



**NOTICE OF A REGULAR MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, December 18, 2024 @ 5:15 p.m.**  
**Nancy Carol Roberts Memorial Library**  
**100 Martin Luther King Jr. Pkwy.**  
**Brenham, Texas**

- 
1. Call Meeting to Order
  2. Citizen and Visitor Comments
  3. Discuss and Possibly Act Upon the Approval of the Minutes of the October 16, 2024 Regular Meeting
  4. Presentation and Update of Board Appointments **Page 1**
  5. Administrative Report **Page 2**
  6. Adjourn
  7. Board and Staff Christmas Social

***CERTIFICATION***

*I certify that a copy of the December 18, 2024 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, December 13, 2024 at 4:30 p.m.*

*Tammy Murphy*

**Tammy Murphy, 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



NANCY CAROL ROBERTS MEMORIAL LIBRARY  
ADVISORY BOARD AND STAFF

# Christmas Social

---

DECEMBER

**18**

AT 5:15 PM

---

SHORT BOARD MEETING  
LIGHT REFRESHMENTS  
MEET AND MINGLE WITH  
NEW STAFF MEMBERS





## Library Advisory Board

---

A meeting of the Library Advisory Board was held on Wednesday October 16, 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, Lillian Marshall, Janie Mehrens, and Jody Tyson

Advisory Board Members absent:

Jerry Jares, Keith Herring, Will Corn, and Renee Mueller

City staff present:

Tammy Murphy

Others present

None

**1. Call Meeting to Order**

Member Lu Hollander 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 August 21, 2024 Regular Meeting**

A motion was made by Janie Mehrens and seconded by Jody Tyson to approve the Minutes from the August 21, 2024 regular meeting as written.

Board Member Hollander called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	<b>Absent</b>
Board Member Lillian Marshall	Yes
Board Member Renee Mueller	<b>Absent</b>
Board Member Lu Hollander	Yes
Board Member Will Corn	<b>Absent</b>
Board Member Jerry Jares	<b>Absent</b>
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes
Board Member Jody Tyson	Yes

#### **4. Discuss and Possibly Act Upon the Upcoming 2025 Meeting Dates**

A presentation was made by Librarian Tammy Murphy listing the proposed 2025 meeting dates as shown in the packet. A suggestion for changing the April meeting from the third Wednesday to the fourth Wednesday, April 23, 2025 was made by Janie Mehrens. Voting on the dates was tabled until February so the new board members from Fortnightly could vote.

#### **5. Discussion and Presentation of Library Advisory Board Length of Terms**

Tammy Murphy presented information on the remaining length of each member's current term of office. A discussion was held on the number of consecutive terms a member can complete. Fortnightly members reported potential candidate's names had been brought to the Fortnightly meeting and put forth to be elected for the two open Library Advisory Board positions. Those names will be announced in November.

#### **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 that had changed, were in error, or needed clarification updates. A few grammatical corrections and line spacing were noted. A motion was made by Lillian Marshall and seconded by Janie Mehrens to accept the recommended changes and additions to Room Use Policy and Patron Conduct Policy. Lu Hollander called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	<b>Absent</b>
Board Member Lillian Marshall	Yes
Board Member Renee Mueller	<b>Absent</b>
Board Member Lu Hollander	Yes
Board Member Will Corn	<b>Absent</b>
Board Member Jerry Jares	<b>Absent</b>
Board Member Sabrina Roberts	Yes
Board Member Janie Mehrens	Yes

Board Member Jody Tyson

Yes

**7. Discussion and Presentation of 2023-24 and 2024-25 Budgets**

Librarian Tammy Murphy provided the library advisory board with the projected 2023-24 Library budget and the adopted 2024-2025 Library budget. Discussion was held on budget lines that were increased or decreased. Murphy pointed out that some of the budget lines needed to increase as maintenance on the library facility increases. The advisory board members also requested a monthly Library Donation Fund financial report from the City Finance Department be included in the packet.

**8. 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

- Audrey Lack was promoted to Full Time Support Specialist.
- The City of Brenham is advertising two part-time Library Clerk I positions.
- The Blinn Work Study program has selected Lauren Lezama as a student worker.
- Collaborative community programs have begun for children and adults.
- Gloria May will be gathering ideas to begin adult programming.

