



**NOTICE OF A REGULAR MEETING**  
**City of Brenham Library Advisory Board**  
**Wednesday, February 26, 2025 @ 5:15 p.m.**  
**Nancy Carol Roberts Memorial Library**  
**100 Martin Luther King, Jr Parkway**  
**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 18, 2024 Regular Meeting
4. Update and Introduction of Board Appointments **Page 1**
5. Discuss and Possibly Act Upon the Appointment of a Chairperson and Vice Chairperson for a Term of One (1) year **Page 3**
6. Discuss and Possibly Act Upon the Proposed 2025 Board Meeting Dates **Page 4**
7. 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 **Page 5**
8. Discuss the Donation Fund Use for Potential Library Program Room Upgrades and the Formation of a Program Room Upgrade Committee **Page 9**
9. Administrative Report **Page 10**
10. Adjourn

***CERTIFICATION***

*I certify that a copy of the February 26, 2025 agenda of items to be considered by the City of Brenham Library Advisory Board was posted to the City of Brenham Bulletin Board at 200 West Vulcan Street, Brenham, Texas on Friday, February 21, 2025 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



## Library Advisory Board

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A meeting of the Library Advisory Board was held on Wednesday December 18, 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:

Keith Herring, Lu Hollander, Lillian Marshall, Jerry Jares, and Jody Tyson

Advisory Board Members absent:

Janie Mehrens, Sabrina Roberts, Will Corn, and Renee Mueller

City staff present:

Tammy Murphy, Gloria May, Audrey Lack, Betty Thiel, Aubrie Cano, and Lori Johnson

Others present

Jan Klingsporn

**1. Call Meeting to Order**

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

**2. Citizen and Visitor Comments**

none

**3. Discuss and Possibly Act Upon the Approval of the Minutes from the October 16, 2024 Regular Meeting**

A motion was made by Lillian Marshall and seconded by Jody Tyson to approve the Minutes from the October 18, 2024 regular meeting as written.

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

Chair Keith Herring

Yes

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

#### 4. Presentation and Update of Board Appointments

Librarian Tammy Murphy introduced new board member Jan Klingsporn who was invited to attend the meeting and Christmas Social. Outgoing board member Jody Tyson was given a flower arrangement and thanked for her years of service to the library. Outgoing board member Sabrina Roberts was unable to attend as was new member Susan Myers.

#### 5. 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

- Staff members were acknowledged for being the driving force behind the actual statistics.
- New staff members Lori Johnson and returning staff member Aubrie Cano were introduced and each gave a brief overview of her work history.
- Staff cyber security training and new service features began in November.
- Job assignments, tasks, and procedures are being reviewed and explained to staff.
- The Dolly Parton Imagination Library continued to grow with several community donations.
- Food for Fines food drive collected 450 food items and were donated to the Brazos Valley Food For Families food drive.
- Monthly programs continue to grow and be well attended.

#### 6. Adjourn

Chairman Herring adjourned the meeting. The Annual Christmas Social for board members and library staff commenced.

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Keith Herring  
Chair Person

**ATTEST:**

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Tammy Murphy  
Staff Liaison



To: Library Advisory Board Members  
From: Tammy Murphy  
Subject: Library Advisory Board Member Appointments  
Date: February 21,2025

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In December, the City Council unanimously appointed two (2) new members to the Library Advisory Board to serve a three (3) year term. The new members are:

- Jan Klingsporn
- Susan Myers

Please join me in welcoming them to the Board.

**CITY OF BRENHAM**  
**LIBRARY ADVISORY BOARD**

**Lillian Marshall (City)**

1103 E. Tom Green  
Brenham, TX 77833  
Cell: 979-421-0777  
Email: lillian.marshall@blinn.edu  
Term expires Dec. 2025

**Keith Herring (City)**

405 Hickory Hollow Lane  
Brenham, TX 77833  
Cell: 979-451-1850  
Email: kandsherring@gmail.com  
Term expires Dec. 2025

