



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, October 18, 2017 @ 5:15 p.m.
Nancy Carol Roberts Memorial Library
100 Martin Luther King, Jr., Pkwy
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 June 21, 2017 Regular Meeting Pages 1 - 3
4. Presentation and Discussion on Developing a Plan Regarding the Fortnightly's Antique Furniture Pages 4 - 8
5. Presentation and Discussion on Recommended Changes to the Library Policy Guide Pages 9 - 13
6. Presentation and Discussion Recapping of Summer Events and Upcoming Programming Pages 14 - 18
7. Administrative Report
8. Adjourn

CERTIFICATION

I certify that a copy of the October 18, 2017 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, October 13, 2017 at 3:40 p.m.

Paula Shields

Paula Shields, Staff Liaison
City of Brenham Library Advisory Board

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 June 12, 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, Meg Cone, Jody Tyson, Weldon Williams, Keith Herring and Marshia Foster

Advisory Board Members absent:

Christy Van Dyke and Renee Mueller

City staff present:

Andria Heiges and Paula Shields

Others present

None

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 April 19, 2017 Regular Meeting

A motion was made by Betty Fortner and seconded by Jody Tyson to approve the minutes from the April 19, 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	Yes
Board Member Betty Fortner	Yes
Board Member Christy Van Dyke	Absent
Board Member Renee Mueller	Absent
Board Member Alana Winkelmann	Yes
Board Member Jody Tyson	Yes
Board Member Weldon Williams, Jr.	Yes

4. Presentation and Discussion Relating to the Programming Activities and Statistics

Librarian Andria Heiges provided the following update:

- Statistics
 - October 2016 (when the library reopened) – May 2017, circulation was approximately 50,000 compared to 65,000 for all of 2015.
- Past Events
 - STEM Night – April 20th the library participated in Brenham Elementary’s program. Had a button making booth and talked about the STEM program at the library.
 - Spring Break Events – Book to Movie Festival; Teen Tech Week; Gaming Tournament
 - Volunteer Appreciation Day – National Volunteer Appreciation Week in April. Honor Society student volunteers as well as all other library volunteers were recognized at a luncheon at the library.
 - Bench Dedication Ceremony – Class of 1970 dedicated a bench to Nancy Carol Roberts.
 - Spring Adult Programming – Crochet/knitting group; a missionary from the Latter Day Saints gave a genealogy research training. Computer help training. Started a “Book a librarian” program to give one-on-training on the computer.
 - Small Business Cooperation – Classes paid by a grant – Social Media Marketing class and QuickBooks.
 - School Visits – Brenham Elementary, divided up in groups, made visits to the library in May. High Hope School from Belleville also visited the library.
- Current/Upcoming Events
 - Cornerstone – It is ready and should be installed shortly
 - Lady Lions Club Donation – The International Lion’s Club is celebrating its 100 anniversary. Their project, in celebrating its anniversary was a donation of 100 yards of fabric.
 - Summer Reading Update –This year’s program is a “Bingo” card based on the number of books read. Over 500 kids have registered for the program.

5. Administrative Report

There was no Administrative Report.

6. Adjourn

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Paula Shields
Staff Liaison



MEMO

To: Library Advisory Board
From: Andria Heiges, Librarian
CC: Wende Ragonis, Director of Community Services
Date: 10/18/2017
Re: Plan Regarding the Fortnightly Club's Antique Furniture

Items belonging to The Fortnightly Club of Brenham are located at both the Brenham Heritage Museum and the City's Central Warehouse.

Items remaining at the museum include:

- (1) Antique Desk Chair
- (1) Antique Desk
- (2) Filing cabinets with family histories

Items remaining at the Central Warehouse include:

- (2) Large Antique Book Cases
- (8) Windsor Kitchen Chairs c. 1900
- (2) Small Oak Bookcases with Cast Iron Legs
- (1) Literature Rack
- (1) Small Oak Bookcase

Items located at both locations may be removed at any time.

TO: LIBRARY ADVISORY BOARD

FROM: THE FORTNIGHTLY CLUB FURNITURE COMMITTEE
Janie Mehrens, Sharon Bade, Diane Blatchley, Alana Winkelmann

DATE OCTOBER 13, 2017

SUBJECT: ANTIQUE LIBRARY FURNITURE

When the Brenham Public Library, now the Nancy Carol Roberts Memorial Library, was begun by The Fortnightly Club in February 1901 in the Giddings and Giddings Bank Building, all of the books and most probably all of the furnishings were donated.

