



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



**NEW BRAUNFELS PUBLIC LIBRARY  
ZOOM**

**MONDAY, AUGUST 16, 2021 at 5:30 PM**

**To participate via Zoom, use the following link:  
<https://us02web.zoom.us/j/83058726292> or join by phone by calling (833)  
926-2300 and using the following Webinar ID: 830 5872 6292**

**AGENDA**

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **PRESENTATIONS**

*COVID-19 Operations*

*Westside Library Branch Update*

*Board Term Limit Update*

- 4. **APPROVAL OF MINUTES**

A) Discuss and consider approval of the minutes of the [21-707](#)  
June 21, 2021 Library Advisory Board meeting  
[MIN210621](#)

B) Discuss and consider approval of the minutes of the [21-791](#)  
July 19, 2021 Library Advisory Board meeting  
[MIN210719](#)

- 5. **COMMUNICATIONS**

*From Citizens*

*From Library Advisory Board members*

- 6. **REPORTS**

*Library Director*

*Friends of the Library*

*New Braunfels Public Library Foundation*

*Treasurer*

7. **DISCUSSION AND ACTION**

- A) Review and possible action on the 2020 Main Library [21-709](#)  
Master Plan developed by 720 Design  
[FINAL New Braunfels Facility Master Plan](#)
- B) Review and possible action on Library Policy 2.19 - Test [21-710](#)  
Proctoring  
[2.19 - Test Proctoring 2021-01](#)
- C) Review and possible action on Library Policy 2.21 - [21-711](#)  
Video Surveillance  
[2.21 - Video Surveillance - 2020-02](#)
- D) Review and possible action on Library Policy 2.1 - [21-790](#)  
Facilities  
[2.1 - Facilities Policy 2021-08](#)

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 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

**7/19/2021**

Agenda Item No. A)

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**PRESENTER:**

Connie Born

**SUBJECT:**

Discuss and consider approval of the minutes of the June 21, 2021 Library Advisory Board meeting.

**DEPARTMENT:**

Library

**COUNCIL DISTRICTS IMPACTED:**

N/A

**BACKGROUND INFORMATION:**

Board members will review and either make corrections to or approve the minutes of the previous meeting.

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A



# **New Braunfels Public Library Advisory Board Regular Meeting Minutes**

New Braunfels Public Library – In-Person & Virtual Via Zoom  
Monday, June 21, 2021

## **1. Call to Order**

Library Advisory Board President Connie Born called the meeting to order at 5:34 p.m. on Monday, June 21, 2021.

## **2. Roll Call**

### **a. Members Present**

Connie Born, Carol Bissett, Kristen Fain, Kay Cartwright, Deb Wigington, Amy Stone

### **b. Others Present**

Gretchen Pruett, library director; William Rogers, member of public

## **3. Presentations**

### **a. COVID-19 Operations**

Gretchen Pruett reports that as of June 1 hours of operation have been added at the main library and Westside Branch. Four new staff members have been hired, but they haven't completed training yet. One study room has also been reopened in two-hour blocks. There will still be a programming pause in August to reset and prepare for a return to in-person programming come September.

### **b. Westside Library Branch Update**

Gretchen Pruett shared Stella Olivas's original artwork that will be digitized and placed as feature art pieces in the Westside Branch. The project board also came in, and it will be at the library for a couple weeks before moving on to Westside Community Center and City Hall. Construction is currently still on schedule.

## **4. Approval of Minutes**

Deb Wigington motioned that the minutes of the May 17, 2021, meeting be accepted as written. Kay Cartwright seconded the motion. Motion passed.

## **5. Communications**

### **a. Citizens**

None

### **b. Library Advisory Board Members**

None

## **6. Reports**

### **a. Friends of the Library**

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.nbtexas.org/library](http://www.nbtexas.org/library)



Gretchen Pruett reports a Children’s Book Sale will take place on July 2. The Friends are operating the bookstore and getting ready for the book sale in October. The library is accepting donations on behalf of the Friends again; this started June 1.

**b. New Braunfels Public Library Foundation**

Gretchen Pruett reports an Autographed Book Sale will take place on July 2. The Foundation also has an event in September—An Evening with Jean Becker at the Brauntex. She recently wrote a book about being Chief of Staff for the Bush family after the White House. Copies of her book will be available for sale. The Foundation is also planning to sponsor a spelling bee at Krause’s in November.

**c. Library Director**

Library Director Gretchen Pruett reports circulation is still trending up, but whereas in May 2020 digital circulation was up, in May 2021 it’s gone back down in favor of print—the conclusion being that people used eMaterials when they needed to, but they’re coming back in for physical books.

**d. Treasurer**

No report this month.

**7. Discussion & Action**

**a. Review and Possible Action on Library Policy 2.5 – Collection Development**

The proposed changes include expanding the purpose of the policy, removing statistics in favor of a community description, and including wording that library staff can choose the format of the material. The policy was endorsed as amended.

**b. Review and Possible Action on Library Policy 2.23 – CIPA/Internet Safety**

No changes are recommended at this time. Carol Bissett made a motion to endorse the policy; the motion was seconded, and the board endorsed the policy.

**c. Review and Possible Action on Library Policy 2.11 – Internet & Electronic Resource Use**

No changes are recommended at this time. Kay Cartwright made a motion to endorse the policy; Deb Wigington seconded, and the board endorsed the policy.

**d. Review and possible action on Sissel Trust Expenditure – Service Desk Remodel**

This is the first phase of a project that re-envision the interior of the library. The proposed total for phase 1, which includes remodeling the circulation area, holds, and curbside services area, would be \$39,200. Carol Bissett moved to use \$40,000 of the Sissel Trust for this project; Amy Stone seconded. The motion carried.

**8. Items for Next Agenda (No Action May be Taken)**

None.

**9. Adjournment**

President Connie Born adjourned the meeting at 6:50 p.m.

**8/16/2021**

Agenda Item No. B)

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**PRESENTER:**

Connie Born

**SUBJECT:**

Discuss and consider approval of the minutes of the July 19, 2021 Library Advisory Board meeting.

**DEPARTMENT:**

Library

**COUNCIL DISTRICTS IMPACTED:**

N/A

**BACKGROUND INFORMATION:**

The Library Advisory Board will review and revise or approve the minutes of the previous meeting.

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A



# **New Braunfels Public Library Advisory Board Regular Meeting Minutes**

New Braunfels Public Library – In-Person & Virtual Via Zoom  
Monday, June 19, 2021

## **1. Call to Order**

Library Advisory Board President Connie Born announced there was a lack of quorum on Monday, July 19, 2021.

## **2. Roll Call**

- a. Members Present
- b. Others Present

## **3. Presentations**

- a. COVID-19 Operations
- b. Westside Library Branch Update
- c. Board Term Limit Update

## **4. Approval of Minutes**

## **5. Communications**

- a. Citizens
- b. Library Advisory Board Members

## **6. Reports**

- a. Friends of the Library
- b. New Braunfels Public Library Foundation
- c. Library Director
- d. Treasurer

## **7. Discussion & Action**

- a. Review and possible Action on the 2020 Main Library Master Plan developed by 720 Design
- b. Review and Possible Action on Library Policy 2.19 – Test Proctoring
- c. Review and Possible Action on Library Policy 2.21 – Video Surveillance

## **8. Items for Next Agenda (No Action May be Taken)**

These items will carry over to the August agenda.

## **9. Adjournment**



7/19/2021

Agenda Item No. A)

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**PRESENTER:**

Gretchen Pruett

**SUBJECT:**

Review and possible action on the 2020 Main Library Master Plan developed by 720 Design

**DEPARTMENT:**

Library

**COUNCIL DISTRICTS IMPACTED:**

N/A

**BACKGROUND INFORMATION:**

The city and library staff's primary goal for expanding services at the existing Main Library is to expand the public's understanding of what a library can be and fulfill roles including but beyond those that are traditional library services. The Main Library Master Plan represents the findings of an information gathering phase from the city, the library staff, and the Library's Long-Range Plan as prepared by the Komatsu Architecture/Godfrey's Associates team in 2000. Data from the previous Long-Range Plan indicates the need for the expansion and renovation of the Main Library to more than double its current size, with a corresponding paring increase. The expanded Main Library is planned to increase from 25,000 SF to nearly 58,000 SF.

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A



## New Braunfels Public Library: Main Library Master Plan





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Renovation/Expansion Probable Cost Estimate  
Schematic Floor Plan  
Conceptual Site Plan

### **Part 2: Main Library AMH Reconfiguration**

Demolition and Construction Plans  
Furniture Plans  
AMH Reconfiguration Probable Cost Estimate

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PART ONE

# Main Library Facility Master Plan

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## OVERVIEW AND INTRODUCTION

**INTRODUCTION:** The city and library staff’s primary goal for expanding services at the existing Main Library is to expand the public’s understanding of what a library can be and fulfill roles including but beyond those that are traditional library services. The library’s role in the community is to provide access to information but also to be a place that facilitates making connections – between library users, information and technology (IT) and beyond that to connections between neighbors, teachers and students. The library of today recognizes that it provides the physical space that promotes learning, sharing information and promotes social ties within its neighborhood. The expanded Main Library is planned to increase from 25,000-square feet to nearly 58,000-square feet.

The new space will allow the library to:

- Expand the meeting from seating 80 to seating 200 at a lecture style program.
- Expand the children’s and teen area to include more collections, a dedicated story room, and a family place area.
- Lower the adult collection shelving from 90” tall to 66” tall. This will create an easier to browse collection, create greater visibility for staff control and security, and give the space a more “retail” feel for library guests.
- Increase adult seating including tables with power, an enclosed quiet reading room, and increased “garden” seating with a view of the site amenities.
- Increased study and conference room capacity.
- Increase the efficiency and functionality of the staff work areas.

The expanded Main Library will transform into a place with a space everyone to feel welcome from a variety of seating and technology to collaborative spaces and program rooms to quiet, contemplative spaces, the library is as much about “people space” as it is for storing a physical collection of books.

(CONTINUED)

## OVERVIEW AND INTRODUCTION

**PROJECT DESCRIPTION:** This document represents the findings of an information gathering phase from the city, the library staff, and the Library's Long-Range Plan as prepared by the Komatsu Architecture/ Godfrey's Associates team in 2000. Data from the previous Long-Range Plan indicates the need for the expansion and renovation of the Main Library to more than double its current size, with a corresponding paring increase. This recommendation, and 720 design, agrees, was based on real and projected population increases as well as the total usage of the library – which is 34x greater than the population increase.

The vision for the Main Library is presented here as a guideline to be used for the design of the new New Braunfels Main Library. In addition to the benefits gained from increased space the renovation will allow the library to:

- Re-evaluate the public service model including the location, size, and function of staff interaction stations.
- Create a better division between quiet and active spaces.
- Provide for better visual control.
- Update the aesthetics with color, finishes, and a focal point.
- Expand drive up service.
- Relocate and expand planned new automated materials handling (AMH).
- Provide functional space for the bookmobile services.
- Take advantage of more views of the existing site amenities.

