



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



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

WEDNESDAY, MAY 29, 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 [24-741](#) the meeting on April 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 2.2 [24-742](#) Borrower Eligibility.

B) Discussion and possible action on Library Policy 2.14 [24-743](#) Patron Rights and Responsibilities.

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

5/29/2024

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

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



New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library
Tuesday, April 23, 2024

1. Call to Order

Carol Bissett called the meeting to order at 5:34 p.m. on Tuesday, April 23, 2024.

2. Roll Call

Carol Bissett, Kristin Fain, Connie Born, Dana Watson, Cheri Ortega, Adam Maulding

Others Present: Gretchen Pruetz, Jordan Matney, Chip Franck (FOL President)

3. Presentations:

no presentations

4. Approval of Minutes

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

5. Communications

A. Citizens: Kim Huntsman – Resident, Bible in each library in the teen section and on the outreach van.

B. Board members: No questions or comments.

6. Reports

A. Library Director – March Statistics, filling vacancies at the library, programming at the library, program pause for youth in May, June 2 summer reading kickoff, end of summer reading celebration at WS, Advisory Board meeting at City Hall in May due to election Polling at the library. Gretchen’s last day is Sept 1, national search in late July.

B. New Braunfels Public Library Foundation- Lynn Norvell could not be at the meeting but Gretchen had a few notes- May 14, 2024, Book and Author luncheon, one of the authors had to drop out but looking for a replacement.

C. Friends of the Library: Chip Frank- more storage is needed, preparing for annual book sale, working on capital improvements. SA book seller is giving us access to 15,000 books.

7. Discussion & Action

A. Discussion and possible action Library Policy 2.3 Loans.

Gretchen- discussed changes to the policy.

Board Questions: 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



Public Comment: No questions or comments

Cheri endorsed the policy, Kristin seconded, All in favor, none opposed the motion carries and policy is approved as written.

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

Gretchen: No changes to this policy.

Board Questions: No questions or comments.

Public Comment: No questions or comments.

Kristin endorsed the policy, Dana seconded, All in favor, none opposed, the motion carries and policy is approved as written.

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

Gretchen: No changes to this policy.

Board Questions: Needs to be changed to say 501(C) 3

Public Comment: No questions or comments.

Cheri made a motion to endorse the policy with changes, Adam seconded. All in favor, none opposed. The motion carries and the policy is approved with the change.

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

Gretchen addresses the policy. No changes to this policy.

Board Questions: How often do we get these requests? Gretchen: Some months there are a few others none. May is usually a big month.

Public Comment: No questions or comments.

Kristin made a motion to endorse the policy as written, Dana seconded. All in favor, none opposed. The motion carries and the policy is approved as written.

8. Items for Next Agenda

No action may be taken at this time.

Nothing on the schedule that needs to happen at the May meeting.

9. Adjournment

Carol adjourned the meeting at 6.04 p.m.



Library Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

5/29/2024

Agenda Item No. A)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.2 Borrower Eligibility.

2.2 Borrower Eligibility

I. Eligibility Requirements

The New Braunfels Public Library will provide service without charge to all residents of the City of New Braunfels. Residency is defined as residing in or owning real property located in the City of New Braunfels or its extraterritorial jurisdiction (ETJ) or having a mailing address of New Braunfels, TX as established by the United States Postal Service.

1. Resident Adults

Individuals who reside in the City of New Braunfels as defined above will be issued a free library card upon application. Appropriate verification of permanent residency and current address and telephone number will be required at the time of registration and periodically thereafter.

2. Resident Minors

Individuals who reside in the City of New Braunfels as defined above and are fifteen (15) years of age and under will be issued a library card upon completion of an application with a parent's/guardian's/responsible party's co-signature. A responsible adult is defined as a person who is related to the child and willing to guarantee and be responsible for the child's use of the library materials.

Acceptable forms of verification for residents 16 years and older applying for a card or accepting responsibility for a minor applying for a card include:

- Valid Texas driver's license, temporary Texas driver's license or learner's permit
- Texas Department of Public Safety ID

OR

- Proof of address:
 - Personalized check or bank/credit union statement
 - Utility deposit receipt or utility bill
 - Voter's registration
 - Official rent receipt; rental agreement, contract or lease
 - Signed mortgage papers
 - Current property tax statement or receipt
 - Current credit card bill
 - Vehicle registration or liability insurance
 - Self-addressed library address verification postcard

AND

- Photo Identification:
 - Out of state Driver's License
 - Credit Card with photograph
 - School Photo Identification Card
 - Employment Photo Identification Badge
 - Store Photo Identification Badge
 - Neighborhood Photo Identification Badge
 - Any photo identification card or badge that includes a photograph and the name of the person preprinted upon it.