A number of those original pieces of furniture were used in the various locations of the library from 1901 up until the closing of the library at 100 Martin Luther King Jr., Parkway and the moving of its operations to Brenham City Hall. When the NCRML reopened in November 2016 all of the furnishings in the library were new and most fitting for the style of the wonderfully renovated and expanded library.

Given the historical association of The Fortnightly Club and the historical nature of the original furnishings, we would like to engage in dialogue with the City's Library Advisory Board regarding the possibility of developing a small display of some of the furnishings and establishing a methodology of disposing of the items that would be deemed unsuitable for inclusion in the current library space.

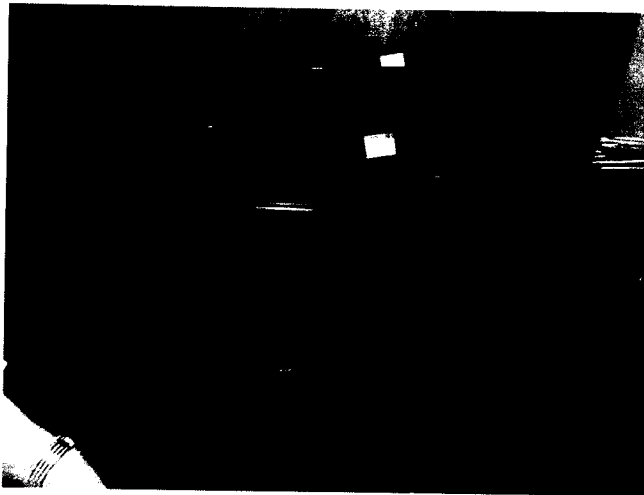
A small committee of Fortnightly members met with Nancy Krause, a local antique dealer with over 50 years of experience, about the age of the various pieces that were moved to storage in the City's Central Warehouse. She was able to assure us that a number of the items, particularly the Windsor chairs and several bookcases, were of the circa 1900 period.

The original library desk and a chair were removed to the Brenham Heritage Museum at the time of the renovation and have not been returned to the library. Additionally the large conference table was included in the original renovation plans. The Fortnightly Club paid for it being refurbished and for the addition of the glass top. The table is currently being used in the large conference room of the library.

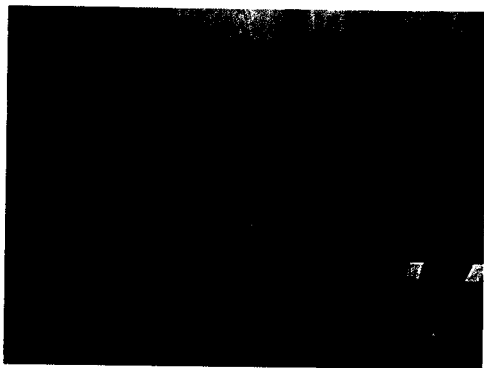
A picture of the library in the Giddings Bank building shows a number of the pieces under discussion. The attached pictures show the items at the Central Warehouse, some of which can be identified in the picture. The library desk shown in the picture is still in the Brenham Heritage Museum.



WINDSOR KITCHEN CHAIRS - 8 C. 1900



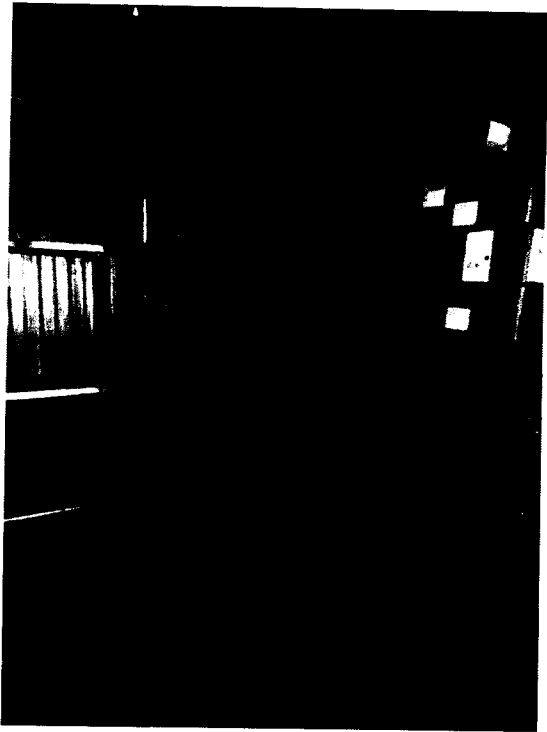
SMALL OAK BOOKCASES WITH CAST IRON LEGS C. 1900
L 50" H x 22.5" W x 9.5" D



