



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Library Board

Monday, May 13, 2024

5:30 PM

Emily Fowler Central Library

After determining that a quorum is present, the Library Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, May 13, 2024, at 5:30 p.m. in the Meeting Room at the Emily Fowler Central Library at 502 Oakland Street, Denton, Texas at which the following items will be considered:

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two speakers per meeting with each speaker allowed a maximum of four (4) minutes.

2. ITEMS FOR CONSIDERATION

- A. [LB24-037](#) Consider approval of the minutes of April 8, 2024.
Attachments: [Library Board Minutes - Apr 8 2024](#)
- B. [LB24-035](#) Receive an informational report and hold a discussion regarding the 2024 Denton Public Library Summer Reading Challenge.
Attachments: [Agenda Information Sheet-Summer Reading Challenge](#)
- C. [LB24-032](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.
Attachments: [Agenda Information Sheet-Friends.pdf](#)
- D. [LB24-033](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.
Attachments: [Agenda Information Sheet-Foundation](#)
- E. [LB24-034](#) Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:
· Special Collections Use of Materials Policy
· Collection Development Policy
Attachments: [Agenda Information Sheet-Policy Updates](#)
[Special Collections Use of Materials Policy](#)
[Collection Development Policy-proposed updates](#)
[Collection Development Policy-current](#)
- F. [LB24-036](#) Receive a report, hold a discussion, and give staff direction regarding:
· North Branch Facility Maintenance Projects
· Emily Fowler Facility Projects
· LightBox Interactive eBooks for Kids

- June Library Board Meeting
- Summer Event Highlights Flyer

Attachments: [Agenda Information Sheet](#)

3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Library Board or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on May 10, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY



City of Denton

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Legislation Text

File #: LB24-037, Version: 1

AGENDA CAPTION

Consider approval of the minutes of April 8, 2024.

MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
South Branch Library – April 8, 2024

After determining that a quorum was present, the Denton Public Library Board convened on Monday, April 8, at 5:30 p.m. The meeting was held at the South Branch Library at 3228 Teasley Lane, Denton, Texas. Chair Eva Poole, Vice-Chair Jamie Taylor, and Members Jean Greenlaw, Ling Jeng, and Sandy Swan were in attendance.

PRESENT: Eva Poole, Ling Jeng, Sandy Swan, Jean Greenlaw, and Jamie Taylor

ABSENT: Dallas Guill

STAFF PRESENT: Jennifer Bekker, Marcella Lunn, and Cynthia Carter

GUESTS:

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

None

2. ITEMS FOR CONSIDERATION

A. LB24-031

Consider approval of the minutes of March 11, 2024.

The Board accepted and approved minutes of the March 11, 2024 meeting with amendment to page 3, paragraph 2. Jean Greenlaw motioned, Sandy Swan seconded, all in favor.

B. LB24-029

The Board received an informational report regarding the Friends of the Denton Public Libraries.

Library staff met with the Friends President and Communications Chair to discuss donation handling. The Friends will propose the following at the April 11 Friends of the Libraries Executive Board Meeting:

- Hosting a monthly “Donate to the Friends Day” at North Branch with Friends volunteers receiving, reviewing, sorting, and boxing received donations that day.
- Seeking Friends volunteers to assist in the review and processing of donated materials.
- The Friends will receive donations at Secondhand Prose during store operating hours.

The Friends also noted that they will only receive print book donations but will receive all formats of discarded library materials. They also noted that they are looking to increase engagement and fundraising opportunities.

C. LB24-028

The Board received an informational report regarding the Emily Fowler Library Foundation.

- The Foundation currently has a \$100,000 CD that will come to maturity in April 2024. The Foundation checking account has a balance of \$8,691.51 as of the latest statement in February 2024.
- The Foundation has coordinated with a local tattoo parlor to host another flash tattoo fundraiser event in June. Planning is still in preliminary stages.

D. LB24-027

The Board received a report, held a discussion, and considered approval of the library's 2024 Summer Classes & Events.