In addition to viewing the library as a place to get information, the community views the library a central hub, a gathering space to meet neighbors and future friends. Community participants called for the new library to support the message that libraries are an important aspect of their quality of life and the location should duplicate the success of the current library.

## A. PROJECT SUMMARY

### NEW BRAUNFELS GROWTH

The City of New Braunfels was the 13th fastest growing city in the nation according to the most recent census numbers – growing 4.7 percent in the last 12 months. Projections have New Braunfels growing another 36.47% in the next 15 years. The current library has experienced this explosion in growth and demand for services first hand.

### CURRENT LIBRARY USE

The community currently boasts 34,244 active library card users – nearly 50% of the population. In addition, FY2017 saw 253,221 people enter the library to use the collection, technology or attend a program. The intensity of the use supports the need for a new library offering equal service to the current location.

The city recently recognized the importance of library services and expanded the free card privilege to the ETJ and people with any New Braunfels address. In the first two weeks of the expanded free card service over 450 people took advantage of the opportunity as additional card holders. Thirty-four (34) people a day came in to get a new or convert an existing card. If this trend continues, along with the increase in city population, strongly supports the increase from 54,000-square feet in the Master Plan to 58,000-square feet as determined by this need's assessment.

### PROGRAMMING SPACES

In 2018, the library offered 925 programs and welcomed over 22,000 attendees. Based on this data, the library plans to increase the size and quantity of library and community programming spaces in the renovated Main Library.

### COLLECTION SPACES

The library staff carefully determined size of the collection for the Main Library to:

- Increase the adult collection by 20%.
- Increase Picture Books, Easy Readers, Juvenile Fiction and Graphic Novels by 20%.
- Decrease Media and Reference to reflect changing uses in the collection.
- Increase the number of books per capita from 1.32 to over 2 books per capita (not including increases expected at the new Westside Branch).

### LIBRARY SEATING

Library seating is at a premium in the Main Library. The community meetings and survey support the notion that additional “people” space is required for a successful community library. A variety of seating types was deemed important: spaces for families to sit together, individual study spaces, rooms for groups, technology friendly/supportive seating and larger library computer tables.

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## A. PROJECT SUMMARY

### UNIQUE FEATURES

*Expanded Children's Area:* The demographics of the Main Library/downtown area of the city point to an area that is heavily families with young children. The conceptual plan reflects this with a dedicated youth services multi-purpose room that incorporates flexibility in moveable walls, dividable spaces and open floor area for a "family place."

### YOUNG ADULT AREA

The teen space is considered a critical goal for the renovation. The new space should be glass enclosed for both acoustics and visibility into the space. The furniture should encourage places to study and socialize. The functionality of the booths is well liked and should include outlets. There should be places to display artwork and projects.

### EXTENDED HOURS SPACE

The community has expressed an interest in expanding the hours the library is accessible. This could mean book lockers, Amazon style, that allow a book to be requested and placed in a locker for pick up any time. It could mean expanding WiFi outside the building for extended hours or even a place to check out books. In addition, the conceptual design reflects the possibility of having the lobby/vestibule space available for patron use beyond the hours of the library if desired or during peak use times.

### QUIET SPACE

21st century library spaces are active and exciting collaboration spaces and the New Braunfels Public Library is no exception. That said, there remains a need for a traditional "Quiet Reading Room" that supports intense study and quiet reading. A space that supports these traditional, quiet library functions is planned for the building with soft seating, individual tables and shelving for newspapers and magazines.

### DRIVE THROUGH SERVICE

The library has a planned drive through service window for the convenience of the patron. This service will allow library users to call or go online to reserve a book on hold and indicate that they will pick the materials up from the service window. Located in the staff work room, the window will allow library staff to have the book ready for pick up.

### BOOK RETURN

The new configuration will allow the AMH to serve both drive up and walk up (interior) materials returns on a single conveyor directly into the work room without bisecting the work area. The expanded parking area can be designed to accommodate the drive without intersecting the new library entrance and accommodate a service window if desired.

(CONTINUED)

## A. PROJECT SUMMARY

### STUDY ROOMS

Six small group study rooms and one large conference room (shared for both public and staff functions) have been planned in the new space. Two are adjacent to the youth/teen spaces and four located in the adult area. Study Rooms should include adequate ventilation.

- Semi-enclosed space for programs, outdoor seating, “zen spaces
- Outdoor classroom
- Teaching learning garden with outdoor classroom space
- Bike racks
- Expanded parking spaces

### LIBRARY TECHNOLOGY

The New Braunfels Main Library will be designed to be a dynamic facility throughout its useable lifetime, with the opportunity to adapt to community needs as they emerge naturally over time. Since technology is in a state of constant change, library technology will be designed or chosen that has the highest potential for flexibility, adaptability and scalability over time – intended to meet the current, emerging and future needs of both library patrons and library staff.

Technology design includes a powerful WiFi system for current and future use of mobile technology; improved Audio/Visual systems throughout the library; better self-service options for those who wish it; technology that helps extend the hours of the library; and automated technology assistance for patrons to improve experiences for patrons and staff alike including the use of Radio Frequency Identification - RFID - for materials and Automated Materials Handling and other technologies that allow staff to spend less time on repetitive tasks and more time directly serving patrons.

### OUTDOOR AMENITIES

Based on community input, the new library is planned to expand the library services from being held within the walls to incorporating spaces for library functions on the site. Site amenities include:

### BUILDING SPACE NEEDS PROGRAM

This building program is the result of a careful space needs assessment based on detailed library staff data questionnaire and interviews, input from city departments. The consultants developed the program in response to a series of meetings with city management, related or interested city departments, representatives from the school district, and of course, the public, who took part in opportunities for input.

**The library staff provided extensive data including current and forecasted collection information (from which the shelving space allocation was derived), program and event attendance over the previous year (from which meeting, study and event spaces were planned) and a detailed evaluation of staff work flow and the most efficient methods for completing tasks.**

As a result of the total input from the library staff, city departments and the Long Range Plan, the consultants recommend a division of space based on the planned 58,000 SF.

**SUMMARY OF SPACE ALLOCATIONS:** A chart summarizing facility space requirements including each area in the proposed library showing square footage, size and type of materials collections, furniture and equipment and number of seats for staff and public:

**SUMMARY OF  
SPACE ALLOCATIONS**

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Building Program Summary				Square	Total	Volumes per	Total	Collection		
NEW BRAUNFELS PUBLIC LIBRARY . NEW BRAUNFELS . TEXAS				Feet	Square	Single Face	Volumes	% in	Total	
Quantity				Feet	Feet	Sections	Housed	Circulation	Capacity	
<b>A. Lobby</b>						2,899 SF				
1.	Pre-function Space/Gallery	1	1,000	1,000						
ex 2.	Foyer with community information	1	229	229						
3.	Public Restrooms and drinking fountain	2	480	960						
4.	Reception/Greeter Kisok	1	60	60						
5.	Café Vending				310					
	Vending Machines	3	50	150						
	Bistro Seating	2	60	120						6
	Vending Storage	1	40	40						
ex 6.	Friends Sale Area				340					
	Sale Area	1	340	340						
7.	Friends Work Area	1	115	115						
<b>B. Multi-purpose Activity/Meeting Space</b>						4,770 SF				
1.	Meeting Room (divisible)	200	3,000	3,000	3,810					200
2.	Table/Chair /Stage storage	1	150	150						
	Adult Service Storage	1	80	80						
	Youth Service Storage	1	80	80						
	Teen Services Storage	1	80	80						
	AV Storage	1	80	80						
	Catering/Teaching/Learning Kitchen	1	160	160						
	Maker Space Secure Storage Cabinets	2	40	80						
	Maker Space Secure Storage	1	100	100						
3.	Conference Room	20	15	300						20
4.	Small Group Study Rooms				660					
	4-6 People	6	110	660						36
<b>C. Browsing</b>						1,725 SF				
1.	New Materials				320					
	New Books-Adult 66" high	3	20	60		60	180	51%	272	
	New Books-Junior's/Children's 48" high	3	20	60		108	324	40%	454	
	New Media 66" high	3	20	60		108	324	40%	454	
	Staff Picks	1	20	20		108	108	40%	151	
2.	Holds	6	20	120		60	360	0%	360	
3.	Business Area				160					
	Copy/Print/Scan	1	40	40						
	Color Printer	1	20	20						
	Fax	1	20	20						
	Layout Table	1	60	60						
	Change Machine	1	20	20						
4.	Technology Commons				1,245					
	Library PC (includes 4 stand up)	24	50	1,200						24
	PAC	3	15	45						
<b>D. Main Service Desk</b>						380 SF				
1.	Service Kiosk									
	Staff Stations with computer	2	100	200						
	Cash Register	1	20	20						
	Self Checks (one in youth?)	4	40	160						
<b>E. Adult Services</b>						12,475 SF				
1.	Collections				8,775					
	Non Fiction									
	21248 Non-fiction 5 shelves high - 66"	190	12	2,277		112	21,248	12%	23,798	
	913 Spanish 5 shelves high - 66"	8	12	98		112	913	12%	1,023	
	Fiction									
20%	36722.4 Adult Fiction - 66" 5 shelves high	399	12.5	4,989		92	36,722	10%	40,395	
	Reference									
decrease	1232 Reference - 48" 3 shelves high	25	12.5	308		50	1,232	10%	1,355	
	106 Pre-professional Collection - 48" 3 shelves	2	12.5	27		50	106	10%	117	
	Adult Media									
decrease	4663 Audiobooks 10 shelves - 66" high	17	15	259		270	4,663	34%	6,248	
	14725 DVD 10 shelves - 66" high	55	15	818		270	14,725	34%	19,732	
2.	Seating				2,940					
	Seating in shelving areas	4	40	160						4
	Collaboration Seating	4	120	480						16
	"Zen Zone" Seating	4	40	160						4
	Lounge Seating	8	40	320						8
	Tables for 2	20	80	1,600						40
	Tech Tables for 6 (like Seguin)	2	110	220						12
4.	Quiet Reading Room				759					
	80 Magazines- 66" high	5	13	67		15	80	0%	80	Magboxes Flipster #/s going up
	6 Newspapers - 66" high	1	13	13		15	15	0%	15	Magboxes
	Tables for one	5	80	400						5
	Lounge Seating	5	40	200						5
5.	Everybody Restroom	1	80	80						



