



NOTICE OF A REGULAR MEETING

City of Brenham Library Advisory Board

Wednesday, October 16, 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 August 21, 2024 Regular Meeting
 4. Discuss and Possibly Act Upon the Upcoming 2025 Meeting Dates **Page 6**
 5. Discussion and Presentation of Library Advisory Board Length of Term **Page 7**
 6. Discuss and Possibly Act Upon Recommended Changes and Additions to Room Use Policy and Patron Conduct Policy within the Library Policies **Page 8**
 7. Discussion and Presentation of FY2023-24 and FY2024-25 Budgets **Page 16**
 8. Administrative Report **Page 21**
 9. Adjourn

CERTIFICATION

I certify that a copy of the October 16, 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, October 11 at 4:30 P.M.

Tammy Murphy

Tammy Murphy, Librarian

Nancy Carol Roberts Memorial Library

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 twentyfour (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 August 21, 2024 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Sabrina Roberts, Lu Hollander, Renee Mueller, Keith Herring, Lillian Marshall, Will Corn, Janie Mehrens, and Jody Tyson

Advisory Board Members absent:

Jerry Jares and Renee Mueller

City staff present:

Tammy Murphy

Others present

None

1. Call Meeting to Order

Chairman Keith Herring called the meeting to order at 5:15pm.

2. Citizen and Visitor Comments

none

3. Discuss and Possibly Act Upon the Approval of the Minutes from the June 26, 2024 Regular Meeting

A motion was made by Will Corn and seconded by Sabrina Roberts to approve the Minutes from the June 26, 2024 regular meeting as written.

Chairperson 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	Absent
Board Member Lu Hollander	Yes
Board Member Will Corn	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Jody Tyson	Yes

4. Presentation and Discussion Related to the Library’s Summer Reading Program

A presentation was made by Librarian Tammy Murphy listing the 2024 “Adventure Begins at Your Library” summer reading program final statistics as shown in the packet. A comparison chart of the last three years 2022-2024 show an increase in many areas, including total readers enrolled, total readers completing all levels, total of prizes earned, total reviews written, and total minutes read. 2025 will be Color Our World on June 2 through July 11, 2025.

5. Discuss and Possibly Act Upon the Purchase of an AWE children’s computer with Donation Funds

Tammy Murphy presented information on the AWE All in One Computer Station for children. The model requested is Version 3 Platinum Early Literacy and After School Edge Bundle that provides outstanding, vetted content for ages 2 through 12 without using the internet. The computer would add another tech resource to the children’s area to complement our older AWE computers and the only content for ages above 6.

Tammy provided a quote on the ready to plug in station of \$3,724.00 to paid from the general donation fund.

A motion was made by Janie Mehrens and seconded by Lillian Marshall to purchase the AWE children’s computer with Donation funds.

Chairperson 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	Absent
Board Member Lu Hollander	Yes
Board Member Will Corn	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Jody Tyson	Yes

6. Discuss and Possibly Act Upon Recommended Changes and Additions to Room Use Policy and Patron Conduct Policy

Librarian Tammy Murphy presented the 2016 Room Use Policy included in the packet and explained some of the Room Use Policy requirements had changed, were in error, or needed clarification updates. Discussion led to Chairman Herring suggesting tabling any possible action until a completed example of the proposed changes, corrections, and clarifications could be presented.

A motion was made by Lillian Marshall and seconded by Lu Hollander to table any action upon recommended changes and additions to Room Use Policy and Patron Conduct Policy.

Chairperson 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	Absent
Board Member Lu Hollander	Yes
Board Member Will Corn	Yes
Board Member Jerry Jares	Absent
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Jody Tyson	Yes

7. Administrative Report

Librarian Tammy Murphy provided the library statistics report for the last three months included in the LAB packet. In addition, Murphy provided the following updates

- Gloria May was promoted to Asst. Librarian.
- The City of Brenham will be advertising a full time support specialist position and a part time library clerk I position
- The Blinn Work Study program has 14 applicants and will be vetted for interviews.
- Yearly programs for children and teens will begin in September.
- Gloria May will be gathering ideas to begin adult programming.