- The proposed draft of 2024 Summer Classes and Events includes proposed programs for May-August 2024. Library staff recommends approval. Ling Jeng motioned, Jamie Taylor seconded, all in favor.

E. LB24-030

The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- *Reevaluation of Materials Policy* – The Board accepted and approved the policy update with amendment to page 1, second bullet. Sandy Swan motioned, Jean Greenlaw seconded, all in favor.
- *Circulation Services Policy* – Jaime Taylor motioned, Sandy Swan seconded, all in favor.
- *Rules of Conduct Policy* – Jean Greenlaw motioned, Ling Jeng seconded, all in favor.

E. LB24-026

The Board received a report, held a discussion, and give staff direction regarding:

North Branch Facility Maintenance Projects – Renovation projects at the North Branch continue to move forward. Lighting updates in staff areas have begun. Laminate flooring will be installed in the staff breakroom, Forge Makerspace, Meeting Room, AMP, and Program Room in the first two weeks of April. The Forge Makerspace will be closed on Saturday, April 13 for its reflooring. Roofers have determined that the building needs a new roof rather than an overlay of the existing roof. That project will occur April-July, requiring drive-thru and book drop traffic rerouting into a U-turn instead of circling the building. The drive-thru and external book drop will be unavailable for two days in late April or early May to repair and repaint the external walls of the south facing side of the building. The branch will be closed to the public from Sunday, May 5th through Monday, May 13th for flooring installation and the rearrangement

of shelving and furniture in public areas. The drive-up service window will be open during the closure Mon-Sat 9 a.m.-5:30 p.m. and 1-4:30 p.m. Sun. The book drop will be available 24/7 during the facility closure.

Emily Fowler Facility Projects – Emily Fowler Central Library facility projects will begin this spring and include the construction of a new conference room and three study rooms downstairs, near the public computers and facility updates like the North Branch updates. The conference and study room project is expected to begin in mid-April. A temporary wall will be erected in the area to reduce noise and dust. The facility improvement projects to repaint, recarpet, and update lighting and electrical wiring throughout the building will kick off in late spring. Planning for the updates has just begun, with no dates or specifics set at this time.

Summer Reading Challenge – Planning for the annual Summer Reading Challenge is being finalized. The 2024 theme is Adventure Begins at Your Library. A member of the Reading Program Committee will present at the Library Board's May meeting.

Marketing Services – Library staff are reviewing multiple marketing services that support libraries. The library is seeking a service that provides automated e-mails, newsletter support, and options for online card registration. The system needs to integrate with the library's software to automatically send information and create dynamic content. Marketing was identified as a priority in the recent Library Strategic Plan process.

Succession Planning and Professional Development Plan – The Library Succession Planning and Professional Development Plan has been finalized and shared with library staff. The plan is currently being used to work with staff members to develop goals as part of the City's performance review process.

3. CONCLUDING ITEMS

The Meeting adjourned at 6:00 p.m.

Eva Poole, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: _____



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Legislation Text

File #: LB24-035, **Version:** 1

AGENDA CAPTION

Receive an informational report and hold a discussion regarding the 2024 Denton Public Library Summer Reading Challenge.



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: May 13, 2024

SUBJECT

Receive an informational report and hold a discussion regarding the 2024 Denton Public Library Summer Reading Challenge.

BACKGROUND

Ross Scoggin, Youth Services Librarian at South Branch, is this year's chair of the Summer Reading Challenge Planning Committee and will provide an overview of the upcoming reading initiative.

Each year, the library offers a summer reading program for all ages to champion literacy, encourage a love of reading, and support lifelong learning. The 2024 Summer Reading Challenge theme is Adventure Begins at Your Library. The event runs June 1-July 31. Participants are encouraged to read books of their choice and track their reading by minutes read. After reading 5 hours, participants earn a free book. After reading an additional 5 hours (10 hours total), participants earn a second free book. Every 5 hours read earns participants a ticket for a prize drawing for prize packets. Four prize packs are available for each age group: young children (ages 0-5), school aged children (ages 6-11), teens (ages 12-17, and adults (ages 18+). The four prize packs for each age group have themed items: reading, writing, arts, and Denton. The prize books are funded by the Friends of the Denton Public Libraries. Three special events are also scheduled throughout the summer to celebrate summer reading.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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File #: LB24-032, **Version:** 1

AGENDA CAPTION

Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.



