



NOTICE OF A REGULAR MEETING

City of Brenham Library Advisory Board

Wednesday, October 21, 2026 @ 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 of the August 19, 2026 Regular Meeting**
 - 4. Discuss and Possibly Act Upon Recommended Changes and Additions to the Library Policies of Confidentiality, Unattended Children, Volunteers, and Gaming**
 - 5. Discuss and Possibly Act Upon the Use of Donation Funds for the Dolly Parton Imagination Library program**
 - 6. Discuss and Possibly Act Upon the Proposed 2026-2027 Library Advisory Board meeting dates**
 - 7. Board and Fortnightly Reports**
 - 8. Administrative Report**
 - 9. Adjourn**

CERTIFICATION

I certify that a copy of the October 21, 2026 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, October 15, 2026 at 1:40p.m.

Tammy Murphy

Tammy Murphy, Librarian

Nancy Carol Roberts Memorial Library

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 seventy-two (72) 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 or Library door on _____ at _____ Am/ Pm.

Signature

Title



Library Advisory Board

A meeting of the Library Advisory Board was held on Wednesday, August 19, 2026 at 5:15 p.m. at the Nancy Carol Roberts Memorial Library, 100 Martin Luther King, Jr. Pkwy., Brenham, Texas.

Advisory Board Members present:

Lillian Marshall, Jan Klingsporn, Sue Anderson, Gail Smith, Keith Herring, Will Corn, Shannan Schultz, and Kay Hanson-Clerc

Advisory Board Members absent:

Susan Myers

City Staff present:

Tammy Murphy

Others present

none

1. Call Meeting to Order

Board chairman Keith Herring called the meeting to order at 5:20 pm.

2. Citizen and Visitor Comments

No comments

3. Discuss and Possibly Act Upon the Approval of the Minutes of the June 17, 2026 Regular Meeting

A motion was made by Kay Hanson-Clerc and seconded by Sue Anderson to approve the Minutes from the April 15, 2026 regular meeting as written. Herring called for a vote. The motion passed with the Board voting as follows:

Chairman Keith Herring	Yes
Vice Chairman Lillian Marshall	Yes
Board Member Gail Smith	Yes
Board Member Shannan Schultz	Yes
Board Member Will Corn	Yes
Board Member Susan Myers	Absent
Board Member Sue Anderson	Yes
Board Member Kay Hanson-Clerc	Yes
Board Member Jan Klingsporn	Yes

4. Discuss and Possibly Act Upon Recommended Changes and Additions to the Library Collection Policy and the Library Services Policy

Librarian Tammy Murphy gave an update on the progress of the LAB's policy review and revision. The Collection Policy 10.1 Donations needed updating to include monetary donations and memorials would be acknowledged in the Catalog note fields. The Library Services Policy Programming 5.1 needed updating to include programming could be for age specific patrons and Fax/Copy/Scan 7.1 needed to remove library faxing services and include faxing kiosk information.

A motion was made by Lillian Marshall and seconded by Jan Klingsporn to approve the changes and additions to the library Collection policy and library Services policy. Herring called for a vote. The motion passed with the Board voting as follows:

Chairman Keith Herring	Yes
Vice Chairman Lillian Marshall	Yes
Board Member Gail Smith	Yes
Board Member Shannan Schultz	Yes
Board Member Will Corn	Yes
Board Member Susan Myers	Absent
Board Member Sue Anderson	Yes
Board Member Kay Hanson-Clerc	Yes
Board Member Jan Klingsporn	Yes

5. Discussion regarding End of Summer Reading Program Statistics

Librarian Tammy Murphy introduced the Million Minutes of Community Impact theme for the summer statistics. Patrons have read close to one million minutes in the past three summer reading programs. The board reviewed statistics reflecting a robust patron participation in reading, engaging in programs, and completing activities. 370 of the 726 participants completed the reading challenge, and more minutes were read in 2026 than any other year. Our children remain the core demographic with adults showing a steady increase in participation. The library goal of lifelong literacy is being met. Plans for 2027 include a program completion goal of more than 53%, three performances of favorite programming, and two reading challenges designed by age groups.

6. Board and Fortnightly Reports

The Fortnightly Club is preparing for their new year beginning in September. The Dolly Parton Imagination Library committee plan to meet in September. 127 children receive books in Brenham city limits with a goal of increasing the number of children in the program. Kay Hanson-Clerc asked for an update for the patio furniture purchase. Tammy Murphy reported that the furniture is approved for production with a four to five week window before shipment.

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:

- Staff updates include the resignation of Aubrie Cano and additional hours added for Katherine Phillips. Interviews for Blinn work study students will be held in September.
- Adult programming continues with library-sponsored Mahjong classes, financial literacy classes, diamond art, stress relief, and sewing programs by staff. Children and teen programs begin their monthly schedule in September.
- Quarterly statistics showed three thousand people attended programming and more than twenty thousand visits were tallied at the front door counter in the three months.
- The library is pleased to announce it was again accredited by the Texas State Library and Archives Commission.
- Outreach requests have grown in the last months. We will have booths and interaction at Clear the Shelter event, National Night Out in downtown, and a Blinn Student Center booth to welcome Blinn students back to school.

