CITY OF NEW BRAUNFELS, TEXAS
LIBRARY ADVISORY BOARD MEETING

NEW BRAUNFELS PUBLIC LIBRARY
700 E. COMMON ST.

TUESDAY, MARCH 26, 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 24-421 meeting on February 27, 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 2.18 24-422 Access for Americans with Disabilities.

    B)   Discussion and possible action on Library Policy 2.12 24-423 Library Services

    C)   Discussion and possible action on Library Policy 2.3 24-425 Loans.

D) Discussion and possible action on Texas State Library 24-427 and Archives Annual Report.

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.

3/26/2024

Agenda Item No. A)

PRESENTER:
Gretchen Pruett, Library Director

SUBJECT:
Discuss and consider approval of the minutes from the meeting on February 27, 2024.

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New Braunfels Public Library Advisory Board Regular Meeting Minutes

New Braunfels Public Library
Tuesday, February 26, 2024

1. **Call to Order**
   Amy Stone called the meeting to order at 5:30 p.m. on Tuesday, February 26, 2024.

2. **Roll Call** Amy Stone, Dana Watson, Cheri Ortega, Carol Bissett, Adam Mauldin

3. **Others Present**
   Gretchen Pruett, Jordan Matney.

4. **Approval of Minutes**
   Cheri made a motion to approve the January 16 minutes as written, and Dana seconded. The minutes were unanimously approved with no corrections.

5. **Communications**
   A. **Citizens:**
      The following individuals spoke at this time:
      Judy Rothell: Resident of New Braunfels- spoke about child trafficking in Texas.
      Lynn Thompson- Great new study rooms

6. **Reports**
   A. **Library Director –** Statistics for the Library and info graphic. Physical items circulation is higher than digital, 190 programs funded by the Friends of the library, database usage is down, 17 people per program average, 5200 visitors at the WS library, article about addressing loneliness through the library.
   B. **New Braunfels Public Library Foundation-** Lynn Norvell - May 14, 2024, Book and Author luncheon at the Civic center, trying to develop the base for the foundation, banner over Seguin Ave for luncheon, Bookmark advertising the luncheon in the Herald, individual and table tickets are on sale.
   C. **Friends of the Library:** Bill Morgan died unexpectedly, and Margi Koranek has assumed the presidency, at the Feb 10 Board meeting budget for $84,000 for library programs was approved. Bonnie Leitch is trying to get a NB Go grant for some technical items for the bookstore. The nominating committee will be meeting on Friday to look for Bills permanent replacement.

7. **Discussion & Action**
   A. **Discussion and possible action Library Policy 2.5 Collection Development.**

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

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Gretchen: Appendix E has been changed to include a reappeal period of one-year. Person will need to be at the board meeting for the appeal.

Public Comment:

<u>The following individuals spoke against the recommended changes to the policy.</u>

Richard Kelsheimer- NB resident

Teresa Gould - NB resident

Judy Rothell - NB resident

Gretchen addressed some of the concerns that were mentioned by the citizens that spoke, listed above.

Motion to change the policy: Dana Watson endorsed the policy with the changes. seconded by Cheri Ortega. Motion carries and the policy is approved as written.

B. **Discussion and possible action on Library Policy 2.16 ILL Policy**
   Gretchen addresses changes to the policy.

   Board Questions: No questions or comments at this time.

   Public comment: No questions or comments at this time
   Cheri Ortega endorsed the policy, Adam Mauldin seconded, All in favor, none opposed and the motion carries and policy is approved as written.

C. **Discussion and possible action on Library Policy 2.22 TexShare cards.**
   Gretchen addresses changes to the policy.

   Carol Bissett endorsed the policy with the changes, Dana Watson seconded. All in favor, none opposed, the motion carries and the policy is approved as written.

8. **Items for Next Agenda**
   In March the Advisory Board will review and certify the annual report.

9. **Adjournment**
   Amy Stone adjourned the meeting at 6.14 p.m.

Agenda Item No. A)

PRESENTER:
Gretchen Pruett, Library Director

SUBJECT:
Discussion and possible action on Library Policy 2.18 Access for Americans with Disabilities.

2.18 Access for Americans with Disabilities

The New Braunfels Public Library adheres to the Americans with Disabilities Act of 1990 that assures equal access to employment opportunities and access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities.