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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: May 13, 2024

SUBJECT

Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.

BACKGROUND

The Friends of the Denton Public Libraries is a nonprofit organization that supports the Denton Public Library through community service and fundraising to provide materials and equipment to improve and extend Library services. This report provides an update on the organization's activities and fundraising efforts.

There have been no changes since the last Library Board meeting. The next Friends of the Libraries Big Book Sale is Saturday, May 18, 2024.

2024 Friends Executive Board Meetings (in North Branch Meeting Room at 5:30 p.m.)

Thursday, July 11, 2024

Thursday, October 10, 2024

2024 Friends Big Book Sales (in North Branch Meeting Room)

Saturday, May 18, 2024

Saturday, August 10, 2024

Saturday, November 16, 2024

EXHIBITS

1. Agenda Information Sheet-Friends

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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File #: LB24-033, **Version:** 1

AGENDA CAPTION

Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: May 13, 2024

SUBJECT

Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.

BACKGROUND

The Emily Fowler Library Foundation is a nonprofit organization that supports the Denton Public Library's mission. This report provides an update on the Foundation's activities, goals, and fundraising efforts.

The Foundation currently has a \$100,000 CD that will come to maturity in April 2026. The Foundation checking account has a balance of \$8,891.51 as of the latest statement in April 2024. The Foundation's goal is to focus on bequests or planned giving donations that can be used for large scale Library initiatives or capital projects.

The Foundation has coordinated with a local tattoo parlor to host another flash tattoo fundraiser event in June. Planning is still in preliminary stages. Treasurer Trustee, Alexis Klingan has updated banking information for the CD, that rolled over in April. The new maturity date is April 2026.

2024 Upcoming Meetings:

Friday, May 17 11 a.m. Emily Fowler Central Library Meeting Room

Friday, August 16 11 a.m. Emily Fowler Central Library Meeting Room

Friday, November 15 11 a.m. Emily Fowler Central Library Meeting Room

EXHIBITS

1. Agenda Information Sheet-Foundation

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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File #: LB24-034, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:

- Special Collections Use of Materials Policy
- Collection Development Policy



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: May 13, 2024

SUBJECT

Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:

- Special Collections Use of Materials Policy
- Collection Development Policy

BACKGROUND

The following policy updates are recommended to the Library Board:

Special Collections Use of Materials-Exhibit 2

This new policy defines use permissions and expectations for accessing Special Collections materials.

Collection Development Policy-Exhibit 3

The Collection Development policy's significant updates are presented in a new draft. The updates include clarifications regarding collection priorities, selection criteria, and collection maintenance. The policy also affirms that library staff do not serve *in loco parentis* (in place of parents.), an acknowledgement that was previously only noted in the Circulation Policy.

RECOMMENDATIONS

Library staff recommends approval of the policy updates.

EXHIBITS

1. Agenda Information Sheet
2. Special Collections Use of Materials Policy
3. Collection Development Policy-proposed update
4. Collection Development Policy-current

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



DENTON PUBLIC LIBRARY

SPECIAL COLLECTIONS USE OF MATERIALS POLICY

Approved by the Library Management Team, January 4, 2024

Pending - Library Board review/approval

The Special Collections Research area is primarily for the use of materials from the Genealogy, Denton Texas, Texana Collections, or the Municipal Archives.

Materials from the Special Collections may only be used within the research area. They do not circulate and are not available for interlibrary loan.

The tables in the research area are for customers using items from the collections. Customers who are not utilizing the tables for the reasons stated above may be asked to move if the space is needed by an individual or a group of researchers.

Items from the archives, yearbooks, rare books, ephemera or vertical files are kept in specialized storage and must be requested from Library staff due to the unique and possibly fragile condition.

Items from the Archive may be requested one box at a time

Materials from the Special Collections must be handled with extreme care to ensure preservation for the future. Papers must rest on a table surface and pages must be turned carefully. Books should not be removed from the shelves by pulling on the top of the spine. No marks are to be added to or erased from materials consulted.