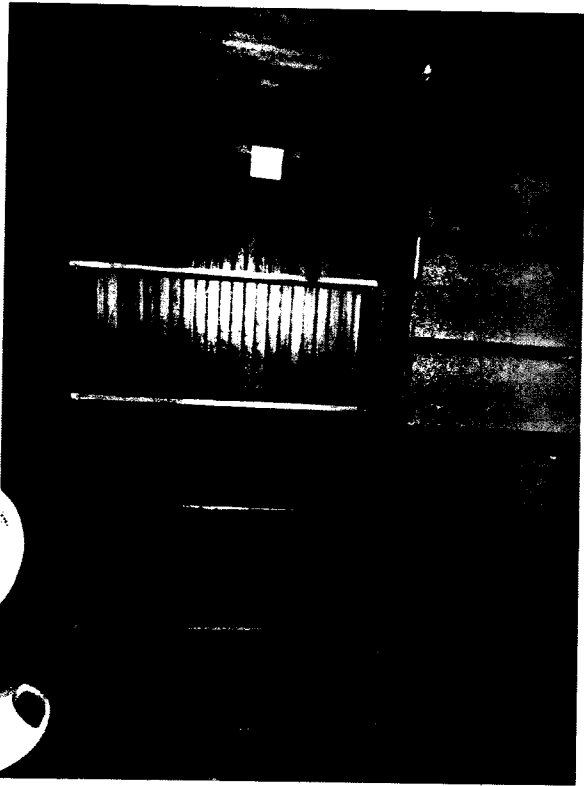
LITERATURE RACK
46" H X 37.5" W x 13.5" D



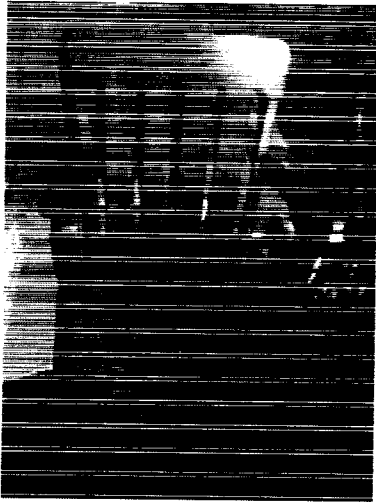
SMALL OAK BOOKCASE
44.5" H x 18" W x 12" D



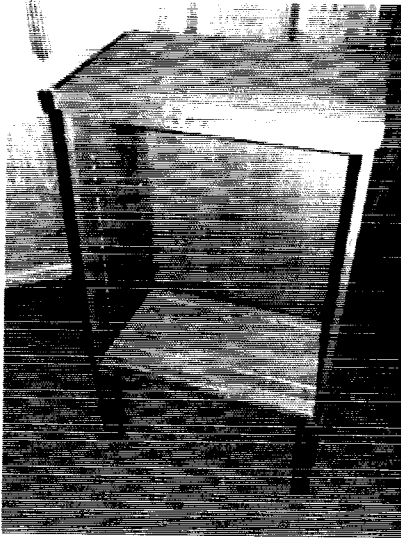
LG BOOKCASE
83"H x 35" W x 12" D



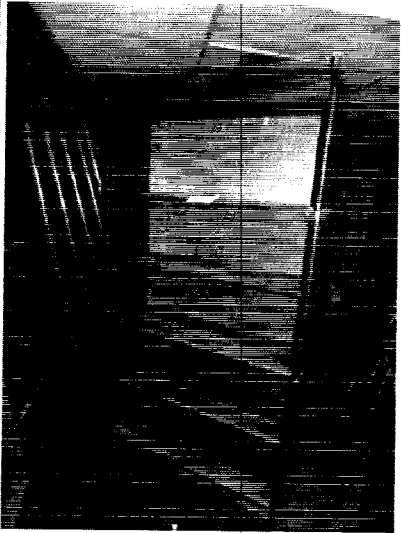
LG BOOKCASE W CROWN
80" H x 37.5" W x 12" D



