



NOTICE OF A REGULAR MEETING
City of Brenham Library Advisory Board
Wednesday, December 17, 2025 @ 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 20, 2025 Regular Meeting
4. Update of Board Reappointments and Appointments **Page 1**
5. Discuss and possibly act upon 2026 Meeting Dates **Page 3**
6. Administrative Report **Page 4**
7. Adjourn
8. Board and Staff Christmas Social

CERTIFICATION

I certify that a copy of the December 17, 2025 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 and to the City of Brenham Bulletin Board at 200 West Vulcan Street Brenham, Texas on Thursday, December 11, 2025 at 4:30 p.m.

Tammy Murphy

Tammy Murphy, Librarian
Nancy Carol Roberts Memorial Library



Library Advisory Board

A meeting of the Library Advisory Board was held on Monday, October 20, 2025 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Lu Hollander, Lillian Marshall, Jan Klingsporn, Jerry Jares, Renee Mueller, Janie Mehrens, and Keith Herring

Advisory Board Members absent:

Susan Myers and Will Corn

City Staff present:

Tammy Murphy

Others present

1. Call Meeting to Order

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

2. Citizen and Visitor Comments

No comments

3. Discuss and Possibly Act Upon the Approval of the Minutes of the August 20, 2025 Regular Meeting

A motion was made by Renee Mueller and seconded by Lillian Marshall to approve the Minutes from the August 20, 2025 regular meeting. Herring called for a vote. The motion passed with the Board voting as follows:

Chair Keith Herring	Yes
Board Member Lillian Marshall	Yes
Vice Chair Renee Mueller	Yes
Board Member Lu Hollander	Yes
Board Member Will Corn	Absent
Board Member Jerry Jares	Yes
Board Member Susan Myers	Absent
Board Member Janie Mehrens	Yes
Board Member Jan Klingsporn	Yes

4. Discussion of an Art Exhibit

Librarian Tammy Murphy opened the discussion with an updated and final quote from Gaylord Archival for the six additional vitrine cases needed for the installation of the Ruth Wilson art exhibit. Janie Mehrens asked to have Gaylord clarify what assembly needs the library would have to handle. Tammy Murphy stated she would confirm with Gaylord on how the cases would arrive, with the City of Brenham Maintenance Department on how they installed the original artwork, and with Ruth Wilson on how she would deliver the sculptures which are packaged for delivery. Jan Klingsporn repeated her statement from the prior meeting that local art shown by a local artist might inspire others. The art exhibit installation will continue to proceed.

5. Presentation and Discussion of Donation Fund

Librarian Tammy Murphy reviewed the donation fund balance sheet with the board. A discussion began about plaques in the library with a recommendation for Tammy Murphy to research other donation and plaque policies in the community and surrounding libraries with a policy rough draft prepared for a future meeting. Renee Mueller suggested contacting Christ Lutheran Church and the Brenham Heritage Museum. The board also suggested including a criterion for accepting a plaque, such as historical significance, library history, or a minimum donation amount.

6. 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

- A donation balance of \$241 has carried over from 2024. Renee Mueller suggested talking to CLDS volunteers about a printer for large family tree printouts.
- The large program room upgrades are complete and in use.
- Adult programming has begun with monthly plans of author visits, health or education specialists, volunteer information, and crafting.
- Community Outreach opportunities were Mask-erade on Main Street, Clear the Shelter, Little Miss and Mr. sponsorship, and Brenham Next enrichment classes throughout the fall.

- Two applicants have applied to be appointed to the Library Advisory Board. Lillian Marshall and Keith Herring are recommended to be reappointed. The one open appointment will be presented to City Council in December, and the new term will start in January 2026.

7. Adjourn

Keith Herring adjourned the meeting.

Keith Herring
Chair Person

ATTEST:

Tammy Murphy
Staff Liaison



To: Library Advisory Board

From: Tammy Murphy

Subject: Update of Board Reappointments and Appointments

Date: December 17, 2025

We will have four members depart from the Library Advisory Board. Jerry Jares will be leaving a city position , and Renee Mueller, Janie Mehrens, and Lu Hollander will be leaving Fortnightly positions on the Board. Their support, dedication, and leadership have been tremendously helpful to the Nancy Carol Roberts Memorial Library over the past many years. As previously announced, Keith Herring and Lillian Marshall have been reappointed to the Board.

The City Council approved the appointment of new member Gail Smith to the Advisory Board. The Fortnightly Club has appointed three new Board members Shannan Schultz, Sue Anderson, and Kay Hanson-Clerc. The new members will join us at the February meeting. The library welcomes them and the commitment they offer to the Library Advisory Board.



To: Library Advisory Board
From: Tammy Murphy
Subject: Discuss and Possibly Act Upon 2026 Meeting Dates
Date: December 17, 2025

The following dates are proposed for the 2026 Library Advisory Board meetings. All meetings will be held in the Program Room of the Nancy Carol Roberts Memorial Library. After discussion, the Board will possibly act upon accepting the dates.

February 25, 2026 at 5:15 pm

April 15, 2026 at 5:15 pm

June 17, 2026 at 5:15 pm

August 19, 2026 at 5:15 pm

October 21, 2026 at 5:15 pm

December 16, 2026 at 5:15 pm



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Administrative Report

Date: December 17, 2025

The Nancy Carol Roberts Memorial Library provides monthly statistics to the Library Advisory Board. These are included on the next pages.