8. Meeting adjourned

Keith Herring
Chair Person

ATTEST:

Tammy Murphy
Staff Liaison



To: Library Advisory Board Members
From: Tammy Murphy
Subject: Discuss and Possibly Act Upon 2025 Meeting Dates
Date: October 16, 2024

The following dates are being proposed for Library Advisory Board Meetings 2025. Please check your calendars so that these dates can possibly be confirmed at the meeting. Consistent with years past, the Board will meet on the third Wednesday of the month, every other month. An exception is February due to the Book Sale Feb17-22, 2025. The meetings will be held at the Nancy Carol Roberts Memorial Library at 5:15 pm. Special meetings may be called upon as needed.

- Wednesday, February 26, 2025 at 5:15 pm (fourth Wednesday)
- Wednesday, April 16, 2025 at 5:15 pm
- Wednesday, June 18 2025 at 5:15 pm
- Wednesday, August 20, 2025 at 5:15 pm
- Wednesday, October 15, 2025 at 5:15 pm
- Wednesday, December 17, 2025 at 5:15 pm



To: Library Advisory Board Members
From: Tammy Murphy
Subject: Discussion of Library Advisory Board Term Length
Date: October 16, 2024

The Library Advisory Board consists of nine members. Members are appointed to staggered three year terms, ending in December of each calendar year.

Lillian Marshall	City of Brenham	2025
Keith Herring	City of Brenham	2025
Jerry Jares	City of Brenham	2025
William Corn	City of Brenham	2026
Sabrina Roberts	Fortnightly	2024
Jody Tyson	Fortnightly	2024
Janie Mehrens	Fortnightly	2025
Lu Hollander	Fortnightly	2025
Renee Mueller	Fortnightly	2025



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Discuss and Possibly Act Upon Recommended Changes and Additions to Library Policies

Date: October 20, 2024

Since the adoption of the Library Policy by the City Council, there have been changes in services the Nancy Carol Roberts Memorial Library offer our patrons. Meeting Rooms Policy and Patron Conduct Policy will need to be voted on by City Council if amended. The following pages are the current Meeting Room Policy and Patron Conduct Policy in the Library Policy Manual. Pages 9-11 are the original policy and have recommended deletions highlighted. The recommended policy changes are shown on pages 12-14.

At this time, there are no recommended changes or deletions in the Patron Conduct Policy on page 15.

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.

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 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 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. Reservations may be completed by phone, or at the service desk and will be considered in order of receipt. Scheduling may be done up to one year in advance of the event. All reservations will be approved by the Librarian and may be canceled if needed.
 - 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 seated people and 155 people without tables as determined by the City of Brenham Fire Marshal.
 - 3.1.7. Room reservation applicants should 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. If additional time is needed, it must be 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 anywhere on city property.

4. Purpose of the Media Room (Room A) and Meeting Room (Room B)

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

5. Use of the Media Room (Room A) and Meeting Room (Room B) Procedures

- 5.1. Use of the Meeting Room and Media Room are subject to the following guidelines. These guidelines do not apply to Library sponsored programs or events.
 - 5.1.1.1. Reservation may be completed by phone or at the service desk and will be considered in order of receipt. Scheduling may be done one year in advance. Walk-ins are welcome.
 - 5.1.1.2. Any patron of NCRML age 16 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.
 - 5.1.1.4. The Meeting Room and Media Room must be vacated at least 15 minutes before Library closing.
 - 5.1.1.5. All functions in the Meeting Room and Studio Room 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 Meeting Room and Studio Room must remain unlocked during use.

- 5.1.1.6. All meetings and programs must be free of charge. While using the meeting or studio 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
- 5.1.1.7. 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.

6. Purpose of the Study Rooms (Rooms C and D)

- 6.1. The NCRML offers study rooms to individuals and small groups for meetings in a space with limited distractions from the Library.