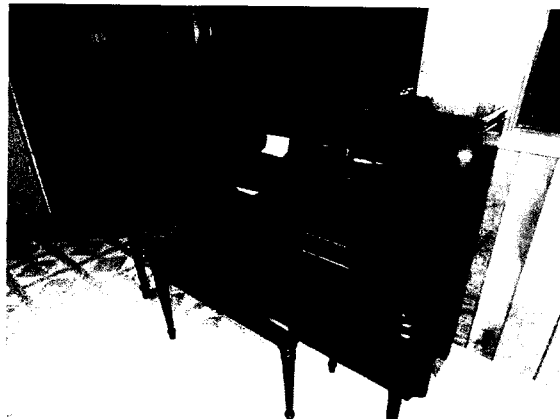
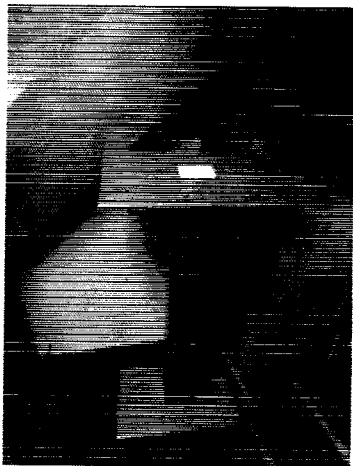
DESK CHAIR