Building Program Summary				Square	Total	Volumes per	Total	Collection		
NEW BRAUNFELS PUBLIC LIBRARY . NEW BRAUNFELS . TEXA: Quantity				Feet	Square	Single Face	Volumes	% in	Total	Capacity
				Feet	Feet	Sections	Housed	Circulation	Capacity	
<b>F. Staff Work Area</b>						7,544 SF				
1.	Administration Area									
	P03 Library Director	1	120	120						
	P03 Library Assistant Director	1	120	120						
	Admin Assistant	1	70	70						close to director
2.	Technical Services									
	ws4 FT Librarian Workstation	1	70	70						
	ws4 Volunteer	1	70	70						
	ws4 Technician Workstation	2	70	140						
	cart at each workstation	4	20	80						
	90" Wall shelving	8	12	96						
3.	Public Services									
	ws4 FT Librarian Workstation	1	70	70						
	ws4 PT Clerks	2	56	112						
	ws4 Shared Workstations	2	70	140						
	cart at each workstation	4	20	80						
	90" Wall shelving	8	12	96						
4.	Children's Services									
	ws4 FT Librarian Workstation	3	70	210						
	ws4 Technician Workstation	1	56	56						
	ws4 PT Aides	1	56	56						
	cart at each workstation	7	20	140						
	90" Wall shelving	8	12	96						
	Work Island cabinet storage	1	80	80						
	90"h Library Shelving	2	12	24						
5.	Outreach Services									
	ws4 FT Librarian Workstation	3	70	210						
	ws4 Circulation Workstation	1	56	56						
	ws4 PT Clerks	2	56	112						
	cart at each workstation	2	20	40						
	90" Wall shelving	8	12	96						
6.	Staff Support									
	Copy/Scan/Print-shared	1	80	80						
	Storage	1	100	100						
7.	AMH									
	Interior AMH w/7 bins	1	1200	1,200						
	Exterior Book Return	1	96	96						
	Exterior Service Window	1	100	100						
	Cart Sorting - 7 standard size carts	7	20	140						
	90" Wall shelving	4	12	48						
8.	Book Mobile									
	Staff Processing Area	2	70	140						
	Garage	1	2800	2,800						
	Storage	1	400	400						transit van and book mobile, with raised staging area to lift carts, shelving 4 sections (inside wor
<b>G. Youth Services</b>						11,960 SF				
1.	Service Kiosk			180						
	Staff Stations	1	80	80						
	Display	1	20	20						
	Self Check Stand alone units	2	40	80						
2.	PAC	2	15	30						
	Self Check	1	15	15						
3.	Juv Area (Pre-school) Collection			7,480					0	
	211 Bluebonnet - 3 shelves high - 48"	2	20	35	120	211	77%	373		
	615 Board Book Bins	3	20	60	120	360	77%	637		
20%	16440 Easy (Picture Books) - 3 shelves high - 48"	137	20	2,740	120	16,440	25%	20,550		
20%	3720 Easy Readers - 3 shelves high - 48"	31	20	620	120	3,720	25%	4,650		
20%	9000 JFic (Chapter Books) - 3 shelves high - 48"	75	20	1,500	120	9,000	25%	11,250		
	11097 Non Fiction - 5 shelves high - 66"	92	20	1,850	120	11,097	15%	12,762		
	1601 Spanish - 5 shelves high - 66"	13	20	267	120	1,601	15%	1,841		
20%	1680 J/GN (Graphic Novels) - 5 shelves high - 66"	20	20	400	84	1,680	42%	2,386		
	10 Magazines- 66" high	1	13	8	15	10	0%	10	Magboxes	Flipster #/s going up
4.	Media			335						
	902 Audiobook/DVD 10 shelves - 60" high	3	20	67	270	902	21%	1,091		
	3145 DVD 10 shelves - 60" high	12	20	233	270	3,145	21%	3,805		
	480 Music 10 shelves - 60" high	2	20	36	270	480	21%	581		
	Seating			1,840						
	Round Activity Tables	4	80	320					16	
	Lounge Seating	22	40	880					22	
	Tables for 4 with power	8	80	640					32	
5.	Technology			660						
	Parent/Child Station	4	40	160					8	
	AWE Station	4	40	160					4	



Building Program Summary		Square Feet	Total Square Feet		Volumes per Single Face Sections	Total Volumes Housed	% in Circulation	Collection Total Capacity
	Tablet Station	2	40	80				2
	Youth Stations	6	40	240				6
	Printer	1	20	20				
6.	Family Place			650				
	Floor Space	8	40	320				
	Collection/Parenting	3	20	60				
	Lounge Seating	6	40	240				6
	Brochures	1	30	30				
7.	Dedicated Story/Activity Room (with mobile wall like AV /Storage)	30	15	450	610			30
	Cabinets with sink	1	40	40				
8.	Family Restroom	1	80	80				
9.	Comfort Room (sensory certified)	1	80	80				
<b>H. Young Adult (Youth) Services Room (glass enclosed)</b>					<b>1,624 SF</b>			
1.	Collections			859				
	New Collection display	2	12	24				
	4200 Fiction - 5 shelves high - 66"	44	12	525	96	4,200	18%	4,956
	800 Non Fiction - 5 shelves high - 66"	5	12	60	160	800	20%	960
	2000 Graphic Novels - 5 shelves high - 66"	21	12	250	96	2,000	18%	2,360
2.	Seating			765				
	Technology Bar	1	110	110				6
	PAC	1	15	15				
	Lounge Seating	4	40	160				4
	Booths	2	80	160				8
	Study Pods	2	80	160				2
	Tables for 4	2	80	160				8
<b>J. Library Staff Support</b>				<b>1,295</b>	<b>1,295 SF</b>			
1.	Storage							
	Seasonal Storage	1	100	100				
	Tech Services Storage	1	100	100				
	Youth Services Storage	1	100	100				
2.	ex Centralized Staff Lounge							
	Kitchen	1	100	100				
	Seating at 4 top tables	2	75	150				
	Soft Seating	2	30	60				
	Vending	0	33	0				
ex	Lockers	10	5	50				
3.	Staff Mail area							
	Meter	1	5	5				
	Delivery/sorting	1	75	75				
4.	Gender Neutral Staff Restrooms	2	80	160				
5.	Loading/Delivery/Receiving Area							
	Table	2	100	200				
	Shelving	4	20	80				
6.	ex T/Comm	1	115	115				
<b>K. Building Support</b>					<b>600 SF</b>			
1.	ex Janitor Closet	1	100	100				
2.	Janitor Storage	1	120	120				
2.	ex Fire Sprinkler	1	40	40				
3.	Recycling Bins	2	20	40				
4.	Mechanical	0	240	0				
5.	Electrical	3	100	300				
<b>Assignable Square Feet -Public Areas</b>					<b>46,682 SF</b>		total collection	seating
TOTAL ASSIGNABLE SQUARE FEET					<b>46,682 SF</b>		<b>162,665</b>	<b>534</b>
<b>Gross Square Footage (75%)</b>					<b>58,352 SF</b>			
<b>Available Space</b>					<b>24,000 SF</b>			
<b>Difference</b>					<b>34,352 SF</b>			
<b>Master Plan needs</b>					<b>54,000 SF</b>			
<b>Difference</b>					<b>-4,352 SF</b>			

## I. GENERAL LIBRARY PLANNING CONSIDERATIONS

### ACOUSTICS

21st Century Libraries are not quiet spaces; however, certain strategies should be employed to help control the sound. The following should be considered to address noise issues:

- Consider reducing the amount of hard flooring and utilize carpet or other soft flooring.
- Include landscaping the ceiling to buffer noise in louder areas like the service desks and Teen Area.
- Include quiet rooms like small group and individual study spaces, shared huddle spaces and quiet reading rooms. Ensure their walls extend to structure.
- Restrooms walls should extend to the structure and have two layers of staggered gypsum board on the restroom wall side.

### FLOORING

- *Lobby/Entry* – Walk off carpet to remove dirt and water prior to entering the library, through color porcelain tile with dark grout, stained and scored concrete or other durable surface for ease of maintenance.
- *Library* – Carpet Tile with base (wood, ceramic tile, luxury vinyl tile (without deep grooves) or rubber base throughout
- *Staff* – Carpet Tile
- *Meeting Rooms* - carpet tile, luxury vinyl tile or marmoleum
- *Family Place* – mop able surface
- *Restrooms* - through color porcelain tile on the floors and full height walls with Schluter trim at coves and all edges

### WALLS

- *Quiet and Group Study Rooms* - Special acoustical wall treatment. Also consider writable glass marker board. Ensure walls are constructed with two layers of

gypsum board that extend to the bottom of structure or include high performance ceiling tiles such as Kinetics ACT tile.

- *Restrooms* – porcelain ceramic tile with dark grout from floor to ceiling.
- Minimum Level 4 drywall finish at all locations unless wall covering is utilized that requires Level 5.
- *Storage Rooms and Book Return Areas* – fiber reinforced panels (FRP) to 4' (one standard panel height). One hour rated in exterior book return rooms.
- *Bumper Rails* – study rooms at chair back height. Along corridors with high book cart traffic.
- *Corner Guards* – on any gypsum board exposed corner. Should extend from the floor to a minimum of 4'.
- *All Other Areas* - Painted drywall (Benjamin Moore Scuff X or similar) in lower traffic areas. Consider durable, low maintenance wall covering in high traffic areas. Include perforations in vinyl wall covering at all outside wall conditions.
- *Main Collection Area, Meeting Room, Lobby* - Provide picture hanging track (5'6" high) on all walls not covered by single faced shelving.
- All vinyl wall covering located on exterior walls must be perforated to prevent mold and mildew.

(CONTINUED)

## I. GENERAL LIBRARY PLANNING

### CEILING

- Generally, provide high performance acoustical tile with a minimum of 12' high ceiling clear in public areas. Use 2x2 tiles with antimicrobial treatment where ceiling tile is required but make attempts to be more creative in the ceiling landscaping and acoustical treatment.
- *Service Desks* - Special acoustical treatment in the ceiling to minimize ambient noise.

### LIGHTING

- All lighting must avoid glare on table/counter surfaces, and on terminal screens. Consider daylight and nighttime lighting variations. Indirect lighting is preferred if foot-candle levels are maintained at the minimum listed below. Consider ceiling levels as well as table levels.
- *LED Lamps/Fixtures* - these should be incorporated in the library as well if budget allows. Incandescent lighting should not be used.
- LED requires few foot-candles (fc) of light to adequately light a library. If LED's are being used provide a minimum:
  - *Stack Areas*: 30 fc vertical
  - *Reading Area*: 30 fc horizontal
  - *Private office*: 50 fc horizontal, 5 fc vertical
  - *Open office*: 30 fc horizontal, 5 fc vertical
  - *Video Conferencing*: 50 fc horizontal, 30 fc vertical
- Provide 50-70 fc if fluorescent lamps are being used at table level in all areas. Storage, utility rooms, and corridors may vary from 15 to 30 fc.
- Led surge protection should be included.
- The New Braunfels Main Library must meet Texas Energy code requirements including daylighting.
- Ideally lighting fixtures in public areas should be of a type and arrangement that the requested light level can be achieved regardless of the arrangement of shelving or seating, however if certain areas are judged to have a fairly certain long term use, then a more specific lighting solution may be used. Lighting should be zoned in public areas to permit lights to be turned off in banks.
- The selection of lighting fixtures, tubes and bulbs should be made with a view to low continuing cost and ease of maintenance (locally available lamps). Fixtures should be placed so that they can be easily serviced without special equipment. The number and types of fixtures should be minimized. Ease of re-tubing is a major consideration in fixture selection.
- Emergency and security (night) lighting systems should be separate from the general lighting pattern and switched separately. Security (night) lights should not be in closed areas with projection screens. Night lighting should illuminate the building during closed hours and provide for safe staff egress after hours.

