Agendas

VISITOR/CITIZEN FORUM

No speakers

ADJOURNMENT

Motion to adjourn by Barbara Jansen. Seconded by Karolyn Andrews. Meeting adjourned at 3:34 p.m.

APPROVED:

Chairperson

Director

Cate Schulenberg, Recording Secretary

Date minutes approved & signed



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

CAPTION: Budget

AGENDA DATE: January 20, 2026

DATE SUBMITTED: 01/09/2026

SUBMITTED BY:

EXHIBITS:

1. Library and History Center Financial Reports 12212025

Expenditure:
Account Number:
**Payment to/Vendor
name:**

Amount Budgeted:
Account Balance:

Kerrville 2050 Item?
No

Key Priority Area:

SUMMARY:
Staff to present.

RECOMMENDED ACTION:
Information only; no action required.



Kerrville, TX

Budget Report - Library Account Summary

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND							
Revenue							
01-6410	LIBRARY - NON-RESIDENT FEES	2,600.00	2,600.00	169.00	442.86	-2,157.14	82.97 %
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	0.00	210.00	-990.00	82.50 %
01-6414	LIBRARY - COPIES	1,000.00	1,000.00	7.25	80.25	-919.75	91.98 %
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	489.00	1,514.41	-6,985.59	82.18 %
01-6417	LIBRARY - INTER-LIBRARY MAILING	1,100.00	1,100.00	9.00	60.00	-1,040.00	94.55 %
01-6640	LIBRARY - EXTENDED USE FEES	5,500.00	5,500.00	307.69	956.83	-4,543.17	82.60 %
01-6641	LIBRARY - LOST BOOKS/EQUIPMEN	1,500.00	1,500.00	77.91	342.46	-1,157.54	77.17 %
	Revenue Total:	21,450.00	21,450.00	1,059.85	3,606.81	-17,843.19	83.19%
Expense							
01-0165-0000	SALARIES AND WAGES	460,241.60	460,241.60	32,695.03	96,515.46	363,726.14	79.03 %
01-0165-0003	PART-TIME/TEMPORARY	18,396.56	18,396.56	1,466.40	4,659.70	13,736.86	74.67 %
01-0165-0004	LONGEVITY	3,392.00	3,392.00	2,936.00	2,936.00	456.00	13.44 %
01-0165-0007	PHONE STIPEND	1,200.00	1,200.00	50.00	139.28	1,060.72	88.39 %
01-0165-0101	SOCIAL SECURITY	37,035.96	37,035.96	2,812.29	7,905.56	29,130.40	78.65 %
01-0165-0102	RETIREMENT	53,186.78	53,186.78	4,066.28	11,350.38	41,836.40	78.66 %
01-0165-0103	GROUP INSURANCE	67,297.00	67,297.00	5,158.56	12,595.52	54,701.48	81.28 %
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	164.59	85.41	34.16 %
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	3,586.48	-3,386.48	-1,693.24 %
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	69.40	208.20	692.70	76.89 %
01-0165-1990	OTHER SUPPLIES	5,561.10	5,561.10	191.20	569.48	4,991.62	89.76 %
01-0165-2010	HVAC REPAIRS	1,320.00	1,320.00	0.00	201.57	1,118.43	84.73 %
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	294.00	1,206.00	80.40 %
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 GARAG	15.00	15.00	7.50	7.50	7.50	50.00 %
01-0165-2205	ELEVATOR MAINTENANCE	4,600.00	4,600.00	0.00	1,210.68	3,389.32	73.68 %
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	0.00	137.13	854.87	86.18 %
01-0165-3010	ELECTRIC SERVICE	22,000.00	22,000.00	0.00	4,386.81	17,613.19	80.06 %
01-0165-3020	WATER AND SEWER SERVICE	2,100.00	2,100.00	129.71	407.09	1,692.91	80.61 %
01-0165-3030	NATURAL GAS	2,100.00	2,100.00	115.71	316.73	1,783.27	84.92 %
01-0165-3050	NETWORK SERVICES	0.00	0.00	199.95	599.85	-599.85	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	6,529.55	7,876.97	23,544.03	74.93 %

Budget Report - Library

For Fiscal: 2025-2026 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
01-0165-5700	BOOKS AND RECORDS	0.00	0.00	0.00	-36.60	36.60	0.00 %
	Expense Total:	764,376.30	764,376.30	56,427.58	156,032.38	608,343.92	79.59%
	Fund: 01 - GENERAL FUND Surplus (Deficit):	-742,926.30	-742,926.30	-55,367.73	-152,425.57	590,500.73	79.48%

Fund: 15 - LIBRARY MEMORIAL FUND

Revenue							
15-6702	FRIENDS CONTRIBUTION	23,574.00	23,574.00	15,000.70	15,000.70	-8,573.30	36.37 %
15-6799	MISCELLANEOUS DONATION	0.00	0.00	1,009.55	1,264.10	1,264.10	0.00 %
15-6909	OIL AND GAS REVENUE	0.00	0.00	15.04	199.57	199.57	0.00 %
15-6970	INTEREST REVENUE	23,845.65	23,845.65	1,229.93	9,022.05	-14,823.60	62.16 %
	Revenue Total:	47,419.65	47,419.65	17,255.22	25,486.42	-21,933.23	46.25%