The New Braunfels Public Library also subscribes to the philosophy expressed in the American Library Association Interpretation of the Library Bill of Rights – Services to Persons with Disabilities and hereby incorporates it as a part of this policy.[1]

Subject to the provisions of the Act, no qualified individual shall be excluded from participation in or be denied the benefits of services, programs, or activities of the New Braunfels Public Library or be subjected to discrimination by the library.

The library welcomes input from persons with disabilities about ways the library can more completely serve them. Library staff will complete an ADA self-evaluation study, which will be updated at least every two years. Questions about ADA compliance and complaints or suggestions about accessibility of library facilities, activities and programs should be addressed to the library director.

1. **An Interpretation of the Library Bill of Rights – Services to Persons with Disabilities**

   www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities

City of
New Braunfels

PUBLIC LIBRARY

Endorsed by the New Braunfels Public Library Board, June 14, 2004

Revised Feb. 20, 2007

Endorsed Oct. 15, 2012; June 15, 2015; Sept. 19, 2016

Revised Oct. 16, 2017

Endorsed Oct. 16, 2018; Oct. 23, 2019; Oct. 19, 2020; Oct. 18, 2021; February 20, 2023

By: _____
President, Library Advisory Board

Attest: _____
Library Director

Agenda Item No. B)

PRESENTER:
Gretchen Pruett, Library Director

SUBJECT:
Discussion and possible action on Library Policy 2.12 Library Services

2.12 Library Services

I. Priorities

Service to the public receives priority over any other duties. Reference service is available to all persons served by the library without discrimination. The request of each user is taken seriously and treated with confidentiality.

In-person requests for service receive priority over telephone requests, followed by requests received by fax, mail, email or other electronic communication.

If several people are waiting for assistance, requests that are brief may be given priority over lengthy or complex questions that require large amounts of time. Complex questions may be referred to the Book A Librarian service.

Reference services available via mobile outreach library facilities may be limited due to availability of staff and privacy concerns. Such reference services may be referred to other library facilities.

II. Time Limits

The limit of reference service will vary according to the:

- number of users needing assistance
- number of staff available to help
- complexity of materials
- amount of information needed
- level of staff technical expertise needed

The amount of time devoted to a complex request is at the discretion of the reference staff. It is not the responsibility of the staff to conduct lengthy research for users. Library users requiring lengthy or involved research assistance should be given guidance on available resources and basic instruction on research methods.

III. Book a Librarian

Book a Librarian is a free service that allows you to make a one-on-one appointment with a librarian for more complicated questions or in-depth help that requires more time than walk-up help may allow. Each appointment may last up to 30 minutes. Additional appointments can be requested with a maximum of two appointments per calendar month.

IV. Telephone Reference

Telephone reference service is available for all reference questions. During particularly busy times, it may be necessary to return the user's call or arrange for the user to call back.

V. Fax, Mail, Email and Other Electronic Communications

Fax, mail, email and chat or other electronic communications requests for service are defined as short, factual informational questions that do not require extensive reading or interpretation by the staff members.

Email reference questions must include an email address for a reply.

VI. School Assignments

Student requests for assistance with school assignments will be given the same consideration as any other request. Staff will work with the student to find appropriate resources and provide instruction in the use of those resources. Online tutoring resources, such as Brainfuse, will be used to assist students with school assignments as appropriate. Library staff will assist with orientation to the resource for students and tutors. Student requests that cannot be filled may be noted on the Student Request/Unfilled Form and addressed to the teacher.

VII. Consumer Evaluations

The reference staff will help users locate consumer product information and sources for objective consumer evaluations. The staff does not offer personal opinions, recommend item brands, or interpret evaluation results.

VIII. Appraisals

The reference staff will refer users to appropriate reference sources. Staff members will never give personal appraisals regarding the value of a patron's possession.

IX. Genealogy Questions

Staff will provide general assistance in genealogical research, guidance in locating items in the collection, and help in obtaining resources through interlibrary loan. Staff members will not conduct genealogical research for patrons.

X. Medical, Legal, and Tax Questions

Factual information, definitions, or citations from codes will be provided, but staff will not interpret or offer an opinion of medical, legal, or tax matters.

XI. Mathematical Calculations

Staff will refer patrons to sources with the appropriate formula or tables for performing their own calculations but will not perform the actual calculation.