7. Use of the Study Rooms (Rooms C and D) Procedures

- 7.1. Use of the Study Rooms are subject to the following guidelines. These guidelines do not apply to Library sponsored programs or events.
 - 7.1.1.1. Reservation may be completed by phone or at the service desk and will be considered in order of receipt. Scheduling may be done 24 hours in advance. Walk-ins are welcome.
 - 7.1.1.2. Any patron of NCRML age 13 years and older may reserve a room.
 - 7.1.1.3. The patron reserving a room must remain in the library at all times during its
 - 7.1.1.4. The Study Rooms must be vacated at least 15 minutes before Library closing.
 - 7.1.1.5. All functions in the 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 Study Rooms must remain unlocked during use.
 - 7.1.1.6. All meetings and programs must be free of charge. While using the 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
 - 7.1.1.7. 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.

Patron Conduct Policy

1. Purpose

1.1. Everyone who uses the Nancy Carol Roberts Memorial Library ("NCRML") has the right to facilities that are safe and comfortable. The Patron Conduct Policy sets a tone that supports appropriate behavior for the services provided. Persons using the Library for other than its recognized purposes may be temporarily suspended or expelled at the Librarian's discretion.

2. Restrictions

2.1. Smoking, vapor use, smokeless tobacco, drinking, alcohol, and drug use is not allowed indoors or on the patio.

2.2. Abusive language and inappropriate behavior towards patrons or staff may result in temporary suspension or expulsion at the Librarian's discretion. This includes but is not limited to lewd behavior, harassment, bullying, destruction of property, physical threats or aggression.

3. Cell Phone Usage

3.1. Cell phone use is allowed in the lobby, general reading and reception area. In consideration of other patrons, phone conversations must be quiet and minimal.

4. Food and Drink

4.1. Food and beverages are allowed in the lobby and during programming. Beverages must be in an enclosed container unless otherwise approved by the Librarian. Spills must be reported as soon as possible.

5. Concealed Weapons

5.1. See City of Brenham's Policy related to Concealed Weapons

6. Service and Therapy Animals

6.1. See City of Brenham's Policy related to Service and Therapy Animals

7. Theft

7.1. The NCRML works to protect the investment of library materials paid by taxpayers. All library material removed from the Library must be checked out through the service desk. It is considered theft to remove an item without checking it out. The police will be notified if the Staff suspects that theft was intended.



To: Library Advisory Board Members
From: Tammy Murphy
Subject: Discussion of 23-24 and 24-25 Budget
Date: October 20, 2024

The 24-25 budget is included in the following spreadsheet under the seventh column labeled **Budget 2024-2025**.

The 23-24 budget is being balanced and completed. The final figures will come out in the next few months. The second column **Adopted 2023-2024** and the fourth column **Projected 2023-2024** on pages 17-18 show 7 budget code lines we will discuss with the graphs on pages 19-20.

