



NOTICE OF A MEETING
City of Brenham Library Advisory Board
Wednesday, June 17, 2020 @ 5:15 p.m.
City Hall Council Chambers
200 W. Vulcan St.
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 February 19, 2020 Regular Meeting** Page 1-4
4. **Presentation and Discussion Related to the Library's Upcoming 120th Birthday Celebration** Page 5
5. **Presentation of a Financial Statement from the Library's Donation Fund** Page 6
6. **Presentation and Discussion Related to the Library's COVID-19 (Coronavirus) Response and Re-Opening Plan** Page 7-12
7. **Administrative Report** Page 13-17
8. **Adjourn**

CERTIFICATION

I certify that a copy of the June 17, 2020 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the Nancy Carol Roberts Memorial Library door at 100 MLK Jr. Pkwy, Brenham, Texas on Friday, June 12, 2020 at 4:30 p.m.

Andria Heiges

Andria Heiges, 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

A meeting of the Library Advisory Board was held on Wednesday February 19, 2020 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Keith Herring, Fredericka DeBerry, Sabrina Roberts, Lu Hollander, Janie Mehrens, and Renee Mueller

Advisory Board Members absent:

Lillian Marshall, Jamey Johnson, and Jody Tyson

City staff present:

Andria Heiges and Kacey Weiss

Others present

None

1. Call Meeting to Order

2. Citizen and Visitor Comments

Jeana Bellinger introduced herself to the board.

3. Introduction of New Board Members

Fredericka DeBerry introduced herself to the board.

4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for a Term of One (1) Year

A motion was made by Janie Mehrens and seconded by Lu Hollander to reappoint Keith Herring as Chairperson.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Jamey Johnson	Absent
Board Member Fredericka DeBerry	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Absent
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Yes

A motion was made by Keith Herring and seconded by Janie Mehrens to appoint Renee Mueller as Vice Chairperson.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Jamey Johnson	Absent
Board Member Fredericka DeBerry	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Absent
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Yes

5. Discuss and Possibly Act Upon the Approval of the Minutes from the October 16, 2019 Regular Meeting

A motion was made by Janie Mehrens and seconded by Renee Mueller to approve the Minutes from the October 16, 2019 regular meeting as corrected.

Chairperson Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Absent
Board Member Jamey Johnson	Absent
Board Member Fredericka DeBerry	Yes
Board Member Sabrina Roberts	Yes
Board Member Jody Tyson	Absent
Board Member Janie Mehrens	Yes

Board Member Lu Hollander
Board Member Renee Mueller

Yes
Yes

6. Presentation and Discussion Related to the Annual Review of the Goals and Objectives Outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016 – 2026

Andria Heiges reviewed what is in the Library's strategic plan and discussed what was accomplished this current year, and what the goals are for the upcoming year. This is something that is done in the 1st board meeting of the year. Accomplishments that were highlighted include:

Expanding adult programming to include technology classes which included the hiring of a part time technology. Offerings include one on one sessions with patrons, help with mobile devices, smart phones and tablets, and computer classes which has helped to clear up staff time and allowing us to focus on additional goals. Another goal was the addition of weekend story times to serve weekend visitors. Increased partnerships and community collaborations were additional goals that were met this year.

Looking forward the Library is looking at developing a teen mentorship program that would partner community members with teens that look up to them. Heiges mentioned that Teens are already coming to the Library and that this would be a good opportunity to help teens make valuable community connections. Another goal in the upcoming year is to link BISD student ID's to the Library ILS so that all students would have library cards. Finally, the Library would like to begin offering a curbside delivery service.

The idea of circulating e-readers for checkout was discussed with possible use of donation funds to purchase the devices that could then be offered through curbside checkout.

A big event to celebrate the 125th anniversary of Fortnightly and the 120th birthday of the Library was discussed. It was suggested that a Fortnightly committee discuss ideas for a way to celebrate and share the long history of the Library with the public. Some ideas discussed include: an exhibit with good history information about Fortnightly Club, presentations by authors, and fun vendors that writes pomes for you

7. Presentation and Discussion Related to the Library Technology Academy Grant

Librarian Andria Heiges presented this item. Heiges stated that the Library was selected to receive the grant which will include multiple phases involving training on how to write a technology plan and would fund up to \$11,000 to spend on a technology project of our choice. A technology consultant will help to plan and guide the project. Janie Mehrens mentioned that Brenham native, Brad Tegeler was recently appointed to the Texas State Library and Archives Commission Board, and would be a great guest speaker at a library board meeting and a valuable connection.