XII. Voting and Elections

Election issues will be answered as any other reference question. Staff will not summarize, interpret or offer opinions regarding political issues.

XIII. Stock Quotes

Stock quote questions are treated as any other reference question. Staff may provide patrons with appropriate Internet addresses for searching current or historical stock quotes.

XIV. Obituaries and Newspaper Reference

Staff will search for an obituary in the New Braunfels Herald Zeitung for patrons not able to visit the library in person if a date of death is provided. Staff will utilize the online search tool in the digitized version of the Herald Zeitung and may refer customers to this tool in lieu of staff performing the search.

Staff will not conduct research if the date does not produce an obituary for the named person.

XV. Online Searching

The reference staff will utilize online searching as other reference sources.

XVI. Technical Assistance with Devices and Electronic Library Resources

The New Braunfels Public Library offers technical assistance with devices and the library's electronic resources (eResources) in line with its vision of engaging, educating, and empowering library patrons.

All Library staff members are trained to assist users with the Library's electronic resources, the Library catalog, the Library's online databases, and accessing the Internet. Staff can also provide limited assistance in the use of Library-installed software. This includes basic logging in, signing up for email, keyword suggestions for Internet searches, how to print, how to save to portable storage devices, or how to open word processing or spreadsheets. Staff may assist patrons with detailed questions about Library-installed software as time and knowledge permit, but computer users are expected to work independently and have basic knowledge of computer and Internet use.

Library staff may also direct patrons to print resources, digital resources, or training resources that can assist users further.

Patrons in need of extended or in-depth support on the computer or personal device will be referred to the Librarian On Duty or another member of the reference staff or be directed to use the Book a Librarian service.

Designated staff members are trained to assist patrons with technology questions and concerns, but there is no guarantee that staff will be available to users at all times.

Staff is explicitly prohibited from completing or typing in confidential information on a patron's behalf. Examples include, but are not limited to, social security numbers, banking information, insurance forms, taxes, financial information, and passwords. This is for the security of patrons' personal information, as well as to protect the Library and its staff.

Staff may help patrons with laptops or other devices with logging into the wireless network, but cannot troubleshoot, repair patrons' devices, or guarantee a Wi-Fi connection. The Library's wireless networks are offered as unsecure wireless networks. Users should use wireless access accordingly.

XVII. Referrals

Patrons will be referred to more appropriate sources when it is determined that the request cannot be properly fulfilled given the limitations of the Library's resources. Reference staff should refer to other agencies only when they are reasonably certain the information is readily available. A referral to interlibrary loan is part of the Library's service.

Endorsed by the New Braunfels Public Library Board, July 21, 2003

Revised May 15, 2006; May 19, 2008; Oct. 24, 2011

Endorsed June 16, 2014; June 15, 2015

Revised July 18, 2016; July 16, 2018; Feb. 19, 2019; Sept. 21, 2020; May 17, 2021; July 18, 2022; August 21, 2023; March 26, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director

2.12 Library Services

City of New Braunfels

550 Landa Street
New Braunfels, TX

Agenda Item No. C)

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.

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

By: _____   **Attest:** _____
President, Library Advisory Board   Library Director

City of
New Braunfels

550 Landa Street
New Braunfels, TX

Agenda Item No. D)

PRESENTER:
Gretchen Pruett, Library Director
SUBJECT:
Discussion and possible action on Texas State Library and Archives Annual Report.

Texas Public Libraries Annual Report	2023	Verify Submit/Lock

NEW BRAUNFELS PUBLIC LIBRARY

TEXAS PUBLIC LIBRARIES ANNUAL REPORT - INTRODUCTION

Texas Public Libraries Annual Report - Introduction

This report is due to the Texas State Library and Archives Commission (TSLAC) by April 30, 2024. We strongly urge libraries to report no later than March 31, 2024, to allow staff enough time to ...more

SECTION 1: LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY

Section 1: Library Information - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is Public Information. In addition, the information being entered may be subject to interception via common Internet tools.
Please read our Web Policies and Disclaimers Web Policies and Disclaimers.

NOTE: In the online form, contact questions in the section 1.1 through 1.21 have been prefilled and locked. You will not be able to change the data. If changes need to be made to these questions, contact LDN staff at accreditation@tsl.texas.gov or add an explanation in the Note box.