**Jerry Jares (City)**

1874 Lange Lake Road  
Brenham, TX 77833  
Cell: 979-213-5131  
Email: timewise1874@gmail.com  
Term expires Dec. 2025

**Will Corn (City)**

8400 Hwy 105  
Brenham, TX 77833  
Cell: 979-203-5938  
Email: williamscorn12@gmail.com  
Term expires Dec. 2026

**Jan Klingsporn (Fortnightly)**

2413 Ryan Street  
Brenham, Texas 77833  
Email: j.klingsporn@yahoo.com  
Cell: 979-451-2033  
Term expires Dec. 2026

**Susan Myers (Fortnightly)**

7573 Boehnemann Road  
Brenham, TX 77833  
Cell: 979-251-2777  
Email: susan.myers@blinn.edu  
Term expires Dec. 2026

**Janie Mehrens (Fortnightly)**

1202 Hollis Drive  
Brenham, TX 77833  
Mailing: PO Box 2122 Brenham 77834  
Cell: 979-836-6066  
Email: granny77834@gmail.com  
Term expires Dec. 2025

**Lu Hollander (Fortnightly)**

702 Jersey Lane  
Brenham, TX 77833  
Mailing: PO Box 2555 Brenham 77834  
Cell: 979-525-7414  
Email: Lu99ace@gmail.com  
Term expires Dec. 2025

**Renee Mueller (Fortnightly)**

1907A S Austin  
Brenham, Texas 77833  
Home: 979-836-6618  
Cell: 979-830-3596  
Email: renee\_mueller@hotmail.com  
Term expires Dec. 2025



To: Library Advisory Board  
From: Tammy Murphy  
Subject: Library Advisory Board Officer Appointments  
Date: February 21, 2025

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As mandated Chapter 2 of the City's Code of Ordinances, the members of the Library Advisory Board shall elect a chairperson and vice chairperson annually.

The chairperson shall preside at all meetings of the board and shall perform such duties as may be assigned by the board or by the City Council. The vice chairperson shall serve as the presiding officer in the absence of the chairperson.





To: Library Advisory Board

From: Tammy Murphy

Subject: Proposed 2025 Board Meeting Dates

Date: February 21, 2025

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The following dates are being proposed for 2025. Please check your calendars so that these dates can be confirmed at the meeting. Consistent with years past, the Board will meet on the third Wednesday of the month, every other month with two exceptions in 2025. February 19, 2025 was during the Fortnightly Book Sale. The fourth Wednesday February 26, 2025 will be the alternate meeting date. April 16, 2025 is in conflict with several schedules. The fourth Wednesday April 23, 2025 will be the alternate meeting date. The meetings will be held at the Nancy Carol Roberts Memorial Library at 5:15pm. Special meeting may be called upon as needed.

- **Wednesday, February 26 at 5:15 p.m.**
- **Wednesday, April 23 at 5:15 p.m.**
- **Wednesday, June 18 at 5:15 p.m.**
- **Wednesday, August 20 at 5:15 p.m.**
- **Wednesday, October 15 at 5:15 p.m.**
- **Wednesday, December 19 at 5:15 p.m.**



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Annual Review of Library Strategic Plan 2016-2026

Date: February 21, 2025

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The Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026 was developed by the Library Advisory Board, Library and City Staff, and City Council with input from industry experts and residents of Brenham in 2016. It is a document which represents the vision for the library over ten years with goals and objectives which meet the community's needs. The six goals developed in 2016 are included in the following three pages of the packet. The Strategic Plan should be reviewed at least every 2-3 years in February to determine the upcoming yearly goals. We will discuss the following proposed goals for 2025 and begin to look forward to the future of the Nancy Carol Roberts Memorial Library.

- **Expand and continue to grow adult programming with enrichment, informational, and entertainment sessions ( Goal 1, Goal 4)**
- **Partner and collaborate with community organizations and city departments. (Goal 2)**
- **Renew a Teen Advisory Group and continue to grow teen outreach in the community. (Goal 1)**
- **Circulate more electronic devices with adults and STEM kits. (Goal 5)**

# GOALS & OBJECTIVES

The following goals and objectives are based on an analysis of existing library conditions and community input. These goals and objectives are intended to serve as guidelines for City projects and programs that will address the needs identified in the planning process.

