



**NOTICE OF A MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, February 16, 2022 @ 5:15 p.m.**  
**Nancy Carol Roberts Memorial Library**  
**100 Martin Luther King Jr. Pkwy.**  
**Brenham, Texas**

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1. Call Meeting to Order
2. Citizen and Visitor Comments
3. Discuss and Possibly Act Upon the Approval of the Minutes from the December 15, 2021 Regular Meeting Page 1-3
4. Update of Board Appointments and Reappointments. Page 4
5. Discuss New Policies for City of Brenham Boards and Commissions. Page 5-21
6. Discuss and Possibly Act Upon Recommended Additions to Library Policies. Page 22-27
7. Discussion Related to the Library's 2022 Summer Reading Program Page 28-36
8. Administrative Report Page 37-40
9. Adjourn

**CERTIFICATION**

*I certify that a copy of the February 16, 2022 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, February 11, 2022 at 4:30 p.m.*

*Idalia Avezuela*

*Idalia Avezuela, 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

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A meeting of the Library Advisory Board was held on Wednesday, December 15, 2021 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 MLK Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Lillian Marshall, Carol Kiphart, Jerry Jares, Lu Hollander, Janie Mehrens, Jody Tyson, and Renee Mueller

Advisory Board Members absent:

Keith Herring, Sabrina Roberts

City staff present:

Tammy Murphy, Susan Nienstedt, Idalia Avezuela, Jeana Bellinger, and Alyssa Faykus

Others present

Staff members Gloria Mays, Betty Thiel, and Misti Rudloff

- 1. Call Meeting to Order** With the absence of President Keith Herring, Vice President Renee Mueller presided and called the meeting to order.
- 2. Citizen and Visitor Comments** none
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the October, 2021 Regular Meeting**

A motion was made by Janie Mehrens and seconded by Lillian Marshall to approve the Minutes from the October 20, 2021 regular meeting as corrected.

Vice President Renee Mueller called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Absent
Board Member Lillian Marshall	Yes
Board Member Carol Kiphart	Yes
Board Member Jerry Jares	Yes
Board Member Sabrina Roberts	Absent
Board Member Jody Tyson	Yes
Board Member Janie Mehrens	Yes
Board Member Lu Hollander	Yes
Board Member Renee Mueller	Yes

#### **4. Presentation of New Librarian**

City Supervisor Susan Nienstedt introduced Idalia Avezuela as the new librarian beginning December 6, 2021. Idalia has a Bachelor of Arts degree in music from the University of Puerto Rico and a Master of Library Science degree from the University of North Texas. She has worked at the Rosenberg Library in Galveston, Texas and several Harris County libraries. She is a member of TLA and ALA. In addition to her library career, Idalia has a family farm business. Tammy Murphy remarked the transition to the new librarian administration has been smooth.

#### **5. Presentation and Update of Board Appointments and Reappointments.**

City Secretary Jeana Bellinger presented information from the Sub-Committee of the City Council consisting of Councilmembers Canales, Cook, and Saunders. Since the Library Advisory Board consists of both City Council appointees and Fortnightly appointees, the Sub-Committee recommends two different methods of appointment. The Council will approve and appoint city members for 3-year terms with a 3 term limit. The Sub-Committee recommends the Fortnightly Club approve and appoint club members according to Fortnightly bylaws, and the Fortnightly appointments will be recognized by the Council each December. City members to be considered for reappointment by City Council on December 16, 2021 are Lillian Marshall, Keith Herring, Jerry Jares, and Carol Kiphart. The Fortnightly members to be recognized for reappointment by City Council on December 16, 2021 are Sabrina Roberts, Jody Tyson, Janie Mehrens, Lu Hollander, and Renee Mueller.

#### **6. Administrative Report**

Interim Librarian Tammy Murphy provided the library program report for the last two months. In addition, Murphy provided the following statistics about the library.

- The library has 45 movies with Christmas in the title.
- 334 books have Christmas in the title.

- 53 nonfiction books have Christmas in the title.

Meeting adjourned. The annual Christmas Social and Board Appreciation followed.

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Keith Herring  
Chair Person

**ATTEST:**

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Idalia Avezuela  
Staff Liaison



To: Library Advisory Board Members  
From: Idalia Avezuela  
Subject: Update on Appointment and Reappointments  
Date: February 16, 2022

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During the February 16<sup>th</sup> Brenham City Council meeting, City Secretary Jeana Bellinger stated that it was the recommendation of the Council Sub-committee and staff to reappoint members to either a one (1) year term or two (2) year term. The following persons were recommended for reappointment:

Library Advisory Board —City Representatives:

1-year term, expiring on December 31, 2022

- Lillian Marshall
- Keith Herring
- Jerry Jares

2-year term, expiring on December 31, 2023

- Carol Kiphart

Library Advisory Board—Fortnightly Representatives:

- Sabrina Roberts
- Jody Tyson
- Janie Mehrens
- Lu Hollander
- Renee Mueller

A motion was made by Councilmember Cook, Seconded by Council Member Saunders. The motion passed unanimously.



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: New Policies for City of Brenham Boards and

Date: February 16, 2022

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On December 16, 2021, City Council Acted Upon Resolution No. R-21-036, amending the existing attendance provision in the Policies and Procedures for Boards and Commissions (Section 10). This reduces the allowance of three (3) consecutive absences to two (2) consecutive absences from a Board's regular meeting. This change was made effective on January 1, 2022.

Attached you can find an updated copy of the City of Brenham Policies and Procedures for Boards and Commissions.

