



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



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

**TUESDAY, AUGUST 27, 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 **24-1110** the meeting on July 23, 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 2.1 Use **24-1111** of Library Facilities.

B) Discussion and possible action on Library Policy 2.20 **24-1112** Programs, Displays and Exhibits.

**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.

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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

**8/27/2024**

Agenda Item No. A)

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**PRESENTER:**

Gretchen Pruett, Library Director

**SUBJECT:**

Discussion and consider approval of the minutes from the meeting on July 23, 2024.



# New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library  
Tuesday, July 23, 2024

## 1. Call to Order

Amy Stone called the meeting to order at 5:30 p.m. on Tuesday, July 23, 2024.

## 2. Roll Call Amy Stone, Dana Watson, Cheri Ortega, Carol Bissett, Connie Born

**Others Present:** Gretchen Pruett

## 3. Presentations: none at this time

## 4. Approval of Minutes

Cheri made a motion to approve the June minutes with one correction, and Connie seconded. The minutes were unanimously approved.

## 5. Communications

**A. Citizens:** None at this time

**B. Board members:** None at this time

## 6. Reports

**A. Library Director** – Gretchen gave the monthly update for June. Children’s Booksale at the closing event for Summer Reading at the Westside. Jenny Rodriguez has taken a job as Director of Tye Preston Library. Director position has been filled by Cole Johnson starting Aug 19. Library Software system change to TLC with mobile app.

**B. New Braunfels Public Library Foundation- Lynn Norvell-** Aug 25<sup>th</sup> Retirement party for Gretchen from 4 – 7 pm at Westside Branch. Lynn is stepping down as President.

**C. Friends of the Library: Chip Frank-** updating website, and renew or join the friends online. Big Give is coming up Sept 18 – 19. Booksale Oct 11 – 12, members only on Oct 10.

## 7. Discussion & Action

**A. Discussion and possible action Library Policy 2.11 Internet and Electronic Resource use.**

Gretchen- discussed the policy and not recommending changes at this time.

**Board Questions:** No questions or comments.

**Public Comment:** No questions or comments

The mission of the New Braunfels Public Library is to provide the community with equal access to physical and virtual environments that support and encourage lifelong learning and enrichment.

[www.newbraunfels.gov/library](http://www.newbraunfels.gov/library)



Carol moved to endorse the policy, Connie seconded, all in favor, none opposed, the motion carries, and policy is approved with no changes.

**B. Discussion and possible action on Library Policy 2.23 Children’s Internet Protection Act (CIPA)/ Internet Safety**

Gretchen- discussed the policy and we are in compliance with CIPA and not recommending changes at this time.

**Board Questions:** No questions or comments.

**Public Comment:** Kim Huntsman- How long has this been mandated?

**Gretchen-** originally passed in 2000 and updated in 2011. We adopted it in 2015.

Dana moved to endorse the policy, Kristin seconded, all in favor, none opposed, the motion carries, and policy is approved as written.

**8. Items for Next Agenda**

No action may be taken at this time.

Incorporating WS policies into the Library Board agenda.

**9. Adjournment**

Amy adjourned the meeting at 6:19 p.m.



# Library Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

**8/27/2024**

Agenda Item No. A)

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**PRESENTER:**

Gretchen Pruett, 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 RIOmobile bookmobile branch will be operational a minimum of four (4) days 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 presenting all points of view about the problems and issues of our times, 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. Non-profit organizations that are program partners with the City of New Braunfels may use meeting space in the Westside Community Center for meetings that are not 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. The large 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 or before 8:00 p.m. on weeknights.
5. Reservations may be made up to 60 days in advance and are limited to one meeting per month unless they have received prior approval of the Library Director.
6. 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.
7. 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.
8. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations.
9. 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.
10. 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.



11. 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 except where specifically designated as a smoking area by appropriate signage.
12. Attachments to the ceiling, walls, floors, or furnishings are not allowed.
13. 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.
14. 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. Facility Rentals

1. The Westside Community Center houses a regulation size basketball court, lunch room and 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 gym or special event space will be given to City sponsored programs and functions which further the goals of the Westside Community Center and the 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.  
Rental Fees are detailed in Appendix A.