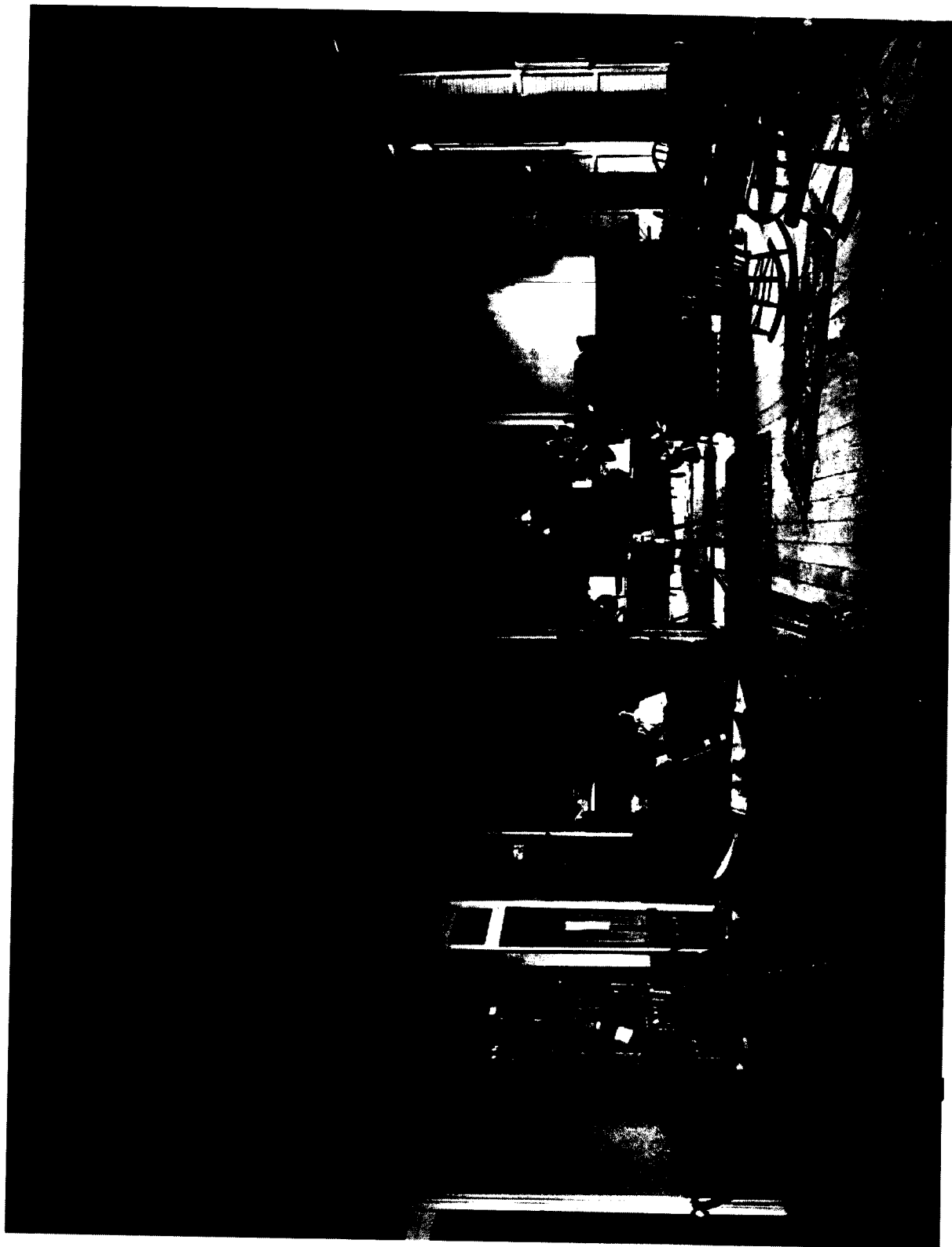


DICTIONARY STAND



LAWYERS BOOKCASE
67.5HX34.5WX14.5D







MEMO

To: Library Advisory Board
From: Andria Heiges, Librarian
CC: Wende Ragonis, Director of Community Services
Date: 10/18/2017
Re: Proposed Policy Changes

The current Nancy Carol Roberts Memorial Library Policy which was approved by Council effective January 1, 2017, has been serving the library well since we re-opened in our new facility on November 14, 2017. After operating in our new facility for approximately one year, staff has observed specific practices and policies that need minor changes and updating. We are proposing that the following changes be made to our current library policy:

1. Removal of the 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 years and older may reserve Media Room (Room A) and Large Meeting Room (Room B). Any patron of NCRML age 13 years and older may reserve Study Rooms (Rooms C & D). Exceptions will be allowed per library staff's discretion".

Gaming Policy

1. Purpose

- 1.1. NCRML offers an opportunity for gaming and gaming programs to make the Library more appealing to youth and teens, to encourage the use of the Library, to develop their love of books and reading, and to expose them to all of the other services of the Library. It is also available to adults to demonstrate the value of a non-traditional library service.

2. Ages

- 2.1. The Library welcomes youth ages 11-17 and adults to use the Library's gaming systems.

3. Rules of Conduct and Gaming Policy

- 3.1. Patrons wanting to use the gaming systems must read and agree to the rules and policy before using them the first time. This allows fair access and ensures proper use of the equipment.
- 3.2. The user must have a valid library card.
- ~~3.3. A signed gaming system agreement must be on file for each user.~~
- 3.4. Children under 10 may use the gaming systems if supervised by a parent or guardian or when participating in a special library program.
- 3.5. Gaming will be limited to posted library specified gaming hours only.
- 3.6. Open gaming will be limited to 1 hour per day. If no one is waiting for the game, play may be extended by another 30 minutes. Users must end play immediately at the request of the Staff or 15 minutes before closing.
- 3.7. Time limits can be suspended for organized programming and tournaments.
- 3.8. All users must first register and check out equipment at the service desk. Users are cautioned to not allow others to use items without first registering at the desk.
- 3.9. At the time of registration, the Staff will check out games, controllers or other accessories. After time is up, the Staff will check the items back in, making sure all the components of the game have been returned.
- 3.10. Patrons using a gaming system and equipment are asked to respect other patrons that are using the library and keep the volume and noise level low. Profanity is prohibited.
- 3.11. Users must quit play and check equipment back into the staff 15 minutes before closing.
- 3.12. Patrons who do not handle the equipment properly will be prohibited from play for the remainder of the day. Privileges can be suspended indefinitely if this occurs frequently.
- 3.13. Users may not bring or use games from outside the Library. User should only use games appropriate for their age.
- 3.14. Users are allowed to use their own controllers and accessories, but the Library assumes no responsibility for any damage or loss.
- 3.15. Failure to follow these rules may result in the loss of use of the library gaming system.

Meeting Rooms Policy

1. Purpose of the Meeting Rooms Policy

- 1.1. Nancy Carol Roberts Memorial Library ("NCRML") provides meeting spaces for educational, cultural, civic or charitable activities that address the six goals outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026. The meeting rooms are open to nonprofit groups and organizations whose purpose is not illegal and whose conduct is not objectionable.

2. Purpose of the Large Program Room

- 2.1. The Library offers a Large Program Room intended for groups to meet in a space with limited distractions from the Library. This room is named the Roberta Cole Johnson Program Room.