3. Non-residents who own property in the City of New Braunfels

Individuals and their family members who pay property taxes to the City of New Braunfels will be issued free library cards upon verification of ownership, which is a recent property tax statement or receipt, and current address. Verification of current address will include any of the items listed under the previous section.

4. Non-residents who are temporarily residing in the City of New Braunfels

Out-of-state visitors who are staying in within the City of New Braunfels as defined above for over thirty days may be issued a card upon completion of an application and the payment of a non-refundable fee of \$15. Library card privileges shall be extended for a period of six months from the date of application and payment. Appropriate verification of current address and phone number will be required at the time of registration and will include any of the items listed above.

5. Volunteers as defined in Library Policy 2.8 – Volunteers who meet the service requirement in said policy

Volunteers for either the New Braunfels Public Library or the Westside Community Center, or for the library support groups, currently the Friends of the New Braunfels Public Library, Inc. or the New Braunfels Public Library Foundation, Inc. and who meet the service hour requirements in Library Policy 2.8 – Volunteers will have one-year membership fee waived upon meeting the service requirement.

II. Discount Cards

As a courtesy, non-city residents who meet the following criteria will be issued a discounted library card upon verification. Borrowing privileges are restricted to the individual, and discounted cards are not transferable.

Non-city residents of Comal and Guadalupe County under the age of 16 — \$10 per year

Individuals who reside outside the City of New Braunfels as defined above and are fifteen (15) years of age and under will be issued a library card upon completion of an application with a parent's/guardian's/responsible party's co-signature. A responsible adult is defined as a person who is related to the child and willing to guarantee and be responsible for the child's use of the library materials.

Acceptable forms of verification for parent/guardian accepting responsibility for a minor applying for a card include any of the items listed under the previous section.

III. Fee-paying Non-resident Cards

Non-residents who do not meet the criteria for a free or discounted library card may obtain a library card for an annual, non-refundable fee of \$25.00 (Ordinance No. 2005 – 63) of the City of New Braunfels, Texas). Appropriate verification of current address and phone number will be required at the time of registration and will include any of the items listed above.

IV. Residency Determination

Residency shall be defined as residing in or owning real property located in the City of New Braunfels or its extraterritorial jurisdiction (ETJ) or having a mailing address of New Braunfels, TX as established by the United States Postal Service.

V. Institutional Cards

Institutions located within the service area may be issued a library card. The director of the institution or the institution's librarian must complete the application and provide identification. Institutional cards are issued at the discretion of the library director.

VI. Temporary Cards

In unusual circumstances, a temporary library card may be issued at the discretion of the library director.

VII. TexShare Cards

The TexShare Card Program is a reciprocal borrowing program sponsored by the Texas State Library and Archives. Participating libraries may issue their patrons a TexShare card, which may be used to borrow materials directly from any other participating TexShare library.

In order to be issued a TexShare card from the New Braunfels Public Library, patrons must:

- Have a current New Braunfels resident or non-resident full year library membership for a period of at least ~~two months~~ sixty days.

- Be over the age of fifteen.
- Have a clear borrowing record with no outstanding fees, fines or disputed items.

TexShare cards are issued for up to one year and will expire on the same date as the patron's library card. It will be renewed if the patron continues to maintain a clear borrowing record with both our library and other participating TexShare libraries.

TexShare cardholders who owe fines or fees to other TexShare libraries will be blocked from borrowing materials from our library until all fines or fees are cleared from their record.

Non-residents who present a valid TexShare card from another participating library, and who are not on the state list of revoked TexShare cards may apply for a TexShare library card for the New Braunfels Public Library at no additional charge. This card will be limited to three (3) items allowed to be checked out at a time and will not be eligible for interlibrary loan or patron request services. Library privileges will be offered until the date of expiration on the TexShare card. Cards without an expiration date will not be honored.

VIII. Bookmobile Cards

In order to ensure that children visiting the bookmobile are able to check out library materials at their visit, a bookmobile card will be issued to minors residing in Comal and Guadalupe County aged 15 or under who can provide name, address, phone number and name of an adult parent or other responsible adult. A bookmobile card will be issued to the child and will allow the child to check out one (1) book at a time. Upon verification by a parent or other responsible adult, full card privileges will be granted in accordance with 2.2 Borrower Eligibility Policies – Sections I – VI.