5-146-203 tools/small equipment

5-146-214 programs

5-146-250 other supplies

5-146-300s total maintenance

5-146-312 building/appliances

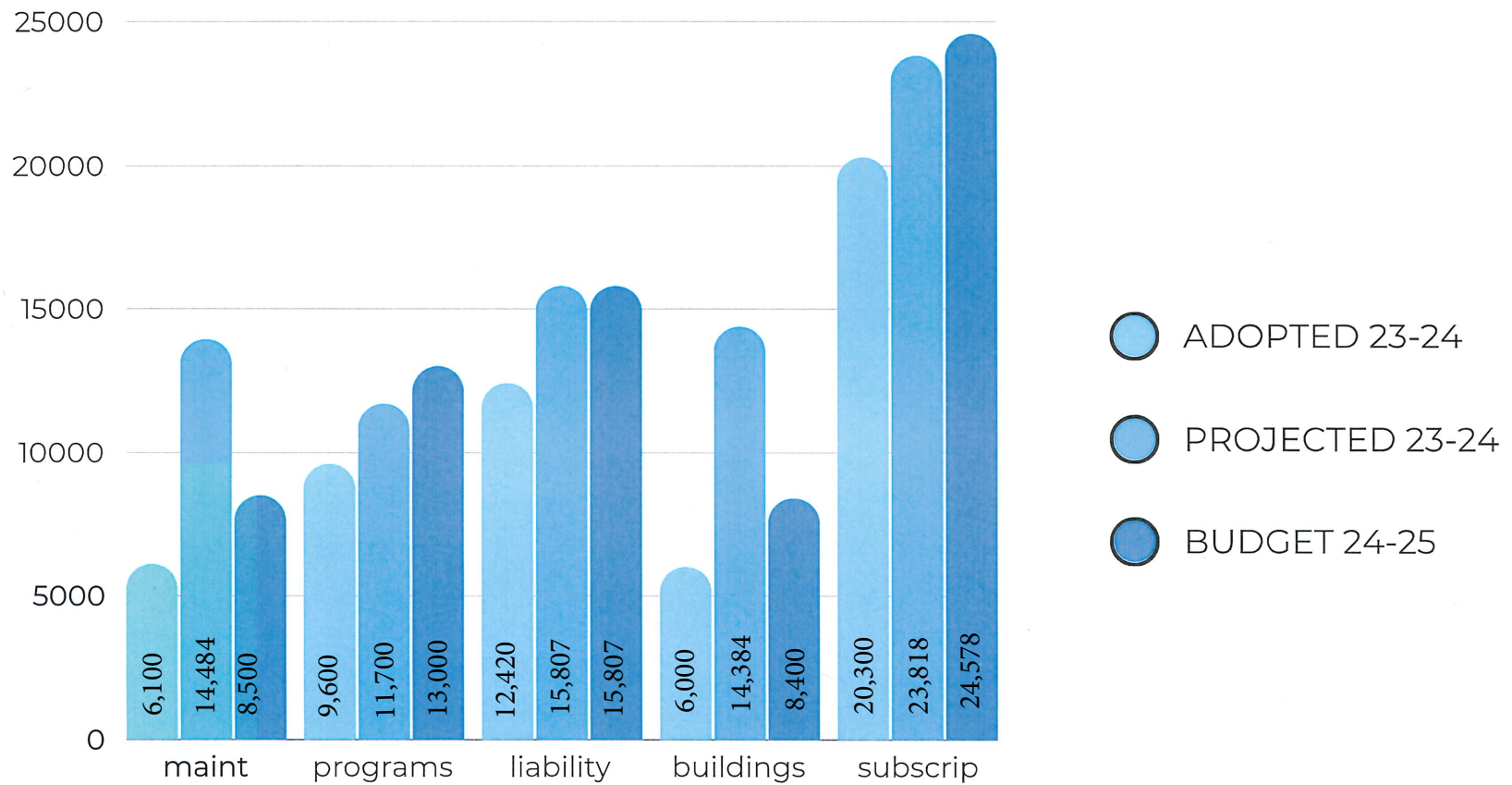
5-146-446 subscriptions

5-146-901 liability and casualty

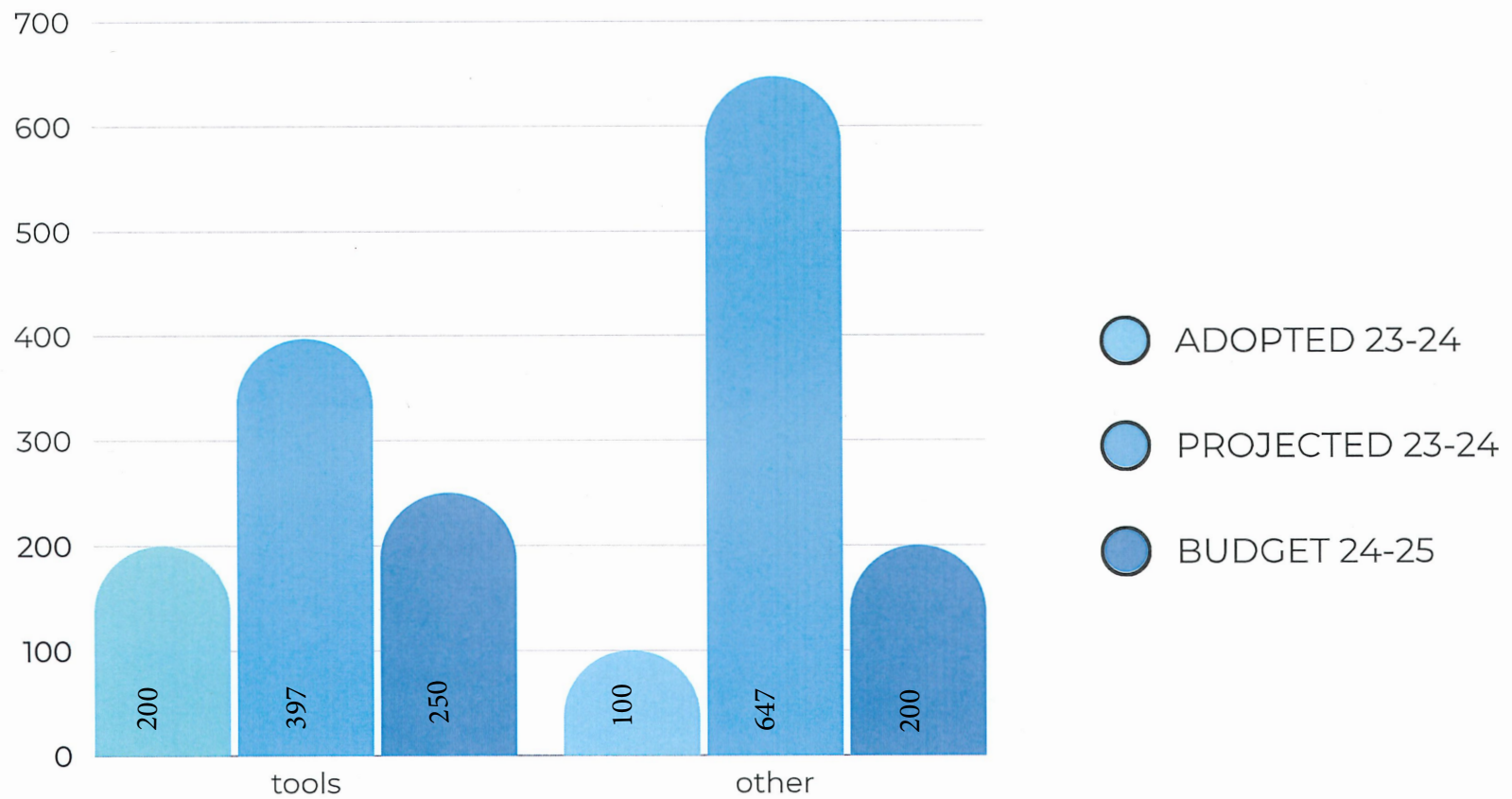
	ACTUAL 2022-2023	ADOPTED 2023-2024	AMENDED 2023-2024	PROJECTED 2023-2024	BASE 2024-2025	SUPPLEMENTAL 2024-2025	BUDGET 2024-2025	% CHANGE FROM PY
EXPENDITURES						NOT APPROVED YET		
PERSONNEL								
5-146-101.00 SALARIES & WAGES	\$ 244,062	\$ 281,062	\$ 281,062	\$ 231,077	\$ 271,788	\$ 31,325	\$ 303,113	7.8%
5-146-102.00 OVERTIME PAY	\$ 374	\$ -	\$ -	\$ 1,706	\$ -	\$ -	\$ -	0.0%
5-146-103.00 OASDI/MEDICARE	\$ 18,771	\$ 22,084	\$ 22,084	\$ 17,734	\$ 21,007	\$ 2,396	\$ 23,403	6.0%
5-146-103.02 MATCHING RETIREMENT	\$ 34,270	\$ 37,149	\$ 37,149	\$ 29,526	\$ 35,491	\$ 5,507	\$ 40,998	10.4%
5-146-105.00 LONGEVITY PAY	\$ 4,366	\$ 2,940	\$ 2,940	\$ 2,742	\$ 2,820	\$ -	\$ 2,820	-4.1%
5-146-105.01 AUTO/CERT	\$ 3,696	\$ 4,680	\$ 4,680	\$ -	\$ -	\$ -	\$ -	-100.0%
5-146-106.00 MEDICAL INSURANCE	\$ 32,798	\$ 34,796	\$ 34,796	\$ 34,796	\$ 35,963	\$ 11,644	\$ 47,607	36.8%
5-146-106.01 LIFE INSURANCE	\$ 657	\$ 351	\$ 351	\$ 351	\$ 636	\$ 98	\$ 734	109.1%
5-146-106.02 LONG TERM DISABILITY	\$ 410	\$ 471	\$ 471	\$ 471	\$ 426	\$ 65	\$ 491	4.2%
5-146-107.00 WORKERS' COMPENSATION	\$ 449	\$ 492	\$ 492	\$ 400	\$ 453	\$ 54	\$ 507	3.0%
TOTAL PERSONNEL	\$ 341,291	\$ 384,025	\$ 384,025	\$ 318,803	\$ 368,584	\$ 51,089	\$ 419,673	9.3%
SUPPLIES								
5-146-203.00 TOOLS/SMALL EQUIPMENT	\$ 175	\$ 200	\$ 200	\$ 397	\$ 250	\$ -	\$ 250	25.0%
5-146-204.00 POSTAGE & FREIGHT	\$ 818	\$ 980	\$ 980	\$ 924	\$ 980	\$ -	\$ 980	0.0%
