



## **NOTICE OF A REGULAR MEETING**

### **City of Brenham Library Advisory Board**

**Wednesday, June 18, 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 April 23, 2025 Regular Meeting**
  - 4. discuss the 2025 Fortnightly Club Donation**
  - 5. Discuss and Possibly Act Upon the Addition of Hoopla Digital Content Platform and Swank Streaming Service**
  - 6. Discuss board member terms expiring at the end of the year and the reappointment application procedure**
  - 7. Administrative Report**
  - 8. Adjourn**

### ***CERTIFICATION***

***I certify that a copy of the June 18, 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, June 13, 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 tseventy-two ( ) 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 April 23, 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, Jerry Jares, Jan Klingsporn, Will Corn, Renee Mueller and Keith Herring.

Advisory Board Members absent:

Janie Mehrens and Susan Myers  
City staff present:

Tammy Murphy, Gloria May

Others present

Phyllis Glasscock and Debbie Schmitz

**1. Call Meeting to Order**

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

**2. Citizen and Visitor Comments**

Phyllis Glasscock and Debbie Schmitz had been invited to attend by Lu Hollander and were both looking forward to attending.

**3. Discuss and Possibly Act Upon the Approval of the Minutes from the February 26, 2025 Regular Meeting**

A motion was made by Lillian Marshall and seconded by Lu Hollander to approve the Minutes from the February 26, 2025 regular meeting as written.

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	Yes
Board Member Jerry Jares	Yes
Board Member Susan Myers	<b>Absent</b>
Board Member Janie Mehrens	<b>Absent</b>
Board Member Jan Klingsporn	Yes

#### 4. Discussion and Possibly Act Upon Recommended Changes and Additions to the Library Card and Circulation Policy and the Computer and Internet Usage Policy within the Adopted Library Policies

Librarian Tammy Murphy presented changes to the Library Card and Circulation Policy which included date removals, suggested donation amount removals, changing wording to physical library cards preferred, and postcard mailings removed. A motion to approve as amended was made by Lillian Marshall and seconded by Will Corn. Keith 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	Yes
Board Member Jerry Jares	Yes
Board Member Susan Myers	<b>Absent</b>
Board Member Janie Mehrens	<b>Absent</b>
Board Member Jan Klingsporn	Yes

Librarian Tammy Murphy presented the Computer and Internet Usage Policy and recommended the policy remain as written. A motion to leave as written was made by Lu Hollander and seconded by Jan Klingsporn. Keith 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	Yes
Board Member Jerry Jares	Yes
Board Member Susan Myers	<b>Absent</b>

Board Member Janie Mehrens  
Board Member Jan Klingsporn

**Absent**  
Yes

## **5. Presentation and Discussion of the Texas Rural Law Clinic with Texas Legal Services Center**

Librarian Tammy Murphy presented information and updates to the monthly Rural Law Clinic conducted by the Texas Legal Services Center and located at the Nancy Carol Roberts Memorial Library. Murphy explained the program was being restarted in the coming months. The equipment for the online appointments and printing would now be provided by the agency, and the monthly date and hours are still to be determined by TLSC.

## **6. Discussion of the Library Program Room Upgrade Progress**

Librarian Tammy Murphy informed the Board that the Program Room committee had met April 15, 2025 to review the Program Room Proposal from Avinext. The committee reviewed and approved moving forward with the proposal, excluding the 3 year extended warranty, for \$ 52,625.52. Next steps are with Kevin Schmidt reviewing the proposal with Avinext and scheduling the upgrades.

comes with two), and one PTZ webcam that we will install above the screen in the center. The City of Brenham would install the equipment. The Board members expressed interest in replacing other equipment in the room that would possibly be reaching end of service, such as the projector, wall mount, and other necessary components so that all equipment would be compatible and under warranty concurrently. Lu Hollander called for volunteers to join a committee to evaluate the project. Lillian Marshall and Will Corn volunteered. Murphy will reach out to other members who are not present but interested in the project. The IT Dept will be asked to request a quote from Avinext for the additional equipment and installation.

## **7. 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

- Roofing repairs at the Fortnightly House and awning repairs are being filed with insurance. The rest of the roof will also need to be replaced.
- The library needs HVAC repairs of \$2,903.33 to be completed by the company MLN.
- The Texas Public Library Annual Report was submitted with preliminary approval by Texas State Library and Archives Commission.

- The Texas Commission on the Arts awarded the library two performance support grants for Summer Programming with more grant to be filed in June.
- Upcoming events include the Fortnightly Sprin Luncheon on May 8, 2025, Casa for Kids Birthday Celebration on April 26, 2025, and Color Our World Summer Reading Challenge beginning June 2, 2025.