Eating is prohibited while materials are being used. Liquids must be in a container with a secure lid.

When research is completed, all research materials should be left on a table, a book cart, or returned to the service desk. Books or materials should not be reshelfed.

If research leads to publication and the Denton Public Library is cited, it is preferred that a copy of the publication be donated to the Special Collections.

The Copyright Law of the United States governs the making of photocopies or other reproductions of copyrighted material.

MISSION AND PURPOSE

The Denton Public Library operates under a guiding mission statement that directs the selection of resources, development of services, and allocation of funds:

Denton Public Library strengthens community, transforms lives, and inspires imagination

The library upholds the individual's right to access ideas and information from diverse perspectives. The Denton Library Board has adopted the American Library Association's statements regarding the following: Library Bill of Rights, The Freedom to Read, Freedom to View, Access to Digital Information, Services and Networks, and Labeling and Rating Systems.

STATEMENT OF INTELLECTUAL FREEDOM AND CENSORSHIP

The library refrains from taking sides on public issues or promoting particular beliefs or viewpoints through its collection. It does not endorse the opinions expressed in materials held, recognizing its obligation to provide resources representing various sides of contentious topics. Adults are the best and final arbiters of what is appropriate for themselves. It is the parent and/or legal guardian, and only the parent and/or legal guardian, who may restrict their children, and only their children, from access to library materials. Parents and/or legal guardians have sole responsibility for what their children read, view, or hear. Library staff and associated authorities do not serve *in loco parentis* (in place of parents.) Selection of materials for the library will not be restricted by the possibility that materials may inadvertently come into the possession of children.

Denton Public Library is guided by the principles outlined in this document, aiming to provide clear guidance to librarians and inform the public about the principles that underpin our selections. The terms "resource" and "materials" encompass a range of formats, including print, audiovisual, microform, kit components, electronic information, and digital resources provided directly by the library.

COLLECTION DEVELOPMENT PRIORITIES

The Denton Public Library is committed to comprehensive collection development, serving as a popular materials center, reference center, independent learning center, and literacy advocate. Priorities include:

- Championing Literacy and the Joy of Reading
- Supporting Community Pursuits
- Serving as a General Information Center
- Fostering Lifelong Learning
- Providing Varied Formats for Enhanced Access
- Preserving Local History
- Balancing Priorities with Budgetary Constraints

SELECTION CRITERIA

Materials are selected based on professionally accepted guidelines, aligned with the library's mission and priorities. The selection process incorporates various criteria:

1. **Community Needs and Interests:** Selections are guided by both expressed and inferred community needs, as evidenced by customer purchase suggestions, demographic studies, customer input and survey responses, and circulation patterns. This approach ensures that the collection remains relevant and responsive to the interests of library users.
2. **Format Appropriateness:** Materials are acquired in formats that best suit customer preferences and technological capabilities. The library endeavors to offer a broad range of formats, including digital resources, to enhance accessibility and usability.
3. **Popularity and Demand:** Circulation data, sales figures, and media coverage inform decisions regarding the acquisition of materials that resonate with the community. Popularity within specific genres, subjects, titles, authors, or performers influences collection development efforts.
4. **Authority and Reputation:** The credibility and standing of authors, publishers, producers, and materials are considered when evaluating potential acquisitions.
5. **Representation of Diverse Viewpoints:** The library seeks to provide a collection that reflects a spectrum of perspectives on various topics. Materials offering viewpoints not adequately represented in the existing collection are actively sought out.
6. **Literary or Artistic Merit:** Works of significant literary or artistic merit are prioritized for inclusion, enriching the cultural and intellectual offerings of the library's collection.
7. **Cost-effectiveness and Space Considerations:** The cost per item, anticipated use, and physical space requirements are carefully evaluated to ensure prudent allocation of resources. Materials are selected with an eye toward maximizing the collection's utility within budgetary constraints.
8. **Quality of Production:** Attention is given to the professional quality of materials, including aspects such as binding, typesetting, editing, and audio/video production. Materials of inferior quality are generally not acquired.
9. **Recommendations and Reviews:** Selections are informed by reviews in professional journals, popular magazines, and reputable online sources. Additionally, input from customers, vendor notifications, and staff recommendations contribute to the identification of valuable additions to the collection.
10. **Core Collection Principles:** The library maintains a core collection comprising high-demand and frequently requested materials tailored to each location's specific needs.
11. **Accuracy and Reliability:** Materials intended to convey factual information must meet stringent accuracy standards. While the library aims to accommodate customer preferences, it generally avoids acquiring materials that propagate misinformation.
12. **Youth Materials Considerations:** In addition to the general criteria, youth materials undergo assessment based on factors such as clarity of writing, quality of illustration, and the relationship between text and pictures. Special care is taken to ensure the