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**“The expanded Main Library will transform into a place with a space everyone to feel welcome...”**

(CONTINUED)

## I. GENERAL LIBRARY PLANNING

### FENESTRATION/WINDOWS

- Provide new clear Low E 1” insulated glass at all exterior locations if the budget allows. Exterior windows are desired for natural light, but care should be taken to limit glare and sun damage to books, carpet, and fabrics.
- Windows should be aluminum frame storefront or curtainwall as required.

### DOORS

- For easy, safe transport of loaded book trucks and audiovisual equipment on carts, as well as for A.D.A. requirements, all interior doors should be installed without threshold. Doors to staff areas and book returns should be 42” wide to accommodate book trucks and include security/automatic openers.
- Coordinate POE hardware with City.
- Doors to the library should be automatic sliders.

### ENERGY EFFICIENCY: ELECTRICAL AND MECHANICAL

- Electric outlets shall be installed regularly along all walls for library technology, housekeeping and library users who bring their own devices.
- Floor outlets should be recessed floor outlets with 8 ports for electrical or data use – like Legrand Wiremold Evolution Floor boxes. Covers should be flush with inserts for floor finishes.
- All other electrical switches, alarm controls, thermostats, and other electrical controls should be concentrated vertically to use as little wall space as possible. No control

unit should be located behind shelves. Thermostats should include lockable covers when located in public areas.

- The copy machine location should have a 120-volt outlet with a 30 ampere dedicated circuit.
- Provide separate dedicated circuits under the checkout desk for the library’s RFID book security system, cash register and other equipment and at the front doors. Provide infrastructure only. Coordinate with RFID provider.
- *Staff Work Area* - 120-volt strip outlets at 12” intervals are to be installed the full length of all counters. Outlets are to be excluded within one foot on either side of sinks.
- All outlets in proximity (within 2’) of water sources must be GFI outlets.
- All wall outlets in public areas and study spaces should include USB ports.
- Power should be provided in or near all library tables and seating.
- *Clocks* - Provide clocks with battery back up in locations as directed by librarian staff.
- Mechanical and Electrical systems shall be designed to increase energy efficiency and decrease energy consumption/utility bills. Consider energy efficient systems like geothermal heat pump systems.
- Plumbing fixtures should be low flow. Hose bibs will be required.
- Mechanical systems should include ionization and air scrubbers for anti-microbial treatment.

(CONTINUED)

## I. GENERAL LIBRARY PLANNING

- The city uses Innotech with Yates Company, LLC to install for energy monitoring in the city building.

### SAFETY AND SECURITY/VISUAL SUPERVISION

- When fire extinguishers are being installed, give the same consideration as is given to electrical controls to conserve wall space for wall shelving.
- As noted under “A.D.A. Requirements”, emergency alarm systems must be provided to alert hearing impaired persons of emergency conditions, including strobe lights visible from all areas of the building, and an emergency notification board near the information/reference desk.
- An RFID book security system is currently planned that allows self-check-out automatic book check in and an automatic book sorting system (AMH) with conveyors and a minimum of 7 bins.
- Security cameras will be used by the library for both interior and exterior locations.
- The library should be designed for visual control from the service desk on each floor. However, in keeping with current library trends, library staff should be roaming the floor plan to assist patrons.

**SHELVING** - all shelving 66” high (or lower for reference and easy books) with 42” aisles. All shelving should be mobile.

Retail feel, no canopy tops (except at 48” high shelving units). No base shelf – bottom shelf should be sloped and open for ease of access. Some shelving should be curved for browsing.

**End Panels:** Where budget allows the library

would like to utilize end panels as display opportunities and incorporate slat wall with metal slats and other display features.

**New Books:** New Books should be mobile, have a prominent location on the public floor with face out display.

**Magazines:** Magazines should be housed in acrylic boxes (MagBox or similar) on standard library shelving.

**Multi-Media:** Multi-media shelving should be housed on shelving that allows face out or spine out retail type shelving.

**Checkout Area:** Provide 12” deep 48”-66” mobile, height adjustable shelving in 3’ wide near the Checkout Desk for holds.

**Public Area Library Shelving:** All free-standing shelving in the library shall be in standard 3’ lengths. Avoid single faced wall attached shelving as much as possible within the general collection. Distance between free-standing shelving units and/or between shelving units and furniture must be a minimum of 42.” In areas of volume traffic, a minimum of 5’ between rows of furniture and shelving. Free-standing island shelving shall not exceed 27 feet in length (9 sections).

Standard free-standing shelving units in the Main Study/Collection Area are to be double-faced, not more than 66” high, ten inches actual/eleven inches nominal depth. Free-standing units shall not exceed 24’ in length. Reference materials will be interfiled with non-fiction so shelving in those areas should accommodate both. Shelving with integral lights should be considered should budget allow.

(CONTINUED)

## I. GENERAL LIBRARY PLANNING

Multi-media shelving should be gondola retail type as manufactured by The Professional Design Store, LIFT and others. Include 9 dividers per shelf and a rubber mat to prevent slippage.

Standard adjustable library shelving for processing/holding of returned library materials prior to re-shelving in the staff work area should be double-faced 90" high x 10" deep units or equivalent single-faced units.

Industrial Shelving for general storage in Staff Storage and Supply Room should be single faced 84" high x 18" deep x 84" wide units.

Casters should be added to library shelving in the Teen Area, Children's Area and browsing collection.

**Librarian's Offices:** Standard adjustable library shelving to accommodate books. Two (2) 66" High SF Units.

Specifically, sized tack/markerboards will be called out in the Furniture/Equipment lists within each individual space description for the Lobby, and Staff Work Area, and the Staff Rest Area.

### RESTROOMS

- One gender neutral/family restroom should be provided for each bank of restrooms and in the youth services area. A comfort/lactation room should be provided.
- Plumbing chases should be provided. Provide a recessed space about each water closet for backpacks, brief cases or purses.
- No stainless steel in restrooms. Tile should be provided from floor to ceiling with dark colored epoxy grout. Toilet partitions should be phenolic type. Standard restroom

accessory schedule to be provided by the city.

### OFFICE WORKSTATIONS

- Library staff is collaborative by nature and work areas should encourage collaboration. New workstations should be lower and allow for staff interaction in the seated position.
- Landscaped Workstations called for in the Furniture/Equipment List for each space, shall provide the following features: L shaped work areas with box/box/file, pencil drawer and lateral file below with overhead open and closed cabinets. Actual components may vary from these dimensions as long as equivalent functionality remains. One section of the L should be height adjustable.
- Landscaped office components within the Librarian's Office's shall include a U or L shaped desk, one 48" long legal lateral file unit below the side return, two open shelves above the desk surface, three box drawers, one pencil drawer. Layout space is the priority. Height adjustability may be included.
- A shared, high tech "huddle" space will be provided for staff at one per floor. This area will include a small conference table for four, LED screens for video conferencing, webinars etc.

### SIGNAGE

- Interior Code related, and library specific signage should be included in the one bid package to ensure graphic coordination.

(CONTINUED)

## I. GENERAL LIBRARY PLANNING

- Attractive, contemporary, and legible signage, both informational and directional, should be incorporated into the building design at time of design development. The signage should be part of the FF&E contract to ensure all signs match in style but coordinated to install in two phases -the first for building completion/certificate of occupancy and the second to coordinate with furniture.
- All interior signage (Doors, hanging, wall, and book stacks) should be coordinated and maintain good contrast between background and lettering. Standardize the typeface for all signage. Individual room and book stack signs (end panels) shall have 8.5 x 11 paper insert sizes.
- All alarmed emergency exit doors shall be signed in 1” white letters on a red background with “Emergency Exit Only, Alarm Will Sound.”

### AMERICANS WITH DISABILITIES ACT COMPLIANCE

- The facility shall be designed to be compliant with U.S. Public Law 101-336 (Americans with Disabilities Act of 1990), and with Federal Rules and Regulations as promulgated in the Federal Register, Vol. 56, No 144, Friday, July 26, 1991. Where A.D.A. facility requirements vary from state and local accessibility requirements, the more restrictive requirement shall apply. A.D.A. requirements go beyond previous accessibility requirements to include increased life safety equipment, signage, desk heights, and carpet pile thickness. This project will meet or exceed Texas Accessibility Standards 2017.

- Consider and ADA path to access the trail system.

### BUILDING MATERIALS AND FINISHES: MAINTENANCE CONSIDERATIONS

- The facility should be designed throughout to minimize ongoing maintenance requirements. Use Scuff Proof paints (Benjamin Moore Scuff X) and type II vinyl wall coverings which are durable and easily cleaned. Wherever possible use stock catalog products from suppliers or manufacturers for items such as flooring, ceiling tiles, paints, wall coverings, upholstery, and counter laminates.
- Require the general contractor or subcontractors to provide preventative maintenance manuals giving timetables for maintenance of mechanical/plumbing/electrical equipment (including supplier contacts and parts manuals), and for care and cleaning of furniture/equipment/fixtures. Contractors or subcontractors should be required to provide training in the operation and maintenance of installed systems by professionals who are familiar with those systems.
- Require contractors to provide “attic stock” of certain building materials for maintenance or repair, including wall coverings, ceiling tile, carpet, carpet tiles, vinyl tile, and ceramic tile (3-5% suggested). Space for storage of attic stock is included in the building program.

### COMPUTER/DATA COMMUNICATION NEEDS

- Interior Code related, and library specific signage should be included in the one bid package to ensure graphic coordination.

(CONTINUED)

## I. GENERAL LIBRARY PLANNING

### COMPUTER/DATA COMMUNICATION NEEDS

- Fiber is part of a separate project IT plan and will be required for the SE Branch.
- *Cable:* Spectrum  
*Phone:* VOIP AT&T U-verse or Spectrum.  
*Security Alarm Monitoring:* Tess, Inc.
- Robust wireless should be available throughout the library. Lounge chairs should be located near power ports. Public reader tables and computer benching should include pop ups for power and wire management.
- Interior Code related, and library specific signage should be included in the one bid package to ensure graphic coordination.