1.1 Library Name	New Braunfels Public Library	
1.2 County	Comal	
1.3 Local Fiscal Year Start	10/01/2022	
1.4 Local Fiscal Year End	09/30/2023	
1.5 Mailing Address - Street	700 E Common St	
1.6 Mailing City	New Braunfels	
1.7 Mailing Zip	78130	
1.8 Mailing Zip+4	4273	
1.9 Physical/Shipping address - Street	700 E Common St	
1.10 City	New Braunfels	
1.11 Zip	78130	
1.12 Zip+4	4273	
▶**1.13 Does the library have a published telephone number?**	Y N	
1.14 Phone number	(830) 221-4300	
1.15 Library Director/Head Librarian First Name	Gretchen	
1.16 Library Director/Head Librarian Last Name	Pruett	
1.17 Director's Email Address	gpruett@newbraunfels.gov	
1.18 Library General Email Address	reference@nbtexas.org	
▶**1.19 Library website** ✔	Yes No	
1.20 Website URL	http://www.nbtexas.org/library	
1.21 Is the information provided in 1.1 through 1.20 correct? ¹✔	Yes No	
1.22 Contact First Name	Gretchen	**Gretchen**
1.23 Contact Last Name	Pruett	**Pruett**
1.24 Contact Email	gpruett@newbraunfels.gov **gpruett@newbraunfels.gov**	
1.25 Board Chair First Name	Amy	**Amy**
1.26 Board Chair Last Name	Stone	**Stone**
1.27 Friends President First Name	Chip	**Bill**
1.28 Friends President Last Name	Franck	**Morgan**

SECTION 2: OUTLETS

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of the library's local fiscal year, it should not be included on this report.

2.1 Number of Branch Libraries ✔	1
2.2 Number of Bookmobiles ✔	1

Facility Information

2.3 Year Facility Built	1999
2.4 Square Footage of the Main Library ✔	26,700
2.5 Renovations, Expansion, New Construction	No
2.6 Year Most Recent Renovation	NA **Not Applicable**

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2.7 Facility Suitability for Public Service	Adequate
2.8 Plans for Facility Modification In Place?	Yes
2.9 Network/Computer Hardware Older Than Three Years	No
2.10 Plans for Facility Tech Upgrade within 3 Years?	No

SECTION 3: EXPENDITURES

Section 3: Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.
● Do ...more

Library Operating Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by expenditures documents such as invoices, contracts, payroll records, etc. at the point of disbursement should be included.

Any operating expenditure not covered by Staff and Collection Expenditures should be reported in question 3.8, Other Operating Expenditures.

Staff Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.

3.1 Salaries & Wages Expenditures ✔	$1,508,644	$1,185,782
3.2 Employee Benefits Expenditures ✔	$606,614	$510,774
3.3 Total Staff Expenditures ✔	$2,115,258	$1,696,556
3.3a Staff funding from non-local sources. ✔	$0	$0
3.3b Local funds used for library staff expenditures.	$2,115,258	$1,696,556

Collection Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed.

Exclude charges or fees for interlibrary loans and expenditures for document delivery.

>>>Exclude operating expenditures for library system software and microcomputer software used only by the library staff or fees for TexShare databases. These are reported in 3.8, Other Operating Expenditures.

3.4 Print Materials Expenditures ✔	$154,970	$188,882
3.5 Electronic Materials Expenditures ✔	$62,306	$78,133
3.6 Other Materials Expenditures ✔	$31,705	$23,380
3.7 Total Collection Expenditures ✔	$248,981	$290,395
3.7a Collection material funding from non-local sources ✔	$0	$0
3.7b Local funds used for library collection material expenditures ✔	$248,981	$290,395

Other/Total Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs for operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc. Include fees paid to the TexShare database program.

Indirect costs should only be reported when a library has failed to meet the Maintenance Of Effort requirement for accreditation in state library system. If included, the expense must be documented by the local government entity that provided the service.

Do not include capital expenditures.

3.8 Other Operating Expenditures [2] ✔	$599,793	$536,543
3.8a Other operating expenditures from non-local funding. [3] ✔	$0	$0
3.8b Local funds used for other library operating expenditures expenditures	$599,793	$536,543
3.9 Total Direct Operating Expenditures	$2,964,032	$2,523,494
3.9a Library Operating Expenditures from Non-Local Funding	$0	$0
3.9b Local funds used for library operating expenditures expenditures	$2,964,032	$2,523,494
3.10 Indirect Costs (Only when necessary) ✔	$0	$0
3.11 Total Library Operating Expenditures ✔	$2,964,032	$2,523,494

Library Capital Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital Revenue part of Section 5.