accuracy and suitability for young audiences with consideration for reading level and developmental age.

By adhering to these comprehensive selection criteria, the Denton Public Library endeavors to build a dynamic and inclusive collection that enriches the lives of its patrons and fosters a culture of lifelong learning and exploration.

MATERIALS NOT PURCHASED/ACQUIRED

Due to finite resources, certain materials will not be added into the circulating and regular reference collections:

- Abridged materials
- Music in print (musical scores and sheet music)
- Rare books or books that require special handling
- Textbooks (except in areas where there is little or no material in any other format)
- Workbooks
- Obsolete formats

COLLECTION MAINTENANCE

The Denton Public Library is committed to maintaining a vibrant and relevant collection that meets the evolving needs and interests of its patrons. To achieve this goal, the library implements a proactive approach to collection evaluation and maintenance.

1. **Repair Guidelines:** Material repairs are undertaken judiciously, with a focus on preserving items that are out of print or prohibitively expensive to replace. Simple repairs requiring minimal staff time may be conducted on general circulating materials. Audiovisual materials will rarely be repaired.
2. **Ongoing Evaluation:** The library continually evaluates its collection to gauge its alignment with patron needs and interests. Utilizing tools such as circulation reports, demographic data, and community feedback, the library identifies areas for improvement and enhancement.
3. **Weeding:** Systematic weeding is essential to ensure the vitality and usefulness of the collection. Worn or damaged items, duplicate copies of seldom-used titles, outdated or inaccurate materials, superseded editions, and items no longer in demand are considered for removal. Weeding enables the library to make room for newer materials and maintain a streamlined, relevant collection. Denton Public Library uses the Texas State Library and Archives Commission CREW: A Weeding Manual for Modern Libraries as a guiding resource in its collection maintenance efforts.

GIFTS AND MEMORIALS

Gifts and memorials are welcomed in accordance with established the Denton Public Library Gift Policy and undergo evaluation based on selection guidelines.

RECONSIDERATION OF RESOURCES

A singular obligation of the public library is to reflect within its collection of resources differing points of view on controversial or debatable subjects. The Denton Public Library does not promote particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author or vendor. All materials will be judged as a whole rather than by isolated passages. Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

Comments from members of the community about the collection or individual resources frequently provide librarians with useful information about interests or needs that may not be adequately met by existing resources. The library welcomes expression of opinion by customers but will be governed by this Collection Development Policy in making additions and deletions to the collection. Requests for reconsideration of library materials may be made in accordance with the Denton Public Library Reevaluation of Materials Policy.

SPECIAL COLLECTIONS

Refer to the Special Collections Development Policy for information on unique collections and acquisition guidelines.

SELECTION PROCESS

The Director of Libraries, operating within the framework of administrative directives set by the Denton Library Advisory Board and within budgetary constraints, holds ultimate responsibility for resource selection. The Director of Libraries determines materials budget allocations and organizational structure for the Librarians who select resources.

The Technical Services Manager oversees the selection process and works with Branch Managers in setting annual selection timelines and allocations. Librarians are responsible for selecting appropriate materials in assigned areas and ensuring that the collection is maintained.

Librarians utilize professional tools and customer suggestions to inform their selections, ensuring alignment with library objectives.

