



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



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

TUESDAY, APRIL 23, 2024 at 5:30 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

4. APPROVAL OF MINUTES

A) Discuss and consider approval of the minutes from the [24-585](#) meeting on March 26, 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

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 2.3 [24-580](#)
Loans.

B) Discussion and possible action on Library Policy 2.6 [24-582](#)
Publicity & Media Relations.

C) Discussion and possible action on Library Policy 2.7 [24-583](#)
Library Support Organizations.

- D) Discussion and possible action on Library Policy 2.19 [24-584](#)
Test Proctoring Service.

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

4/23/2024

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discuss and consider approval of the minutes from the meeting on March 26, 2024.



New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library
Tuesday, March 26, 2024

1. Call to Order

Amy Stone called the meeting to order at 5:34 p.m. on Tuesday, March 26, 2024.

2. Roll Call Amy Stone, Dana Watson, Carol Bissett, Kristin Fain

3. Others Present

Gretchen Pruett, Jordan Matney

4. Approval of Minutes

Carol made a motion to approve the February 26 minutes as written, and Dana seconded. The minutes were unanimously approved with no corrections.

5. Communications

A. Citizens:

No one spoke at this time.

6. Reports

A. Library Director – Wrap up of fiscal year 2023, shared an infographic.

B. New Braunfels Public Library Foundation- Lynn Norvell could not be at the meeting but Gretchen read a statement - May 14, 2024, Book and Author luncheon, read the list of authors attending.

C. Friends of the Library: Gretchen read a statement for the friends. Bill Morgan was replaced as president by Chip Frank for the remainder of Bill's term.

7. Discussion & Action

A. Discussion and possible action Library Policy 2.18 Access for Americans with Disabilities.

Gretchen- There are no changes to this policy.

Board Questions: No questions or comments at this time.

Public Comment: Teresa Gould- is there a computer that was adapted for ADA use in the library?

Gretchen: All the public computers can be made ADA compliant; we have a budget request to add a second specific station that is permanently ADA compliant.

Motion to endorse the policy with no changes: Carol endorsed the policy with no changes. seconded by Kristin. All in favor, none opposed. Motion carries and the policy is approved as written.



B. Discussion and possible action on Library Policy 2.12 Library services.

Gretchen addresses changes to the policy.

Board Questions: Amy stone asked if we still use FAX and if that needed to be taken out of the language.

Public Comment: No questions or comments at this time
Kristin endorsed the policy, Dana seconded, All in favor, none opposed and the motion carries and policy is approved as written.

C. Discussion and possible action on Library Policy 2.3 Loans.

Gretchen addresses changes to the policy.

Board Questions: No questions

Public Comment: No comments

Motion will be tabled and discussed at the next Advisory Board Meeting.

D. Discussion and possible action on Texas State Library and Archives Annual Report.

Gretchen addresses the Annual Report.

Board Questions: The Rio Rover is not a book mobile because it does not allow passengers, it is more of a delivery van.

Public Comment: None at this time

Kristin made a motion to endorse the annual report, Carol seconded. All in favor, none opposed. The motion carries and annual report is endorsed.

Debbie Leimbach- Trying to find out where the discrepancies with the explanations are? I can look at the footnotes.

8. Items for Next Agenda

No action may be taken at this time.

Kim Huntsman- How many bibles does the library have at this time? I would like to see more added to the collection.

Gretchen: addressed Kim Huntsman's questions.

We will discuss the Library Policy 2.3 Loans at the next meeting.

9. Adjournment

Amy Stone adjourned the meeting at 6.10 p.m.



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

4/23/2024

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.3 Loans.

2.3 Loans

I. Loan Periods and Limitations

Materials will be loaned to borrowers for varied periods of time established by the library director. Limitations on the number of materials loaned per transaction or per borrower may be established by the library director to protect valuable materials and assure their availability to other borrowers.

II. Fines and Charges

A. Effective October 1, 2019, fines will no longer be assessed on overdue library materials. Once library materials are more than 14 days late beyond the last renewal date, they will be considered lost and charges will be assessed in accordance with Section II B.