3. Use of the Roberta Cole Johnson Program ("RCJP") Room Procedures

- 3.1. Use of the "RCJP" Room is subject to the following guidelines. These guidelines do not apply to Library programs and events.
 - 3.1.1. Library-sponsored activities are given priority for use of the "RCJP Room.
 - 3.1.2. All library sponsored meetings and programs must be free and open to the public.
 - 3.1.3. The RCJP room may not be used for social gatherings such as showers, birthday parties, or dances.
 - 3.1.4. Reservation applications may be completed online, by phone, or at the service desk and will be considered in order of receipt of a completed application. Scheduling may be done up to one year in advance of the event. All reservations will be approved by the Librarian and may be cancelled if needed. Weekend reservations are at the sole discretion of the Librarian.
 - 3.1.5. Rooms cannot be reserved by any single organization or individual on a weekly basis. A special use permit will be considered for limited exceptions.
 - 3.1.6. The RCJP room capacity is approximately 72 people as determined by the City of Brenham Fire Marshal.
 - 3.1.7. Room reservation applicants must be patrons of the NCRML and at least 18 years of age.
 - 3.1.8. While using the RCJP room, parties may not sell materials, solicit donations, or take offerings. No money can change hands. Contracts or orders may not be solicited or entered into while using the RCJP room
 - 3.1.9. The NCRML does not endorse any group's policies or beliefs. The name "Nancy Carol Roberts Memorial Library" or "Roberta Cole Johnson Program Room" can only be used as a location designation for the program.
 - 3.1.10. The room must be clean and vacated by library close of business on weekdays and 9:30p.m. on Saturdays. If additional time is needed, it must be stated in the application and approved by the Librarian. Please refer to the Cleaning Checklist.

- 3.1.11. For meetings or programs that take place after the posted library hours, the responsible patron who reserved the room must be at the library before closing and must remain at the library throughout the entirety of the program.
- 3.1.12. The scheduled group is responsible for setting up chairs, tables and equipment prior to the meeting or program. Chairs, tables and equipment used during the program must be returned to the storage area. The room must be left in a clean and orderly condition. Refer to the cleaning checklist for cleaning requirements. The responsible patron will be billed for any janitorial fees resulting from inadequate cleaning or room damage, and will lose future library room reservation privileges.
- 3.1.13. Children's events must have at least one supervising adult for every 10 minors.
- 3.1.14. Refreshments may be served. Please report any stains or accidents immediately. Smoking is not permitted.
- 3.1.15. All RCJP room reservations will be available to be viewed by the public.

4. Purpose of the Media Room (Room A), Large Meeting Room (Room B) and Study Rooms (Rooms C and D)

- 4.1. The NCRML offers a large meeting room with technical equipment and study rooms to individuals and small group for meetings or study groups in a space with limited distractions from the Library.

5. Use of the Media Room (Room A), Large Meeting Room (Room B) and Study Rooms (Rooms C and D) Procedures

- 5.1. Use of the Large Meeting Room and Study Rooms are subject to the following guidelines. These guidelines do not apply to Library sponsored programs or events.
 - 5.1.1.1. Reservation applications may be completed online or at the service desk and will be considered in order of receipt of a completed application. Scheduling may be done 24 hours in advance. Walk-ins are welcome. Reservations are for two hour intervals. Additional time may be granted if there are no requests for the room.
 - 5.1.1.2. Any patron of NCRML age 13 years and older may reserve a room.
 - 5.1.1.3. The patron reserving a room must remain in the library at all times during its use. Any children under the age of 13 using the room must be accompanied by a guardian.
 - 5.1.1.4. The Large Meeting Room and Study Rooms must be vacated at least 15 minutes before Library closing.
 - 5.1.1.5. All functions in the Large Meeting Room and Study Rooms must be free and open to the public. The Library Staff will have unrestricted access to the rooms at all times. All doors to the Large Meeting Room and Study Rooms must remain unlocked during use.
 - 5.1.1.6. The Large Meeting Room and Study Rooms reservations will be available to be viewed by the public.

- 5.1.1.7. All meetings and programs must be free of charge. While using the meeting or study rooms, parties may not sell materials, solicit donations, or take offerings. No money can change hands. Contracts or orders may not be solicited or entered into in the meeting or study rooms
- 5.1.1.8. Rooms must be left in a clean and orderly condition. The responsible patron will be billed for any janitorial fees resulting from inadequate cleaning or room damage, and will lose future library room reservation privileges.