This comprehensive policy underscores the Denton Public Library's commitment to intellectual freedom, community service, and the continual enhancement of its collection to meet the evolving needs of its patrons.



DENTON PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Approved by the Denton Public Library Board, November 7, 2002
Library Board approved revision, May 13, 2021

MISSION AND PURPOSE

The Mission Statement of the Denton Public Library guides the selection of resources, development of services and the allocation of funds:

*The Denton Public Library strengthens community,
transforms lives and inspires imagination.*

The library supports the individual's right to have access to ideas and information representing all points of view. The Denton Library Board has adopted the American Library Association's statements regarding the following: Library Bill of Rights, The Freedom to Read, Freedom to View, Access to Digital Information, Services and Networks, and Labeling and Rating Systems.

The purpose of this document is to guide librarians and to inform the public about the principles upon which selections are made. For purposes of this document, the term "resource" shall be defined to include, but is not limited to, print, audiovisual, microform, electronic information, and services and networks provided directly or indirectly by the library.

In order for the Denton Public Library to fulfill its role as a viable community resource, its collection development goals include:

- o Providing resources that meet customers' interests and needs in a timely, cost effective manner.
- o Providing a broadly based and diverse collection of resources that can support the roles of the library as a popular materials center, a reference center, and an independent learning center.
- o Providing a balance of viewpoints on all subjects through its collections and access to resources.
- o Purchasing current materials and providing access to electronic resources proportionate to levels of demand and use, taking care to anticipate and respond to indicators of significant new needs.
- o Practicing ongoing collection management techniques in order to maintain the vitality of the library resources.
- o Keeping abreast of technological changes that affect the development of the collection and resources.

- o Developing its collection and resources with an awareness of the materials available in surrounding libraries and organizations.
- o Being receptive to customer suggestions, comments, and ideas about the collection and resources.
- o Developing processes to support the work of local authors and musicians.

LIBRARY COMMUNITY DESCRIPTION

The demographic figures quoted below are taken from the United States Census Bureau American Community Survey for 2019.

The Denton Public Library serves the residents of the City of Denton including students who attend the University of North Texas, Texas Woman’s University, and North Texas Central College. The Denton Public Library serves a diverse clientele with numerous racial and ethnic groups represented in our service area. Approximately 23% speak a language other than English.

The children of Denton have a significant presence with elementary and secondary school age children accounting for 14% of our population. More than 20% of our population is of college age. Denton also has a growing retired population with an active retirement community.

The University of North Texas and Texas Woman’s University are internationally renowned institutions that attract students and faculty from around the world. Their presence enhances the cultural life of Denton and, with the support of local citizens, has developed a very active arts community with concerts, festivals, theatre, lectures, and exhibitions available year round.

Materials are selected with the needs of all segments of our population in mind. Many residents prefer having library services available to them remotely. Therefore, in addition to traditional methods of delivery, the library delivers information resources electronically on a 24-hour, seven days per week basis.

SELECTION CRITERIA

The Denton Public Library selects materials for its collection in accordance with professionally accepted guidelines. The library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author’s viewpoint. All materials are judged as a whole rather than by isolated passages. The library acquires and makes available resources that educate, entertain and enrich persons as individuals and as members of society. Area library resources are considered in selecting materials. Denton library users have access to materials at the libraries of the University of North Texas and Texas Woman’s University. Selection is based on community needs, both those expressed and those inferred from study of community demographics and statistic-based circulation patterns as evidence of areas of interest.

Resources are purchased in the most appropriate format for customer use. New formats shall be considered for the circulating collection when, by industry report, national survey results, and evidence from local requests, a significant portion of the community population is interested in and/or has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collections.

- **Audio Books**

The library's primary goal is to provide an audio book collection that parallels most areas of the general collection. When selecting audio books, consideration should be paid to the criteria determined for the fiction and non-fiction collection. Additional criteria include authority and competency of producer, artistic merit and reputation of the narrator, quality of interpretation and ease of understanding by the library user, technical quality, packaging, and cost. Audio book materials are available in compact disc format and digital format. The library collects only unabridged titles.