### EXTERIOR CONSIDERATIONS

The exterior should be landscaped and include benches and other seating for those waiting for rides, using Wi-Fi. A space for outside programming should be considered. Bike racks and trash bins should be provided.

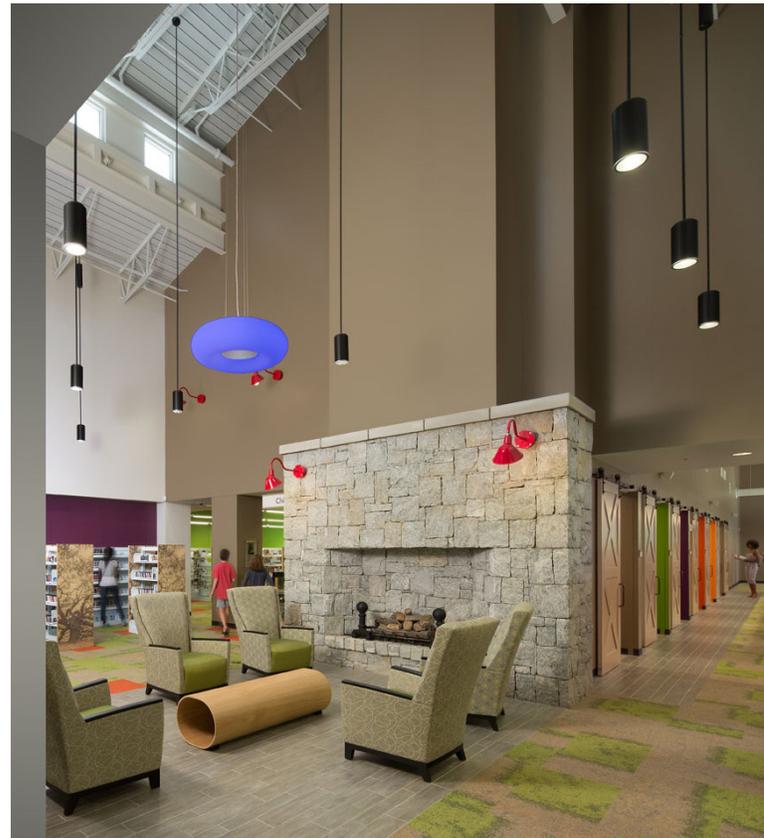
#### **Additional Exterior Amenities:**

- Outdoor program spaces
- Benches and/or picnic area
- Adequate Parking for public and staff
- Drive-up Book Return and/or Service Window

#### **COVID-19 Considerations:**

- Provide ionization and air scrubbers at mechanical room.
- Provide excellent ventilation for the entire space.
- Provide sanitizing stations at the entry and key points in the library.
- All fabric should be scrubbable, moisture proof, and anti-microbial.

- Provide de-mountable screens at the computer stations.
- Provide space in the staff area for materials quarantine.
- Provide touchless fixtures in the restrooms.
- Provide service points that are mobile with demountable screens.



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**“The library’s role in the community is to provide access to information but also to be a place that facilitates making connections.”**

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**RENOVATION/EXPANSION  
PROBABLE COST ESTIMATE**

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## New Braunfels Public Library Renovation/Expansion

### PROBABLE COST ESTIMATE

Notes:

All costs are listed in 2020 Dollars

Projected Budget	Square Feet	Cost/SF		Subtotal
Sitework	48,000	\$	10.00	\$ 480,000.00
Detention Pond	25,000	\$	6.00	\$ 150,000.00
Renovation	25,000	\$	200.00	\$ 5,000,000.00
New Construction	35,570	\$	390.00	\$ 13,872,300.00
<b>Subtotal</b>				<b>\$ 19,502,300.00</b>
Design Contingency (10%)				\$ 1,950,230.00
<b>Subtotal</b>				<b>\$ 21,452,530.00</b>
Utility Connection Fees				\$ 60,000.00
Other Permit Fees Permit Fees				\$ 18,000.00
<b>Construction Subtotal</b>				<b>\$ 21,530,530.00</b>
GC General Conditions (4.5%)				\$ 968,873.85
GC Fees (5.5%)				\$ 1,237,467.21
<b>Construction Total</b>				<b>\$ 23,736,871.06</b>
Soft Costs	10%			\$ 2,373,687.11
A/E Fees	12%			\$ 2,848,424.53
Owner/Construction Contingency	10%			\$ 2,373,687.11
Audio/Visual Systems				\$ 3,800,000.00
Furniture, Fixtures and Equipment Costs				\$ 2,422,800.00
New Book Collection				\$ 1,000,000.00
<b>Total Project Budget</b>				<b>\$ 35,707,045.27</b>
Escalation to 2021 @ 6% / Year	6%	per year		\$ 37,849,467.99
Escalation to 2022 @ 6% / Year	6%	per year		\$ 40,120,436.07

## **SCHEMATIC FLOOR PLAN**

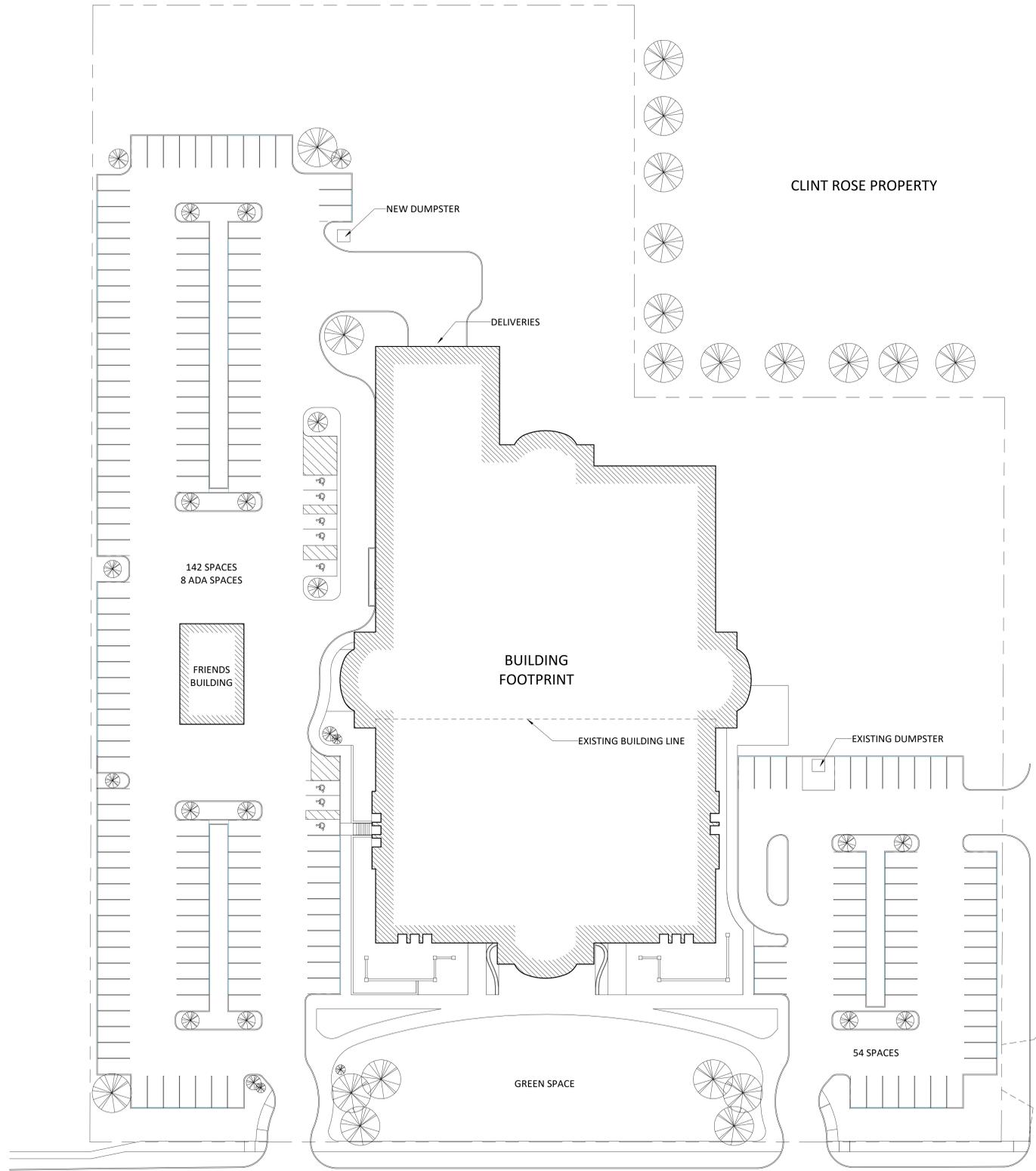
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# **CONCEPTUAL SITE PLAN**

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E. DITTLINGER STREET



**PARKING SUMMARY**

OVERALL BUILDING SQUARE FOOTAGE	59,739 SF
REQUIRED PARKING SPACES - 3 SPACES/1000 SF	180
TOTAL PARKING SPACES	204
ADA PARKING SPACES	8
VAN ACCESSIBLE ADA PARKING SPACES	3

**NEW  
BRAUNFELS  
PUBLIC LIBRARY**

**PROJECT ADDRESS:**

700 EAST COMMONS ST.  
NEW BRAUNFELS, TX 78130

**DESIGN ARCHITECT:**  
720 DESIGN, INC.

**SEAL:**

**PROGRESS  
PRINT**

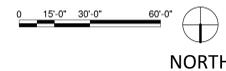
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RELEASED UNDER AUTHORITY OF:  
MAUREEN WERTZBERGER, AIA  
TEXAS LIC. #19847

**PROJECT NUMBER:**

**DATE:**  
2/25/21

**ISSUE:**

E. COMMON STREET



SITE PLAN 1" = 30'-0" 1

**CONCEPTUAL SITE  
PLAN**

**A1.00**

PART TWO

## Main Library AMH Reconfiguration

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# **DEMOLITION AND CONSTRUCTION PLANS**

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SCOPE OF WORK SUMMARY	
1.	DEMOLISH OR REMOVE ELEMENTS INDICATED ON DEMOLITION PLAN
2.	PREP FLOOR AND INSTALL NEW FLOORING FROM LIBRARY EXISTING CARPET TILE ATTIC STOCK AS INDICATED ON FLOOR FINISH PLAN
3.	PREP WALLS AND INSTALL NEW WALL TREATMENTS AS INDICATED ON WALL FINISH PLAN
4.	PATCH, PRIME, & PAINT WALLS AS INDICATED ON WALL FINISH PLAN
5.	INSTALL NEW CASEWORK AS INDICATED ON CONSTRUCTION PLAN
6.	RECONFIGURE EXISTING GLASS SECTIONS FROM EXISTING CONFERENCE ROOM WALL

LEGEND	
	MATERIAL TO BE REMOVED
	EXISTING TO REMAIN
	NEW CONSTRUCTION
	HATCHING DENOTES AREA OF SCOPE OF WORK

GENERAL DEMOLITION KEY NOTES	
①	ALL WALLS ARE EXISTING TO REMAIN U.N.O.
②	ALL CEILINGS AND POWER RECEPTACLES ARE EXISTING TO REMAIN U.N.O.; PATCH AND REPAIR EXISTING GRID AS REQUIRED
③	REMOVE MILLWORK AS INDICATED ON PLAN
④	REMOVE SINK AS INDICATED ON PLAN
⑤	REMOVE PORTION OF GLASS WALL AT CONFERENCE ROOM AS INDICATED ON PLAN AND RETAIN FOR REUSE

CONSTRUCTION GENERAL NOTES	
1.	PROVIDE FIRE TREATED BLOCKING WITHIN WALL AS REQUIRED TO SUPPORT ANY ATTACHMENTS
2.	PATCH & REPAIR WALLS AS NEEDED TO PROVIDE A FINISH READY SURFACE.
3.	ENSURE EXISTING WALL TEXTURE IS SMOOTH & PREPARED TO RECEIVE NEW PAINT FINISH WHERE APPLICABLE.