MEMO

To: Library Advisory Board
From: Andria Heiges, Librarian
CC: Wende Ragonis, Director of Community Services
Date: 10/18/2017
Re: Discussion and Recapping of Summer Events and Upcoming Program

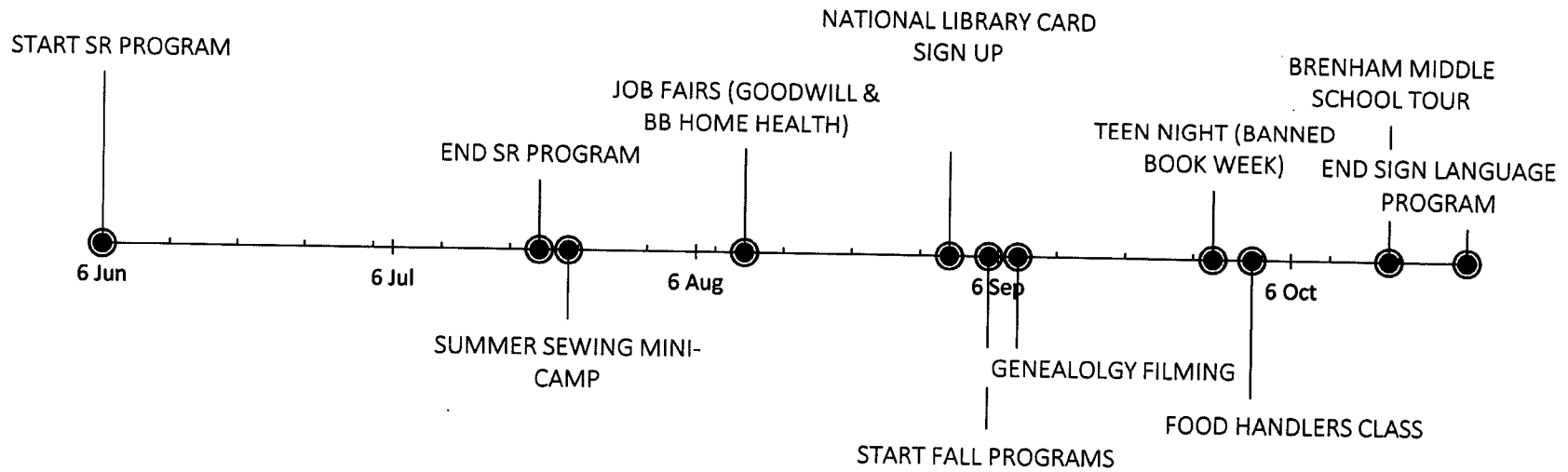
The Nancy Carol Roberts Memorial Library celebrated an amazingly successful 2017 Summer Reading Program, "Build a Better World". A record 570 individuals signed up and total attendees to our weekly, 7 weeks long program numbered:

- 1, 250 Teens and Children and
- 422 Adults

Tuesday programs were offered a 10am and 2pm for children 10 and under, while Thursday programs were offered at 2pm for Teens 11 and up. Adults were encouraged to submit an entry form for each book they read in order to win a prize during our weekly drawing.

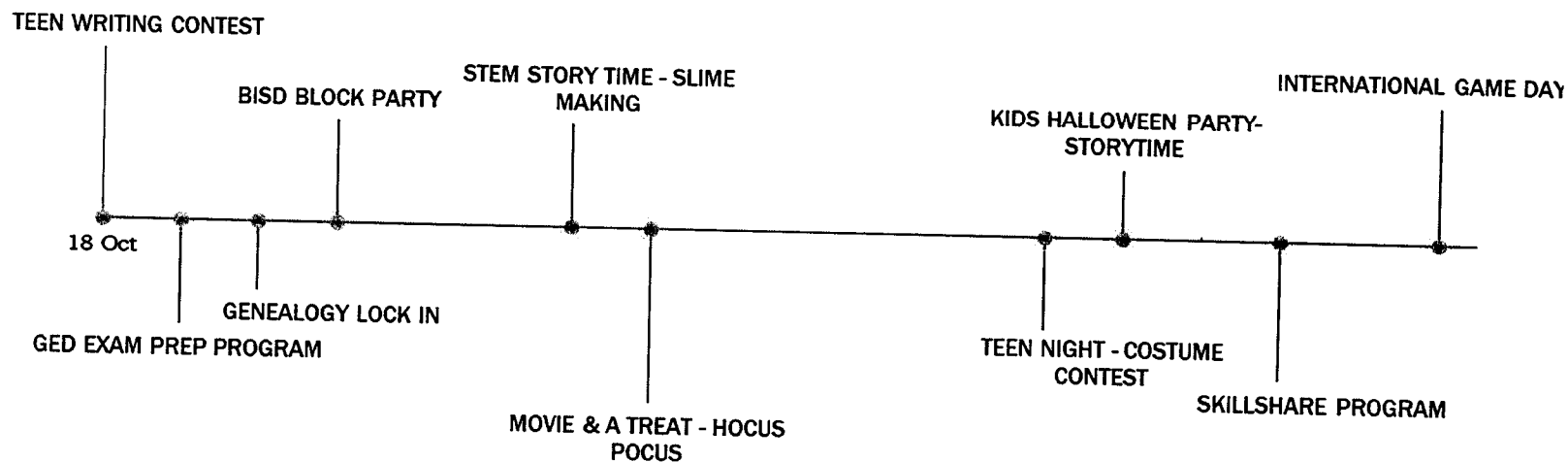
Since the summer reading program has ended, we have continued to offer numerous programs and activities for all ages. I have attached a timeline with details about past events and a timeline with details of upcoming events.