**CITY OF BRENHAM, TEXAS**  
**POLICIES AND PROCEDURES FOR BOARDS AND COMMISSIONS**

**December 16, 2021**

**SECTION 1.**

**PURPOSE AND SCOPE**

The purpose of this Policies and Procedures for Boards and Commissions document (“Policy”) is to establish uniform procedures for all advisory and other boards and commissions of the City. Board and commission members are appointed by the Brenham City Council (“Council”) and serve at the pleasure of Council and will not be granted special privileges because of their appointment. For the sake of brevity, the use of the term “board” throughout this Policy shall be interpreted to include the term “commission” except where the context requires otherwise.

This Policy applies to all persons appointed to boards and commissions by Council, unless otherwise provided herein or other applicable law. Persons appointed by other governmental bodies or entities may not be required to abide by all the rules outlined in this Policy.

**SECTION 2.**

**MEMBER ELIGIBILITY**



Applicant qualifications include the following:

- Must be a resident of Washington County for at least one (1) year prior to the date of the appointment (unless specified otherwise in this policy);
- Must be a qualified voter in Washington County;
- May not apply to serve on the same board with any immediate family members;
- Members of City Council are not eligible to serve unless required by federal, state, or local laws and regulations, and;
- City employees are not eligible to serve unless otherwise provided in this policy or required by federal, state, or local laws or regulations.

All qualified persons, applying for the first time, must complete an “Application for Appointment to City of Brenham Boards and Commissions” form and submit it to the City Secretary before October 1st. Current members wanting to be reappointed to their current board/commission must submit a “Request for Re-Appointment to City of Brenham Boards and Commissions” form to the City Secretary prior to October 1st. If a current member would like to be considered for appointment to a different board, he/she will need to submit the “Application for Appointment” form for the board or commission for which they would like to be considered.

Unless otherwise provided herein or other applicable law, members shall be appointed to terms of three (3) years and may be removed at any time by Council. Terms of office will be staggered. In the event a vacancy occurs prior to the expiration of a full term, the Council may appoint a new member to complete the unexpired term of the vacant position. Any member of a board or commission may be eligible for re-appointment by the Council unless such appointment is prohibited by the term limitation provisions set forth in Section 6 of this Policy.

In addition to the eligibility requirements outlined in this Policy, the City Council shall determine the specific skills and experience desired for each board. Also, in the event that other applicable law requires certain qualifications, those qualifications will be required.

### **SECTION 3.**

#### **RECRUITMENT**

Advertising of scheduled board vacancies for terms expiring on December 31st will begin on or near September 1st.

Advertisement for board volunteer recruitment may be conducted in a variety of ways including, but not limited to:

- posting of notice on official City bulletin board
- press releases
- utility billing inserts
- website advertisements
- social media resources
- nomination by invitation

#### **SECTION 4.**

#### **APPLICATION PROCESS**

On or before September 1st of each year, the City Secretary will post information on the City's website and social media sites encouraging qualified people to fill out an application to serve. The City Secretary's office will mail and/or e-mail reappointment application forms to all current board members with an expiring term.

The "Request for Appointment" application will solicit information about the applicant's background, including current and past occupations and involvement in and knowledge of issues related to the subject of the board to which they are applying. In addition to the completed application, applicants are encouraged to submit a short bio or resume. Persons may apply for more than one board.

A shorter "Request for Re-appointment" form will be used for incumbent board members seeking another term. Incumbents will also be required to submit their request to serve another term to the City Secretary's office.

All requests for appointment must be returned to the City Secretary no later than October 1st. Any applications received after the deadline may not be considered.

Applications are considered current for one (1) year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant will be required to submit a new application.

## **SECTION 5.**

### **SELECTION PROCESS**

The City Manager and City Secretary, along with a subcommittee of the Council, will review all submitted applications. Additional information that could be used in reviewing applications include information from the staff liaison, attendance records, and training records. The subcommittee may also consider past applications submitted by an applicant and previous experience on other boards.

In December, the Council subcommittee will make a recommendation of appointments to the full Council for consideration. In the event appointments are not made in December, all members with expiring terms will continue to serve until their successor is appointed by Council.

## **SECTION 6.**

### **TERM OF OFFICE**

Board members serve for three (3) year, staggered, terms unless a shorter term is required by law or is necessary to facilitate even staggering of terms among members of a board. All terms expire on December 31. In the event an appointment is not made prior to the expiration of a member's term the board member shall continue to serve until their successor is appointed by Council.

No board member shall be appointed to more than three (3) consecutive terms on any single board. After a minimum absence of one (1) year from a board, the Council may choose to reappoint the member back to the board on which they previously served. If a member is appointed to a term of less than three (3) years, the incomplete term will not be counted as a term for purposes of calculating eligibility under this Section. The term limit provisions of this Section shall not apply to members of board for which a term of less than three (3) years is required by a law that supersedes this policy.

The Council retains the right to replace any appointed member at any time and for any reason. Board members are appointed for a limited purpose and time, and once the assigned term of office is completed and Council has appointed their successor, they are excused from service on the board unless the Council selects them for another term of service in accordance with this Policy.

## **SECTION 7.**

### **MID TERM APPOINTMENTS**

Occasionally, a board member may be unable to finish his or her term or will be removed by the Council prior to his or her term ending. In such cases, the vacant position may be filled by a mid-term appointee who will serve out the remainder of the

other member's term.

Instead of soliciting applicants for the vacancy, the Council subcommittee may refer to the previously submitted applications kept by the City Manager's Office. If there are no appropriate open applications for the vacant position(s), a new application solicitation campaign could take place in the same manner as the typical annual recruitment process.