8. Discussion Relating to the Proposed 2020 Meeting Dates

Librarian Andria Heiges provided a list of the proposed Library Board Meetings for 2020. The Board agreed that the proposed dates of a 5:15pm meeting at the library on the third Wednesday of every other month were acceptable.

9. Administrative Report

Librarian Andria Heiges provide the library report for the last six months. In addition, Heiges provided the following on the upcoming February/March 2020 programming at the Library.

- Program offering assistance with open enrollment for the Affordable Care Act
- Teen Hide and Go Seek in the Dark for Teen Night
- Library Technology Open House for the New Year
- Local Author Storytime for Kids Craft Saturday
- Quilt Block of the Month Program
- Excel Technology Classes
- Book Club Book Swap for Adults
- Free Legal Assistance Program
- Jazz Program and Freedom Colony Project for Black History Month

A request was made for a financial statement for the donation fund to be presented at the next board meeting. It was also recommended that the library advertise the fact that donations can be made in memory or in honor of someone.

Meeting adjourned.

Keith Herring
Chair Person

ATTEST:

Kacey Weiss
Staff Liaison



To: Library Advisory Board Members
From: Andria Heiges
Subject: 120th Birthday Celebration for the Library
Date: June 17, 2020

The Fortnightly Club of Brenham founded the Nancy Carol Roberts Memorial Library in 1901 and will celebrate the Club's 125th anniversary in December of 2020 while the Library will celebrate it's 120th Birthday in February of 2021. The club has proposed a joint Fortnightly and Library celebration during the month of February and would like to discuss ideas for the event.

Some proposed ideas include: an exhibit inside the Library highlighting the history of the Fortnightly Club and it's building of the Library over the past 120 years, a formal celebration event, and a wish list of 120 items that could be funded through donations to the Library. All ideas and suggestion from the board for this event are welcome.



To: Library Advisory Board Members

From: Andria Heiges

Subject: Library Donation Fund Financial Statement

Date: June 17, 2020

The following is a summary of the current balance in the Library donation fund and includes both designated and undesignated funds.

	Undesignated	Designated	
Dec. 2017 M/M Pierre Roberts Donation	10,000		
May 2018 Fortnightly Club Donation	7,175		
May 2018 Fortnightly Club Donation		500	Designated for Chromebooks - plan to purchase in FY21
May 2019 Fortnightly Club Donation	7,050		
May 2019 Fortnightly Club Donation		750	Designated for Cabinets in Program Room - will purchase in FY20
O'Conner Trust - Undesignated	75,000		
June 2020 Fortnightly Club Donation		1,225	Designated for books, summer reading & lego program
June 2020 Fortnightly Club Donation	12,775		
Donations Received at Library Desk	6,197		
	118,197	2,475	
6/15/2020 Library Donations Balance:		120,672	



NANCY CAROL ROBERTS MEMORIAL LIBRARY

100 Martin Luther King Jr. Pkwy
Brenham, TX 77833
Phone: (979) 337-7201 | Fax: (979) 337-7209 | cityofbrenham.org/library

Library Proposed Reopening Plan Starting 05.06.20

Contactless Curbside Services:

Reservations for library materials can be made on Mon, Wed, & Fri 9am to 5pm
Curbside Pick up days will be on Tues. & Thurs 9am to 4pm
Special arrangements can be made for those who work and cannot pick up during these hours.

- Items can be reserved online from the catalog at <http://brenham.biblionix.com> (24/7), by phone (979)337-7201 or by text (979)243-5288
- The normal limit of 10 items per library card will be enforced
- All standard library materials can be checked out
 - Books
 - Movies
 - Audibooks, etc.
- Items can only be returned to the outdoor bookdrop

Computer and Indoor WiFi Use by Appointment:

Reservations can be made online at any time, or by phone or text Mon.- Fri. 9am-5pm.
Reservations for time slots will be available on Mondays 9a-4p, Wednesdays 9a-6p (time ends at 7pm) and Fridays 9a-4p.

