



Library Director



This is an exceptional opportunity for a highly experienced and successful leader in Library Services to join one of the fastest growing cities in the nation and top tourist destinations located in the heart of the Texas Hill Country!



■ The Community

New Braunfels, a community steeped in old-world German and Hispanic heritage and perfected by an unrivaled quality of life, lies deep in the heart of the Texas Hill Country covering areas in both Comal and Guadalupe Counties. The city's strategic location on Interstate 35 puts it almost an equal distance between San Antonio and Austin, the Texas State Capitol. Its placement, along with access to a strong education system, an affordable cost of living, a stable economic climate, and an abundance of recreational opportunities has created an environment people are flocking to enjoy. With a current population of more than 104,000 and growing, New Braunfels has been a regular name on the Census Bureau's annual 15 Fastest-Growing Large Cities for the past six years, including ranking second in 2019, 2018, and 2016.

With more than two million tourists visiting the community annually, New Braunfels is one of the most popular tourist destinations in Texas. Whether it's to come tube the Comal or the Guadalupe rivers, visit Schlitterbahn waterpark or any of the other 50 plus parks in the community, a shopping trip or wine tasting at the eclectic downtown, attending a festival, or listening to live music at the historic district of Gruene, New Braunfels provides a rich culture and an abundance of attractions for both residents and visitors to enjoy.

Residents take great pride in the community and its heritage and strive to keep New Braunfels unique, despite its tremendous growth. Residents and local businesses also give of their resources and time generously supporting the community's strong non-profit sector. That's why residents say: "In New Braunfels, ist das Leben schon!" (It's the beautiful life!)

Residential and commercial construction is flourishing with multiple developments in both sectors currently underway. The median home value in New Braunfels is \$395,000 while the estimated median household income of City residents is \$81,675.

Governance & Organization

The City of New Braunfels is a home rule city and operates under a council-manager form of government. The City Council consists of the Mayor, elected at large, and six district-elected Council members, serving staggered three-year terms. The City Manager, Robert Camareno, was appointed by the City Council in 2013 and is responsible for the day-to-day operation of all city departments.

Currently, the City of New Braunfels operates with 854.75 full-time and part-time team members. The City's total approved budget for FY24 is approximately \$420.3M. A significant portion of those funds represent the organization's ongoing capital investments.

For more general information about the City visit:
<https://newbraunfels.gov/>



The Department

Under the direction of the Library Director, the Department has an adopted operating budget for FY24 of \$3,118,857 and is comprised of 32.75 team members, that encompass the New Braunfels Public Library system. The department is responsible for the Westside Community Center, the Bookmobile Operations & Programming, Material Circulation & Management, along with both Youth & Adult Programming. The department is planning to expand with a new SE Library Branch as part of a planned bond project in the future.



The mission of the Department is to provide the community with equal access to physical and virtual environments to support and encourage lifelong learning and achievement. The staff is committed to providing the highest quality programs and delivery of library services for the New Braunfels community, as well as analyzing performance for continuous improvement and future growth. The department strives to create a workplace that focuses on customer service excellence both internally and externally to become an “employer of choice” and a “best in class” library.

The goals for the Department are aligned with the latest edition of Texas Public Library Standards prepared by the Texas State Library and Archives Commission and the Texas Library Association. They focus on ensuring that community readers of all ages will have access to library materials in a variety of formats to satisfy their informational, educational, cultural, and recreational needs; that the current library facilities meet the needs of the population served; and quality programs and services are provided to satisfy public demand in a fiscally responsible manner.

The Library Advisory Board acts in an advisory capacity to the City Council for the continued improvement and development of the New Braunfels Public Library and promotes close communications between the City and all private residents to secure the greatest degree of public benefit from the library resources and services. The Board is comprised of resident citizens of the city, or the extraterritorial jurisdiction of the city, and each member serves a three-year term.

The department values their tremendous partnerships with the New Braunfels Public Library Foundation and the Friends of the New Braunfels Public Library, Inc. The Foundation has raised over \$1,000,000 for the Library and funded projects such as the RIOrover, RIOmobile, STORYWALK at Morningside Park, children's room, teen corner, a book kiosk, a coffee kiosk, as well as funding library expansion studies. The Friends is a non-profit organization dedicated to providing support to the public library through fundraising and volunteer participation, and all contributions are used exclusively to enhance library services and programs.

In 2011, the City of New Braunfels acquired the Westside Community Center, a 9,000 square foot facility, that includes a full-court gymnasium, a commercial kitchen, meeting spaces, and an arts & crafts room. Adjacent to the center is the Westside branch of the New Braunfels Public Library, that offers four study rooms, a teen area, a meeting room, and a self-printing station. The Westside Community Center provides resources and an inclusive environment for lifelong learning, health, and wellness by hosting a variety of free fitness programs, ESL classes, a Mobile Food Pantry, cooking programs, craft programs, health screenings, cultural events, and gardening demonstrations in its community garden. The Westside Campus was formed encompassing both facilities to serve the New Braunfels community and improve lives by providing resources and an inclusive environment for lifelong learning, health, and wellness.

