



THE COUNTY OF BURNET
BURNET, TEXAS 78611

FY 2026

DATE: July 14, 2026
(Commissioners Court Date)

TO : HONORABLE COMMISSIONERS COURT OF BURNET COUNTY

FROM: Library: Herman Brown Free Library

I SUBMIT TO YOU FOR YOUR CONSIDERATION THE FOLLOWING BUDGET



LINE ITEM TRANSFERS



AMENDMENTS

	FUND/DEPT	LINE ITEM	GEN LEDGER #	AMOUNT
	6500	Part/Time	200-6500-1070	12,000.00
FROM:				
	6500	Clerk/Support Staff	200-6500-1040	12,000.00
TO:				

REASON: Moving part-time to full-time

111.011 Changes in Budget for County Purposes of the Local Government Code.

Therese Reeves
DEPARTMENT HEAD

[Signature]
APPROVED: COMMISSIONERS COURT

Kasey Carver
COUNTY AUDITOR

Linda Stubb
ATTEST: COUNTY CLERK *by: [Signature]*

Budget Amendment Request
Herman Brown Free Library
Proposal to Merge Two Part-time Positions into One Full-time Position

Background:

The Burnet County Genealogy and History Center, housed in the Herman Brown Free Library, is the repository for Burnet County history. The usage of this unique collection has grown from merely housing archived documents and materials for research purposes to now include actively acquiring and preserving Burnet County history in both physical and digital form. The growing scope of the collection and the preservation efforts require more staff time. In addition to managing and processing our special collections, this position also answers research queries, assists in seeking collection appropriate grants, and creates history and genealogy center programming for the public. This position also carries out regular library duties.

Proposal:

Combine two current part-time positions to create one full-time position. The cost of wage + benefits for the two part-time positions more than cover the wage + benefits of one full-time position

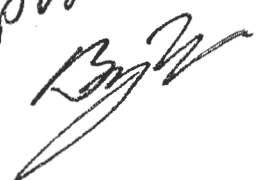
Funding Source: Existing part-time funds (calculated with 8 pay periods remaining in FY 26)

Existing 24 hour part-time position @ \$22.95 per hour with benefits: \$13,517.28
Existing 26 Hour part-time position @ \$22.95 per hour with benefits: \$14, 518.56
 $\$13, 517.28 + \$14, 518.56 = \$28,035.84$

Proposed full-time position (calculated with 8 pay periods remaining in FY 26)
40 hours per week @ \$22.295 per hour with benefits: \$24,339.20

Sustainability:

If approved, this budget amendment would replace two part-time positions with one full-time position, which would carry forward into subsequent fiscal years with funds already budgeted for staff at Herman Brown Free Library.

6/23/24
KPPvd CC


Research Assistance Statistics

Research Assistance Activity (FY2025)	Hours Logged
In-Person Research Queries	35
Phone & Email Research Queries	15
Total Research Assistance Hours (FY2025)	50

*Averaging about ½ hour per query

Increase in Research Demand from FY25 to FY26

Fiscal Year	Research Assistance Hours
FY2025 Total	50
Current Fiscal Year (to date)	43

*We've reached 86% of last year's total hours with 4 ½ months left in this year.

Labor Estimates for Archival Processing:

10–15 hrs per linear ft to process archival collections. **Does not include digitization.**

- survey and appraisal
- rehousing
- basic preservation
- foldering and labeling
- inventorying
- finding aid creation

Item-Level Estimates

Material Type	Rough Processing Estimate
Simple photographs, media clippings, documents, etc.	2–5 minutes each
Letters/correspondence (handwritten letters can be difficult to decipher)	3–10 minutes each
Unidentified materials (requires extra time attempting to identify subjects/locations)	10–15 minutes each
Full item-level cataloging with metadata (the level of detail given to the vertical files - indexing and cross referencing)	15–20 minutes each

These numbers vary depending on whether items are already organized, condition and preservation needs, whether digitization is included, and level of description required.

Digitization

5-10 images per hour. Full workflow includes:

- preparation/handling
- scanning
- image editing
- file naming
- metadata entry
- Making copies & filing in vertical files (not necessary for special collections - cross reference only)

Unprocessed Collections

Special Collections

We have **42 linear feet** of unprocessed archival collections comprising approximately **21,000 items** with an estimated **550 hours** of processing time, **which does not include digitization**.

Full workflow includes:

- survey and appraisal
- rehousing
- basic preservation
- foldering and labeling
- inventorying
- finding aid creation

Historic Map Collection

We have **43 unprocessed maps** with an estimated **20-25 hours** to process. Full workflow includes:

- survey and appraisal
- cataloging
- foldering and labeling
- indexing

*These figures are subject to change as we are actively receiving donations. In the past year we have accepted **8 linear feet** of Burnet County-related archival materials.