## **SECTION 8.**

### **NEW MEMBERS**

After appointment by Council, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be furnished with the contact information of the other members, as well as applicable information and regulations that govern that board.

Members of all boards shall complete board training within ninety (90) days of their appointment by Council. The training will include the Texas Open Meetings Act, basic Robert's Rules of Order, and applicable ethics training. The training course will be free to all attendees and will be conducted by the City Secretary. Board members must complete this training at least once every three (3) calendar years. A board member who does not comply with the training requirements may not be eligible for re-appointment.

Members of the Historic Preservation Board, Tourism Advisory Board, Planning and Zoning Commission and the Brenham Community Development Corporation Board will

be required to complete additional training specific to the duties and responsibilities of these boards. This training will be selected by the City Manager and must be completed at least once every three (3) years.

Members of the Building and Standards Commission, the Planning and Zoning Commission, and the Board of Adjustments must complete and execute the written Statement of Appointed Officer and take the Oath of Office upon appointment. These members must sign the Oath and it must be notarized and kept in the City Secretary's Office. Persons authorized to administer the statement and the oath are the City Secretary, and any notary public.

## **SECTION 9.**

### **GENERAL DUTIES AND RESPONSIBILITIES OF BOARDS AND COMMISSIONS**

Most boards and commissions shall act in an advisory capacity and make recommendations to the Council on issues specific to each respective board's duties and responsibilities; however, actions taken by the Building Standards Commission, the Board of Adjustments, the Planning and Zoning Commission, and the Brenham Community Development Corporation are final, unless required by state law to be approved by the City Council.

No member of a board or commission shall become involved in the daily operation of the City or in personnel/employment matters. The general duties and responsibilities of each advisory board or commission is as follows:

#### **Animal Services Advisory Board**

The purpose and responsibility of the Animal Services Advisory Board shall include, but not be limited to, the following:

- To review and recommend procedures for the care and maintenance of the animal shelter facility and impounded animals to ensure compliance with state law, and
- To periodically review the City's animal control ordinances and make recommendations to Council for revisions as needed.

As mandated by State law, the Board must be comprised of one (1) licensed veterinarian, one (1) county or municipal official, one (1) person whose duties include the daily operation of an animal shelter; and one (1) representative from an animal welfare organization. This Board also has one (1) citizen representative.

### **Board of Adjustments**

The Board of Adjustments hears and decides appeals where it is alleged there is error of law in any order, requirement, or decision made by the City's Zoning Administrator, including appeals alleging error in the interpretation of the classification of any zoning use, and hears and decides special exceptions and variances as provided for in the City's zoning ordinance.

The Board consists of five (5) members. The Board may have up to four (4) alternate members who serve in the absence of one or more regular members when requested to do so by the Staff Liaison.

### **Brenham Community Development Corporation**

The Brenham Community Development Corporation (BCDC) promotes economic and community development within the city and on behalf of the city by developing, implementing, providing, and financing projects as defined in Section 4B of the Development Corporation Act (Article 5190.6 V.T.C.S.), currently codified in Chapter 501 et seq. of the Texas Local Government Code. The Board is operated according to

state law and its own Articles of Incorporation and Bylaws.

### **Brenham Police Citizen Advisory Board**

The Brenham Police Citizen Advisory Board (CAB) was created to act as a community resource for the Police Chief in the formation of strategies, development of community policing concepts and programs, to serve as an advisory body on certain police matters, fostering and enhancing public transparency and trust, and increasing public awareness.

### **Building Standards Commission**

The Building Standards Commission hears and determines cases concerning alleged substandard buildings and structures. It also grants or denies requests for variances from the building code of the City of Brenham. The Board consist of five (5) members and each member must be a resident of the City.

### **Historic Preservation Board**

The Brenham Historic Preservation Board was organized in 2021 and is charged with the responsibility of assuring that the integrity of designated Historic Landmarks and properties within the city's Historic Districts are protected.

The Board shall be composed of seven (7) voting members appointed by the City Council. A minimum of four (4) Board members shall be property owners within a Historic District, or an owner of a Historic Landmark. The other members should be appointed, to the extent possible, from the following categories: architect with historic preservation experience; planner; design professional; historian; licensed real estate broker; attorney; or member of a historic preservation society. All Board members shall have a known and demonstrated interest, competence, or knowledge of historic



preservation.

### **Library Advisory Board**

The Library Advisory Board plans for future development of the Nancy Carol Roberts Memorial Library which may include establishing, reviewing and updating policies; monitoring existing operations; making recommendations regarding fee schedules for services, and considering ways to better utilize library facilities.

The Board consists of nine (9) members. Five (5) members are nominated by the Brenham Fortnightly Club from its membership.

### **Main Street Board**

The Main Street Board develops plans and programs to stimulate both historic preservation and economic vitality for downtown Brenham, according to the Texas Historical Commission's criteria for Main Street Communities.

The Board consists of eleven (11) members. The members shall be knowledgeable about downtown Brenham, marketing, financing, and historic preservation.

### **Parks and Recreation Advisory Board**

The Parks and Recreation Advisory Board assists in the planning and operation of the parks and recreations system and reviews and monitors existing operations and considers ways to better utilize existing facilities. The Board consists of nine (9) members with the majority of members being City residents.