**8. Adjourn**

Keith Herring adjourned the meeting.

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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: Fortnightly Donation

Date: June 13, 2025

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The Nancy Carol Roberts Memorial Library is greatly blessed with the wonderful ongoing support of the Fortnightly Club with a substantial donation of \$37,000 from the proceeds of the annual Used Book Sale and solicitation campaign. We deposited \$15,000 in the circulation fund and \$ 22,000 in the donation fund. The attached letter was presented to the City of Brenham at the City Council meeting.

# *The Fortnightly Club of Brenham*

Founded 1895

Member Texas Federation of Women's Clubs and General Federation of Women's Clubs



May 15, 2025



Mayor Atwood Kenjura  
City of Brenham  
P. O. Box 1059  
Brenham, Texas 77834

Dear Mayor Kenjura:

## **Executive Board**

*Phyllis Glascock*  
*Kathryn Seifert*  
*Sue Anderson*  
*Lu Hollander*  
*Marie Pitterson*  
*Martha McNutt*  
*Debbie Schmitz*  
*Sabrina Roberts*  
*Renee Mueller*  
*Judy Griffin*

The Fortnightly Club of Brenham is honored to present the Nancy Carol Roberts Memorial Library with the proceeds from the Annual Used Book Sale and solicitation campaign held in February 2025. These activities resulted in a very good return.

We were gratified with the response we received from the public, both in purchases made at the Book Sale and donations received through the solicitation mailing. These proceeds indicate just how much our community values the presence of the Nancy Carol Roberts Memorial Library.

Enclosed are two checks totaling \$37,000.

Proceeds in the amount of \$15,000 are to be used to purchase circulation items.

Proceeds in the amount of \$22,000 represent donations that are designated as follows:

STEM Kits	\$50
Audio Books	\$500
Books.	\$270
Research Facilities	\$150
Summer Reading Program	\$160
Balance of proceeds go to the Library Donation Fund	\$20,870

We are pleased to be able to continue our ongoing support of the Nancy Carol Roberts Memorial Library. We would also like to thank the City of Brenham for the continued use of the Book House at Henderson Park. We would not be able to accomplish as much as we do without this additional support.

Sincerely,

*Phyllis Glascock*  
Phyllis Glascock  
President

P. O. Box 2531, Brenham, Texas 77834





To: Library Advisory Board

From: Tammy Murphy

Subject: Discussion of hoopla Digital Service and Swank Streaming Service

Date: June 13, 2025

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hoopla Digital Services and the PLAN organization are creating a consortium of Central Texas libraries to share resources and create an online library of e-books and e-audiobooks for our patrons to share. It is similar to the model that we use for Overdrive Digital Services on the Libby App. The cost would be \$500 per fiscal year to the Consortium to purchase content. hoopla is owned by Midwest Tapes whom we have worked with for many years purchasing DVDs. We have been members of PLAN for many years as it was formerly known as Central Texas Library Systems.

A new streaming service is being offered to public libraries from the movie copyright licensing company Swank. We can have unlimited streaming for indoor public showings from their revolving monthly collection with selections from every major studio. Their collection can be used for library programming or patron use in the library. Cost would be \$400 annually for the streaming service. We also have used Swank for many years for our DVD license subscription at \$616 annually for any public viewing of DVD movies.



## Introducing the PLAN hoopla Consortium

PLAN and hoopla are announcing the formation of a consortium for  
hoopla Flex content- one copy, one user model  
Titles will be limited to ebooks and eaudiobooks  
Consortium fee will be charged annually - to add additional titles  
No platform or hosting fees



### **hoopla Flex**

The true power of hoopla is unleashed when you add hoopla Flex, our version of the one copy/one user model. Flex allows you to customize your collection with the newest and most requested one copy/one user eBooks and audiobooks, complementing the backlist titles available in the Instant catalog.

- Time metered, usage metered, and perpetual licenses
- Reporting, tools, and settings to help manage and optimize your budget
- No fees to transfer your existing one copy/one user content

Focus your one copy/one user spending on licenses that are likely to reach full utilization, and let hoopla take care of the rest!

**A partnership with hoopla keeps your digital catalog growing, not shrinking.**

# Swank

## HOW WILL STREAMING ENHANCE YOUR MOVIE PROGRAMMING?



### IMMEDIATE ACCESS

With DVDs becoming harder to find, our streaming platform offers instant access to a library of top films, removing the hassle of physical media.



### FLEXIBLE PROGRAMMING

By adding streaming to your license, your library gains the flexibility to quickly adapt to patron interests and event needs, including impromptu screenings.