5-146-205.00 OFFICE SUPPLIES	\$ 5,595	\$ 7,560	\$ 7,560	\$ 7,519	\$ 7,970	\$ -	\$ 7,970	5.4%
5-146-206.00 EMPLOYEE RELATIONS	\$ 511	\$ 800	\$ 800	\$ 687	\$ 900	\$ -	\$ 900	12.5%
5-146-207.00 REPRODUCTION & PRINTING	\$ 3,281	\$ 8,280	\$ 8,280	\$ 6,000	\$ 6,780	\$ -	\$ 6,780	-18.1%
5-146-211.00 CLEANING AND JANITORIAL	\$ 2,519	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	0.0%
5-146-212.00 COMPUTER EQUIPMENT & SUPPLIES	\$ 1,095	\$ -	\$ -	\$ 131	\$ -	\$ -	\$ -	0.0%
5-146-213.00 COMMUNICATIONS EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
5-146-214.00 LIBRARY READING PROGRAMS	\$ 10,296	\$ 9,600	\$ 9,600	\$ 11,700	\$ 13,000	\$ -	\$ 13,000	35.4%
5-146-221.00 SAFETY/FIRST AID SUPPLIES	\$ 528	\$ 235	\$ 235	\$ 235	\$ 390	\$ -	\$ 390	66.0%
5-146-223.00 SMALL APPLIANCES	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
5-146-224.00 CIRCULATION ITEMS	\$ 54,064	\$ 55,000	\$ 55,000	\$ 63,000	\$ 55,000	\$ -	\$ 55,000	0.0%
5-146-250.00 OTHER SUPPLIES	\$ 275	\$ 100	\$ 100	\$ 647	\$ 200	\$ -	\$ 200	100.0%
TOTAL SUPPLIES	\$ 81,664	\$ 84,755	\$ 84,755	\$ 93,240	\$ 87,470	\$ -	\$ 87,470	3.2%
MAINTENANCE								
5-146-312.00 BUILDINGS/APPLIANCES	\$ 4,740	\$ 6,000	\$ 6,000	\$ 14,384	\$ 8,400	\$ -	\$ 8,400	40.0%
5-146-316.00 JANITORIAL	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
5-146-350.00 OTHER MAINTENANCE	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 100	0.0%
TOTAL MAINTENANCE	\$ 4,764	\$ 6,100	\$ 6,100	\$ 14,484	\$ 8,500	\$ -	\$ 8,500	39.3%
SERVICES								
5-146-401.00 ELECTRICAL	\$ 23,993	\$ 22,000	\$ 22,000	\$ 23,052	\$ 23,213	\$ -	\$ 23,213	5.5%
5-146-405.00 WATER	\$ 7,285	\$ 4,000	\$ 4,000	\$ 9,385	\$ 10,752	\$ -	\$ 10,752	168.8%
5-146-406.00 SEWER	\$ 447	\$ 500	\$ 500	\$ 448	\$ 450	\$ -	\$ 450	-10.0%