### **Planning and Zoning Commission**

As provided by the laws of the State of Texas and ordinances of the City of Brenham, the Planning and Zoning Commission approves or disapproves land subdivision plat or

re-plats; vacates plats or re-plats; holds public hearings and makes recommendations to the Council relative to creation, amendment and implementation of zoning regulations, use classifications and districts; recommends to the Council plans, programs, policies related to future growth and development of the City; and performs other duties and responsibilities as may be referred to the Commission by the Council. The Commission consists of seven (7) members and each member must be a resident of the City.

### **Tourism Advisory Board**

The Tourism Advisory Board was organized in 2021 to replace the Hotel Occupancy Tax Board. The Board's purpose and responsibility is to advise and support the Brenham/Washington County Destination Marketing Organization (DMO) and to advocate for the continued development of tourism and cultural assets.

The Board shall be composed of seven (7) voting members; all being residents of Washington County. Five (5) members shall be appointed by the City Council and two (2) members shall be designated by the Washington County Commissioners. The members designated by Washington County shall be (1) the Washington County Tourism Liaison; (2) a member of the Washington County Commissioners Court; or (3) the Washington County Expo Director.

## **SECTION 10.**

### **ATTENDANCE AT MEETINGS**

The Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. Any decision reached by any of these boards has an impact on the entire community. Therefore, if a quorum is not present because of habitual absenteeism by certain members, the integrity of the whole board is

affected.

Therefore, it is imperative that members maintain regular attendance. Members who cannot attend a meeting should contact the chairman or staff liaison concerning his or her absence prior to the meeting.

Two (2) consecutive absences from a board's regular meeting, or absences from more than 25% of the board's meeting in a six (6) month period shall be deemed as neglect and may be cause for removal, unless such absences were due to unusual circumstances beyond the member's control such as sickness of the member or someone within the member's immediate family. The City Secretary's Office shall track and report any excessive absences to the City Manager. The City Manager will review each situation and determine if the board member should be recommended to the Council subcommittee for removal.

## **SECTION 11.**

### **ROLE OF STAFF LIAISON**

A staff member shall be assigned as a liaison to each board to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and other related functions. The staff liaison will ensure that the board understands Council's goals and vision for the community. The staff member is an ex officio member of the board but is not entitled to vote or preside over meetings.

The staff liaison will act as a communication conduit between the Council subcommittee

and the board. The liaison shall attend all meetings, of their respective board, on behalf of the City and present and discuss facts pertinent to matters listed on the agenda and being considered.

The staff liaison may arrange a meeting with all new members prior to their first meeting for briefings on procedures, legal responsibilities, duties of the board, and background information on items that may be considered at the next meeting.

At least once per year, in a regular meeting of City Council, the staff liaison or Chair for each board shall provide an update for Council regarding the activities of the Board.

## **SECTION 12.**

### **CONFLICTS OF INTEREST**

Members of the Planning and Zoning Commission, Board of Adjustments, and Building Standards Commission shall comply with the requirements of Chapter 171 of the Texas Local Government Code and Article III, Sec. 6 of the Brenham City Charter with respect to conflicts of interest. It is the responsibility of each member of these boards to file a "Conflict of Interest" affidavit (Exhibit A) with the City Secretary's Office when a conflict exists because he or she has a substantial interest in a matter being considered by the board. Substantial interest means the individual:

- Owns 10% or more of the voting stock or shares of the business;
- Owns either 10% or more than \$15,000 of the fair market value of the business;
- Receives funds from the business that exceeds 10% of the person's gross annual income for the preceding year;
- Ownership in real property with a fair market value of \$2,500 or more, or
- Relative within the first degree of consanguinity or affinity has a substantial interest.

Advisory board members shall abstain from participation in a matter when a personal interest creates or gives the appearance of being a conflict of interest. However, if the

majority of members of the same advisory board have similar conflicts of interest in the same matter under consideration by the board, such members are not required to abstain from participating or voting on the matter.

### **SECTION 13.**

#### **MEMBERSHIP ON MULTIPLE BOARDS**

If a member is serving on more than one board, the member, before discussing and/or voting on a decision that involves funding which impacts matters specific to another board's duties and responsibilities on which said member serves, shall verbally disclose his/her membership on any other board impacted by the funding decision to the other board members in attendance at the meeting. Said member may fully participate in the discussion and vote on the decision involving funding after disclosing his/her membership on any other board impacted by the funding decision.

### **SECTION 14.**

#### **CONDUCT OF MEETINGS**

- A. Each Board shall, in its first meeting of the calendar year, elect a Chair and Vice-Chair to serve for a one (1) year term. The Chair of each board shall call the meeting to order and preside at the meetings. In the absence of the Chair, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent from a meeting, the members in attendance shall elect a member to serve as a presiding officer during the meeting.
- B. The Chair shall address the posted items on the agenda in any order he or she chooses as long as every item is addressed.
- C. A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion dies from a lack of a second.
- D. Roberts Rule of Order shall be used as a guideline to conduct meetings.
- E. All meetings will be held in compliance with the Open Meetings Act ("The Act") and shall be open to the public, except for those items considered at a meeting which are authorized by the Act to be discussed in Executive Session. Items not on a properly posted meeting agenda may not be debated or discussed. The Chair or staff liaison

shall have the authority to immediately adjourn the meeting without a vote if necessary to prevent violation of the Act.

F. The conduct of board members reflects upon the full City Council; therefore, it is expected that board members conduct themselves in an orderly and civil manner during meetings. Board members shall not use aggressive or profane language, interrupt, or insult others, raise their voices, or in any other way detract from the professional decorum of a meeting. If a board member engages in inappropriate conduct that cannot be controlled by the Chair or staff liaison, the Chair or liaison may immediately adjourn the meeting without a vote. Any board member that acts in an inappropriate way in such that a meeting must be adjourned, said board member will be reported to the City Manager.