8. Adjourn

Keith Herring adjourned the meeting at 6:40pm.

Keith Herring
Chair Person

ATTEST:

Tammy Murphy
Staff Liaison



To: Library Advisory Board

From: Tammy Murphy

Subject: Discuss and Possibly Act Upon Recommended Changes and Additions to the
Confidentiality, Unattended Children, Volunteers, and Gaming Library Policies

Date: October 8, 2026

The Nancy Carol Roberts Memorial Library Policy was written in 2016, and the Library Advisory Board has been updating some of the sections over the past year. When the updates are complete, the City Council will review the NCRML policy manual.

We are addressing the final policies of Confidentiality, Unattended Children, Volunteers, and Gaming Policies. The Confidentiality and Volunteers Policies are recommended to remain as written unless the Board finds anything to discuss. The Unattended Policy has the addition of "or other 16 year old or older chaperone ." The Gaming Policy is no longer viable as we do not have gaming equipment in the teen room. There is presently a Nintendo Switch in the Library Collection that is covered under the Collection Policy with in house use only. Therefore, it is recommended to remove Gaming Policies from the Library Policies.

Please read the proposed policies so we can discuss any additional changes.

Confidentiality Policy

1. Purpose

- 1.1. The Nancy Carol Roberts Memorial Library ("NCRML") preserves the privacy of the patrons' circulation, registration and usage records. The Library endorses the recommendations of the American Library Association's policy on Confidentiality of Library Records and the Library seeks to protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.

2. Removal of Library Records

- 2.1. Except during periods of transactions or daily library work, records will be removed when the information is no longer needed or upon expiration of any records retention policies. Applications will be destroyed after information is proofread. The City of Brenham's Documentation Retention Policy is incorporated herein by reference.

3. State and Federal Laws and Guidelines

- 3.1. In compliance with state and federal laws, no patron information will be released except in response to: a ruling from the Attorney General pursuant to the Texas Public Information Act; court orders; subpoenas; or to law enforcement officers to identify suspects, victims or witnesses to a crime.

Unattended Children Policy

1. Purpose

- 1.1. The Nancy Carol Roberts Memorial Library ("NCRML") welcomes and encourages children to use its facilities and services. Responsibility for children using the Library rests with the parent, legal guardian or chaperone. Though Staff will always be concerned about the patrons, they cannot and do not assume responsibility or supervise children when left unattended.

2. Children 10 Years and Under

- 2.1. Children 10 years or younger must not be left alone in the Library. They must be accompanied by an adult or other responsible 16 year old or older chaperone. They cannot be left alone in the Children's Room. Parents or legal guardians needing a computer may use the computers in the Children's Room while supervising their children.

3. Children 11 Years and Older

- 3.1. Children 11 years or older may use the Library unattended, subject to all policies and procedures adopted in the Patron Conduct Policy.

4. Disruptions

- 4.1. Disruptive children will not be allowed to interfere with library services used by others. Children who become disruptive may be temporarily suspended or expelled from the Library at the Librarian's discretion.

5. Unattended Children

- 5.1. If a child is left unattended, the following procedures will be enacted:
 - 5.1.1. Staff will stay with the child as they try to locate the responsible person on the premises or by phone.
 - 5.1.2. When this person is located, Staff will explain the policy regarding children unsupervised 10 years and under.
 - 5.1.3. If the responsible person is not located or if the library is within 15 minutes of closing, the police will be notified and asked to pick up the child. Staff will remain with the child in the building until the parent or police arrive.

Volunteer Policy

1. Purpose

- 1.1. The Nancy Carol Roberts Memorial Library ("NCRML") welcomes and encourages the public to volunteer their time and talents to serve the Library. The Volunteer Program is designed to expand and enhance public service to the community. Volunteers may provide support service to staff, work on special projects or events, assist with computers, or assist with programming.

2. Conduct

- 2.1. Volunteers are expected to act in accordance with the Library policies and reflect a positive attitude toward all patrons. All transactions must be kept confidential.

3. How to Become a Volunteer

- 3.1. Complete and return a volunteer application.
- 3.2. Receive a tour, introduction to staff, and a copy of the Volunteer Policy.
- 3.3. Receive job orientation and training.
- 3.4. Sign in and out of each shift.

4. Dress

- 4.1. Volunteers must wear their volunteer badge while working. Appropriate dress is casual office attire which excludes shorts above the knee.

5. Health and Safety

- 5.1. Please notify a member of the Library Staff of any injury, whether minor or serious, that occurs while volunteering. Please notify a member of the Library Staff if any assignment is causing you physical discomfort.



To: Library Advisory Board

From: Tammy Murphy

Subject: Discuss and Possibly Act Upon the Use of Donation Funds for the Dolly Parton
Imagination Library Program

Date: October 8, 2026

With the sad passing of Dolly Parton, we have had an increase in enrollment currently at 157 and in donations. The DPIL committee, which is made up of Fortnightly Members on the Advisory Board, has asked the library to donate \$3,000 from the donation fund to the DPIL bank account. In the future, Fortnightly will possibly designate a certain amount each year from the booksale donation to be sent to the DPIL. The Board will discuss and vote on using \$3,000 from the donation fund.