#### **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. For-profit individuals or businesses will not be granted use of the study rooms.
3. The rooms may be reserved for a session up to fourteen (14) days in advance of the date of use. Study room users must read and sign the library's Study Room Agreement before using a library study room. Study room use is limited to one session per week per person per location. A use is defined as either a session reserved under the individual's name or as a session reserved under another name, but as part of a group.
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; August 27, 2024

**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director

## APPENDIX

### 14.1 Fee Schedule

Rental fees are as follows and may be subject to change:

Gym during regular business hours     \$60/Hour

Gym after regular business hours     \$90/Hour

\$50/Hour Kitchen (must be rented in conjunction with either the gym or dining room)

Dining Room during regular business hours     \$30/Hour

Dining Room after regular business hours     \$45/Hour

\$150/Hour Special Event Rental that includes rental of gym, kitchen and lunch room.

**8/27/2024**

Agenda Item No. B)

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**PRESENTER:**

Gretchen Pruett, Library Director

**SUBJECT:**

Discussion and possible action on Library Policy 2.20 Programs, Displays and Exhibits.

## 2.20 Programs, Displays and Exhibits

As an informational, educational, and cultural institution, the New Braunfels Public Library, including the Westside Community Center, welcomes and presents programs, exhibits, and displays of interest, information, and enlightenment to the community, in keeping with the mission, vision and strategic goals of the library. The purpose of this policy is to provide fair and consistent standards for the types of programs presented at the library and the use of display areas in the library, thus ensuring appropriate use of these spaces in a manner that is consistent with the library's other service objectives. The library's philosophy of open access to information extends to library programming.

### **I. Purpose of Programs**

Through programming, the library plans events that promote the use of library materials, service and /or offers the community informational, entertaining, or cultural experiences. The library strives to offer a variety of programs that reflect the interest of our growing and diverse population.

### **II. Purpose of Displays and Exhibits**

Through displays and exhibits, the library makes patrons aware of its programs, services, and resources and helps attract the public into the library as a means of promoting greater library usage. Interior library walls, tables in the library public areas and service desk countertops will be reserved for materials and projects sponsored by the library, the City of New Braunfels (CONB), The Friends of the New Braunfels Public Library, Inc. (FOL) and the New Braunfels Public Library Foundation, Inc. (FON) and will not be made available for public use.

### **III. Venues for Public Display**

The library and the Westside Community Center offers bulletin board space for the display of promotional or information materials for nonprofit entities. Nonprofit entity means an entity that is a nonprofit corporation, nonprofit association, or other entity that is organized solely for one or more of the purposes specified in Section 2.002 Texas Business Organizations Code. The Library Director may offer temporary use of wall space in the Children's and Youth areas to hang artwork produced by children and may approve other exhibits from nonprofit entities for display within the library.

### **IV. Guidelines for Programs**

Library programs shall generally be voluntary, free, and open to the public. Library programs must be non-commercial in nature and may not be for the solicitation of business. Although a professional expert may present a program, the information should always be generic in

nature. Library programs must have a special educational, information or cultural value to the community and be non-discriminatory by nature

Co-sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants, and this will be noted on publicity. Co-sponsorship is defined as the library working with another agency, presenter, or business to provide a program for library customers. Priority co-sponsorship will be given to local governments, agencies, businesses, or organization. Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by Library staff when planning Library programming.

The library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products only if the Library Director has agreed in advance to such an arrangement. Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the library staff.

Registration may be required for planning purposes and when space is limited. When pre-registration is required, it must be handled by the library unless other arrangements are made.

For most programs, evaluation forms may be distributed to the participants so that staff may know what has been successful and receive ideas for new programs.

## **V. Guidelines for Displays**

Nonprofit entities may post materials promoting their services, programs, and events, including fundraisers, as space permits. Materials from for-profit enterprises and individuals will not be posted. The Library Director must approve all postings and may prohibit postings that do not meet library standards. The Library Director has the sole authority to limit the length of time that materials will be displayed, as well as the frequency with which the organization shall sponsor a display. Materials accepted for display will be dated, and displays must be removed promptly upon the mutually agreed date.

Materials accepted for display will convey the issuer's name and contact information. Anonymous items will not be displayed. All displays must meet existing state and federal laws on obscenity, libel, and defamation of character or invasion of privacy. Due to space limitations, the size of an item accepted for display may be restricted.

## **VI. Liability**

The Library will not be responsible for returning or storing materials, and the Library will not be responsible for protecting materials from damage or theft. All items placed in the Library are there at the owner's risk.

Granting permission to display materials does not imply the Library's endorsement of content, the sponsoring organization, or its views; nor will the Library accept responsibility for the accuracy of statements made in such materials.

## **VII. Disputes**

The library welcomes expressions of opinion from any library customer residing in New Braunfels, Texas or the surrounding ETJ concerning programming, displays or exhibits. If a group or individual library customer as defined above has concerns about a library program, display or exhibit, they should first address the concern with a library staff member.