Do not include Operating Expenditures reported above. Local accounting practice will generally determine whether a particular expense is classified as operating or capital expense.

Capital outlay is for one-time only or extraordinary expenditures. These are major capital expenditures such as the acquisition of or additions to fixed assets. Examples include expenditures for building sites, new buildings and additions to or renovations of library buildings.

Include expenditures for furnishings, equipment and initial book stock for new buildings, building additions or renovations; library automation systems, and new vehicles, and other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures.

Exclude replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency.

3.12 Capital Expenditures ✔	$133,634	**$584,344**

SECTION 4: LOCAL FINANCIAL EFFORT

Section 4: Local Financial Effort

REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.

This section contains questions which will help determine whether the library meets the minimum accreditation criteria. Local Operating Expenditures, question 4.2, is used in determining whether a library has met the maintenance of effort (MOE) criteria.

In the online form, questions 4.1 and 4.2 are calculated fields. They will reflect the total expenditures, less any non-local and/or grant funding.

▶**4.1 Local Expenditures on Collections**	$248,981	**$290,395**
▶**4.2 Total Local Library Operating Expenditures**	$2,964,032	**$2,523,494**
▶**4.3 Local Government Operating Expenditures** ⁴✔	$2,884,852	**$2,433,820**

SECTION 5: LIBRARY REVENUE BY SOURCE

Section 5: Library Revenue by Source

Revenue Used for Operating Expenditures

Report revenue received by the library used for the current and recurrent costs of operation, including grants. Report by source of revenue.

The total funds reported as Library Revenue will not necessarily equal the total of Library Expenditures reported. Do not report grant funds spent on behalf of this library by another entity. Do not report salary revenue if the library did not pay the salary, as in the case of employees paid under a training program administered by another entity.

Do not include indirect costs.

5.1 City, Cities, or Library District Revenue used for operating expenditures	$2,884,852	**$2,433,820**
5.2 County or Counties Revenue used for operating expenditures	$0	**$0**
5.3 School District Revenue used for operating expenditures	$0	**$0**
5.4 Local Government Operating Revenue ✔	$2,884,852	**$2,433,820**
5.5 State Government: Operating Revenue ✔	$0	**$0**
5.6 Federal Government: Operating Revenue ✔	$0	**$0**
5.7 Foundation & Corporate Grants: Operating Revenue	$0	**$0**
5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue	$79,180	**$113,185**
5.9 Total Library Operating Revenue ✔	$2,964,032	**$2,547,005**

Revenue Used for Capital Expenditures

CAPITAL REVENUE
Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a)site acquisition; (b)new buildings; (c)additions to or renovation of library buildings; (d)furnishings, equipment and initial collections (all type) for new buildings, building additions, or building renovations; (e)computer hardware and software used to support library operations, to link to networks, or to run information products; (f)new vehicles; and (g)other one-time major projects. Exclude revenue for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Do NOT include revenue passed through to another agency, such as fines, or funds unspent from previous fiscal years ("carryover").

Do not report revenue that has already been reported in operating revenue.

5.10 City Cities or Library District Revenue: Capital Expenditures ✔	$133,634	**$560,833**
5.11 County or Counties Revenue: Capital Expenditures ✔	$0	**$0**
5.12 School District: Capital Revenue ✔	$0	**$0**

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5.13 State Government: Capital Revenue ✔	$0	$0
5.14 Federal Revenue: Capital Revenue ✔	$0	$0
5.15 Foundation & Corporate Grants: Capital Revenue ✔	$0	$0
5.16 Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue ✔	$0	$23,511
5.17 Total Capital Revenue ✔	$133,634	$584,344

Outside Government Revenue Sources

Skip the following section if the library did not receive funds from a city or county government outside of the one in which the library is located. Accuracy in this section is essential, as funding from non-local governmental entities impacts the library's population assignment.

If funds were received from government entities outside of the local area, then list the appropriate cities or counties separately and indicate the total of the funds received from each. Make certain these totals are reflected in the local government revenue section: questions 5.1 (city operating), 5.2 (county operating), 5.13 (city capital) or 5.14 (county capital).