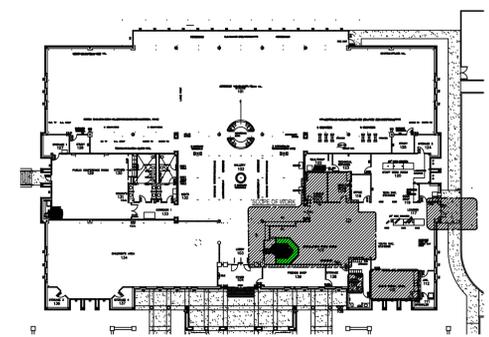
  

CONSTRUCTION KEY NOTES	
Ⓐ	CIRCULATION WORK ROOM 107: REBALANCE LIGHTING - UPGRADE TO LED AS ADD ALTERNATE.
Ⓑ	STAFF WOMEN 109 AND STAFF BREAK ROOM 110: UPGRADE VENTILATION.
Ⓒ	PATCH AND REPAIR WITH EXISTING CARPET TILE FROM EXISTING ATTIC STOCK.
Ⓓ	ESTIMATE 4 DUPLEX AND 5 DATA RECEPTACLES.
Ⓔ	ADD A 24"x24" WINDOW KIT TO EACH EXISTING EXTERIOR DOOR.
Ⓕ	DRIVE TO BE "ONE WAY" - CITY SIGN DEPARTMENT TO APPROVE

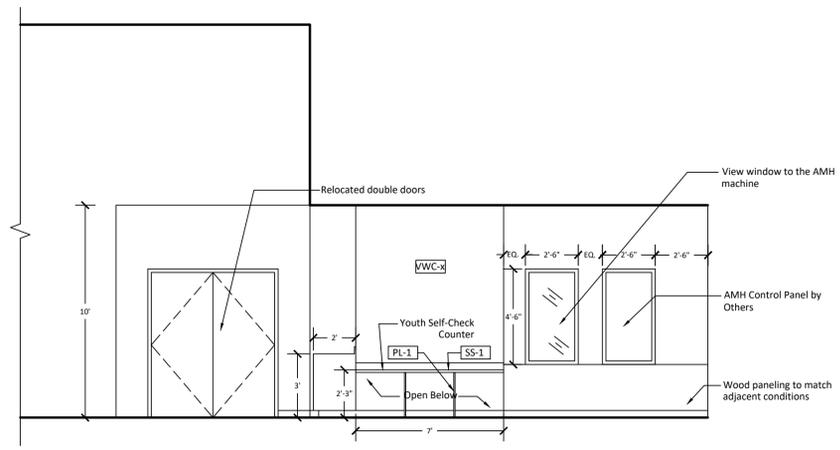
**NEW BRAUNFELS  
PUBLIC  
LIBRARY**

**Location:**  
700 Block of East Commerce Street  
New Braunfels, Texas

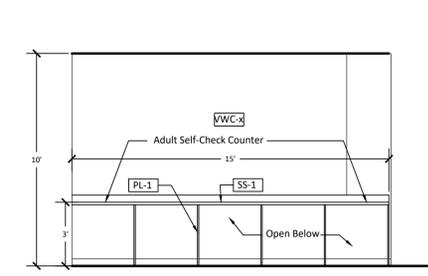
**Architect:**  
720 Design Inc.



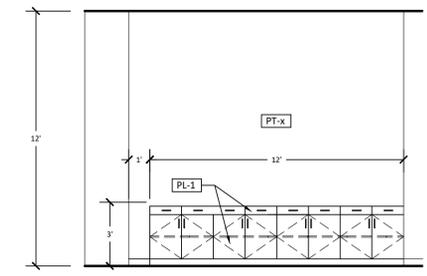
**6 Scope Key Plan**  
Scale: NTS



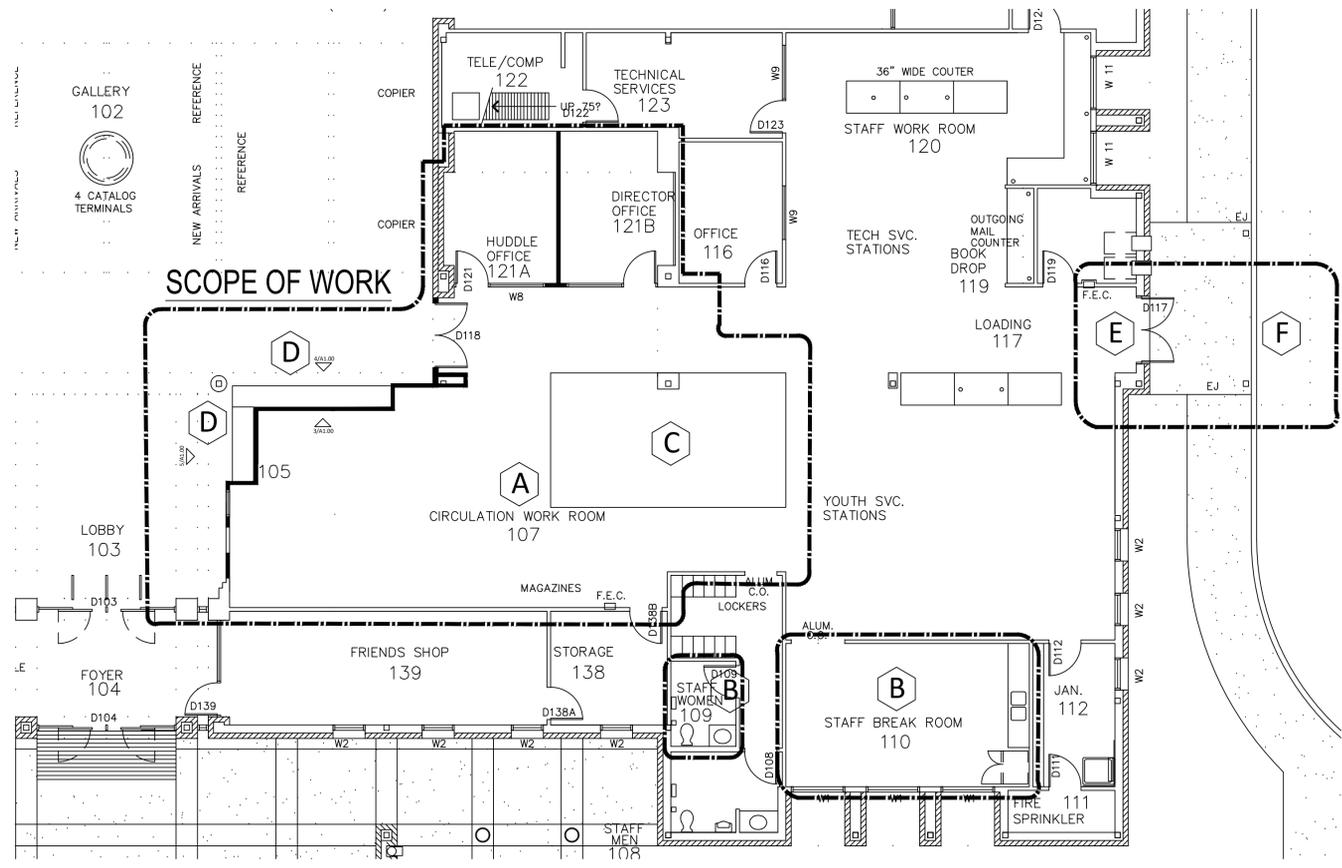
**5 Elevation - Youth Self-Check**  
Scale: 1/4" = 1'



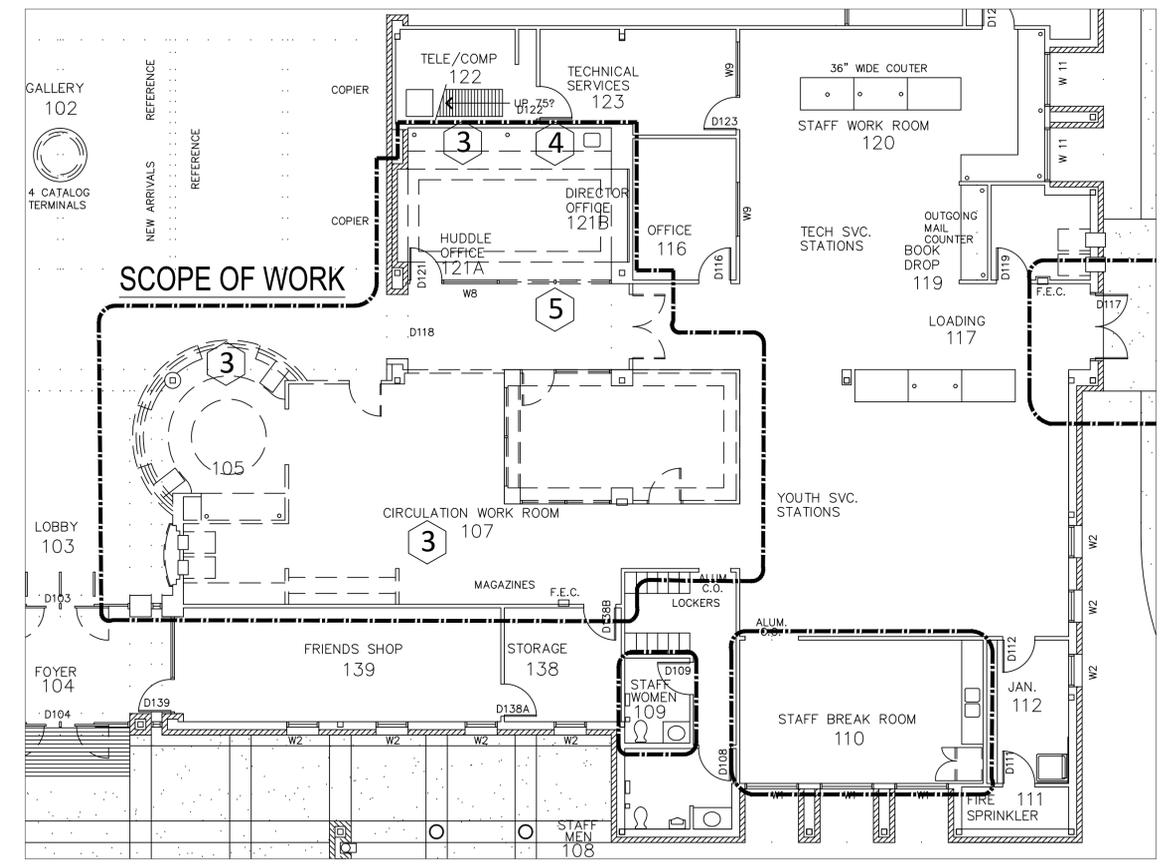
**4 Elevation - Adult Self-check**  
Scale: 1/4" = 1'