**9. Adjourn**

Board Member Lu Hollander adjourned the meeting.

---

Keith Herring  
Chair Person

**ATTEST:**

---

Tammy Murphy  
Staff Liaison



To: Library Advisory Board Members  
From: Tammy Murphy  
Subject: Presentation and Update of Board Appointments  
Date: December 18, 2024

---

The Fortnightly Club has recommended the following club members to replace outgoing Fortnightly representatives on the Library Advisory Board:

Jan Klingsporn  
Susan Myers

The outgoing Fortnightly Club representatives on the Library Advisory Board are:

Jody Tyson  
Sabrina Roberts

The Brenham City Council and its City Sub-Committee will appoint and reappoint all Library Advisory Board members at the February City Council meeting.

At the February Library Advisory Board meeting, we will vote to approve the following dates for 2025 meetings:

- Wednesday, February 26, 2025 at 5:15 pm (fourth Wednesday)
- Wednesday, April 23, 2025 at 5:15 pm (fourth Wednesday)
- 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

---

## Nancy Carol Roberts Memorial Library

---

### Staffing

- Changes in staffing
  - Lori Johnson has joined the staff as Library Clerk I in the part time morning shift of 9a-1p
  - Stacy Wall has joined the staff as Library Clerk I in the part time afternoon shift of 2p-6p
  - Aubrie Cano has returned to the staff as Library Clerk I in the afternoon shift of 1p-5p
- All City staff members received new cyber security training by AmTrust Cyber on December 3 to keep city staff current with new issues and information. Library staff is discussing library card policy and procedures to keep our patron accounts secure.
- The Library is implementing several new ideas to help our patrons. We now have the New York Times bestsellers list posted with the included books labeled and displayed. We are also updating some of the series book spine labels to display the series order. Yearly collection weeding is in progress.
- Job assignments, tasks, procedures, and forms are being clarified.

### Programs

- In addition to our regular monthly programs, the library presented Story Night with Santa on December 9, 2024 with more than 100 participants.
- The Dolly Parton Imagination Program has grown to 107 participants. The estimated cost per child has increased to \$27 a year. We had a \$713 donation to DPIL made December 4, 2024, with another pending.
- Our Food for Fines food drive collected 450 food items from the patrons. Several patrons who did not have fines to be forgiven donated for others, in the spirit of paying it forward. Food items were donated to the Food for Families Food Drive on December 4, 2024.
- Betty Thiel hosted a Christmas potluck party on December 14 with the Sew Sew Sewing participants trading sewing material squares.
- Lou-Lou Barbour will have a story time at the Brenham Bus Depot Museum in collaboration with the Brenham Heritage Museum on December 23 at 11:30am.
- Audrey Lack will host Anime Trivia: Jeopardy Style on December 26.

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

<b>Service Desk Statistics</b>	<b>Sep-24</b>	<b>Oct-24</b>	<b>Nov-24</b>
Items Loaned	7,726	8,111	6,855
Technology Borrowed	23	23	32
Reference Calls	538	418	465
ILLs Borrowed	18	8	7
ILLs Loaned	2	1	2
Library Cards Issued	111	86	74
Library Cards Renewed	246	263	181
<b>Total Service Desk Activity</b>	<b>8,664</b>	<b>8,910</b>	<b>7,616</b>

<b>Community Statistics</b>	<b>Sep-24</b>	<b>Oct-24</b>	<b>Nov-24</b>
Study Room Uses	85	84	76
Large Room Uses	59	37	48
Community Hours	154	110	118
Volunteer Hours	41	35	-
Days Open	24	27	22
Door Count	5,225	5,936	4,506
Computer Uses	606	683	550
WiFi Sessions	-	-	-

<b>Program Statistics</b>	<b>Sep-24</b>		<b>Oct-24</b>		<b>Nov-24</b>	
<i><b>Audience</b></i>	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	-	-	-	-	-	-
Adult	2	10	3	21	2	14
Teen	3	29	3	30	3	23
Children	6	115	11	352	11	246
<b>Total</b>	<b>11</b>	<b>154</b>	<b>17</b>	<b>403</b>	<b>16</b>	<b>283</b>