



**CITY OF NEW BRAUNFELS, TEXAS
LIBRARY ADVISORY BOARD MEETING**



**NEW BRAUNFELS PUBLIC LIBRARY
700 E. COMMON ST.**

TUESDAY, NOVEMBER 26, 2024 at 5:30 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

4. APPROVAL OF MINUTES

A) Discussion and consider approval of the minutes from [24-1523](#) the meetings on September 24, and October 22, 2024.

[MIN240924 Draft](#)

[MIN241022 Draft](#)

5. COMMUNICATIONS

This time is for citizens or board members to address The Library Advisory Board on issues and items of concerns not on this agenda. There will be no Library Advisory Board action at this time.

From Citizens

From Library Advisory Board members

6. REPORTS

Library Director

-Monthly Operations Update

New Braunfels Public Library Foundation

-Monthly Operations Update

Friends of the Library

-Monthly Operations Update

7. DISCUSSION AND ACTION

A) Discussion and possible action on Library Policy 2.1 Use [24-1524](#) of Library Facilities.

[2.1 Use of Library Facilities - 2024-11](#)

8. **ITEMS FOR NEXT AGENDA**

No action may be taken at this time.

9. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

11/26/2024

Agenda Item No. A)

PRESENTER:

Cole Johnson, Library Director

SUBJECT:

Discussion and consider approval of the minutes from the meetings on September 24, and October 22, 2024.

**DRAFT - MINUTES
OF THE NEW BRAUNFELS LIBRARY ADVISORY BOARD
REGULAR MEETING OF TUESDAY, SEPTEMBER 24, 2024**

AGENDA

1. CALL TO ORDER

Amy Stone called the meeting to order at 5:30 p.m. on Tuesday, September 24, 2024.

2. ROLL CALL

Amy Stone, Dana Watson, Adam Mauldin, Kristin Fain, Cole Johnson

3. PRESENTATIONS

Courtney gave a report on summer reading wrap up.

4. APPROVAL OF MINUTES

A) Discussion and consider approval of the minutes from the meeting on August 27, 2024.

Kristin made a motion to approve the July minutes, and Amy seconded. The minutes were unanimously approved.

5. COMMUNICATIONS

This time is for citizens or board members to address The Library Advisory Board on issues and items of concerns not on this agenda. There will be no Library Advisory Board action at this time.

Debbie Leimbach talks about See You at the Library.

From Citizens

From Library Advisory Board members

6. REPORTS

Library Director

-Monthly Operations Update

New Braunfels Public Library Foundation

-Monthly Operations Update

Friends of the Library

-Monthly Operations Update

A. Library Director – Cole gave the monthly update for August.

B. New Braunfels Public Library Foundation- Cookie Roark- Stay at home book ball, help with the friends for the Big Give, working on renewing the GuideStar seal of transparency.

C. Friends of the Library: Chip Frank- Finished Big Give fundraiser, book sale is coming up next month, received a large donation from the antiquarian bookstore in SA.

7. DISCUSSION AND ACTION

A) Discussion of TLC Library Source: Migration from Apollo to Library Source as our catalog software with a new library app.

Migration from Apollo to Library Source as our catalog software with a new library app.

B) Discussion of Summer Reading Program Wrap-up: Report on programming and services during Summer Reading.

8. ITEMS FOR NEXT AGENDA

No action may be taken at this time.

Oct 22 Next meeting

9. ADJOURNMENT

Amy adjourned the meeting at 6:07 p.m.

By: _____
LIBRARY BOARD LIASON

Attest:

LIBRARY DIRECTOR

**DRAFT - MINUTES
OF THE NEW BRAUNFELS LIBRARY ADVISORY BOARD
REGULAR MEETING OF TUESDAY, OCTOBER 22, 2024**

AGENDA

1. CALL TO ORDER

Carol Bissett called the meeting to order at 5:30 p.m. on Tuesday, October 22, 2024.

2. ROLL CALL

Carol Bissett, Dana Watson, Adam Mauldin, Kristin Fain, Cheri Ortega

Others Present: Cole Johnson, Sara Phippen

3. PRESENTATIONS

Cole gave a presentation about NBPL Labs, potential maker space at Westside.

A) NBPL labs by the Library Director, a concept for a tech-enabled space at the Westside Community Center encompassing a makerspace, a multimedia lab and technology instruction.

4. APPROVAL OF MINUTES

Did not have the minutes to approve.