To learn more about the New Braunfels Library, please visit: <https://newbraunfels.gov/3280/Library>.

The Position

Under the direction of City Management, the new Library Director will assure that high quality programs and services are provided to patrons and continue positioning the New Braunfels Public Libraries for ongoing success in serving the current and future needs of the New Braunfels community. This position also serves as the liaison to the Library Advisory Board, Friends of the Library (FOL) and the New Braunfels Public Library (NBPL) Foundation, to include preparing reports and attending meetings and sponsored programs.

This position is responsible for the overall operation and administration of the department to include developing and implementing short and long-range plans pertaining to the improvement of the Public Library collection and services provided; reviewing, updating and implementing Public Library policies and procedures; preparing and monitoring the budget and ongoing finances and expenditures; collection management; information services; overseeing the acquisition, classification, and cataloging of library materials; coordinating the maintenance of library facilities; and supervising department personnel.

A key initiative for the new Library Director will be delivering on a third location with the new SE Library Branch as part of a planned bond project in the future.



■ Characteristics of the Ideal Candidate

The ideal candidate is an experienced and visionary leader that is an advocate for the mission and values of what the City embodies and is committed to reimagining library services in response to the needs of all Library patrons and partners in the New Braunfels community. The next Library Director must be able to create buy-in around the initiatives necessary to innovate, raise funds, and accomplish strategic goals for the New Braunfels Public Library system. It is imperative for candidates to have exceptional communication skills to include public speaking, active listening, and strong writing skills to be effective in this role.

This committed public servant shall also possess the political aptitude to engage and present to City Council, the ability to foster relationships with community stakeholders. The new Library Director must also have a passion for people, a focus on developing future leaders amongst the staff, as well as creating a collaborative and respectful workplace environment. Prior experience managing and programming multiple facilities, as well as the design, construction, and staffing of a new library is a huge plus!

The **Library Director** shall also have these core competencies:

- » **Subject Matter Expertise** – Has extensive knowledge on the principles and practices of public library administration; directs public library operations, programs, and services in accordance with regulations and standards; ensures the delivery of quality library programs and services to the community; develops and administers library plans, programs, and policies; oversees the development and maintenance of library cataloging and collections; and manages a department budget and grant funds.
- » **Financial Acumen** – Prepares and administers budgets; reviews monthly financial data; monitors and authorizes expenditures; prepares grant applications and administers grant funding; coordinates with library support groups to solicit funds to provide programming and services for library patrons.
- » **Visionary Leadership** – Focuses on ongoing improvements in alignment with the City policy and strategic objectives; has patience and perseverance to foster a vision and direction for the department; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives pertaining to the improvement of the Public Library collection and services provided.
- » **Politically Astute and Collaborative** – Has a sense of presence to successfully engage with City leadership, elected officials, members of the Library Board, Foundation, Friends, and patrons, as well as other City department directors.
- » **Talent Management** – Manages and provides leadership and guidance to staff; develops priorities and assigns tasks and projects; develops staff skills, counsels, and coaches staff, and conducts performance evaluations; meets regularly with staff to discuss and resolve workload and technical issues.

■ Education & Experience

The city prefers for candidates to have a Master’s Degree in Library Science or Library & Information Science from an American Library Association accredited institution, or shall have the ability to acquire it within one (1) year after hire. Candidates shall also have at least five (5) years’ experience directing public library operations.



■ Compensation and Benefits

The hiring range for the position is **\$118,696 - \$160,240** and is commensurate with experience and qualifications for this role. The City of New Braunfels also offers a competitive benefits package that includes:

- » Medical, Dental, Vision Benefits
- » Tuition Reimbursement (\$5,000 annually)
- » Texas Municipal Retirement System (TMRS) 7% employee contribution; 2:1 match
- » Free Recreation Center (Das Rec) Gym Membership
- » Relocation Expenses will be considered (*reasonable*)
- » 3-week annual Vacation Accrual (*no probationary time to start earning or using!*)
- » Paid Parental Leave
- » Volunteer time off to give back to the community
- » Longevity Pay
- » Internal Training Opportunities

For more information on the City of New Braunfels' Benefits Package please visit:
<https://newbraunfels.gov/3288/Employment-Info>

■ Application Process and Recruitment Schedule

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, May 20, 2024**. Please submit your materials to: <https://www.cpsshr.us/recruitment/2339>

For additional information about this position please contact:



KYLIE WILSON

Principal Consultant

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Website: www.cpsshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be invited to interview with the City. Media checks and a comprehensive reference and background check will be performed on final candidates.

