



NOTICE OF A REGULAR MEETING

City of Brenham Library Advisory Board

Wednesday, August 19, 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 June 17, 2026 Regular Meeting**
 - 4. Discuss and Possibly Act Upon Recommended Changes and Additions to the Library Collection Policy and the Library Services Policy**
 - 5. Discussion regarding End of Summer Reading Program Statistics**
 - 6. Board and Fortnightly Reports**
 - 7. Administrative Report**
 - 8. Adjourn**

CERTIFICATION

I certify that a copy of the August 19, 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, August 12, 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, June 17, 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, Susan Myers and Kay Hanson-Clerc

Advisory Board Members absent:

Keith Herring, Will Corn, and Shannan Schultz

City Staff present:

Tammy Murphy

Others present

none

1. Call Meeting to Order

Board vice chairman Lillian Marshall 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 April 15, 2026 Regular Meeting

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

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

4. Discuss and Possibly Act Upon the Approval of the Donation Fund Use to Purchase Patio Furniture

Librarian Tammy Murphy compared two outdoor furniture vendors, Barco Products and Frog Furnishings, for the board members focusing on product materials, availability, warranty, design, pricing, and compatibility with the library's exterior. Discussion began with the product materials, availability, pricing, and warranty being very similar with the design of the products being the deciding factor. The board members agreed to recommend the purchase of the Barco Outdoor Products because of their timeless design, woodgrain print, and arms included on the bench design.

A motion was made by Sue Anderson and seconded by Gail Smith to approve the donation fund use to purchase two hex-shaped tables, one ADA access table, and three benches from Barco Products. Marshall called for a vote. The motion passed with the Board voting as follows:

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

5. Discuss and Possibly Act Upon the Approval of the Art and Exhibit Display Policy

Librarian Tammy Murphy introduced the amended version of the art and exhibit display draft rewritten by Karen Stack, City of Brenham Legal Services Admin. The board members agreed with the changes she made from the original policy draft with clearer wording on what the City would not display in the library and the TML insurance intent of coverage for the city. A motion was made by Kay Hanson-Clerc and seconded by Sue Anderson to approve the art and exhibit display policy as rewritten. Marshall called for a vote. The motion passed with the Board voting as follows:

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

6. Discussion of Updates on the Reading Challenge and Citizen101 programs.

Librarian Tammy Murphy gave the midsummer statistic report of the ongoing summer reading challenge with more than 544 registrants and more than 117,577 minutes read. Thirteen library programs have brought 962 citizens to the library. Citizen101 programs have had good attendance with the First Responders, Animal Shelter, and Electric Department presenting to the community and providing fun hands-on experiences with big trucks and adoptable pets.

7. Board and Fortnightly Reports

Fortnightly members discussed the end of year luncheon and City Council meeting where the club presented the library with a \$35,000 donation check. Tammy Murphy reported that the board member Will Corn will reach his end of term in December and can be reappointed if he decides to continue in his library advisory board position.

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:

- The donation fund balance is \$229,477.
- Aubrie Cano and Carolyn Barlow have returned to work from medical leave. Two Earn and Learn Program participants are working with the library for five weeks.
- Quarterly statistics showed a material checkout increase over the quarter and 156 new library cards.
- The library is pleased to announce it was again accredited by the Texas State Library and Archives Commission.
- Professional Development continues with the state library director class, cyber security training, genealogy research webinars, AI for libraries class, and programming webinars.

9. Adjourn

Lillian Marshall 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 Librarian
Collection Policy and the Library Services Policy

Date: August 13, 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 Library Collection Policy and Library Services Policy. The following pages 2-3 is the original Collection Policy with the outdated information in red. Pages 4-5 is the proposed updated collection policy. Pages 6-7 is the original Library Services policy with the outdated information in red. Pages 8-9 is the proposed updated Library Services Policy.

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

Collection Policy-Original

1. Purpose of Collection Policy

- 1.1. The Collection Policy is a guideline describing how the Nancy Carol Roberts Memorial Library ("NCRML") selects and evaluates materials that address the NCRML's goals of expanding access to information, ideas and stories and supporting educational and learning opportunities. As the needs of NCRML's patrons change, the Library will evaluate its Collection Policy and revise as needed.