**3 Elevation - Circulation Workroom**  
Scale: 1/4" = 1'



**2 Construction Plan**  
Scale: 1/8" = 1'



**1 Demolition Plan**  
Scale: 1/8" = 1'

**Project Number:**  
00152

**DATE:** 17 Apr 20  
**ISSUE:** Issue for Client Review

Scope of work ,  
Demolition Plan and  
Construction Plan

**A1.00**

## **FURNITURE PLANS**

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**NEW BRAUNFELS  
 PUBLIC  
 LIBRARY**

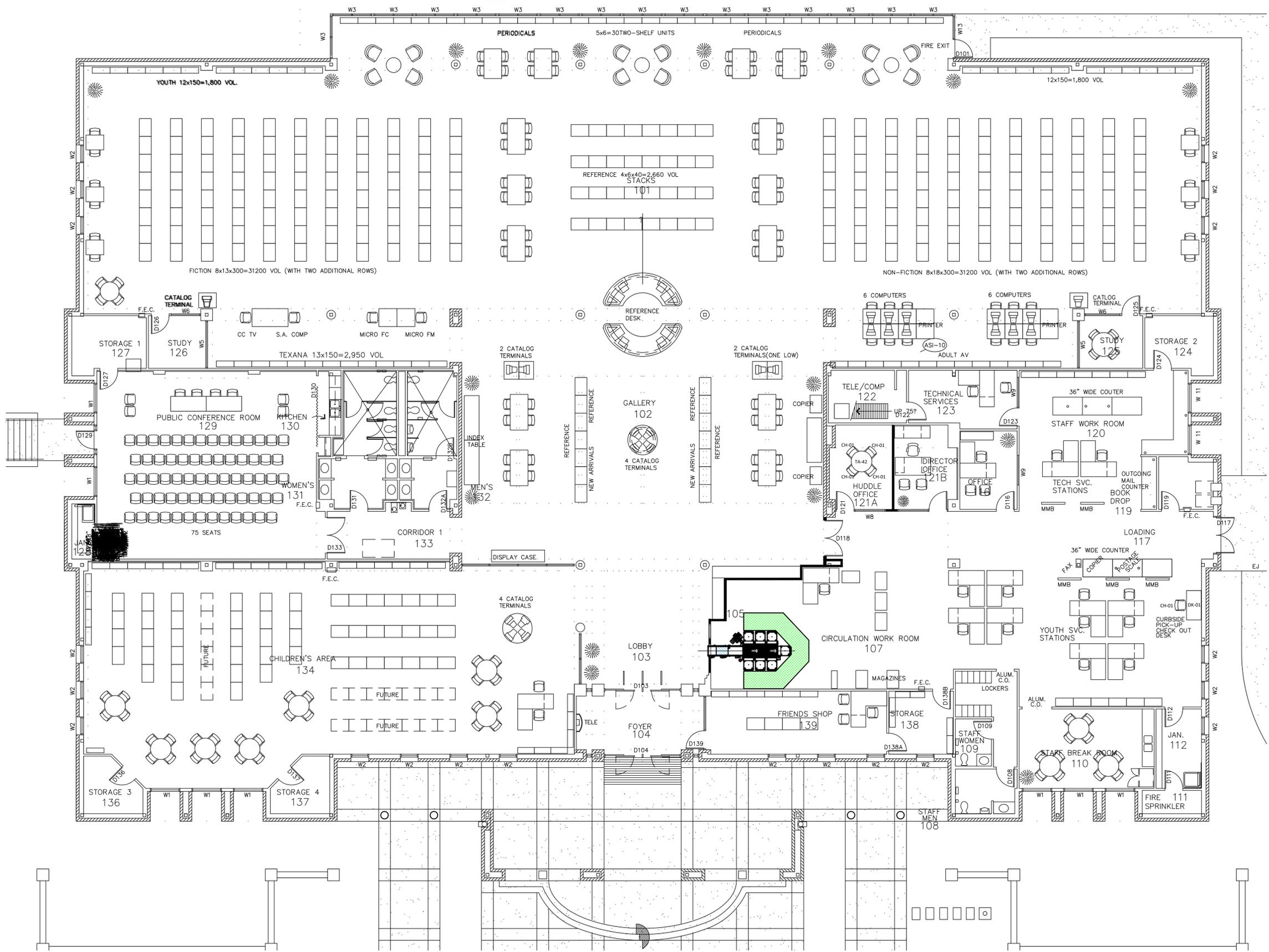
**Location:**  
 700 Block of East Commerce Street  
 New Braunfels, Texas

**Architect:**  
 720 Design Inc.

**Project Number:**  
 00152

**DATE:** 17 Apr 20  
**ISSUE:** Issue for Client Review

Schematic Plan  
**SCH-1**



**1 Schematic Plan**  
 Scale: 1/8" = 1'

CLINT ROSE PROPERTY

NEW 6" SANITARY SEWER  
PVC (SDR-35) @ 1%  
SLOPE, MINIMUM

6.531 ACRES

3" DOMESTIC WATER,  
COPPER

NEW FIRE HYDRANT

NEW WATER METERS-2

6" FIRE LINE  
DUCTILE IRON,  
CLASS 50

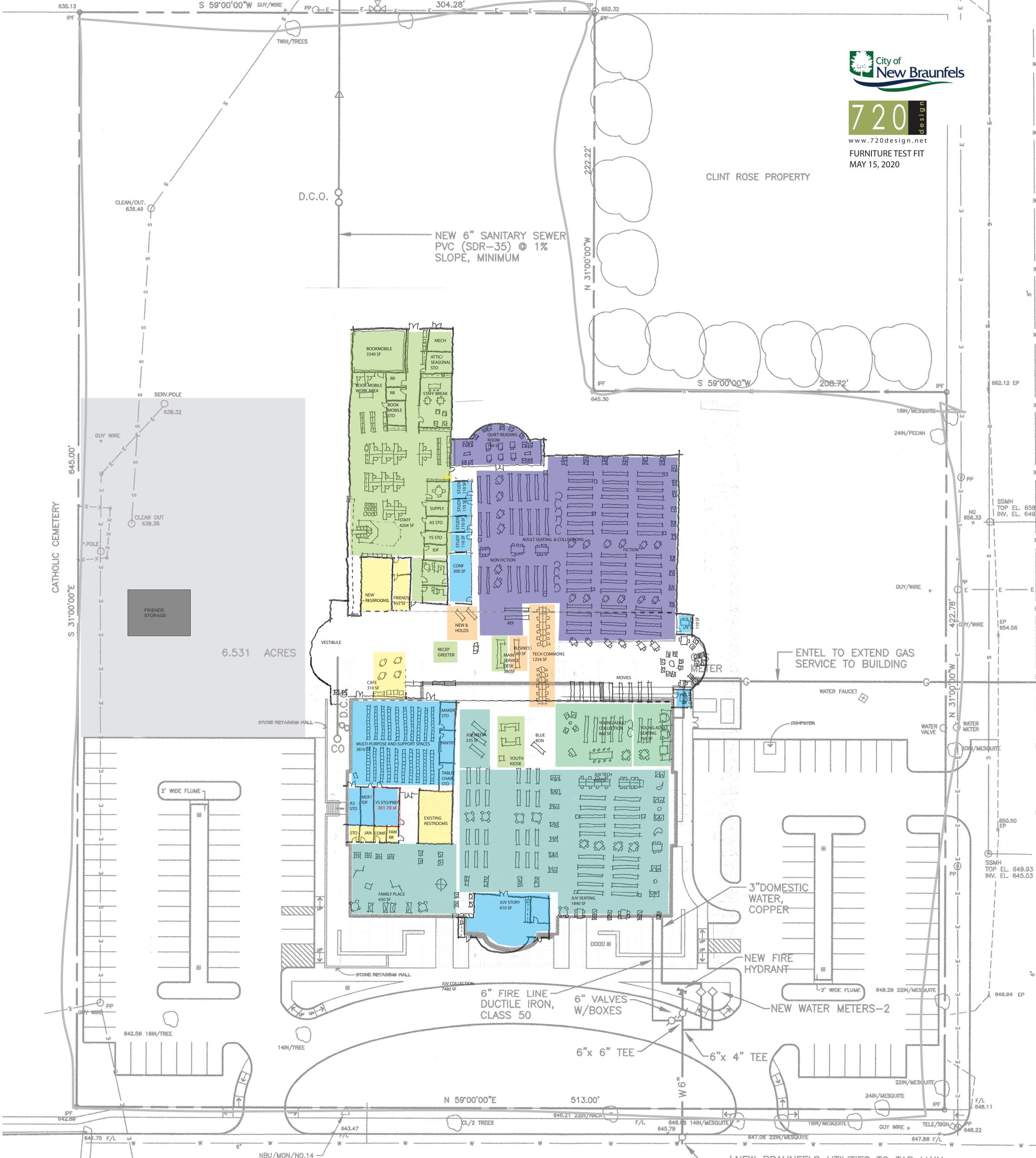
6" VALVES  
W/BOXES

6" x 6" TEE

6" x 4" TEE

NEW BRAUNFELS UTILITIES TO TAP MAIN  
AND PROVIDE PIPING TO PROPERTY LINE

NBU/MON/NO.14  
BENCH MARK  
ELEV. 644.48



**AMH RECONFIGURATION  
PROBABLE COST ESTIMATE**

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**PROPOSED PROJECT COST BUDGET**