- Time slots will allow 8 computer users per 1 hour time slot, 3 Wi-Fi users per 1 hour time slot, 1 reservation of Web Conferencing equipment/Room B per hour time slot:
If all time slots are used this will allow 40 computer users per day on M&F, and 56 computer users on Wednesdays. (During normal operations we average about 50 sessions per day)
- Times slots are:
 - 9a-10a
 - 10:30a-11:30a
 - 12p-1p
 - 1:30p-2:30p
 - 3:00p-4:00p
 - 4:30p-5:30p (Wednesdays only)
 - 6:00p-7:00p (Wednesdays only)

This gives us a 30 minute window for overlaps and sanitizing between users.

- Other services available during computer sessions include:
 - Printing
 - Copies
 - Faxing
 - Scanning
 - Web conferencing (interviews, classes, etc.)
 - Indoor Wi-Fi use

Sanitization and PPE Process

Returned Items:

- Items may only be returned to the outdoor book return
- The book return will be checked at 8am, 1pm and 4pm
- The person checking the bookdrop will wear a mask and gloves, unload the bookdrop onto a cart and wheel the cart into the quarantine area.
- 1 staff member will hold up the item showing the barcode, a 2nd staff member will scan the item placing it into a quarantine hold (a special setting in our ILS system) This removes the item from the individual's account but does not make it available in our system for reserving for checkout until we remove it from quarantine. The item is then placed onto a quarantine cart to sit for 4 days before being returned to circulation for shelving or checkout.
- Computer and scanner in quarantined area will be wiped down
- Both staff members will then remove gloves and wash/sanitize hands.
- Gloves will be discarded in trash can in quarantine area
- Carts in the quarantine area will be clearly labeled with "Removed from Bookdrop" date and "Return to Circulation" date.

Curbside Items:

- Reserved Materials
 - Staff will run reserve report before shelving and at 8am, 1pm and 4pm on prep days
 - Staff will sanitize hands and put on mask before pulling books to place on reserve shelf
 - Reserve check-ins will be done at Circ desk only...a reserve wrapper will print at the public printer.
 - Items will be wrapped in reserve wrapper and placed on reserve shelf
- Pick Up Process
 - Staff will sanitize hands before packing each bag and wear mask.
 - Check out of items at Circ desk only

- Once the patron calls from the parking lot, verify full name of patron. Tell the patron to drive up to the front door and wait to see the staff member place items in reserve cart and return to the library.
- Pull up patron's account and check out reserved items.
- Print check out receipt (even if patron gets an email), and verify the "order" is correct.
- Place Items in bag
- Give patron one each of the handouts at the Circ Desk, along with the receipt, and attach one of the reserve wrappers to the bundle/bag.
- Place bundle/bag in the reserve cart at the bottom of the front stairs.
- Ensure Library door closes behind you and no one else enters the building.
- Staff member will wash or sanitize hands after returning to building

Library Services by Appointment

- **Reserving a Time Slot**
 - Individuals can reserve 1 hour time slots for computer use, Wi-Fi use, or Web Conferencing. These reservations can be made:
 - Online at <http://cityofbrenham.evanced.info/signup>
 - by phone at (979) 337-7201, or
 - by text at (979) 243-5288

- **Using Library Facility During Reserved Time:**
 - Staff will check before each time slot to see who is registered and use the list to confirm that people entering the building, are doing so at the reserved time
 - Reservation holders will park in the front and enter through the main entrance. They will be required to wear a mask. Masks will be provided as needed.
 - Staff admitting reservation holders into the building will be wearing a mask as well.
 - Reservation holder will sit at a designated computer assigned by a staff member and log in. They will have 1 hour.
 - Staff will ensure that the patron exits the building once time has expired.
 - There will be designated area for people signing up for the Wi-Fi time slots
 - Staff will wipe down keyboard, mouse and desk surface after each use

NCRML Phased Reopening Plan:

Level of Service/Access Tier	Phase V: Full Digital	Phase IV: Service by Appointment	Phase III: Limited Services	Phase II: Precautionary	Phase I: Business as Normal
Washington County	Cases continuing to rise	Downward trend for 2 Weeks	Downward trend for 4 Weeks	Downward trend continued	None
Library Pandemic Response	Level III: Temporary Closure	Level III: Temporary Closure	Level II: Moderated Services	Level I: Precautionary Measures	None
Federal Recommendation & Phase	Gating Phase :Remain Closed- Temperature Checks, Testing, Sanitation, Disinfection of High-Traffic Areas	Phase I: Appointment only with caution and strict physical distancing and sanitation protocols- Temperature Checks, Testing, Sanitation, Disinfection of High-Traffic Areas	Phase II: Re-open with caution, no groups over 50, sanitation protocols- Temperature Checks, Testing, Sanitation, Disinfection of High-Traffic Areas	Phase III: Re-open with caution, & sanitation protocols, Disinfection of High-Traffic Areas	All Normal
State Mandate	Stay at Home Order- Essential Only	Reopen with strict physical distancing and sanitation protocols - Limit 25% (This equals approx. 26 people in main area)	Reopen with some physical distancing and sanitation protocols - Limit 50% (This equals approx. 52 people in main area)	Social Distancing but fully open	None
Library Recommendation	Fully Closed to Public	Curbside, Open to public for computer use only by appointment (1 hr max)	Stacks open to public, limited computers use (based on spacing) w/ time limits, Limited seating, regular checkout	Open and fully operational if all staff returns. If not fully staffed operate with limited hours	Fully Open
Hours of Operation	Phones/communication 10a-2p	Phones/communication/appointments M&F 9a-4p, W 9a-7p Curbside Pickup Tues & Thurs 9a-4p	Modified hours (limited staff):	Regular Hours	Regular Hours
Protective Measures	Gloves	Gloves, masks by all making appointments and staff	Gloves, masks, hand sanitizer available for all, surfaces regularly wiped down.	Gloves, masks, hand sanitizer available for staffs, surfaces regularly wiped down	None
Materials	Digital Only	Digital+Curbside Pickup	Digital+Regular Checkout	Stacks Open	Stacks Open
Services	Digital Only + wifi	Digital+ wifi + Computers, fax, scan , copy, print, by appointment	Digital+ wifi + Computers, fax, scan , copy, print	All Services, Public Computers available, Limited Toys, Limited patron seating, no gaming, rope off areas of teen room	All Services
Check-Out Method	Digital Only	Digital + Curbside	Digital + Curbside	Regular Check-Out	Regular Check-Out
Returns	Returns accepted, checked in and shelved for quarantine on shelf, Auto-Renewal	Returns accepted, quarantined for 3 days, check in, Auto-Renewal	Returns accepted, sanitizing machine, fines not incurred	Returns accepted? All Materials Deadlines Enforced	All accepted- deadlines enforced
Staff in Building	Full Time (4) + 1 Part Time	Full Time (4) + 1 Part Time	Full Time (4) + 1 Part Time	All Staff Report for Regular Shifts	All staff report for regular shifts
Staff Hours	Full Time = M-F 8a-5p, Part Time = M-Th 9a-2p	Full Time = M-F 8a-5p, Shift 2 = W 10a-7p Part Time = M-Th 9a-2p	Full Time = M-F 8a-5p, Part Time = M-Th 9a-2p (Depends on modified hours)	Staff will work all of their regular hours in the building at their regularly scheduled times.	Regular hours- all staff returns to original schedule
Programs	Video and Digital	Video and Digital	Video and Digital	Small Group Programs of 10 or Less, Multiple Sessions if Necessary	Regular Programming
Meeting Rooms	Closed	Closed	Open for meetings of less than 10? Maybe Room B only, large program room setup for safe wi-fi use with tables spread apart	Study Room Open, Meeting Room Available only for regularly scheduled meetings	Open for meetings
Budget Considerations	PT Furloughed, Janitorial 1x per week	PT Furloughed, cost to Increase Janitorial 3 x per week?, small revenue from printing etc.	PT Furloughed, cost to Increase Janitorial 5 x per week?, small revenue from printing etc.	All staff returns (budget hit), full janitorial	Back to full budget
Estimated Date	March 16-May 5	May 6 - July 31?	Aug 1-Aug 30?	Sept 1- Sept 30?	October 1 2020



MEMO

TO: The Library Advisory Board
FROM: Andria Heiges
SUBJECT: Library Re-Opening Phase III
DATE: June 17, 2020

In light of Governor Abbott’s proclamation that all Texas Libraries can open up to 50% occupancy while following social distancing protocols, the Nancy Carol Roberts Memorial Library proposes that we move to Phase III of the NCRML Re-opening plan beginning June 23, 2020.