2. Philosophy of our Collection

- 2.1. The *Library Bill of Rights* and the *Freedom to Read Statement* are supported by the NCRML and are integral parts of our collection development. The *Library Bill of Rights* and the *Freedom to Read Statement* are incorporated by reference into the Collection Policy.

3. Scope of Collection

- 3.1. The NCRML serves the public by providing a broad choice of print, non-print and digital materials. The materials are intended to inform, educate enrich and entertain patrons as outlined in the Nancy Carol Roberts Memorial Library Strategic Plan 2016-2026 ("Strategic Plan").

4. Selection Procedures

- 4.1. The Librarian has the responsibility of selecting library materials. The Librarian may delegate the selection of material to qualified staff. Selectors are responsible for using professional judgement, information, available specialized library review sources and mass audience reviews for the selection of material. The public is encouraged to recommend materials that serve the interests and needs of the community.

5. Selection Criteria

- 5.1. All materials considered for the collection are based on the following criteria, although these criteria are not exhaustive and may be revised:
 - 5.1.1. Popular interest
 - 5.1.2. Contemporary significance or permanent value
 - 5.1.3. Local interest
 - 5.1.4. Readability
 - 5.1.5. Treatment of subjects for various ages
 - 5.1.6. Reputation of author or illustrator
 - 5.1.7. Format or ease of use
 - 5.1.8. Patron request
 - 5.1.9. Cost and availability
 - 5.1.10. Relationship to existing materials

6. Request for Reconsideration

- 6.1. Library patrons wishing to request the reconsideration of a particular material in the Library collection may submit a Request for Reconsideration of Library Material form. The request will be reviewed by the Librarian in relation to the Library's Mission Statement, the Strategic Plan and the Selection Criteria. The collection item can only be submitted for review once within a twelve-month period. The Librarian's decision may be appealed to the Nancy Carol Roberts Memorial Library Advisory Board.

7. Procedure for Review of a Request for Reconsideration

- 7.1. The request must be in writing and submitted on the form provided by the Library;
- 7.2. Include two reviews located by the Librarian if possible;
- 7.3. Be evaluated using the Mission Statement, Selection Criteria and *Library Bill of Rights*; and
- 7.4. Result in a letter sent to patron within thirty (30) days including *Library Bill of Rights*, reviews, awards or merits.

8. Continuous Review Evaluation Weeding (CREW) Process

- 8.1. The Library collection will be accessible, appealing, valuable and marketable. To maintain a quality collection, the Librarian has the responsibility for deselection of Library material. The Librarian may delegate this task to qualified staff. The CREW (Continuous Review Evaluation Weeding) manual, which is a best practice guide in the library service industry, shall be utilized by Library staff in evaluating material for deselection.

9. Continuous Review Evaluation Weeding (CREW) Criteria

- 9.1. All material for deselection from the collection is considered by these criteria, although these criteria are not exhaustive and may be revised:
 - 9.1.1. Out of date, copyright average
 - 9.1.2. Damaged or worn
 - 9.1.3. Space limitations
 - 9.1.4. Duplication
 - 9.1.5. Low interest
 - 9.1.6. Passed shelf life
- 9.2. Withdrawn items can be sold through the Brenham Fortnightly Club Book Drive, donated to nonprofit organizations or given away at the Librarian's sole discretion.

10. Donations

- 10.1 NCRML will **not accept book** donations in memorial or in honor of individuals, **nor will** the Library include name plates on specific books. **Monetary donations will be accepted and a memorial book will be placed in the Library for memorials and "in honor of" donation recognition.** Staff will send thank you letters for these **monetary** donations. Donated materials to the genealogy collection will be reviewed and evaluated for consideration to add to the collection.

Collection Policy Revision Page 1

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Library Services Policy-Original

1. Purpose

- 1.1. Library services can play a vital role in the community. A long range goal of the Nancy Carol Roberts Memorial Library ("NCRML") is to foster community connections and to be the place for people to gather, meet, get help with informational needs and attend programs.

2. Reference

- 2.1. The Library Staff may assist patrons as time allows with researching information. The Library provides online databases both from the TEXShare database sites and paid subscription sites to help patrons with reference and research needs. The Library also has a genealogy and Texana collection along with a collection of local newspaper and a microfilm machine.