OWNER PROJECT NO	<u>City of New Braunfels Library</u>	DATE PREPARED	<u>7/3/2020</u>
PROJECT TITLE	<u>AMH Reconfiguration @ the Library</u>	ANTICIPATED BID DATE	<u>2020</u>
PROJECT LOCATION	<u>New Braunfels, TX</u>	GROSS SQUARE FEET AREA	<u>2,300</u>
ARCHITECT/ENGINEER	<u>720 design, Inc.</u>	NET ASSIGNABLE SQUARE FEET	<u>2,300</u>
OWNER'S PROJECT MGR	<u>Mr. Charlie Blue</u>	EFFICIENCY %	<u></u>
PREPARED BY	<u>Maureen Arndt</u>	SITE ACREAGE	<u>0.00</u>

**1. LAND ACQUISITION COST** 0.00

**2. COST OF CONSTRUCTION**

	\$/Sq. Ft.	Cost
a. General Construction/Demo	10.00	23,000
b. Mechanical Systems Reconfig/ventilation	10.00	23,000
c. Electrical power reconfiguration	6.00	13,800
d. Flooring - repair with attic stock	3.00	6,900
e. Ceiling Repairs/reconfiguration	4.00	9,200
f. Millwork - 22 lf	200.00	4,400
g. Fire Sprinkler Reconfiguration	1.25	2,875
h. Interior walls - 720 SF	10.00	7,200
i. Add lites to existing doors	200.00	400
j. New Doors	1500.00	1,500
k. Storefront- 312 SF	75.00	23,400
l. Misc finishes (VWC, paneling)	8.00	18,400
m. Plumbing	0.00	0
n. Painting	2.00	13,600
o.		
p.		
Subtotal		189,075
l. 5% Design Contin (f)		9,454
m. 5% Constr Contin (f)		9,454
<b>TOTAL</b>		<b>207,983</b>

**BUILDING CONSTRUCTION COSTS**

<b>3. ADD ALTERNATES</b>		
a. LED Lighting Upgrades (ALT #1)	16.00	36,800
<b>TOTAL</b>		<b>36,800</b>

<b>4. FURNISHINGS &amp; SIGNAGE - OWNER PROVIDED</b>	24,000
a. Furnishing Allowance	20,000
b. Signage/Graphics	4,000

**5. ESTIMATED ARCHITECTURE AND ENGINEERING (A/E) FEES**

a. Programming Verification	0
b. Architectural Fee	25,518
c. MEP fee	10,000
d. Landscape Fee	0
e. Furniture & Signage	2,880

**TOTAL A/E FEE** 38,398

**6. A/E REIMBURSABLE EXPENSES - OWNER**

a. Facility Survey & Measured Drawings	0
b. Programming	0
c. Rendering/Model/Sketch	0
d. Record Drawings	0
e. Transportation	5,000
f. Rep & Dist of Plans & Specs	0
g. Misc. Reproduction	1,000
h. TDLR	1,215
i.	
j.	
<b>TOTAL</b>	<b>7,215</b>

**7. OWNER DIRECT EXPENSES**

a. IT/Computers	0
b. IT infrastructure Reconfiguration	20,000
c. Phones	0
d. AMH	0
e. Safe	0
f. Card Readers	0
g. Site Construction Testing	0
h. Project Contin-5%	9,454
l. Projector-Video Tech	0
j. Building Security	0
k. Building Security Subscription	0
<b>TOTAL</b>	<b>29,454</b>

<b>9. SUMMARY</b>	<b>Dollars</b>	<b>Sq. Ft.</b>
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	207,983	90.43
c. Alternate Bids	36,800	16.00
d. FURNISHINGS & SIGNAGE	24,000	10.43
e. A/E FEE & EXPENSES	45,613	19.83
f. OWNER DIRECT COSTS	29,454	12.81
<b>TOTAL PROJECT COSTS</b>	<b>343,849</b>	<b>149.50</b>

**7/19/2021**

Agenda Item No. B)

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**PRESENTER:**

Gretchen Pruett

**SUBJECT:**

Review and possible action on Library Policy 2.19 - Test Proctoring

**DEPARTMENT:**

Library

**COUNCIL DISTRICTS IMPACTED:**

N/A

**BACKGROUND INFORMATION:**

Each month the Library Advisory Board reviews and endorses selected library policies.

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

## **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.

Proctoring services have been discontinued due to the COVID-19 pandemic. Services will resume when the library lobby has reopened to the public for studying.

- The Library will proctor written, e-mailed, faxed or on-line exams. Any costs for printing will be charged at the current rate per page.
- Several certified librarians are available for proctoring during their scheduled public service hours at the Help Desk. These hours vary. 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 sixty 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 ADVISORY BOARD*

*JULY 18, 2005, APRIL 16, 2007 and JUNE 17, 2013*

*REVISED MARCH 19, 2012;*

*ENDORSED FEBRUARY 17, 2015; JANUARY 11, 2016; REVISED MARCH 20, 2017;*

*ENDORSED SEPTEMBER 17, 2018; REVISED DECEMBER 17, 2018; JANUARY 25, 2021*

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
 Connie Born, President Gretchen Pruett, Library Director

7/19/2021

Agenda Item No. C)

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**PRESENTER:**

Gretchen Pruett

**SUBJECT:**

Review and possible action on Library Policy 2.21 - Video Surveillance

**DEPARTMENT:**

Library

**COUNCIL DISTRICTS IMPACTED:**

N/A

**BACKGROUND INFORMATION:**

Board members review and endorse library policies each month.

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

## **2.21 Video Surveillance**

### **I. Policy**

The New Braunfels Public Library strives to maintain a safe and secure environment for its patrons and staff and to responsibly guard publicly funded resources. In pursuit of this objective, selected public areas of the main library premises, the Westside Community Center and library and the RIOmobile are under continuous video surveillance and recording. Signs disclosing this activity will be posted at library entrances at all times.

The use of video surveillance is solely for the purposes of preventing theft, ensuring the safety of patrons and staff, and identifying individuals who behave in a disruptive manner, cause damage to library property or are otherwise in contravention of the Library's Rules of Conduct.

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

### **II. Record Retention and Use**

Images from the library surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of 14 days, or until the image capacity of the storage system is reached. Then, the oldest stored images will be automatically deleted by system software to create room for storage of new images.

Incidents on library premises may require the following steps to be taken:

- Video image recordings will be used to identify the person or persons responsible for library policy violation, criminal activity, or actions considered disruptive to normal library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director or City Manager's office.
- Images may be shared with other library staff to identify person(s) suspended from library property and to maintain a safe and secure environment.



## PUBLIC LIBRARY

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms and the employee break room.

### **III. Responsibility for and privacy of records**

The Library Director will ensure that video surveillance is monitored when necessary to maintain a safe environment. Reception and monitoring equipment is located in the secure and locked computer facility; access is limited to members of the Library Management Team and others only as authorized by the Library Director or City Manager's office.

Only the Library Director, IT Manager, Assistant City Manager, City Manager, and other employees and/or service providers ("Authorized Employees") designated by the Director or City Manager are authorized to operate the video security system. Access to video records shall be limited to Authorized Employees and service providers, when accompanied by an Authorized Employee, who shall only access such records during the course of their regular duties. Only the Library Director or the City Manager shall be authorized to release any video record to anyone other than an Authorized Employee, including but not limited to, law enforcement personnel, media, patrons, and other persons. Library employees and service providers are to review and comply with this policy and guidelines promulgated in accordance with this policy.

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**ADOPTED JULY 20, 2009**  
**BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD**  
**ENDORSED**  
**SEPTEMBER 20, 2011, AUGUST 28, 2012, MAY 19, 2014, SEPTEMBER 21, 2015; FEBRUARY 21, 2017**  
**REVISED FEBRUARY 26, 2018; ENDORSED JANUARY 22, 2019; FEBRUARY 24, 2020**

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*Amy Stone, President*

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*Gretchen Pruett, Library Director*

**8/16/2021**

Agenda Item No. D)

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**PRESENTER:**

Gretchen Pruett

**SUBJECT:**

Review and possible action on Library Policy 2.1 - Facilities

**DEPARTMENT:**

Library

**COUNCIL DISTRICTS IMPACTED:**

N/A

**BACKGROUND INFORMATION:**

Each month the Library Advisory Board reviews and endorses library policies.

**ISSUE:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

N/A

## **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**

- A. The library will be open a minimum of sixty-five (65) hours per week. The Westside Community Center Branch library will be open a minimum of forty (40) hours per week. The RIOmobile bookmobile branch will be operational a minimum of 4 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.
- B. 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.
- C. Except in case of emergencies, notice of closings will be posted in the library 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 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.

- A. Highest priority for use of the meeting rooms will be given to library sponsored programs and functions which further the goals of the library.
- B. Meetings held in the library meeting rooms must be open to the public. No fee may be charged, or donations solicited, as a condition of entry.
- C. 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:
  - 1. Programs, events, or sales conducted by the Advisory Board, Friends of the Library or the New Braunfels Public Library Foundation, the proceeds of which directly benefit the library;
  - 2. Sale of material directly related to library sponsored programs which has received prior approval of the library director;
  - 3. Programs, events, or sales conducted by the City of New Braunfels.
- D. The Large Meeting room will be made available for public use only during the hours the library is open to the public. ~~The Conference room will be made available for public use only during evening library hours after 5:00 pm, and weekends.~~ All meeting rooms must be vacated at least ten (10) minutes before closing.
- E. 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.
- F. 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.
- G. 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.

- H. Meetings disruptive of normal library use will not be permitted. Persons attending meetings on library property are subject to all library rules and regulations.
- I. 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.
- J. 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.
- K. Smoking as defined in City of New Braunfels Municipal Code Article VII. Sec. 62-336 is not permitted within the library or on the front entrance area of the library except where specifically designated as a smoking area by appropriate signage.
- L. Attachments to the ceiling, walls, floors, or furnishings are not allowed.
- M. 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.
- N. 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. Study Rooms**

- A. One private study room is available for no more than seven (7) persons per room.
- B. Study rooms are available for use only during library hours of operation and must be vacated at least ten (10) minutes before closing.
- C. For-profit individuals or businesses will not be granted use of the study rooms.
- D. Rooms may be reserved for two-hour sessions no earlier than 1 day ahead of the date of use. Study room users must read and agree to the rules of usage before using a library study room.
- E. Students taking proctored exams may be allowed additional time if arrangements are made in advance.
- F. ~~A typewriter may be reserved for use in either study room.~~

*ENDORSED  
BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD  
MARCH 20, 2001  
REVISED AUGUST 19, 2002; JUNE 14, 2004; MARCH 19, 2007; NOVEMBER 16, 2009;  
JANUARY 22, 2013; JANUARY 21, 2014, FEBRUARY 18, 2014, SEPTEMBER 21, 2015;  
REVISED JUNE 20, 2016; MAY 15, 2017;  
ENDORSED MAY 21, 2018; MARCH 18, 2019*

By: \_\_\_\_\_ Attest: \_\_\_\_\_  
Amy Stone President Gretchen Pruett, Library Director