To: Library Advisory Board

From: Tammy Murphy

Subject: Discuss and Possibly Act Upon the Proposed 2026-2027 Library Advisory
Board Meeting Dates

Date: October 8, 2026

The Board will discuss and possibly act upon the following dates for the 2026-2027 Library Advisory Board meeting dates.

- February 24, 2027 Fourth Wednesday because of Book Sale
- April 21, 2027
- June 16, 2027
- August 18, 2027
- October 20, 2027
- December 15, 2027



To: Library Advisory Board
From: Tammy Murphy
Subject: Board and Fortnightly Reports
Date: October 8 , 2026

The Library Advisory Board will discuss and report any information concerning ongoing projects or work.

The Fortnightly Club will discuss and report any information concerning ongoing projects or work related to the library.



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Administrative Report

Date: October 8, 2026

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

- Staffing updates include the resignation of Grace Greenlaw and hiring of Shyiannah Fisher. We have one Blinn co-op student Amani Wambugu working with us this semester.
- Adult programming continues with Mahjong clubs, garland making, and sewing programs. Teen programming continues with six monthly teen clubs. Children programming continues on Tuesdays with Miss Lou-Lou, storytimes, and Travels with Carolyn will be working with the Prarie View Ag Extension Agency making terrariums.
- We will discuss patron behavior issues and measures taken to correct.
- The birthday celebrations continue on with the Post Card Quilting winners, the Food for Fine Forgiveness Food Drive in November, and the annual Santa Night in December.

Nancy Carol Roberts Memorial Library
Monthly Activity Report for 2025-26

Service Desk Statistics	Jul-26	Aug-26	Sep-26
Items Loaned	9,353	8,074	7,922
Technology Borrowed	44	9	23
Reference Calls	264	200	211
ILIs Borrowed	14	21	16
ILIs Loaned	3	2	2
Library Cards Issued	116	100	84
Library Cards Renewed	299	307	220
Total Service Desk Activity	10,093	8,713	8,478

Community Statistics	Jul-26	Aug-26	Sep-26
Study Room Uses	81	85	90
Large Room Uses	71	49	92
Community Hours	184	91	97
Volunteer Hours	36	24	54
Days Open	25	26	25
Door Count	6,706	5,780	5,671
Computer Uses	571	621	575

Program Statistics	Jul-26		Aug-26		Sep-26	
Audience	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	3	47	-	-	-	-
Adult	6	67	4	49	10	101
Teen	2	48	2	25	4	34
Children	17	431	7	318	11	229
Total	28	593	13	392	25	364

Library Donations Fund - as of 9/30/26										
Donations Balance at 10/1/2025	Undesignated	Children's Programs/ Education	Summer Reading Program	Audio Tapes	Designated- Imagination Library	Designated- Genealogy	Designated- Capital Improvements			
O'Conner Trust - Undesignated	\$ 75,000.00	-	-	-	-	\$ 241.66	\$ -			
May 2023 Fortnightly Club Donation - Designated for genealogy materials	-	-	-	-	-	-	100,091.43			
Pierre Roberts Life Insurance Policy Donation	-	-	-	-	-	-	-			
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	4,151.36									
Donation Received -John & Deborah Patton	2,500.00									
Donation Received -Allison Crowson						1,000.00				
Donation Received -Schnitz						1,000.00				
Donation Received -Fortnightly Club	18,050.00	375.00	625.00	350.00						
Donation Received -L. Arnold	500.00									
Donation Received -A. Morgan	1,000.00									
Donations Received -Imagination Library					31.00					
Total Donations Received FY26	\$ 26,201.36	\$ 375.00	\$ 625.00	\$ 350.00	\$ 2,031.00	\$ -	\$ -			\$ -
Expenses Covered by Donated Funds:										
The Dollywood Foundation -donation to Imagination Library										
Vitrine Cases	(12,238.03)				(2,000.00)					
Window A/C Unit	(599.00)									
Audio Books, Books	(692.58)									
Total Expenses Covered by Donated Funds in FY26	\$ (13,529.61)	\$ -	\$ -	\$ -	\$ (2,000.00)	\$ -	\$ -			\$ (15,529.61)
Current Donations Balance	\$ 128,616.76	\$ 375.00	\$ 625.00	\$ 350.00	\$ 31.00	\$ 241.66	\$ 100,091.43			\$ 230,330.85
Recap of Current Donations Balance										
O'Conner Trust - Undesignated	\$ 75,000.00									
May 2023 Fortnightly Club Donation - Designated for genealogy materials	-					241.66				
Undesignated Fortnightly Donations(prior years) & Donations Received Library Desk	35,566.76					-				
Pierre Roberts Life Insurance Policy Donation	-						100,091.43			
May 2026 Fortnightly Donation	18,050.00	375.00	625.00	350.00						
Imagination Library Donations					31.00					
	\$ 128,616.76	\$ 375.00	\$ 625.00	\$ 350.00	\$ 31.00	\$ 241.66	\$ 100,091.43			\$ 230,330.85