- **Digital Video Discs (DVD & Blu-ray)**

The primary goal of the DVD/Blu-ray collection is to meet the recreational needs of the community and to enhance the non-fiction collection as warranted by customer demand. The criteria used for the selection of fiction and non-fiction DVDs/Blu-rays is the same as for the print collection. Additional criteria include technical quality; authority and competency of the producer; artistic merit and reputation of the performers; availability of public performance rights; and cost. It is not the intent of the library to duplicate the spectrum of feature films available in the private sector, but rather to provide a selection of feature films that are current high interest and appropriate to the collection. The library DVD/Blu-ray collection is not intended to supplement curriculum requirements of educational organizations within the community.

- **Electronic Resources**

The library acquires and makes available web-based databases, online training, and educational resources.

The primary criteria for selecting electronic resources are the library users' information needs. Other criteria to be considered when selecting electronic resources include compatibility with available equipment and /or existing operating systems; ease of use by library users; enhanced searching capabilities; cost; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

- **Digital Materials**

The library acquires and makes available a collection of downloadable and streaming content in the following formats: ebooks, audiobook, music, and video.

The primary criteria for selecting digital materials are the library users' information and entertainment needs. Criteria to be considered when selecting digital material platforms include compatibility with available equipment and /or existing operating systems; ease of use by library users; cost; anticipated demand by library users; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

- **Fiction**

Classic works of enduring value, popular current titles and best sellers, critically acclaimed authors, and genre fiction make up the fiction collection. The primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles. Current best sellers are bought in multiple copies to satisfy anticipated demand. In addition to recreational reading, the needs of the student population are also considered.

Fiction is selected according to the following criteria: popular demand; reputation of the author and publisher; appropriateness to the library's users; importance as a document of the times; and whether a title is a part of an existing series. Fiction titles may be purchased in more than one format and include but not be limited to print, audio book, DVD/Blu-ray, and electronic media.

Comparable in size to hardcover editions, trade paperbacks may be purchased, and are preferred in cases where the hardcover edition is extremely expensive and the title either would be used infrequently or is an item that would be weeded from the collection in a few years.

Mass market paperbacks are smaller in size to hardcover or trade paperback editions. They are often purchased as added copies of popular titles to meet customer demand and as part of the paperback browsing collection.

- **Graphic Novels**

Selections are based upon professional reviews, customer requests, and the popularity of styles, authors, characters, and series. Manga, graphic novels, and comics are selected based upon the age appropriateness of the text and illustrations. The collection may also include non-fiction and classics in graphic format.

- **Music**

The library's primary goal is to provide a collection of music on compact disc or through downloadable media that has the breadth and depth to meet the needs of a strong music community, yet appeal to a wide variety of tastes. Criteria to be considered when selecting material for the music collection includes authority and competency of the producer; artistic merit; technical quality; popularity; availability from vendors; and cost. A concerted effort is made to collect music produced by local area musicians.

- **Nonfiction**

The nonfiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the library responds with timely additions.

The following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to library's users, and popular demand. Nonfiction titles may be purchased in more than one format and include but not be limited to print, audio book, DVD/Blu-ray, and electronic media.

- **Large Print Books**

Large Print books are acquired to serve the needs of the visually impaired. Adult fiction and nonfiction titles are selected based on the same criteria as regular print.

- **Periodicals**

Periodicals are a source of new ideas, current topics, consumer information, and recreational reading material. The periodicals collection complements the book collection and includes popular titles in a broad range of subject areas.

The periodical collection includes basic and popular reading magazines, foreign language publications, and a variety of business, and Texas publications. Journals that are highly technical or scholarly are generally not included in the collection. Additional full text periodical coverage is provided through databases accessible in house as well as remotely. The collection also includes newspapers published locally.

- **Reference**

Reference materials, whether print or electronic, are by their nature designed to be consulted for definite items of information rather than to be read sequentially. They can provide quick, concise and current information or they may serve as an index to other materials in the library's collection. Since these materials are used daily by the public and library staff, materials in the reference collection may only be used in the library.