## *Goal 1: Support Educational & Learning Opportunities*

Strengthen the Library's contribution to the education of the community's youth.

- Develop resources that support school curriculums through collaborative relationships with educators;
- Provide a physical and virtual space dedicated to teens and offer resources that foster positive intellectual, emotional and social development;
- Offer programs that include Science, Technology, Engineering, Art and Math (STEAM); and
- Develop and support a teen advisory board and volunteer program.

Integrate learning into daily life.

- Transform the Library into a learning lab where anyone can experiment with new technologies;
- Expand adult programming opportunities to meet the changing needs by offering diverse programs; and
- Establish a volunteer program for adults.

Support parents, families, and caregivers in their early learning efforts by increasing staff expertise and knowledge of Early Learning.

- Expand offered story times to include evening hours; and
- Train staff on Early Learning programming.

## *Goal 2: Foster Community Connections*

Create alliances and partnerships with local groups to benefit community.

- Collaborate with partners to provide high-demand public services; and
- Become the first choice location for neighborhood meetings.

Strengthen partnership with local school district.

- Coordinate after school homework assistance with schools; and
- Participate in school programs such as Science, Technology, Engineering, and Math (STEM) day and open house to promote library resources.

### *Goal 3: Empower community by creating awareness of library resources*

Communicate the roles of Libraries to the community.

- Develop a library brand and standard marketing plan;
- Promote programs and resources effectively; and
- Improve the website so the public can view Library offerings.

Continue to strengthen the library's outreach to all members of the community.

- Develop senior outreach; and
- Develop programming and services for people with disabilities.

### *Goal 4: Support Workforce & Economic Prosperity*

Educate for digital literacy and basic workplace skills.

- Develop curriculum and provide resources for staff to teach and assist library users; and
- Develop computer competencies for library patrons and teach digital literacy and basic workplace skills.

Enhance resources in all areas of literacy.

- Develop financial literacy resources and related programs; and
- Develop health literacy resources and related programs.

Develop and promote jobs and small business services.

- Provide space for working and collaboration, including meeting and networking space; and
- Facilitate access to supporting series including mentorship and workshops.

I worked for Blue Bell for 33 years but was forced to find a new job recently. The library helped me with my cover letter, resume, job applications, scanning and faxing and now I have a new job. I don't have a computer or internet at home and I always come to the library for help with whatever I need.

A patron of the NCRML

### *Goal 5: Expand Access to Information, Ideas, & Stories*

Preserve and further develop genealogy collection.

- Analyze the current collection and determine preservation needs and collection gaps;
- Improve access to collection through digitalization and indexing as needed;
- Ensure that the local diverse communities are represented in the present and future records collecting; and
- Promote collection and raise public awareness of the importance of historical records and materials.

Develop relevant and inspiring collections that meet the community's evolving needs and expectations.

- Find new and better ways to assess what the public wants in the collection;
- Provide library collections that introduce ideas, build skills, support lifelong learning, and spark creativity;
- Substantially increase the number of e-resources provided by the Library to continue to engage a broad range of interest and languages and reduce wait times for materials; and
- Continue to explore the collection of materials in new formats.

Improve information access and delivery while offering cutting-edge technology.

- Explore innovative services for resource delivery;
- Provide access to relevant and new technology tailored to meet patrons' needs;
- Explore electronic resources such as digital magazines, streaming video, music and audiobooks, and online homework help;
- Give patrons access to new technology such as 3D design and printing, programmable robots, and new tablets/e-readers; and
- Make technology offerings more accessible and easier to use. For example: mobile printing, streamlined computer login process, and checkout of Chrome books or laptops.

## *Goal 6: Foster an Organizational Culture of Innovation*

Build Library staff and institutional capacity to innovate.

- Actively experiment to better serve patrons, implementing successful pilot projects more widely over time;
- Train all staff to be effective promoters of Library resources and services; and
- Create a tech-savvy environment where all staff keeps pace with advances in the world of information services.

Manage change with flexibility.