5-146-409.00	ADVERTISEMENTS/LEGAL NOTICES	\$ 2,579	\$ 3,620	\$ 3,620	\$ 2,930	\$ 3,620	\$ -	\$ 3,620	0.0%
5-146-415.00	JANITORIAL SERVICES	\$ 22,668	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ -	\$ 21,000	0.0%
5-146-424.00	SERVICE CONTRACTS	\$ 34,631	\$ 39,898	\$ 39,898	\$ 40,322	\$ 42,097	\$ -	\$ 42,097	5.5%
5-146-442.00	CONTRACT MOWING/LANDSCAPING	\$ 1,788	\$ 1,540	\$ 1,540	\$ 1,540	\$ 1,540	\$ -	\$ 1,540	0.0%
5-146-446.00	SUBSCRIPTIONS & OTHER MEDIA	\$ 20,300	\$ 24,218	\$ 24,218	\$ 23,818	\$ 24,578	\$ -	\$ 24,578	1.5%
5-146-450.00	OTHER SERVICES	\$ 34,229	\$ 2,010	\$ 2,010	\$ 2,922	\$ 2,010	\$ -	\$ 2,010	0.0%
TOTAL SERVICES		\$ 147,920	\$ 118,786	\$ 118,786	\$ 125,417	\$ 129,260	\$ -	\$ 129,260	8.8%
SUNDRIES									
5-146-901.00	LIAB/CASUALTY INSURANCE	\$ 11,717	\$ 12,420	\$ 12,420	\$ 13,745	\$ 15,807	\$ -	\$ 15,807	27.3%
5-146-908.00	SEMINARS/MEMBERSHIP/TRAVEL	\$ 3,226	\$ 3,990	\$ 3,990	\$ 2,816	\$ 4,026	\$ -	\$ 4,026	0.9%
5-146-908.10	MILEAGE	\$ 351	\$ 600	\$ 600	\$ 374	\$ 600	\$ -	\$ 600	0.0%
TOTAL SUNDRIES		\$ 15,294	\$ 17,010	\$ 17,010	\$ 16,935	\$ 20,433	\$ -	\$ 20,433	20.1%
LIBRARY TOTAL		\$ 590,934	\$ 610,676	\$ 610,676	\$ 568,879	\$ 614,247	\$ 51,089	\$ 665,336	9.0%