3. Advice and Interpretation

- 3.1. The Library Staff may provide assistance and research for information as time allows but cannot give advice or interpret the meaning of information, including but not limited to, medical and legal matters.

4. Community Services

- 4.1. The Library Staff may refer a patron to community groups or organizations. The Library Staff welcomes any information from community groups or organizations so Staff can better direct patrons to appropriate resources.

5. Programming

- 5.1. The Library programming provides access to a variety of resources that enrich, enlighten, and entertain. It is free and open to the public. Programs may be geared toward a specific age group such as children, teen or adult but **all age group are always welcome**. Patrons are expected to abide by the Conduct Policy at all programming. Solicitation of a business is prohibited; **however, businesses may leave cards and brochures at the Library**. Any exceptions are subject to the approval of the Librarian.

6. Reserving Library Materials

- 6.1. Patrons can reserve materials from the Library collection either online, by phone or in person at the service desk. They will be notified through their chosen method of notification when the item becomes available. The material will be reserved for three business days before returning it to the shelf or passed on to the next patron in line.

7. Fax/Copy/Scan

- 7.1. Faxing services from and to the Library fax machine are available for a fee. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.2. Copies can be made on the Library copier. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.3. Scanning to an email address is free and available at the copier under the scan feature.

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7. Fax/Copy/Scan

- 7.1. Faxing services are available from an outside vendor and not a library service.
- 7.2. Copies can be made on the Library copier. Please refer to the Nancy Carol Roberts Memorial Library Fee Schedule.
- 7.3. Scanning to an email address is free and available at the copier under the scan feature.



To: Library Advisory Board

From: Tammy Murphy

Subject: Discussion regarding End of Summer Program Statistics

Date: August 13, 2026

Summer Reading Challenge "Unearth a Story" has continued our Million Minutes Mountain. The Library Staff is very pleased with a successful and smooth summer program for all ages. We have begun plans for next year with the Lessons Learned Workshop we held on August 5. I look forward to presenting the last three years' statistics and information at the board meeting.



To: Library Advisory Board
From: Tammy Murphy
Subject: Board and Fortnightly Reports
Date: August 13 , 2026

The Library Advisory Board will discuss and report any information concerning ongoing projects or work. The Imagination Library committee will discuss a possible next meeting date and upcoming activities.

The Fortnightly Club will discuss and report any information concerning ongoing projects or work related to the library. Their new year will begin in September.



To: Library Advisory Board Members

From: Tammy Murphy

Subject: Administrative Report

Date: August 13, 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 Aubrie Cano and additional hours added for Katherine Phillips. I will be interviewing for three Blinn student worker positions to begin in the early fall.
- Adult programming continues with library-sponsored Mahjong classes, financial classes, and sewing programs. Teen programming continues with six monthly teen clubs. Children programming continues on Tuesdays with Miss Lou-Lou, storytimes, and America250 Travels with Carolyn.
- Outreach opportunities include Clear the Shelter, National Night Out, and Blinn Outreach booths.

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

Service Desk Statistics	May-26	Jun-26	Jul-26
Items Loaned	7,100	10,324	9,353
Technology Borrowed	7	21	44
Reference Calls	240	235	264
ILLs Borrowed	8	12	14
ILLs Loaned	4	3	3
Library Cards Issued	112	191	116
Library Cards Renewed	307	412	299
Total Service Desk Activity	7,778	11,198	10,093

Community Statistics	May-26	Jun-26	Jul-26
Study Room Uses	51	42	81
Large Room Uses	69	71	71
Community Hours	195	162	184
Volunteer Hours	45	41	36
Days Open	25	24	25
Door Count	5,373	8,029	6,706
Computer Uses	498	658	571

Program Statistics	May-26		Jun-26		Jul-26	
<i>Audience</i>	Programs Held	Participants	Programs Held	Participants	Programs Held	Participants
General	1	29	5	229	3	47
Adult	6	71	6	78	6	67
Teen	4	22	4	125	2	48
Children	8	167	17	1,760	17	431
Total	19	289	32	2,192	28	593