A) Discussion and consider approval of the minutes from the meeting on September 24, 2024.

5. COMMUNICATIONS

This time is for citizens or board members to address The Library Advisory Board on issues and items of concerns not on this agenda. There will be no Library Advisory Board action at this time.

From Citizens

From Library Advisory Board members

Will review policies as needed, not at every meeting.

6. REPORTS

Library Director- October Director's statistical report, Launched TLC catalog system, and mobile app, Sara Phippen hired as Assistant

Director, promote Ray Hanley to Digital Resource Specialist.

New Braunfels Public Library Foundation- Cookie Roark- Materials are prepared for Stay-at-Home Book Ball, Book and Author Luncheon May 13, have all authors reserved, working with Cole to plan a Memorial Donation.

Friends of the Library: Chip Frank- Book sale set record for door sales, can renew membership, or join as a new member online. Big Give raised about \$6000.

Library Director

-Monthly Operations Update

New Braunfels Public Library Foundation

-Monthly Operations Update

Friends of the Library

-Monthly Operations Update

7. DISCUSSION AND ACTION

A) Discuss and consider recommendations for NBPL Labs.

Migration from Apollo to Library Source as our catalog software with a new library app.

8. ITEMS FOR NEXT AGENDA

Approve meeting minutes from September 24 meeting.

No action may be taken at this time.

9. ADJOURNMENT

Carol adjourned the meeting at 6:25 p.m.

By: _____
BOARD LIASON

Attest:

LIBRARY DIRECTOR



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

11/26/2024

Agenda Item No. A)

PRESENTER:

Cole Johnson, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.1 Use of Library Facilities.

2.1 Use of Library Facilities

The use of the library facilities, materials, and staff shall be extended equally to every member of the community within the framework of all applicable federal, state, and local legislation and within the framework of the *Library Bill of Rights* and its *Interpretations*.

The library is the property of the City of New Braunfels and each library user is expected to exercise reasonable care in the use of library facilities, remembering his obligation to fellow citizens who use the same facilities.

In the event of an extraordinary circumstance, such as a natural disaster, the library may suspend all or part of this policy if so directed by the President of the United States, the Governor of the State of Texas, the Mayor of the City of New Braunfels, or the City Manager until it is deemed safe to reinstate this policy in full.

I. Hours of Operation

1. The library will be open a minimum of sixty-five (65) hours per week. The Westside Branch library will be open a minimum of sixty-one (61) hours per week. The Westside Community Center will be open six (6) days per week. The Library Director, with the approval of the City Manager, will determine days and daily hours of operation. Regularly scheduled hours of operation will be established to best meet the needs and convenience of citizens, based on available funding and staff requirements.
2. The library system will close on holidays established by the City Manager and at other times deemed necessary by the Library Director, with the approval of the City Manager.
3. Except in case of emergencies, notice of closings will be posted in the facility locations and on the library's web site two weeks in advance and will be reported to the local news media.

II. Meeting Rooms

As public institutions dedicated to the free expression of and free access to ideas, the New Braunfels Public Library provides meeting rooms in their facilities for public use. The rooms will be available on as widespread and equitable a basis as possible for non-profit groups for the purpose of educational, cultural, governmental, and informational community meetings, programs, and lawful activities.

1. Highest priority for use of the meeting rooms will be given to library sponsored programs and functions which further the goals of the library.

2. Meetings held in the library meeting rooms must be open to the public. No fee may be charged, or donations solicited, as a condition of entry.
3. No library space will be available for social or commercial purposes, fund raising, sale of items, or for-profit individuals or businesses with the following exceptions:
 - a) Programs, events, or sales conducted by the Advisory Board, Friends of the Library or the New Braunfels Public Library Foundation, whose proceeds directly benefit the library.
 - b) Sale of material directly related to library sponsored programs which has received prior approval of the Library Director.
 - c) Programs, events, or sales conducted by the City of New Braunfels.
4. Organizations that do not meet this criteria may reserve a space in the Westside Community Center for a fee.
5. Library meeting rooms will be made available for public use only during the hours the library is open to the public. All meeting rooms must be vacated at least ten (10) minutes before closing. .
6. Reservations may be made up to 90 days in advance and are limited to one meeting per month unless they have received prior approval of the Library Director.
7. Permission for a group or organization to meet in the library in no way constitutes endorsement, support, or co-sponsorship by the New Braunfels Public Library or the City of New Braunfels of the activities that take place in the meeting room, or of the policies or beliefs of that group or organization.
8. Groups are required to set up for their meetings, return furniture and equipment to its original location, and leave the room clean and in good condition.
9. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations outlined in Section 2.14- Patron Rights and Responsibilities.
10. Non-profit groups may advertise in designated locations with approval from the Library Director, but no other advertisements, circulation of petitions, solicitations, or recruiting will be allowed on library property.
11. Any promotional materials, pictures, publicity, or paid advertisements by groups using the meeting rooms must include a statement indicating that the program or activity is not sponsored, co-sponsored or endorsed by the New Braunfels Public Library or the City of New Braunfels.