B. Charges for lost or damaged materials are based on 100% replacement cost. Once payment is collected for lost or damaged materials, the materials become the property of the library patron. Refunds will not be issued for lost items returned after they have been paid for.

C. Replacement cost for lost or damaged DVD cases is \$3.00 per case, and replacement cost for lost or damaged audiobook cases is \$10.00 per case. Replacement cost for a lost or damaged DVD or audiobook insert is \$3.00 per item.

D. Charges for printing/copying are as follows:

Per page/item charges

- \$.10/page – black and white copies/prints
- \$.50/page – color copies/prints
- The first \$5.00 of printing charges will be waived once each day.
- Printing jobs over 100 pages will be allowed only through the Book A Librarian service.

E. . Only patrons in good standing will be allowed Interlibrary Loan privileges.

F. The fee for proctoring or certification services is \$10.00 per exam.

G. There is no charge for faxing at the patron self-serve station.

H. The authority to waive fees is at the discretion of the library director or his/her designee.

III. Suspension of Use

Loan privileges will be suspended when balance owed exceeds twenty dollars (\$20.00). The use of the library and its services will be denied for due cause, such as failure to pay penalties, theft of library property or destruction of library property.

IV. Confidentiality of Library Records

The library adheres to the Texas Open Records Act and the American Library Association Policy on Confidentiality of Library Records.

Endorsed by the New Braunfels Public Library Board, Sept. 13, 2002

Revised Oct. 21, 2002; March 22, 2005; May 24, 2007; April 20, 2009; June 20, 2011

Endorsed July 16, 2012; April 25, 2016

Revised July 15, 2013; Jan. 21, 2014; May 18, 2015; Nov. 28, 2016; June 19, 2017; June 18, 2018;
June 17, 2019; March 15, 2021; July 17, 2023; March 26, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

4/23/2024

Agenda Item No. B)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.6 Publicity & Media Relations.

2.6 Publicity & Media Relations

The library cannot succeed in its objective of serving the community without an alert, continuous, planned presentation of its materials, services, and programs. The promotional role will not be played passively but will consist of library-sponsored creative publicity to promote understanding of the library's objectives and services by governing officials, by civic leaders and by the general public.

The plans developed by the library staff will be used to present and maintain a positive image of the library to the public.

I. Publicity

Publicity may include the following:

- Widest possible dissemination of information about books, magazines, newspapers, recordings, and other available materials.
- Descriptions of the range of facilities, services, and programs relating to the needs of the community.
- Acquainting the public with the physical location of service points, hours of service, conveniences, etc.
- Background information to acquaint the public with library processes, rules and policies.
- Profiles of the library staff and volunteers with participant consent.
- Feature articles describing particular aspects of library service, highlights of the past and features of a commemorative nature to acquaint the community with the breadth and continuity of service over the years.
- Full utilization of all available channels of communication including newspapers, newsletters, local radio and cable stations, email broadcasts, the library's web page, and other social media sites.
- Appearance by the RIOmobile and RIOrover at community events.

II. Media Relations

The City of New Braunfels seeks to provide consistent, accurate, and timely information to the media while keeping city officials informed of emerging media issues. To accomplish this goal, the City has established a Communications and Community Engagement Department (CCED) to maintain a well-coordinated communication policy. As a City Department, the New Braunfels Public Library will adhere to policies, guidelines and other rules established by the CCED.

- Media inquiries should be given priority and addressed accurately as soon as possible.
- Any library employee who is contacted by the media should refer the request to the library director or to the Communication and Community Engagement Department if the director is unavailable.



Endorsed by the New Braunfels Public Library Board, Feb. 18, 2003

Revised March 19, 2007; Nov. 21, 2011

Endorsed Sept. 17, 2012; Oct. 21, 2013; July 20, 2015

Revised July 18, 2016; June 19, 2017

Endorsed June 18, 2018; Dec. 17, 2018

Revised Sept. 20, 2022; Endorsed February 20, 2023; April 23, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

4/23/2024

Agenda Item No. C)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.7 Library Support Organizations.