Services include:

1. Opening to the public for “Grab and Go” access. NCRML will open on Tuesdays and Thursdays from 10am – 4pm to the public.
 - a. Public will be encouraged to wear masks in the building
 - b. Staff will be required to wear masks while on the floor
 - c. Public will be encouraged to visit the Library for a maximum of 30 minutes
 - d. Computer use will not be available on Grab and Go days
 - e. Special arrangements can be made for those unable to come during Grab and Go hours due to work schedules.
2. Curbside will be offered before we open on Tuesdays and Thursdays 9am to 10am only so that patrons can access materials without entering the Library if desired.
3. Computers will remain accessible by appointment on Mondays, Wednesdays, and Fridays.

Please see the attached Phase III re-opening plan for more details.



Level of Service/Access Tier	Phase V: Full Digital	Phase IV: Service by Appointment	Phase III: Limited Services	Phase II: Precautionary	Phase I: Business as Normal
Washington County	Cases continuing to rise	Downward trend for 2 Weeks	Downward trend for 4 Weeks	Downward trend continued	None
Library Pandemic Response	Level III: Temporary Closure	Level III: Temporary Closure	Level II: Moderated Services	Level I: Precautionary Measures	None
Federal Recommendation & Phase	Gating Phase :Remain Closed- Temperature Checks, Testing, Sanitation, Disinfection of High-Traffic Areas	Phase I: Appointment only with caution and strict physical distancing and sanitation protocols- Temperature Checks, Testing, Sanitation, Disinfection of High-Traffic Areas	Phase II: Re-open with caution, no groups over 50, sanitation protocols- Temperature Checks, Testing, Sanitation, Disinfection of High-Traffic Areas	Phase III: Re-open with caution, & sanitation protocols, Disinfection of High-Traffic Areas	All Normal
State Mandate	Stay at Home Order- Essential Only	Reopen with strict physical distancing and sanitation protocols - Limit 25% (This equals approx. 26 people in main area)	Reopen with some physical distancing and sanitation protocols - Limit 50% (This equals approx. 52 people in main area)	Social Distancing but fully open	None
Library Recommendation	Fully Closed to Public	Curbside, Open to public for computer use only by appointment (1 hr max)	Stacks open to public for "grab and go", limited computers use (based on spacing) w/ time limits, Limited seating, regular checkout	Open and fully operational if all staff returns. If not fully staffed operate with limited hours	Fully Open
Hours of Operation	Phones/communication 10a-2p	Phones/communication/appointments M&F 9a-4p, W 9a-7p Curbside Pickup Tues & Thurs 9a-4p	Phones/communication/appointments M&F 9a-5p, W 9a-7p Curbside Pickup Tues & Thurs 9a-10a, grab and go 10-4p	Regular Hours	Regular Hours
Protective Measures	Gloves	Gloves, masks by all making appointments and staff	Gloves, masks, hand sanitizer available for all, surfaces regularly wiped down.	Gloves, masks, hand sanitizer available for staffs, surfaces regularly wiped down	None
Materials	Digital Only	Digital+Curbside Pickup	Digital+Regular Checkout	Stacks Open	Stacks Open
Services	Digital Only + wifi	Digital+ wifi + Computers, fax, scan, copy, print, by appointment	Digital+ wifi + Computers, fax, scan, copy, print	All Services, Public Computers available, Limited Toys, Limited patron seating, no gaming, rope off areas of teen room	All Services
Check-Out Method	Digital Only	Digital + Curbside	Digital + Curbside + Grab & Go	Regular Check-Out	Regular Check-Out
Returns	Returns accepted, checked in and shelved for quarantine on shelf, Auto-Renewal	Returns accepted, quarantined for 3 days, check in, Auto-Renewal	Returns accepted, sanitizing machine, fines not incurred	Returns accepted? All Materials Deadlines Enforced	All accepted- deadlines enforced
Staff in Building	Full Time (4) + 1 Part Time	Full Time (4) + 1 Part Time	Full Time (4) + 4 Part Time	All Staff Report for Regular Shifts	All staff report for regular shifts
Staff Hours	Full Time = M-F 8a-5p, Part Time = M-Th 9a-2p	Full Time = M-F 8a-5p, Shift 2 = W 10a-7p Part Time = M-Th 9a-2p	Full Time = M-F 8a-5p, Part Time = M-Th 9a-2p (Depends on modified hours)	Staff will work all of their regular hours in the building at their regularly scheduled times.	Regular hours- all staff returns to original schedule
Programs	Video and Digital	Video and Digital	Video and Digital	Small Group Programs of 10 or Less, Multiple Sessions if Necessary	Regular Programming
Meeting Rooms	Closed	Closed	Conference Room B only for web conferencing & small meetings, large program room setup for quarantine materials	Study Room Open, Meeting Room Available only for regularly scheduled meetings	Open for meetings
Budget Considerations	PT Furloughed, Janitorial 1 x per week	PT Furloughed, cost to Increase Janitorial 3 x per week?, small revenue from printing etc.	PT Furloughed, cost to Increase Janitorial 5 x per week?, small revenue from printing etc.	All staff returns (budget hit), full janitorial	Back to full budget
Estimated Date	March 16-May 5	May 6 - June 21	June 22-July 31?	August 1- Sept 30?	October 1 2020