Click on the red X to delete any lines generated in error.

	5.18 Amount received	5.19 City/County Providing Funds	
Amount received			✖

SECTION 6: LIBRARY COLLECTION

Section 6: Library Collection

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section.

Unless otherwise …more

►6.1 Library Catalog ✔	Y N
►6.2 Collection has 1% published in last five years ✔	Y N

Physical Material Counts

6.3 Books in Print ✔	97,301	99,148
6.4 Audio Materials - Physical format ✔	5,955	6,196
6.5 Video Materials - Physical Format ✔	12,310	10,000
6.6 Other Circulating Physical Items ✔	288	316
6.7 Total Physical Items in Collection ✔	115,854	115,660

Electronic Materials Count

For purposes of this survey, units are defined as "units of acquisition or purchase". The "unit" is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

● Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired equivalent to purchasing multiple copies of a single title. For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 "unit"; if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 "units". For smaller libraries, if volume data are not available, the number of titles may be counted.

● Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 "units".

Additional information on reporting specific materials can be found at "Annual Report webpage", under Tips and Tools, "Reporting Downloadables"

6.8 E-Books (Digital/Downloadable Units) ✔	148,474	146,474
6.8a E-Read Texas E-Book	15,037	
6.9 E-Audio Materials (Digital/Downloadable Units) ✔	74,081	72,081
6.9a E-Read Texas E-Audio	4,292	
6.10 E-Video Materials (Digital/Downloadable Units) ✔	2,703	2,503

Databases/Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, …more

6.11a Databases (Electronic Collections) - Local License	24	24
6.11b Databases (Electronic Collections) - Consortium license	0	0
6.11 Total Databases (Electronic Collections) Acquired Locally ✔	24	24
6.12 TexShare Databases - State License ✔	143	
6.13 Total Databases (Electronic Collections) ✔	167	101

Collection Totals

▶6.14 Total Items in Collection - Volumes, Items, Physical Units	359,977	336,426
6.15 Consortium Participation	2 selected	CLDLK,LSDL

SECTION 7: LOCAL LIBRARY SERVICE

Section 7: Local Library Service

▶7.1 Long-Range Plan ✔	Yes No	

Service Measures

7.2 Reference Transactions ✔	1,318	1,616
7.2a Reference Transaction Reporting Method	Annual Count	
7.3 Number of Library Visits ✔	215,122	169,296
7.3a Library Visit Reporting Method ✔	Annual Count	
7.4 Registered Users ✔	31,046	41,937

Circulation

The National Center for Education Statistics (NCES) defines children as persons age 11 and under.
The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

7.5 Circulation of Children's Physical Format Materials ✔	314,884	294,229
7.6 Circulation of Children's Electronic Format Materials ✔	11,867	13,153
7.7 Circulation of All Other Ages Physical Format Materials ✔	199,101	199,313
7.8 Circulation of All Other Ages Electronic Format Materials ✔	82,481	
7.8a E-Read Texas Total Usage	1,162	
7.9 Total Annual Circulation - Physical/Digital ✔	609,495	577,022
Annual Digital (E-Material) Circulation ✔	95,510	83,480
7.10 Circulation of Other Physical Items ✔	2,592	1,555
7.11 Successful Retrieval of Electronic Information	39,952	19,780
7.12 Current Overdue Fine Policy	No	
7.13 Current Non-Resident Fee Policy	Yes	
7.13a Amount charged to annually non-residents	$25	$25.00

Programs and Program Attendance

Library programs are referred to as live (synchronous) program sessions or recorded (asynchronous) program presentations. Multiple format options, as well as expanded age ranges are being ...more

Early Childhood Programming-Target Ages Birth to 5 Years

A program session targeted at children ages 0-5 is any planned event for which the primary audience is infants, toddlers, or preschool-age children. Examples of these types of program sessions ...more

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.14 Number of sessions	528 308	22 62	0 6	✔ 550 376
7.15 Total of audience	✔ 16,521 10,360	✔ 1,009 2,245	✔ 0 269	✔ 17,530 12,874

Student Age Programming-Target Ages 6 to 11 Years

The National Center for Education Statistics NCES: Children and Young Adults Defined [Services and Resources for Children and Young Adults in Public Libraries, August 1995, NCES 95357] defines ...more

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total
7.16 Number of sessions	406 190	5 20	0 1	✔ 411 211
7.17 Total of audience	✔ 10,381 3,705	✔ 420 311	✔ 0 50	✔ 10,801 4,066

Young Adult Programming-Target Ages 12 to 18 Years

The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.