Expense							
15-1500-1991	YOUTH MATERIALS	3,700.00	3,700.00	350.00	574.09	3,125.91	84.48 %
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	35.66	7,039.34	99.50 %
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	6,223.00	24,152.42	9,064.58	27.29 %
15-1500-4990	OTHER CHARGES	0.00	0.00	0.00	11.66	-11.66	0.00 %
15-1500-5100	BUILDINGS AND STRUCTURES	3,000,000.00	3,000,000.00	229,860.94	650,671.58	2,349,328.42	78.31 %
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	3,464.34	9,469.26	45,530.74	82.78 %
	Expense Total:	3,269,352.00	3,269,352.00	239,898.28	684,914.67	2,584,437.33	79.05%
	Fund: 15 - LIBRARY MEMORIAL FUND Surplus (Deficit):	-3,221,932.35	-3,221,932.35	-222,643.06	-659,428.25	2,562,504.10	79.53%

Fund: 68 - HISTORY CENTER

Revenue							
68-6703	DEERING TRUST INCOME	24,000.00	24,000.00	2,500.00	6,500.00	-17,500.00	72.92 %
68-6970	INTEREST REVENUE	7,225.05	7,225.05	239.35	1,341.49	-5,883.56	81.43 %
	Revenue Total:	31,225.05	31,225.05	2,739.35	7,841.49	-23,383.56	74.89%

Expense							
68-6800-0220	LOCAL MEETING EXPENSE	200.00	200.00	0.00	65.28	134.72	67.36 %
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	138.13	61.87	30.94 %
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	153.00	1,050.00	87.28 %
68-6800-2205	ELEVATOR MAINTENANCE	0.00	0.00	425.00	425.00	-425.00	0.00 %
68-6800-2210	OFFICE EQUIPMENT MAINTENANC	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	0.00	22.00	290.00	92.95 %
68-6800-3010	ELECTRIC SERVICE	3,300.00	3,300.00	0.00	593.98	2,706.02	82.00 %
68-6800-3020	WATER AND SEWER SERVICE	960.00	960.00	73.40	253.36	706.64	73.61 %
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	498.40	1,650.75	15,935.25	90.61%
	Fund: 68 - HISTORY CENTER Surplus (Deficit):	13,639.05	13,639.05	2,240.95	6,190.74	-7,448.31	54.61%

Budget Report - Library

For Fiscal: 2025-2026 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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	500.00	1,000.00	5,000.00 83.33 %
	Expense Total:	11,100.00	11,100.00	500.00	1,000.00	10,100.00 90.99%
	Fund: 83 - LIBRARY ENDOWMENT Total:	11,100.00	11,100.00	500.00	1,000.00	10,100.00 90.99%
	Report Surplus (Deficit):	-3,962,319.60	-3,962,319.60	-283,273.34	-822,380.08	3,139,939.52 79.24%



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

CAPTION: Metrics

AGENDA DATE: January 20, 2026

DATE SUBMITTED: 01/09/2026

SUBMITTED BY:

EXHIBITS:

1. Metrics

Expenditure:
Account Number:
**Payment to/Vendor
name:**

Amount Budgeted:
Account Balance:

Kerrville 2050 Item?
No

Key Priority Area:

SUMMARY:
Staff to present.

RECOMMENDED ACTION:
Information only; no action required.

Butt-Holdsworth Memorial Library

Patron Count Report as of 12/31/2025

Location	Juvenile		Young Adult		Adult		Seniors		Totals
	0-12 years	13-17 years	18-64 years	65+ years	18-64 years	65+ years	18-64 years	65+ years	
Kerr County	1,039	540	4,844	3,074	9,497				
<i>Kerrville - Inside City Limits</i>	524	264	2,751	1,631	5,170				
<i>Kerrville - Outside City Limits</i>	305	173	1,312	878	2,668				
<i>Bandera - Kerr County</i>	-	-	4	1	5				
<i>Camp Verde - Kerr County</i>	-	-	1	1	2				
<i>Center Point - Kerr County</i>	54	23	184	79	340				
<i>Comfort - Kerr County</i>	9	4	41	19	73				
<i>Harper - Kerr County</i>	6	1	15	10	32				
<i>Hunt - Kerr County</i>	13	6	79	107	205				
<i>Ingram - Kerr County</i>	113	60	388	307	868				
<i>Mountain Home - Kerr County</i>	15	9	69	41	134				
Bandera County	1	2	35	17	55				
Edwards County	-	-	8	-	8				
Gillespie County	-	-	52	34	86				
Kendall County	-	-	13	8	21				
Kimble County	-	1	9	2	12				
Real County	2	1	12	-	15				
Bexar County	-	-	18	9	27				
State of Texas	-	2	40	29	71				
Out of State	-	-	15	9	24				
Total:	1,042	546	5,046	3,182	9,816				
	% of Card Holders			% of Card Holders					
Kerr County %	96.75%		Juvenile %	10.62%					
Adjacent Co. %	2.01%		Young Adult %	5.56%					
State of Texas %	1.00%		Adult %	51.41%					
Other %	0.24%		Seniors %	32.42%					
Total	100.00%		Total:	100.00%					

Butt-Holdsworth Memorial Library (BHML)

Fiscal Year Statistics as of 12/31/2025

Statistics	FY21	FY22	FY23	FY24	FY25	FY26
Circulation of Library Materials	83,733	96,091	109,258	106,260	106,692	20,122
Reference Transactions	8,609	9,331	12,300	12,757	14,850	2,952
Gate Count	45,109	63,815	87,684	112,934	85,488	17,692
Born to Read Program	458	528	407	340	552	120
Summer Program Participants	3,879	4,323	4,269	3,294	2,379	0