Nancy Carol Roberts Memorial Library

<p>February Events/Programs</p>	<ul style="list-style-type: none"> • The Washington County Genealogical Society hosted presented by Tina Henderson. It is based on the true story of Cathy Williams: Forever a Buffalo Soldier. • Kids 10 and under enjoyed fun storytime programs including LEGO club, Kids café with cookie decorating, tornado in a bottle program, and a weather station program for our Kid Craft with Carolyn program. Toddlers enjoyed regularly scheduled Wednesday morning storytimes and all enjoyed a special What’s All That Jazz, program for Black History month. • Adult library patrons enjoyed many programs this month including: paper heart art during Crafty Cafe, a weekly Microsoft Excel computer class, Legal assistance through web conferencing and quilting and sewing class. A special presentation on Texas Freedom Colonies was presented by a team from Texas A&M and attendees learned about the many colonies established in Washington County as far back as 1866. • Teens enjoyed a chocolate guessing game program for Teen night, and Teen Books and Bites club discussed the best teen award winning books.
<p>Community Outreach</p>	<ul style="list-style-type: none"> • The Library continues to partner with the National Honor Society to allow NHS volunteers to earn volunteer hours by assisting at the library. • Brenham ISD hosted a Dangers of Vaping program at the library for parents. Guest speaker Timothy Shoemaker presented on the topic.
<p>Monthly Statistics</p>	<p>*See Table 1 below</p>

*Monthly Statistics – Table 1

February Statistics	Number
Visitors	7,955
New Library Cards	126
Computer Sessions	1,150
Borrowed Laptops & Chromebooks	126
Circulations	6,438
Room Reservations	257

Nancy Carol Roberts Memorial Library

<p>March Events/Programs</p>	<ul style="list-style-type: none"> • The Washington County Genealogical Society hosted by Clarence Gerke who presented on the history of William Penn. • Kids 10 and under enjoyed fun storytime programs including LEGO club, Science experiments with color changing milk, and a movie matinee with the movie Toy Story 4. Toddlers enjoyed regularly scheduled Wednesday morning storytimes and all enjoyed a special Spring Break art Lounge activity. • Adult library patrons enjoyed many programs this month including: Easter Egg painting at Crafty Cafe, a weekly Microsoft Word computer class, a sewing class, and a cross stitching program. • Teens enjoyed a spring break programming including a Nintendo Switch gaming tournament, an Xbox gaming tournament, an Art Lounge and a Maker Station experiment program. • As directed by City of Brenham leadership, the Library closed to the public on March 14, 2020 due to the ongoing COVID-19 health emergency. Staff continues to provide online programming and digital resources to the public.
<p>Community Outreach</p>	<ul style="list-style-type: none"> • In partnership with the Giddings State School the Library hosted a job fair on March 4th. • The Library is working to provide digital programs through Facebook Live. We have offered weekly storytimes, music sessions, virtual games for Teens, Yoga, and daily exercise sessions in partnership with Blue Bell Aquatic Center.
<p>Monthly Statistics</p>	<p>*See Table 1 below</p>