Budget Corrections



Budget Corrections



Nancy Carol Roberts Memorial Library

Staffing

- Changes in staffing
 - Audrey Lack has been promoted to Library Support Specialist. Library tasks and duties are being reviewed, assigned, and cross trained.
 - Lauren Lezama has joined the library as a part time Federal Work Study Student worker through Blinn. She will be working up to 19 hours for the rest of the Blinn semester and can continue.
 - Interviews for the two open part time Library Clerk I positions are being conducted.

Programs

- The library has begun collaborations with the community
 - Animal Services of Brenham will continue to 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.
 - Olympia Kooper has volunteered to teach a Hello Kitty craft club once a month for at least four months. It has been very successful with over 15 participants.
 - Craig and Tussie Norman along with other volunteers are planning to teach a beginning Family Search Class from Nov 7 for six weeks with individualized help with genealogy.
 - H7 Creative owners The Hankins family have volunteered to offer an easy content creation class teaching filming and editing content for business owners and entrepreneurs on Oct 24 at a Lunch & Learn.
 - Texas A&M Agrilife Extension Agency agent Stephanie Rudolph will be offering a Workforce Preparation class series beginning in January 2025 for 4 sessions.

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

Service Desk Statistics	July-24	Aug-24	Sep-24
Items Loaned	10,421	9,007	7,726
Technology Borrowed	47	36	23
Reference Calls	779	576	538
ILLs Borrowed	14	18	18
ILLs Loaned	2	2	2
Library Cards Issued	61	98	111
Library Cards Renewed	291	336	246
Total Service Desk Activity	11,684	10,073	8,664

Community Statistics	Jul-24	Aug-24	Sep-24
Study Room Uses	131	80	85
Large Room Uses	86	44	59
Community Hours	173	185	154
Volunteer Hours	80	32	41
Days Open	25	26	24
Door Count	5,840	5,568	5,225
Computer Uses	697	721	606
WiFi Sessions	-	-	-

Program Statistics	Jul-24		Aug-24		Sep-24	
<i>Audience</i>	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	2	135	1	17	-	-
Adult	1	7	1	13	2	10
Teen	1	24	-	-	3	29
Children	20	656	5	222	6	115
Total	24	822	7	252	11	154