A young adult program session is any planned event for which the primary audience is young adults ages 12 ...more

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.18 Number of sessions	342 89	1 0	0 0	✔ 343 89
7.19 Total of audience	✔ 3,574 691	✔ 20 0	✔ 0 0	✔ 3,594 691

Adult Programming-Target Ages 19+ Years

An adult program session is any planned event for which the primary audience is adults age 19 or older. Examples of these types of program sessions include, but are not limited to, book discussions, ...more

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Totals
7.20 Number of sessions	1,538 993	21 14	0 28	✔ 1,559 1,035

23

7.21 Total of audience	✔ 18,296	10,835	✔ 123	2,468	✔ 0	189	✔ 18,419	13,492

General Interest Programming-Family/All Ages

A general interest program session is any planned event that is appropriate for any age group or multiple age groups. Include all-age, all-library, family, and intergenerational program sessions. ...more

	a. In-Person On-site Sessions	b. In-Person Off-site Sessions	c. Live Virtual Sessions	d. Totals
7.22 Number of sessions	45 60	1 1	0 0	✔ 46 61
7.23 Total of audience	✔ 4,248 2,669	✔ 152 500	✔ 0 189	✔ 4,400 3,358

Total Live and/or Virtual Synchronous Programs

This is a total count of the programs and audience at all live or virtual program sessions during the reporting period.

	a. In-Person On-Site Sessions	b. In-Person Off-Site Sessions	c. Live Virtual Sessions	d. Total Synchronous Programs
7.24 Number of sessions	✔ 2,859 1,640	✔ 50 97	✔ 0 35	✔ 2,909 1,772
7.25 Total of all attendees	✔ 53,020 28,260	✔ 1,724 5,524	✔ 0 697	✔ 54,744 34,481

Total Recorded Programs (Asynchronous Viewing)

7.26 Recorded Presentations (On-Demand) Published ✔	0	0
7.27 Recorded Presentation Views (30 Day Mark) ✔	0	0

SECTION 8: LIBRARY STAFFING AND SALARIES

Section 8: Library Staffing and Salaries

Include all positions funded in the library's budget whether those positions are filled or not. Report figures as of the last day of the fiscal year. Report all hours worked for each employee type and report as total hours worked per week.

Report number of hours worked per week, not the number of employees.

▶**8.1 Professional Librarians (MLS/MLIS degree) - Weekly Hours Worked**	400.00	360.00
8.2 Other Librarians (Non-degreed) - Weekly Hours Worked	0.00	0.00
8.3 All Other Paid Library Staff - Weekly Hours Worked	874.60	752.00
8.4 Total Paid Library Staff - Total Weekly Hours Worked	1,274.60	1,112.00
8.5 Volunteer Hours - Annual Total	2,008	1,684
8.6 Head Librarian's Annual Rate Of Salary	$142,168	$127,780
▶**8.7 Head Librarian's/Director's Hours Worked per Week** ✔	40.00	40.00
▶**8.8 Director Obtained 10 Units of Continuing Education (CEU)** ✔	Yes No	
▶**8.9 Photocopier Available for Staff** ✔	Yes No	
▶**8.10 Internet Computer Available for Staff** ✔	Yes No	

SECTION 9: RESOURCE SHARING

Section 9: Resource Sharing

Interlibrary Loans

An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library administration.

▶**9.1 Statewide Interlibrary Loan (ILL) Offered to Patrons** ✔	Yes No	
9.2 ILL Received from other Libraries (Borrows) ✔	919	745
9.3 ILL Provided to other Libraries (Lends) ✔	378	791
9.4 Integrated Library System (ILS)/Library Management System (LMS) Used	Biblionix Apollo	