## **SECTION 15.**

### **RECORDS OF MEETINGS**

The City Secretary's Office shall maintain the official record of all board and commission meetings, which will include:

- **AGENDA:** The agenda will serve as the order of business and provide the form for posting of the notice of meetings. The official posting of the agenda must be at least 72 hours in advance of the meeting in a place readily accessible to the public. The agenda must also be posted on the City's website. A copy of the agenda should also be made available to local news media. In the event a regularly scheduled meeting is cancelled, notices should be posted stating that the meeting has been cancelled.
- **AGENDA PACKET:** Copies of the agenda, along with all supporting documentation, shall be provided to each member in advance of the meeting date. This information shall also be made available in advance of the meeting on the City's web site.
- **MINUTES OF MEETING:** The staff liaison will be responsible for keeping an accurate record of all proceedings. The minutes shall include a record of attendance, summary of the discussion, recommendations, and a record of the Board's voting. The minutes shall also be available on the City's website.

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*Adopted by City Council: December 13, 2018 (R-18-024)*

*Amended: December 16, 2021*

*Adopted by City Council: December 16, 2021 (R-21-036)*



To: Library Advisory Board Members  
From: Idalia Avezuela  
Subject: Recommended Additions to Library Policies  
Date: February 16, 2022

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The Nancy Carol Roberts Memorial Library is proud to announce that the new Crowley document Scanner has been installed and it will soon be ready for use by the public. Staff participated in a comprehensive training session that will allow to assist with the use of the equipment, and a promotion campaign will be rolling out soon.

The library is proposing extending policies regarding use of electronic equipment, access to the internet, and reproduction of copyrighted materials to the use of the Crowley scanner. The printing interface Cassie will regulate usage and have our regular printing fees in place. Scanning and loading documents to external storage or cloud storage will be free of charge.

In addition to extending the policies in place, the library is also proposing the use of the scanner to be by reservation using our Evanced room booking interface, to give everyone a fair chance to have access to the equipment, and to have a more accurate record of usage.

Attached are the relevant policies in place for the library.



## Computer and Internet Usage Policy

Computers and the internet greatly expand the availability of information beyond the traditional Library collection. The computer system provides the opportunity to integrate electronic resources from information networks with the Library's other resources. The internet also enables the Library to provide information, education and recreation. However, it is an unregulated global medium for which the Library cannot guarantee the accuracy, authenticity, or appropriateness of the information discovered through this resource. This usage policy and guidelines help to identify activities and uses that support our mission and long range goals.

### 1. Library Patron Access, Use and Printing

- 1.1. Patrons must sign in to desktops using their library card number and password. By agreeing to the splash page, this action signifies that the patron understands and is agreeing to the City of Brenham Usage Agreement and Filtering System. The Nancy Carol Roberts Memorial Library Usage Agreement and Filtering System is incorporated by reference. See Appendix.
- 1.2. Computers located in the Children's Room and Wi-Fi devices are reserved for use by children and parents of children present in the room. This allows for appropriate parental supervision of all children under the age of 10.
- 1.3. Computer sessions are limited to one hour. Patrons may request an extension of one hour up to a maximum of three hours per day if no one else is waiting for a computer. All desktop computers will automatically shut down 10 minutes before the library closes.
- 1.4. Audio users are required to use headphones.
- 1.5. Patrons are expected to be knowledgeable in basic computer operations. Library staff may assist if time permits.
- 1.6. Only parents and legal guardians have the right and responsibility to monitor their own minor children's access to the internet and information.
- 1.7. Patrons entering personal information including financial records do so at their own risk.
- 1.8. Inappropriate use of the internet in a public environment is prohibited and may result in suspension or revocation of internet use privileges.
- 1.9. Activities which disrupt the library, violate copyright law, or damage equipment are prohibited.
- 1.10. The Nancy Carol Roberts Memorial Library is not responsible for work or information lost due to computer or system malfunction.

### 2. Wireless Access, Use, and Printing

- 2.1. Wireless internet access is available to all patrons. Agreeing to the City splash page signifies the user's agreement to the City of Brenham Usage Agreement.

### 3. Patron Wireless Devices

- 3.1. Patrons may connect to the library's Wi-Fi with their own wireless device after agreeing to the terms outlined on the City's splash page.

#### **4. Library Wireless Devices**

Nancy Carol Roberts Memorial Library offers a variety of wireless devices for in-library uses.

- 4.1. Patrons checking out a wireless device must have a valid library card. Staff will ensure all components of the device are with the wireless device at the time of checking out the device and when the device is returned. Wireless devices are for use only in the Library or on the Outdoor Patio. Check-out sessions are limited to two hours. Time may be extended for a one hour additional session if no one is waiting for the wireless device.
- 4.2. All wireless devices must be returned for check-in 15 minutes prior to the library closing.
- 4.3. Patrons use the library's wireless internet access at their own risk. The Nancy Carol Roberts Memorial Library is not responsible for work or information lost or damage that may occur from the use of the wireless internet access service.
- 4.4. Refer to the Nancy Carol Roberts Memorial Library Fee Schedule for wireless printing charges.

# Internet Safety Policy

## 1. Introduction

- 1.1. It is the policy of the Nancy Carol Roberts Memorial Library (“NCRML”) to:
  - 1.1.1. Prevent user access over its computer network to, or the transmission of, inappropriate material via the Internet, electronic mail, or other forms of electronic communications;
  - 1.1.2. Prevent unauthorized access and other unlawful online activity;
  - 1.1.3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
  - 1.1.4. Comply with the Children’s Internet Protection Act.