### ALIGNED WITH SEASONAL PROGRAMMING

Curated library of films aligned with the evolving programming needs of libraries.



### LICENSED FOR GROUP SHOWINGS

Unlike consumer streaming, this platform is created specifically for library group settings.

## - Event Streaming Service for Libraries -

With our annual movie license, your library is legally covered for unlimited movie showings from top studios like Disney, Warner Bros., Universal and more.

In addition to our license, we are now offering a new streaming platform that is curated specifically for public library events. With on-demand streaming access, it's easier than ever to host group screenings and create meaningful movie moments for your patrons.

## SWANK ANNUAL PUBLIC PERFORMANCE SITE LICENSE + STREAMING LIBRARY ORDER FORM

<b>NANCY CAROL ROBERTS MEM. LIB. 100 MARTIN LUTHER KING JR PKWY BRENHAM, TX 77833 US</b>	<b>Cost</b>
SWANK STREAMING PRO-RATED COST	<b>\$198</b>
SWANK STREAMING 1 YEAR COST	<b>\$400</b>
ANNUAL LICENSE RENEWAL COST	<b>\$616</b>
<b>SWANK LICENSING &amp; STREAMING RENEWAL TOTAL:</b>	<b>\$1016</b>

## **STREAMING TERMS AND CONDITIONS OF USE**

### **SUBJECT MATTER AND TERM OF AGREEMENT**

Swank hereby grants Licensee non-transferrable right to exhibit movies via the Swank Streaming Library for the purposes of public performance in accordance to the terms defined within the Swank Annual Public Performance License (“Annual License”) agreement and based on the terms and conditions set forth herein.

The term of this Agreement shall commence upon execution and continue for 12 months (the “License Period”) unless otherwise indicated in writing. No titles may be shown outside of their License Period.

Payment of all applicable sales, use or similar taxes is the responsibility of the licensee if it is determined that the licensee is not tax exempt eligible.

### **GRANT OF LICENSE, DELIVERY AND USE RESTRICTIONS**

During the License Period and any subsequent renewal terms, Licensee shall have access to the Swank Public Library Streaming Platform including the Swank curated collection of movies (“Titles”) to be made available for exhibition at the designated library via IP Authenticated access for the sole purpose of public performance in accordance with the terms of the Annual License. At no time may Licensee facilitate Titles to patrons for use on their own devices within the library and in no circumstances may Titles be distributed or viewed for reasons other than exhibition at the library.

From time to time Producers may withdraw or suspend the licensing rights for one or more of their Titles. The withdrawal or suspension of Titles as described in this paragraph shall not affect the validity or enforceability of this Agreement. In the event that licensing rights are suspended or withdrawn, Swank shall provide alternative content at its sole discretion as a replacement. Swank shall have the sole discretion in determining the list of Titles available at any given time during the License Period and does ensure that all movies covered by the Annual License will be made available via the streaming library. This does not limit or prevent Licensee’s ability to show movies outside of the Swank Streaming Library so long as they are sourced from a legal copy and covered by the Annual License.

Licensee is required to maintain an active Annual License in order to maintain access to Titles. If at any point Licensee terminates or opts out of the Annual License or Swank Streaming or both, access to Titles will be immediately terminated.

### **BREACH OF AGREEMENT**

Because of the specific nature of this Agreement, in addition to all other remedies available to Swank, in the event Licensee breaches any term or condition hereof, Swank may, at its option and in its sole discretion, immediately terminate this Agreement, in which case Licensee will immediately and fully (i) have access to Titles from its library immediately withdrawn.

In the event Swank breaches any term or condition of this Agreement, Licensee may terminate the Agreement after giving Swank written notice of the breach and passage of a 30-day cure period.

### **WARRANTIES**

Swank represents and warrants it has the streaming rights for all Titles made available to Licensee.

### **NOTICES**

All changes or notices with regard to this Agreement shall be in writing and delivered personally or mailed by pre-paid certified or registered mail (return receipt requested) as follows:

## **APPLICABLE LAW**

This agreement shall be governed by and constructed in accordance with the laws of the State in which Licensee is located.

## **ENTIRE AGREEMENT, MODIFICATIONS**

This Agreement represents the entire agreement between the parties with respect to the subject matter hereof and supersedes any other understandings, arrangements or agreements between the parties hereto with respect thereto. This Agreement may not be modified or amended, except by a written instrument signed by the parties, and this provision may not be waived except by written instrument signed by the parties.