- Adapt or pioneer service models that revolutionize the way the Library serves its patrons;
- Encourage networking with other successful professionals; and
- Add a bilingual staff position to eliminate the language barrier of a growing Spanish population.

Communicate and celebrate progress.

- Provide regular updates of progress in implementing this plan to the Library board, civic leaders and the public; and
- Celebrate accomplishments with staff and community members.



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Discussion of Using Donation Funds for Potential Program Room Online Meeting Equipment

Date: February 21, 2025

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The library has numerous requests for online meeting capability in the Roberta Cole Johnson Program Room. Many clubs and organizations meet on a regular schedule in the library and would like to have online meetings and calls. The library would also use the new capabilities for remote programming. We are also aware the existing technology equipment was installed in 2016, and components of it are reaching their end of service capabilities.

The City of Brenham IT Department has contacted our Computer Support and Service Vendor Avinext to provide quotes on two options:

Option 1 would add a camera and update programming for a new control system for connectivity to the old control system. Replace the projector with a laser projector instead of a lamp projector.

Option 2 would reconfigure the whole system including replacing with a new control system, speakers, microphones, camera, projector and new touch screen on the lectern.

A committee of Advisory Board members would be helpful in determining the feasibility of this project, evaluating the options, and of the use of donation funds.





To: Library Advisory Board Members  
From: Tammy Murphy  
Subject: Administrative Report  
Date: February 21, 2025

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

- The Library Director Tammy Murphy is enrolled in a New Director's Series of online classes.
- We are fully staffed with a great team and have been joined by Blinn Work/Study student Tai Smith for the semester.
- Discussions and planning with City Supervisor Susan Neinstedt are ongoing concerning hourly salary increases for part-time library staff.
- The Texas Public Library Annual Report, the City of Brenham 5 Year Plan, Summer Reading Challenge Color Our World, and the Texas Commission on the Arts Grants are all in progress.
- The Annual Fortnightly Used Book Sale is Feb 17-Feb 22. Updates from Fortnightly members on the Book Sale and Solicitation Letter Drive.

# Nancy Carol Roberts Memorial Library

## A Look at 2024

### PROGRAMS

TO EDUCATE, ENRICH, AND ENTERTAIN

The library offers many popular programs for all ages. We strive to offer educational and enriching entertainment for the patrons at no cost. 4,113 children, 770 teens, and 248 adults attended our 212 library directed programs in 2024.



### PATRON USAGE

65,098 library visits	180 ILLs borrowed
1,202 new accounts	3,084 renewed cards
96,005 check outs	567 volunteer hours

## SUMMER READING SUCCESS

ADVENTURE BEGINS AT YOUR LIBRARY

Summer was a great success with 648 people registered in our Beanstack challenge. 2,412 people attended summer reading programming, and 274,823 minutes were read and logged in.

### PUBLIC SPACES

983 study room reservations  
617 large room reservations  
8,029 computer lab reservations





Nancy Carol Roberts Memorial Library

Monthly Activity Report for

2024-2025

Service Desk Statistics	Nov-24	Dec-24	Jan-25
Items Loaned	6,855	7,218	7,867
Technology Borrowed	32	27	25
Reference Calls	465	450	487
ILLs Borrowed	7	12	12
ILLs Loaned	2	3	2
Library Cards Issued	74	51	96
Library Cards Renewed	181	200	260
<b>Total Service Desk Activity</b>	<b>7,616</b>	<b>7,961</b>	<b>8,749</b>

Community Statistics	Nov-24	Dec-24	Jan-25
Study Room Uses	76	63	57
Large Room Uses	48	42	48
Community Hours	118	98	108
Volunteer Hours	36	49	37
Days Open	22	24	24
Door Count	4,506	4,364	4,826
Computer Uses	550	640	678
WiFi Sessions	-	-	-

Program Statistics	Nov-24		Dec-24		Jan-25	
	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
<b>Audience</b>						
General	-	-	2	135	-	-
Adult	2	14	2	12	2	7
Teen	3	23	3	23	3	19
Children	11	246	13	260	9	196
<b>Total</b>	<b>16</b>	<b>283</b>	<b>20</b>	<b>430</b>	<b>14</b>	<b>222</b>