## 2. Access to Inappropriate Material

- 2.1. To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter the Internet, or other forms of electronic communications, to prevent access to inappropriate information.
- 2.2. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- 2.3. Subject to Library Staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Any individual requesting unfiltered internet use must complete a Library Web Filtering Request for Consideration Form, to be reviewed and approved by the Librarian.

## 3. Inappropriate Network Usage

- 3.1. To the extent practical, steps shall be taken to promote the safety and security of users of the Library’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of electronic communications.
- 3.2. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:
  - 3.2.1 Unauthorized access, including so-called “hacking”, and other unlawful activities; and
  - 3.2.2 Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## 4. Education, Supervision and Monitoring

- 4.1. It shall be the responsibility of all members of the NCRML staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this Policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

4.2. Procedures for the disabling or otherwise of any technology protection measures shall be the responsibility of the City of Brenham's IT Supervisor or designated representatives.

## **5. Compliance**

5.1. Failure to comply with this Library Internet Safety Policy, or misuse of the Library's networks or computers, including patrons' personal laptops and other mobile devices connected to the NCRML's Wi-Fi, may result in the loss of computer access privileges, potential loss of library privileges and possible criminal prosecution.

5.2. Any attempts to gain unauthorized access to restricted files or networks, to damage or modify Library-owned computer equipment or software or to intentionally download or save items to Library-owned computers will result in the loss of computer access privileges, potential loss of Library privileges and possible criminal prosecution.

## **7. Fax/Copy/Scan**

- 7.1. Faxing services from and to the Library fax machine are available for a fee. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.2. Copies can be made on the Library copier. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.3. Scanning to an email address is free and available at the copier under the scan feature.



To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Discussion Related to the Library's 2022 Summer Reading Program

Date: February 16, 2022

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The Nancy Carol Roberts Memorial Library started preparations for the 2022 Summer Reading program. The theme this year is Oceans of Possibilities, which has already inspired many fun activities and events, already in the process of development.

As part of the changes and improvements planned for this Summer Program season, the Reading Challenge Software Wandoo will be replaced with Beanstack application. Evanced, the creators of Wandoo are no longer supporting the application, and the robust Beanstack interface (developed by Zoobean) was the obvious choice as a replacement. Its basic package provides a very intuitive and customizable way to log your reading activity, and win challenges and prizes as you go along, very similar to what our patrons are used to.

The Library will use the basic package option this Summer. If our participants enjoy the application, Beanstack offers expansion packages that can be considered for future programs, including short reading challenges throughout the year, and a mobile application to enhance the experience.

Attached find a Beanstack promotional document, which gives insight into the product.



We believe in the unparalleled power of reading.

Customize your library's summer reading, winter reading, 100 Books Before College, and other reading challenges. Make it easy for patrons to register, track reading, and earn incentives while you

Black History Month (Teens & Adults) Draft Exit Save


Program Setup Badges Tickets Completion Requirements

**Basic Info**

**Program Name**  
Black History Month (Teens & Adults)

**Program Description**  
HTML can be used to format the description.  
Celebrate Black History Month! Learn more about African-American culture, milestones, & achievements through these activities. Read, listen, and create!

**Program Position**  
Select the order in which the program will be displayed.  
- 1 +

**Header Image**  
The proper size for this image is 920px x 351px.  


**Program Availability** Next

## Easily Design Your Site and Custom Reading Programs

With Beanstack’s reading program creation tool, you can design reading challenges based on having participants log their reading, complete activities, and/ or post reviews. We regularly provide templates for Winter Reading, Black History Month, Read Across America Day, and other times of year.









Who would you like to register for?

Select a profile. \*

Riley's ▼

## What would you like to log?

 Books	 Days	 Event
 Film And Video	 Learning Moment	 Minutes

## Help Participants Register, Track, and Achieve

Readers of all ages can register in seconds as individuals, a family, or classroom. Beanstack makes it easy for them to earn virtual badges, tickets for drawings, and real-world prizes by keeping track of their reading. Readers can also post book reviews and keep track of activities they complete along the way.

- People
- Content
- Insights
- Reports
- Setup

Customize Download ...

Updated Between ...
And ...