Customers who wish to continue their request for review of library programs, displays, or exhibits must submit the Request for Reconsideration form.

1. The Library Director will discuss the issue with the involved parties, review the exhibit, and, within a reasonable period, respond in writing to the complainant. The ALA's Library Bill of Rights," "Library-Initiated Programs and Displays as a Resource: An Interpretation of the 'Library Bill of Rights,'" and "Exhibit Spaces and Bulletin Boards, An Interpretation of the 'Library Bill of Rights'" are some of the guidelines the Library Director will consider when making a recommendation.
2. Challenged materials shall not be removed until a decision has been reached.
3. If the complainant wishes to pursue the complaint further, he or she may address the Library Advisory Board at its regular meeting.
4. The Library Advisory Board shall review the complaint within a reasonable time and shall issue a decision in writing to the complaining person or representative within ten (10) business days of review. The Library Advisory Board's decision shall be final.

## **VIII. Possible Observances**

A list of possible observances for programs, displays and exhibits is attached as Appendix A. This list is intended as a guide to possible observances and is not intended to be final or comprehensive.





Approved by the New Braunfels Public Library Board, Feb. 21, 2006

Endorsed April 21, 2008; Aug. 17, 2009

Revised March 19, 2012; May 19, 2014; Aug. 17, 2015

Endorsed Oct. 24, 2016

Revised Feb. 21, 2017; March 19, 2018

Endorsed March 18, 2019; March 15, 2021

Revised Feb. 28, 2022; January 17, 2023; August 27, 2024

**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director

## Appendix A - Possible Observances for Programs, Displays & Exhibits

### January

National Braille Literacy Month  
National Mentoring Month  
National Slavery & Human Trafficking  
Prevention Month  
Martin Luther King, Jr., Holiday

### February

National Cancer Prevention Month  
American Heart Month  
Black History Month

### March

Read Across America Day (March 2 – Dr.  
Seuss' Birthday)  
Texas Independence Day (March 2)  
Women's History Month  
Irish-American Heritage Month

### April

National Poetry Month  
Volunteer Month  
Drop Everything and Read Month  
National Library Week (April 4-10)  
National Library Worker's Day (Tuesday of  
Library Week)  
Children's Book Day – Dia de los Niños  
(April 30)

### May

Jewish-American Heritage Month  
Stroke Awareness Month  
Brain Cancer Awareness Month  
Asian-American and Pacific Islander Heritage  
Month  
Memorial Day Observance

### June

Rainbow Book Month™  
PTSD Awareness Month

### July

Independence Day (July 4)  
Park and Recreation Month

### August

Black Business Month  
International Peace Month

### September

Library Card Sign-Up Month  
Banned Book Week (Last week in September)  
Hispanic Heritage Month (Sept. 15-Oct. 15)  
National Suicide Prevention Awareness  
Month  
National Self-Care Awareness Month

### October

Breast Cancer Awareness Month  
National Book Month  
National Women's Small Business Month  
TeenTober  
National Friends of Libraries Week (Third  
week in October)

### November

Alzheimer's Awareness Month  
Family Caregivers Month  
Diabetes Awareness Month  
Native American Heritage Month  
National Picture Book Month  
Veterans Day

### December

Human Rights Month

## Appendix B - Request for Reconsideration of Library Programs, Displays or Exhibits

Title or Description \_\_\_\_\_

Content type (circle one)    Program        Display        Exhibit        Other \_\_\_\_\_

Program Date  
(if applicable) \_\_\_\_\_

Person initiating request \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone number \_\_\_\_\_

Do you represent \_\_\_\_\_ Yourself

\_\_\_\_\_ An organization (name) \_\_\_\_\_

\_\_\_\_\_ Other group (name) \_\_\_\_\_

1. To what do you object? (Please be specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Did you view the entire program/display or exhibit?    Yes/ No    If no, which parts?

\_\_\_\_\_

\_\_\_\_\_

3. What would you like the library to do about this program/display/exhibit?

\_\_\_\_\_ Request that library staff reevaluate for age appropriateness

\_\_\_\_\_ Request that library staff reevaluate for distribution, display, or performance in library

\_\_\_\_\_ Other – explain \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## For Library Use Only

Staff member receiving form \_\_\_\_\_ Date \_\_\_\_\_

Program Developer \_\_\_\_\_ Date \_\_\_\_\_

Library Director Review \_\_\_\_\_ Date \_\_\_\_\_

Resolution \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Library Advisory Board agenda date (if applicable) \_\_\_\_\_

To be filed in Library Director's office.