- The Dolly Parton Imagination Library program has 122 children enrolled with a balance of \$941.83. On December 15, 2025, a noncompetitive grant from the Texas State Library will open for application to provide funds allocated from Texas SB1 for DPIL partner locations. Funds will be allocated for two state fiscal years Sept 2025 through August 2027. The funds are planned to cover half of the library's cost each month. More details to come. We will need to discuss further fund raising efforts in the near future.
- Programming is continuing with our weekly Tuesday programs and storytimes. Travels with Carolyn is working with homeschooling families and meeting their needs. Adult programming ideas are complete through the summer with many exciting ideas and speakers. Our Teen Percy Jackson party was very well attended with plans on summer programming also being addressed. Library 125 events for all ages are being planned for the spring and also includes a Citizen 101 series in the summer.
- Work for policies and procedures pertaining to Exhibits and Displays, Donations and Gifts, and Donor Recognition is being conducted with Tammy Murphy, Susan Neinstedt, and Karen Stack, our City of Brenham Legal Manager. A rough draft may be ready by the meeting date.
- The donation fund balance is included on the following pages.

Library Donations Fund - as of 10/31/2025

	Undesignated	Designated- Genealogy	Designated- Capital Improvements	
Donations Balance at 10/1/2025				
O'Conner Trust - Undesignated	\$ 75,000.00	\$ -	\$ -	
May 2023 Fortnightly Club Donation - Designated for genealogy materials	-	241.66	-	
Pierre Roberts Life Insurance Policy Donation	-	-	100,091.43	
Undesignated Fortnightly Donations & Donations Received Library Desk	40,945.01	-	-	
Total	\$ 115,945.01	\$ 241.66	\$ 100,091.43	\$ 216,278.10
FY26 Activity:				
Donations Received:				
Donations Received Library Desk	54.50			
Donation Received-John & Deborah Patton	2,500.00			
Total Donations Received FY26	\$ 2,554.50	\$ -	\$ -	\$ 2,554.50
Expenses Covered by Donated Funds:				
Total Expenses Covered by Donated Funds in FY26	\$ -	\$ -	\$ -	\$ -
Current Donations Balance	\$ 118,499.51	\$ 241.66	\$ 100,091.43	\$ 218,832.60
Recap of Current Donations Balance				
	Undesignated	Designated- Genealogy	Designated- Capital Improvements	
O'Conner Trust - Undesignated	\$ 75,000.00	-		
May 2023 Fortnightly Club Donation - Designated for genealogy materials	-	241.66		
Undesignated Fortnightly Donations & Donations Received Library Desk	43,499.51	-		
Pierre Roberts Life Insurance Policy Donation	-	-	100,091.43	
	\$ 118,499.51	\$ 241.66	\$ 100,091.43	\$ 218,832.60

Library Donations Fund - as of 11/30/2025

	Undesignated	Designated- Genealogy	Designated- Capital Improvements	
Donations Balance at 10/1/2025				
O'Conner Trust - Undesignated	\$ 75,000.00	\$ -	\$ -	
May 2023 Fortnightly Club Donation - Designated for genealogy materials	-	241.66	-	
Pierre Roberts Life Insurance Policy Donation	-	-	100,091.43	
Undesignated Fortnightly Donations & Donations Received Library Desk	40,945.01	-	-	
Total	\$ 115,945.01	\$ 241.66	\$ 100,091.43	\$ 216,278.10
FY26 Activity:				
Donations Received:				
Donations Received Library Desk	263.70			
Donation Received-John & Deborah Patton	2,500.00			
Total Donations Received FY26	\$ 2,763.70	\$ -	\$ -	\$ 2,763.70
Expenses Covered by Donated Funds:				
Total Expenses Covered by Donated Funds in FY26	\$ -	\$ -	\$ -	\$ -
Current Donations Balance	\$ 118,708.71	\$ 241.66	\$ 100,091.43	\$ 219,041.80
Recap of Current Donations Balance				
	Undesignated	Designated- Genealogy	Designated- Capital Improvements	
O'Conner Trust - Undesignated	\$ 75,000.00	-		
May 2023 Fortnightly Club Donation - Designated for genealogy materials	-	241.66		
Undesignated Fortnightly Donations & Donations Received Library Desk	43,708.71	-		
Pierre Roberts Life Insurance Policy Donation	-	-	100,091.43	
	\$ 118,708.71	\$ 241.66	\$ 100,091.43	\$ 219,041.80

Nancy Carol Roberts Memorial Library
Monthly Activity Report for 2025

Service Desk Statistics	Sep-25	Oct-25	Nov-25
Items Loaned	7,367	7,772	7,367
Technology Borrowed	32	21	32
Reference Calls	504	461	394
ILIs Borrowed	21	13	4
ILIs Loaned	2	2	2
Library Cards Issued	95	109	64
Library Cards Renewed	338	269	244
Total Service Desk Activity	10,827	8,647	8,107

Community Statistics	Jul-25	Aug-25	Sep-25
Study Room Uses	93	66	67
Large Room Uses	81	53	58
Community Hours	108	131	116
Volunteer Hours	101	33	98
Days Open	25	26	25
Door Count	7,163	5,124	4,968
Computer Uses	778	723	644

Program Statistics	Jul-25		Aug-25		Sep-25	
Audience	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	2	274	1	7	-	-
Adult	3	30	1	4	1	17
Teen	3	82	-	-	3	25
Children	24	1,092	5	185	11	188
Total	32	1,478	7	196	15	230