Revised and endorsed by the New Braunfels Public Advisory Board Sept. 19, 2005;
effective Oct. 1, 2005

Revised by the New Braunfels City Council effective Feb. 14, 2006

Endorsed by the Library Advisory Board April 21, 2008

Revised by the Library Advisory Board Feb. 17, 2009; Sept. 20, 2011; Jan. 22, 2013; Nov. 17, 2014

Endorsed Sept. 21, 2015

Revised April 25, 2016; Jan. 22, 2018; Sept. 17, 2018

Endorsed Sept. 16, 2019; Nov. 16, 2020; August 21, 2023

Revised May 29, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director

5/29/2024

Agenda Item No. B)

PRESENTER:

Gretchen Pruett, Library Director

SUBJECT:

Discussion and possible action on Library Policy 2.14 Patron Rights and Responsibilities.

2.14 Patron Rights, Responsibilities and Conduct

To protect the public's right of access to library facilities, to ensure the safety of patrons of all ages and staff, and to protect library resources and facilities, certain rules of conduct and levels of responsibility must be followed.

The Library Director and authorized staff are responsible for enforcing customer conduct in the library and on library premises. Anyone found to be interfering with another's use and enjoyment of ~~the library~~ facilities will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave ~~the the library~~ facility. Failure to leave will result in staff calling the police for assistance, and the offender will be subject to arrest and/or be issued a criminal trespass warrant.

I. Public Property

1. Library Materials

- a. Patrons may not deliberately mis-shelve, steal, damage, mutilate, or otherwise destroy library materials or property.
- b. Patrons agree to abide by all policies and rules pertaining to the use of library materials, which include:
 - Proper care of materials.
 - Return of all items borrowed by the date(s) due.
 - Payment for lost or damaged materials.
 - Notification to the library if card is lost or stolen. If the library does not receive notification, the patron is responsible for any materials borrowed on the card.
 - Notifications to the library for change of contact information.

2. Library Property

- a. Patrons will not intentionally damage library grounds, buildings, furnishings, or other property.

II. Rights of Others

1. General Prohibitions

While on library property, no person shall:

- a. Display weapons, except as allowed under Texas statute.
- b. Smoke (as defined in City Ordinance Article VII, Sec. 62-336) or use tobacco inside the library or within 20 feet of the library entrance.

- c. Possess alcohol or any illegal substance or be intoxicated (whether by alcohol or other mind-altering drugs) to the point of impairment of his/her mental or physical abilities.
- d. Enter the library without shoes and shirts.
- e. Use a skateboard, scooter, or skate in the library or outside on library walkways or parking lots.
- f. Bring in bulky items that take up excessive space.
- g. Place briefcases, book-bags, musical instruments, etc. where they block aisles or take up workspace of library users and staff.
- h. Trespass into any area closed to the public.
- i. Present bodily hygiene that is distracting to customers or staff to the point that it interferes with customers' use of library resources or with staff work.
- j. Make unauthorized or inappropriate use of library equipment (computers, emergency exit doors, etc.)
- k. Bring animals into the library, except for service animals or for program activities.
- l. Sell, solicit, panhandle, or loiter.
- m. Post or distribute handbills, brochures, etc. without permission from the Library Director.
- n. Disobey applicable City of New Braunfels ordinances.

2. Disruptive Behavior

While on library property, no person shall:

- a. Physically, verbally, or with gestures threaten or abuse another person on library property. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable.
- b. Harass library users or staff or attempt to engage library users or staff in unwanted discussion. This includes sexual advances or physical and/or verbal harassment.
- c. Exhibit disruptive, uncontrolled behavior.
- d. Exceed acceptable noise levels, to include personal electronic devices. Use of a cell phone shall be permitted within the library facilities except use of a cell phone on the speaker setting shall be prohibited within library buildings.
- e. Any act, which is in violation of the laws of the State of Texas or New Braunfels City Ordinances, is expressly forbidden in the library. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable, including the issuance of a criminal trespass warrant.

3. Minors in the Library

For the safety and comfort of children, a responsible parent or caregiver should accompany and supervise children who are using the library. While in the library, parents

and caregivers are responsible for monitoring and regulating the behavior of their children. The library is not equipped, nor is it the library's role, to provide long- or short-term childcare or supervision.

Library staff members will refer to this policy when necessary, including in response to the following situations:

- a. An unattended child is found frightened or crying in the library.
- b. An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child.
- c. An unattended child exhibits specific inappropriate behavior as described above.
- d. An unattended child has not been met by a responsible caregiver at closing time.

After evaluating the situation, library staff members will attempt to contact the parent or guardian of the unattended child. In the event the parent or guardian cannot be reached, the child will be placed in the care of the New Braunfels Police Department.



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

Endorsed Jan. 20, 2009

Revised Aug. 15, 2011; June 16, 2013; Aug. 17, 2015; Jan. 11, 2016

Endorsed Nov. 20, 2017

Revised Nov. 16, 2018; Nov. 18, 2019

Endorsed Sept. 21, 2020

Revised Jan. 24, 2022; September 19, 2022; Endorsed September 18, 2023;

Revised May 29, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director