SECTION 10: INTERNET AND ELECTRONIC SERVICES

Section 10: Internet and Electronic Services

▶**10.1 Public Internet Access Computer with Printer/Copier**	Yes No	
10.2 Total Internet Computers Used by General Public ✔	26	22
10.3 Annual Uses of Public Internet Computers ✔	19,549	20,362
10.3a Reporting Method for Public Internet Computer Uses	Annual Count	Annual Count
10.4 Annual Wi-Fi Sessions ✔	108,040	22,451
10.4a Reporting Method for Wireless Sessions	Annual Count	Annual Count
10.5 Annual Website Visits	84,000	62,537

SECTION 11: LIBRARY HOURS

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Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library ✔	3,174	**1,923**
11.2 Annual Public Service Weeks for Central Library ✔	52	**52**
▶ **11.3 Weekly Service Hours All Facilities Available (Unduplicated Hours for branches)**	65	**65**
11.4 Weekly Hours Central Library Open - Regular Schedule	65	**65**
11.5 Weekly Hours Central Library Open - Summer Schedule	65	**65**

SECTION 12: BRANCHES/BOOKMOBILES

Section 12: Branches/Bookmobiles

Outlets

Library Contact Information.

This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is **Public Information**. In addition, the information being entered may be subject to interception via common Internet tools. Business email addresses are not considered confidential under the Texas Public Information Act. To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested.
Please read our Web Policies and Disclaimers **Web Policies and Disclaimers**.

Outlet (Location)	RIOmobile
B1.1 Branch or Bookmobile	Branch Bookmobile
B1.2 Outlet Legal Name ✔	RIOmobile
B1.3 Mailing Address Street	700 E Common St
B1.4 Mailing Address City	New Braunfels
B1.5 Mailing Address ZIP Code	78130
B1.6 Mailing Address Zip+4 Extension	4273
B1.7 Physical/Shipping address - Street	700 E Common St
B1.8 City	New Braunfels
B1.9 ZIP Code ✔	78130
B1.10 ZIP+4 Extension	4273
B1.11 Phone	(830) 221-4318
B1.12 Library General Email Address	jmargheim@newbraunfels.gov
B1.13 Branch Manager/Library Director First Name	Jonathan
B1.14 Branch Manager/Library Director Last Name	Margheim
Outlet (Location)	**Westside Community Center Library**
B1.1 Branch or Bookmobile	Branch Bookmobile
B1.2 Outlet Legal Name ✔	Westside Community Center Library
B1.3 Mailing Address Street	700 E Common St
B1.4 Mailing Address City	New Braunfels
B1.5 Mailing Address ZIP Code	78130
B1.6 Mailing Address Zip+4 Extension	4273
B1.7 Physical/Shipping address - Street	2932 S IH 35
B1.8 City	New Braunfels
B1.9 ZIP Code ✔	78130
B1.10 ZIP+4 Extension	7026
B1.11 Phone	(830) 221-4301
B1.12 Library General Email Address	reference@newbraunfels.gov
B1.13 Branch Manager/Library Director First Name	Miranda
B1.14 Branch Manager/Library Director Last Name	Robbins

Outlet Facility Information

Outlet (Location)	B2.2 Year Facility Built	B2.1 Square footage of the branch library	B2.3 Branch Renovation, Expansion, New Construction	B2.4 Year Most Recent Branch Renovation	B2.5 Facility Suitability for Public Service	B2.6 Plans for Facility Modification in Place?	B2.7 Age of Network/ Computer Hardware	B2.8 Plans for Outlet Tech Upgrade within 3 Years?
RIOmobile	2016	✔ 150	No	NA Not Applicable	Adequate	No	No	Yes
Westside Community Center Library	2013	✔ 8,800	Yes	2023	Good	No	Yes	Yes

Outlet Library Service Information

Outlet (Location)	B3.1 Established Schedule in Place	B3.2 Annual Public Service Hours - Branch or Bookmobile		B3.3 Annual Public Service Weeks- Branch or Bookmobile	
RIOmobile	Yes	✔ 780	**780**	✔ 52	**52**
Westside Community Center Library	Yes	✔ 1,540	**1,663**	✔ 40	**52**

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NEXT STEPS

[1], **1.21** Library email address: reference@newbraunfels.gov Library website address: https://newbraunfels.gov/library (*0-2024-03-20*)

[2], **3.8** Professional services and utilities realized significant savings. (*0-2024-03-20*)

[3], **3.8a** Same as last year. No Non-local expenditures (*0-2024-03-20*)

[4], ►**4.3** This amount is correct. (*0-2024-03-21*)