2.7 Library Support Organizations: The Friends of the New Braunfels Public Library, Inc. and the New Braunfels Public Library Foundation

As approved and administered by the library director, the library will utilize the support of The Friends of the New Braunfels Public Library, Inc. and The New Braunfels Public Library Foundation, independent, autonomous organizations, exempt from Federal and State income taxes under Internal Revenue Code 502(c) 3, and chartered by the State of Texas to conduct business on behalf of the interests of the library.

I. Function of the Support Groups

The library encourages the organization of such groups to assist in:

- Broadening community interest in the library,
- Presenting the needs of the library to the community,
- Enhancing communication between the library and the community,
- Accepting tax deductible contributions of money or goods for the benefit of the library, and
- Securing financial support from the community for library-related projects.

In matters of library policies and procedures, the two support groups shall fall under the guidelines for city usage, and not be held to the restrictions or limitations for other non-profit organizations.

II. Limitations of the Support Groups

Neither organization has policymaking nor library-governing powers but may make recommendations to the Advisory Board for consideration.

All library support organizations may be required, at the direction of City of New Braunfels management, to approve and execute a Memorandum of Understanding (MOU) with the City of New Braunfels. Such MOU will delineate the roles and responsibilities of each organization to the other.

Representatives of both organizations may attend Advisory Board meetings as non-voting members to provide continuing liaison between the organizations and the Board. In addition, the President of the Advisory Board serves as an ex-officio member on the Foundation.



Endorsed by the New Braunfels Public Library Board, Oct. 15, 2001

Revised Nov. 18, 2002; Sept. 18, 2006; April 19, 2011

Endorsed April 16, 2012; Feb. 19, 2013; Feb. 17, 2015; Jan. 11, 2016

Endorsed April 17, 2017

Revised April 16, 2018; Jan. 22, 2019

Endorsed Jan. 25, 2021; May 15, 2023; April 23, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

4/23/2024

Agenda Item No. D)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.19 Test Proctoring Service.

2.19 Test Proctoring Service

The New Braunfels Public Library offers test-proctoring services to the public, by appointment only, for a \$10.00 fee per test or \$10.00 per day if multiple tests are taken on the same day from the same institution. Students must verify that the following conditions are acceptable to the institution giving the test before having an exam sent to the New Braunfels Public Library. If this policy does not meet the student's needs, the student should contact the educational institution that is administering the test for other proctor recommendations.

- The Library will proctor written, e-mailed, faxed or online exams.
- Several certified librarians are available for proctoring. All exams are administered by appointment only — no drop-in exams will be allowed.
- If the exam is written, it will be the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the Library. The proctor will contact the student when the test has arrived. However, it is ultimately the student's responsibility to verify receipt of the test. The Librarian will schedule the date and time for the student to take the exam only after the test arrives at the Library.
- The student will be responsible for scheduling a time to take the exam that will allow sufficient time before the deadline that has been established by the institution or association. Tests must be completed 15 minutes before the Library closes.
- Before taking the exam, the student will be required to present a picture I.D. and provide a copy of their I.D. if required by the institution or association. Students are expected to come prepared with the necessary or required supplies to take the examination.
- Proctors will not monitor a student continuously during an exam but may check on the student periodically. The Library cannot provide a locked or secure place for the test, nor a quiet study room. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited.
- At the conclusion of a written exam, the exam will be returned directly to the testing institution at the next regularly scheduled pickup from the Library or the same day via fax or email. The student is responsible for postage costs.
- The Library will hold tests for 60 days or the test's stated deadline. If the student does not pick up the test by that time, the test will be destroyed. Library staff will not copy finished exams or hold exams past the date they are taken.

- Librarians will not sign a proctoring verification that attests to more than the Librarian has been able to do.
- The New Braunfels Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been sent back to the educational institution or association



Endorsed by the New Braunfels Public Library Board, July 18, 2005; April 16, 2007

Revised March 19, 2012

Endorsed June 17, 2013; Feb. 17, 2015; Jan. 11, 2016

Revised March 20, 2017

Endorsed Sept. 17, 2018

Revised Dec. 17, 2018; Jan. 25, 2021; July 19, 2021; Aug. 16, 2021; July 18, 2022

Endorsed April 23, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director