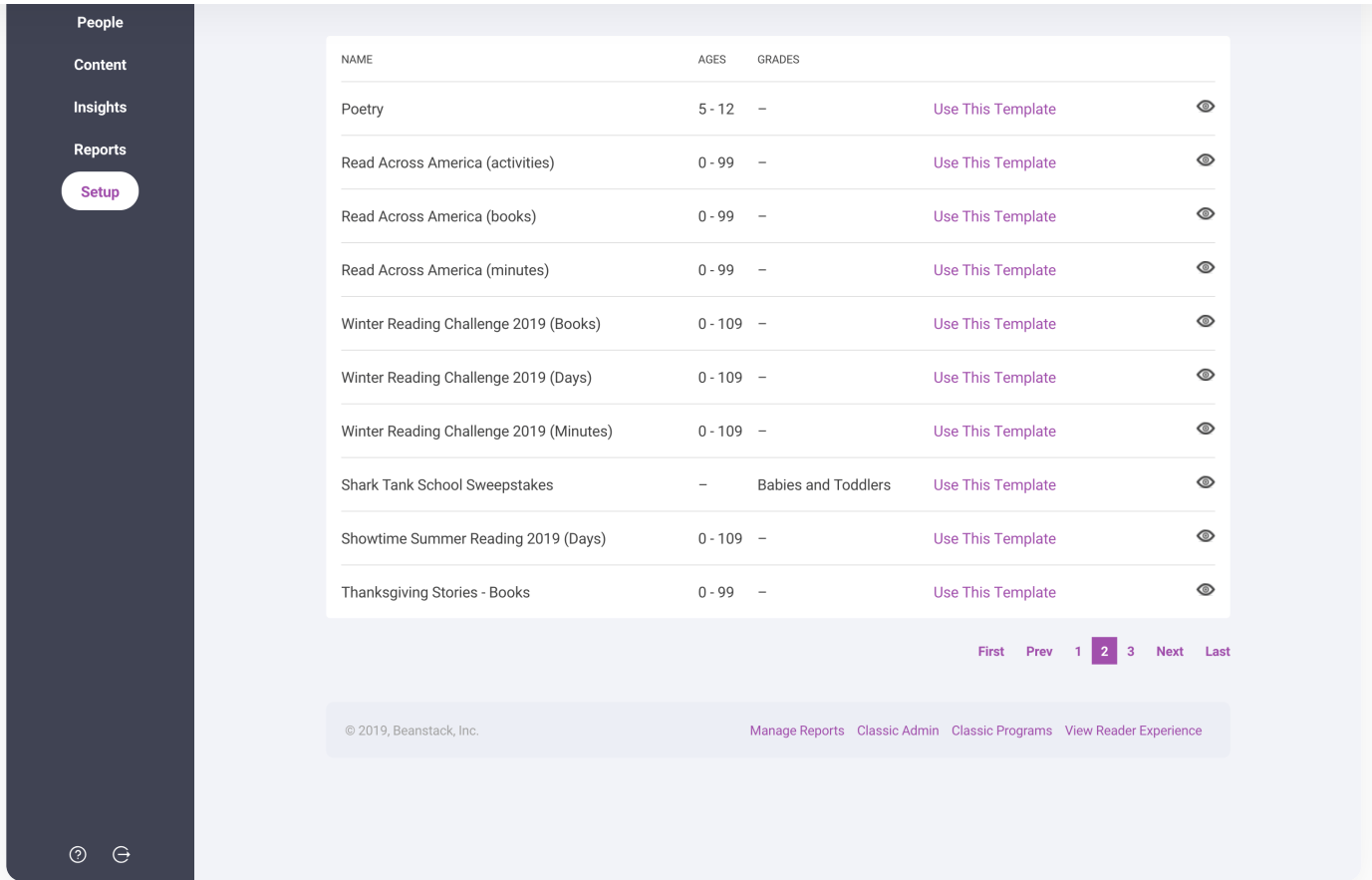
Refresh
Clear

i
This report will be updated in 29 minutes.

PROGRAM NAME	READERS COUNT	READERS IN GROUPS	FEMALE	MALE
Total Readers	72132			
Readers Enrolled in a Program	72088			
Adult Summer Reading Challenge	10064	16	6120	1524
Adult Summer Reading Challenge: Reading Takes You Everywhere!	6421	155	3554	766
All Goal Types	15	0	0	2
Children's Summer Reading Challenge	18636	98	8267	7294
Children's Summer Reading Challenge: Reading Takes You Everywhere!	11484	1382	4288	3545
Early Literacy Reading Challenge	4880	0	2090	1831
Early Literacy Reading Challenge: Reading Takes You Everywhere!	1	0	0	0

## Provide Service & Gain Insights

Your staff gains tools that help sign people up, log their reading, and redeem their prizes. Individual staff members may have added control over functions like creating reading lists and running drawings. And your central office gains access to hundreds of reports breaking down participation and helping you draw valuable insights.



## We create templates of engaging reading programs, because our clients are plenty busy and there's always more to read.

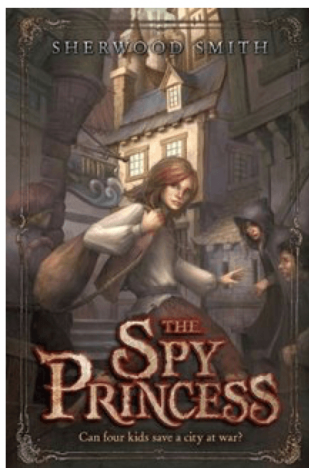
Our team of educators and reading specialists regularly creates template reading programs that clients can copy and customize as they choose. These templates include new, handcrafted virtual badges and marketing materials. And they range in theme and design from logging minutes as part of our annual Winter Reading Challenge sponsored by Mark Cuban to completing activities and earning points during Read Across America Month.

## Plus, Unique Features to Further Engage Readers

Hope you are having a great week! Here are the latest, personalized recommendations and recent updates for Olivia.

---

**We recommend checking out this book...**



[The Spy Princess](#)

By: Sherwood Smith

## Personalized Recommendations

Beanstack sends each reader a weekly email or text message recommending a book and event based on the reader's age, interests, and over 1,300 tags curated by librarians.

Select a promise.

Riley's

Book Title

Author

Save

Add Emoticon

## Written & Picture Reviews

Readers within your library, school, or organization can post and like written reviews along with photos or videos, called "Picture Reviews," to help other readers discover their next book.