PAST PROGRAMS AND EVENTS – NCRML



DATE	PROGRAM /EVENT		
6-Jun	START SR PROGRAM	8-Sep	Genealogy Filming
21-Jul	END SR PROGRAM	28-Sep	Teen Night (Banned Book Week)
24-Jul	Summer Sewing Mini-Camp	2-Oct	Food Handlers Class
11-Aug	Job Fairs (GoodWill & BB Home Health)	16-Oct	Brenham Middle School Tour
1-Sep	National Library Card Sign Up	24-Oct	End Sign Language Program
5-Sep	START Fall Programs		

UPCOMING PROGRAMS AND EVENTS – NCRML



DATE	PROGRAM / EVENT
18-Oct	Teen Writing Contest
19-Oct	GED Exam Prep Program
20-Oct	Genealogy Lock In
21-Oct	BISD Block Party
24-Oct	STEM Story time - Slime Making
25-Oct	Movie & a Treat - Hocus Pocus
30-Oct	Teen Night - Costume Contest
31-Oct	Kids Halloween Party- Storytime
2-Nov	Skillshare Program
4-Nov	International Game Day



NANCY CAROL ROBERTS MEMORIAL LIBRARY

100 Martin Luther King, Jr. Pkwy.
Brenham, TX 77833

Phone: (979) 337-7201 | Fax: (979) 337-7209 | aheiges@cityofbrenham.org

Administrative Update

Visits:

	Computer Sessions	Visitors	New Cards
October 2016	450	x	55
November 2016	1040	5040	252
December 2016	1208	5400	265
January 2017	1300	6500	224
February 2017	1240	8250	195
March 2017	1245	8557	283
April 2017	1257	6475	134
May 2017	1301	7560	215
June 2017	1345	10250	383
July 2017	1250	9894	267
August 2017	1144	8483	265
September 2017	175	8650	214
TOTAL:	12955	85059	2752



NANCY CAROL ROBERTS MEMORIAL LIBRARY

100 Martin Luther King, Jr. Pkwy.
Brenham, TX 77833

Phone: (979) 337-7201 | Fax: (979) 337-7209 | aheiges@cityofbrenham.org

Circulation Statistics:

	10/01/16	11/01/16	12/01/16	01/01/17	02/01/17	03/01/17	04/01/17	05/01/17	06/01/17	07/01/17	08/01/17	09/01/17	Totals
Normal	3041	3665	6171	6040	5006	6047	4169	5257	7859	7054	6633	6027	66969
Self-Check	0	654	768	893	804	840	625	725	1615	1379	1125	878	10306
Renewal (staff)	230	327	890	775	841	945	817	881	925	1011	865	922	9429
Renewal (member)	76	268	462	296	283	425	304	411	344	407	422	512	4210
In-Library	1770	1106	984	852	561	526	1816	2777	3719	3413	4051	2799	24374
	5117	6020	9275	8856	7495	8783	7731	10051	14462	13264	13096	11138	115288

Room Reservations:

Space Name	TOTAL:
Bluebonnet Media Room (A)	75
Conference Room (B)	171
Roberta C. Johnson Room	139
Study Room C	391
Study Room D	440

Staff Updates:

- Mary-Janet Reyes Left
- Hired 2 for Library Clerk I positions (PT)

Misc:

- Donor Wall