*Monthly Statistics – Table 1 (prior to COVID-19 closure on March 14, 2020)

March Statistics	Number
Visitors	3,750
New Library Cards	53
Computer Sessions	461
Borrowed Laptops & Chromebooks	46
Circulations	3,457
Room Reservations	154

Nancy Carol Roberts Memorial Library

April Programs & Changes due to Closure

- As directed by City of Brenham leadership, the Library closed to the public on March 14, 2020 due to the ongoing COVID-19 health emergency. Staff continued to provide online programming and digital resources to the public in April including:
 - Weekly streaming storytimes through Facebook Live (Every Monday and Wednesday at 10:15)
 - Music Sessions- Bluegrass and Blues - we called the nursing homes that Lou-Lou does outreach with and they are connecting through Facebook Live (Tuesday at 3pm)
 - Exercise Sessions with Blue Bell Aquatic Center staff - (Moving Mondays at 3pm, Workout Wednesdays at 3pm, Fitness Fridays at 11am) Facebook Live
 - Yoga and meditation (Thursdays at 10am) Facebook Live
 - Virtual Game Rooms for Teens - Card game - Yu-Gi-Oh and Magic the Gathering (Thursdays at 1pm and 3pm) through Zoom
 - Sewing- Learning how to make a mask with Betty - (Tuesdays at 10am) Facebook Live
 - Crafternoons (Wednesday afternoons) - crafts for kids
 - Digital Book Clubs through Zoom- The Book Club Ladies every 2nd Monday at 2pm

- Account settings were changed to allow flexibility for Library patrons:
 - We extended all due dates until the first week in May
 - Items are set to auto-renew so there will be no accruing fines
 - We Lifted blocks due to fines or overdues so that everyone can access online resources

- We continued offering reference services:
 - We are helping to share accurate information and valuable resources to assist the community
 - We answer phones daily from 10am to 2pm
 - We have a text to chat service where patrons can text us with questions at any time
 - We are responding to online messages through social media, email, text, etc.

	<ul style="list-style-type: none"> • Online Resources are available to card holders: <ul style="list-style-type: none"> ○ Free digital ebooks, audiobooks, magazines, and limited videos through Overdrive, Libby, RBdigital and Tumblebooks ○ Mango Languages- free Language Learning ○ Ancestry and Newspaper Archives - Genealogy research accessible from home ○ Learning Express Library - Career help, test prep, computer help, etc. ○ Gale Legal Forms - Free legal forms to download ○ Chilton Car Manuals - Car Repair ○ Reference USA- Business information and resources
<p>Canceled Meetings & Programs</p>	<ul style="list-style-type: none"> • The Library cancelled 74 meeting and room reservations that had previously been scheduled for the month of April • The Library also cancelled the Library Advisory Board Meeting originally planned for April 15th.

Nancy Carol Roberts Memorial Library

May Programs & Changes due to Closure

- On May 6th the Library moved to Phase IV of the re-opening plan, which includes:
 - Contactless curbside checkout on Tuesdays and Thursdays
 - Computer and Indoor WiFi sessions on Mondays, Wednesdays, and Fridays by appointment
- 2 Part time staff members were permitted to return to work at the Library
- See Table 1 below for statistics on computer reservations and checkouts in May.
- Staff continued to provide online programming and digital resources to the public in May including:
 - Weekly streaming storytimes through Facebook Live (Every Monday and Wednesday at 10:15)
 - Music Sessions- Bluegrass and Blues - we called the nursing homes that Lou-Lou does outreach with and they are connecting through Facebook Live (Tuesday at 3pm)
 - Virtual Game Rooms for Teens - Card game - Yu-Gi-Oh and Magic the Gathering (Thursdays at 1pm and 3pm) through Zoom
 - Digital Book Clubs through Zoom- The Book Club Ladies every 2nd Monday at 2pm
- In partnership with the BlueBell Aquatic Center and Brenham Parks and Recreation we started planning our 2020 Summer Reading and Recreation Program. The partnership will allow us to offer a new challenge this year which will combine fitness and reading fun, with prizes and take-home kits.

Monthly Statistics

- *See Table 1 below

*Monthly Statistics – Table 1

May Statistics	Number
New Library Cards -Digital	22
Computer Sessions	184
Circulations (Curbside Checkout)	2,146