12. Smoking as defined in City of New Braunfels Municipal Code Article VII. Sec. 62-336 is not permitted within library facilities or on the front entrance area of the library facilities..
13. Attachments to the ceiling, walls, floors, or furnishings are not allowed.
14. The Library Director will establish and publish specific regulations based on this policy statement. A copy of the rules and procedures will be provided with the application for meeting room use.
15. Groups failing to comply with any part of this policy, or the established procedures may be asked to cancel their meeting and may be denied further use of the meeting room.

III. Westside Community Center

1. The Westside Community Center (WCC) houses a gym, two meeting rooms, and a commercial kitchen available for rentals. All reservations must be made in advance on a first come, first serve basis. Information on reservation availability and rental rates will be provided by the Westside Site Supervisor at 830-221-4630. Alcoholic beverages will not be permitted. Rental times and dates will be determined by management.
2. You must be 18 years of age or older to make a rental request.
3. Highest priority for the use of the facility rental space will be given to City sponsored programs and functions which further the goals of the New Braunfels Public Library.
4. Rental rates are calculated on an hourly basis, except where otherwise identified. The hourly fee is not prorated for partial hour use. Rentals will not be permitted outside of the established hours of operation without prior approval of the Westside Site Supervisor.
5. Setup time is not included in rentals. If additional time is required, it must be reserved and paid for. Groups are required to set up for their events, return furniture and equipment to its original location and leave the area clean and in good condition.
6. The number of people permitted in the rooms at one time is determined by building occupancy guidelines set by the City of New Braunfels officials.
7. Cancellations and refunds will be handled as follows:
 - a. Refunds will be issued through the City of New Braunfels. A \$7 handling fee will be assessed for each timely customer cancellation.
 - b. Full refund – if received two (2) weeks or more prior to the reservation date.
 - c. Half refund – if received less than two (2) weeks prior to the reservation date
 - d. No refund – if a group fails to show or no cancellation notice is received prior to the date of the reservation.
8. Special event rentals are permitted to bring outside food and beverages and/or utilize the commercial kitchen. All leftover food must be taken away by the renter when the event is over.

9. At the time of reservation, payment for the room will be required for the specified hours to be rented.
10. Attachments to the ceiling, walls, floors, or furnishings are not allowed. Decorations cannot cause damage to walls, counters, tables, or floors, etc. All decorations brought in must be taken down and removed by the renter.
11. City employees are not responsible for lost, stolen, or abandoned items.
The City of New Braunfels reserves the right to deny a rental based on previous experience or if the planned event is not appropriate for the community center building and users. All renters must comply with all city ordinances, state statutes, federal laws and building and fire codes.
Violations of these policies and failure to comply with Center management or city staff will result in expulsion from the building with no compensation or refund.

IV. Study Rooms

1. Study rooms are available for use only during library hours of operation and must be vacated at least ten (10) minutes before closing.
2. The rooms may be reserved for a session up to seven (7) days in advance of the date of use. Study room use is limited to two sessions of three hours each per week per patron.
Patrons who arrive more than 15 minutes late for their reservation will forfeit the reservation.
4. Students taking proctored exams may be allowed additional room time if arrangements are made in advance.



Endorsed by the New Braunfels Public Library Board, March 20, 2001

Revised Aug. 19, 2002; June 14, 2004; March 19, 2007; Nov. 16, 2009; Jan. 22, 2013; Jan. 21, 2014;
Feb. 18, 2014; Sept. 21, 2015; June 20, 2016; May 15, 2017

Endorsed May 21, 2018; March 18, 2019

Revised June 15, 2020; Sept. 20, 2021

Endorsed September 19, 2022; Revised September 19, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director