## **ANNUAL MOVIE LICENSE TERMS AND CONDITIONS OF USE**

### **INSTRUCTIONS AND GUIDELINES**

Form must be completed before license can be processed. The start date for the license is yours to select. The agreement will run consecutively from the chosen date for the time period selected. Aside from Titles provided within the Swank Streaming Library, Swank Movie Licensing USA does not provide a copy of the physical movie content; however, you may buy, borrow or rent movies from any legal source. This license authorizes unlimited movie showings by anyone in the library building, regardless of whether or not they are affiliated with the library.

### **LICENSE AND COPYRIGHT RESTRICTIONS**

This license is for public libraries only. Refunds are not granted after the license has been processed; however, you may request cancellation any time after the initial term of agreement. Movie showings must take place at the physical address of the library building. In addition, the movies may not be altered, duplicated, digitized or transmitted electronically in any form without specific permission from the copyright owner. Swank Movie Licensing USA has the right to add or delete any studio throughout the course of the license period. A current list of available studios can be found on our website. Violation of this agreement is subject to the penalties set forth in the Federal Copyright Act.

### **ADVERTISING GUIDELINES**

The license includes access to free promotional materials found on our website, including customizable posters, bookmarks and movie tickets. You may use these materials to advertise in your library, on your library's website and to pass out directly to staff and patrons. If you choose to advertise through public media (such as public radio, television or a website), you may do so as long as the movie title and studio name are not used. For example, "Join us at ABC Library for a Movie Night at 7:00 pm" is permitted.

### **ADMISSION FEES, CONCESSIONS AND DONATIONS**

Admission may be charged to cover the cost of this license. However, the amount collected may not exceed the cost of the license. In lieu of, or in addition to charging an admission, you may suggest donations and/or provide concessions.

### **RENEWAL OF YOUR LICENSE**

The Annual License and Streaming Library are scheduled to renew at the end of your selected initial agreement. Approximately one month prior to expiration, the renewal packet will be mailed. Any changes to the list of licensed libraries need to be submitted prior to the current license expiration. As long as payment is made promptly, your library will remain in compliance without interruption. Requests for cancellation may be made by calling toll-free 1.888.267.2658 or emailing: [libraries@swankmp.com](mailto:libraries@swankmp.com).



To: Library Advisory Board

From: Tammy Murphy

Subject: Board Member Terms and Reappointment Application

Date: June 13, 2025

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Due to the number of member terms expiring throughout all boards this year, the City of Brenham is starting the process of filling expiring terms and accepting reappointment applications earlier.

The Library Advisory Board has three member terms expiring this year:

- Lillian Marshall
- Keith Herring
- Jerry Jares

If these members are interested in being re-appointed to their positions, they will fill out a re-appointment application. The applications are due in September, but the City would appreciate the applications being filled out at the June meeting if possible. Applications are available at the library and will be available at the Board meeting on Wednesday.



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Administrative Report

Date: June 13, 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 page

- Summer Reading is off to a wonderful start. As of 6/12/25, 502 have registered in Beanstack, 360 actively logging and completing activities, 230 have completed level One, 147 have completed level Two, and 65 have completed level Three.
- Summer Programming is also going very well. We have had nine events with a total of 864 attendees.
- Lori Johnson has been out for several months with a major surgery and recovery. We are working to cover her position as she is wanting to return when she is medically released.
- The Fortnightly roof was repaired from the wind damage at a cost of \$4,675.00 after insurance.
- Budget meetings are ongoing. The proposed library budget increased by 4%. Details to come as things are approved.



**Nancy Carol Roberts Memorial Library**  
**Monthly Activity Report for 2025**

<b>Service Desk Statistics</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>
Items Loaned	7,746	7,464	7,473
Technology Borrowed	18	19	8
Reference Calls	477	504	485
ILIs Borrowed	14	13	18
ILIs Loaned	2	2	1
Library Cards Issued	89	80	114
Library Cards Renewed	265	207	238
<b>Total Service Desk Activity</b>	<b>8,611</b>	<b>8,289</b>	<b>8,337</b>

<b>Community Statistics</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>
Study Room Uses	77	81	77
Large Room Uses	63	58	67
Community Hours	202	168	129
Volunteer Hours	48	64	73
Days Open	26	24	26
Door Count	5,877	5,282	5,637
Computer Uses	812	760	681
WiFi Sessions	-	-	-

<b>Program Statistics</b>	<b>Mar-25</b>		<b>Apr-25</b>		<b>May-25</b>	
<b>Audience</b>	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	5	81	1	50	1	23
Adult	1	8	1	5	1	2
Teen	3	20	3	21	3	20
Children	12	251	12	256	9	166
<b>Total</b>	<b>21</b>	<b>360</b>	<b>17</b>	<b>332</b>	<b>14</b>	<b>211</b>