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What our clients are saying

**Elayne Hollander**  
@elaynesilver

Follow

@MrsHernandez4th students are super excited to earn their first Beanstack Badge!  
#BrowardBeanstack @LynneOakvik @LibraryLadee @Lmboza @principalkp @ZooBeanReads @BCPSLibrarians #gatorrunrocks #gatorrunreads



8:27 PM - 29 Aug 2018

**Monica Gingerich**  
@MonicaGingerich

Follow

Crushing our Winter Reading goals @zoobeanreads over here @CardozoEC - Let's keep going Clerks! #DCPSlibraries



2019

**Angela Falkenberg**  
@angfalkenberg

Following

A look at the highlights of @CHECDC Lincoln Library during December: Students are registering for the 25 Books Campaign via Beanstack. Significant circulation gains compared to last year. #loveyourlibrary #DCPSlibraries

competition between public, charter, and private DC schools, will take place May 31st. I have a few spots left for participants. If you know anyone who this would interest, they can sign up in the MD library. (Pre starts in January.)

**25 BOOKS CAMPAIGN**  
I was able to visit PLTs to help students register for the program. Feel free to tailor the requirements to your needs and expectations. Contact me.

you would view student privileges for the logging site.

**MIDYEAR LIBRARY CIRCULATION**

Lincoln 2017 vs Lincoln 2018

Month	Lincoln 2017	Lincoln 2018
August	~250	~350
September	~200	~300
October	~150	~400
November	~100	~500
December	~50	~600

Library circulation for the start of the year has exceeded my expectations -

2:23 PM - 20 Dec 2017

Featured In



The New York Times

The Washington Post

POPSUGAR.





To: Library Advisory Board Members

From: Idalia Avezuela

Subject: Administrative Report

Date: February 16, 2022

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The Nancy Carol Roberts Memorial Library provides a monthly report to the City Manager. Each report summarizes the statistics and events for the previous month. Attached are the Library's reports summarizing December of 2021 and January of 2022.

In addition, find attached a statistics sheet that provides highlights of 2021.



Nancy Carol Roberts Memorial Library

December 2021 Programs

- The NCRML team and community finally welcomed their new librarian, Idalia Avezuela. The library team has been working hard to help her transition into the new position, and we are all excited to see what the new year will bring with this new collaboration.
- Miss Lou-Lou continues to hold her Monday story time for toddlers each week at 11am. Her Tuesdays with Miss Lou-Lou have been very well attended after school with 10-15 children attending.
- Holiday programming was a great success, with special story times, seasonal crafts, and the long-awaited Night with Santa.
- December’s Technology Workshop series focused on seasonal fun, with Misti showing patrons how to create use local databases, as well as promoting technology we offer at the library, such as hot spots and laptop computers.
- Betty Thiel continues to offer a sewing program on the 2<sup>nd</sup> Saturday of every month.
- Carolyn Barlow taught about Egypt in her Travel the World sessions twice this month. Our homeschool families have been very active in attending.
- Jolie Menjares continued our teen programming with “Bob Ross” painting along with hot chocolate, snacks, and just hanging out together after school on the last Thursday of each month.
- We have continued to change out new stories for Story Walk which is a series of approximately 20 signs featuring a children’s picture book. “Danny’s First Snow” by Leonid Gore is on display through January.
- See Table 1 below for library statistics in December. We are pleased to see that the number of visitors increased almost 20%, New Library Cards increased 13%, Computer Sessions increased almost 5%, and Circulations increased 5% from December of 2020.

\*Monthly Statistics – Table 1

Oct 2021 Statistics	Number
Visitors	3,512
New Library Cards	65
Computer Sessions	511
Circulations	6,017



## Nancy Carol Roberts Memorial Library

### January 2022 Programs

- Miss Lou-Lou continues to hold her Monday story time for toddlers each week at 11 am. Her Tuesdays with Miss Lou-Lou have been very well attended after school with 10-15 children attending.
- January’s Technology Workshop series provided individualized assistance in the use of household apps and tools for the workplace, with Misti showing patrons how to use local databases, as well as promoting technology we offer at the library, such as hot spots and laptop computers.
- Outreach initiatives that had been put on pause because of logistics during the pandemic made their triumphant return in January. Misti Rudlof utilized the library’s Chromebooks and hot spots to provide training in the use of our genealogy databases. The participants not only learned how to use the resources, but it also helped them discover all the resources they can find at the library. This was the first of many outreach initiatives to come.
- Betty Thiel continues to offer a sewing program on the 2<sup>nd</sup> Saturday of every month.
- Carolyn Barlow taught about Australia in her Travel the World sessions twice this month. Our homeschool families have been very active in attending.
- Jolie Menjares continued our teen programming with the popular Escape Room activity. This event turned out to be one of the most successful teen nights in months, with 20 participants collaborating, learning, and having a good time after school on the last Thursday of the month.
- The new library website has made good progress during the month of January thanks to Misti Rudlof and Kevin Boggus. We are expecting an unveiling in February.
- See Table 1 below for library statistics in January. There is a noteworthy increase in most categories, particularly new cards issued and in-house computer usage. An additional number included this month is reference calls. It is important to note this number, since a significant amount of time is spent helping patrons with their library needs remotely.

\*Monthly Statistics – Table 1

Jan 2022 Statistics	Number
Visitors	3,832
New Library Cards	109
Computer Sessions	678
Circulations	6,134
Reference Calls	504
Meeting/Study Room Reservations	162



# 2021

## Nancy Carol Roberts Memorial Library

### facts that matter

*Bringing our community back together safely.*

**44,499 library visits for the year**



**1,099** library accounts opened

**86,969** items checked out from the library



**1,196** study room reservations

**538** meeting room reservations



**596** laptop and Chromebook checkouts

**7,332** computer sessions for the year



#### PROGRAMS



**522** people of all ages registered for Summer Reading

We read over **232,814** minutes which far exceeded our community goal of 100,000 minutes read.