The primary criteria for selecting reference materials are the library users' information needs. The decision to select print or computer-based resources will be based upon cost, content, currency, and ease of use. Other criteria to be considered when acquiring materials for the reference collections include favorable reviews or inclusion in basic reference collection guides, and reputation of the author or publisher.

- **World Languages**

Languages collected will be determined by community needs based on demographics and evidence of areas of interest. When selecting materials for the world language collection consideration will be paid to the criteria determined for collection areas identified in this document. Availability of materials from vendors is an additional criteria.

MATERIALS NOT PURCHASED/ACQUIRED

Due to finite resources, there are certain materials that the library does not collect for its circulating and regular reference collections:

- Abridged books
- Abridged audio books
- Music in print (musical scores and sheet music)
- Rare books (that require special handling)
- Text books (except in areas where there is little or no material in any other format)

SELECTION PROCESS

Responsibility for Selection

Ultimate responsibility for resource selection rests with the Director, who operates within the framework of administrative directives set by the Denton Library Board and within the restraints of the annual budget as approved by the Denton City Council. The Director determines the materials budget allocations, guidelines, and organizational structure for the librarians who select resources.

The Technical Services Manager oversees the selection process and works with the Branch Managers in setting yearly objectives. Librarians are responsible for choosing appropriate materials for their area and seeing that the collection is developed and maintained.

Selection Tools

Tools used in selection by librarians include professional library journals, trade journals, vendor provided lists and resources, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians will also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet. Purchase suggestions from customers are welcome and are given serious consideration when they meet the established criteria.

COLLECTION MAINTENANCE

- **Repair Guidelines**

Given the nature of a public library collection, material repairs will be kept to a minimum. Books that are out of print or very expensive to replace are the primary candidates for repair. Otherwise, only simple repairs, involving limited staff time, will be made. Audiovisual materials will rarely be repaired.

- **Weeding**

In order for the library to fulfill its role as a viable community resource it must maintain an up-to-date, useful collection. Systematic weeding is required in order to keep the collection responsive to customer needs, to ensure its vitality and usefulness to the community, and to make room for newer materials.

The following categories of materials will be considered for weeding: worn or damaged items, duplicate copies of seldom used titles, materials which contain outdated or inaccurate information, superseded editions of specific titles, and materials no longer of interest or demand.

GIFTS AND MEMORIALS

Gifts and memorials are gratefully accepted by the library in accordance with the Denton Public Library Gift Policy and are evaluated for addition to the collection in accordance with the selection guidelines in this administrative directive.

RECONSIDERATION OF RESOURCES

A singular obligation of the public library is to reflect within its collection of resources differing points of view on controversial or debatable subjects. The Denton Public Library does not promote particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author or vendor. All materials will be judged as a whole rather than by isolated passages. Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

Comments from members of the community about the collection or individual resources frequently provide librarians with useful information about interests or needs that may not be adequately met by existing resources. The library welcomes expression of opinion by customers, but will be governed by this Collection Development Policy in making additions and deletions to the collection. Requests for reconsideration of library materials may be made in accordance with the Denton Public Library Reevaluation of Materials Policy.

SPECIAL COLLECTIONS

Refer to the Special Collections Development Policy for further information.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: LB24-036, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding:

- North Branch Facility Maintenance Projects
- Emily Fowler Facility Projects
- LightBox Interactive eBooks for Kids
- June Library Board Meeting
- Summer Event Highlights Flyer



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: May 13, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding:

- North Branch Facility Maintenance Projects
- Emily Fowler Facility Projects
- LightBox Interactive eBooks for Kids
- June Library Board Meeting
- Summer Event Highlights Flyer

BACKGROUND

North Branch Library closed Sunday, May 5th for flooring installation, the rearrangement of shelving and furniture, electrical work, painting, and new lighting fixture installation. The library will reopen on Tuesday, May 14. The drive-up service window remains during the closure with modified hours: Mon-Sat 9 a.m.-5:30 p.m. and 1-4:30 p.m. Sun. The book drop is available 24/7 during the facility closure. Flooring installation moved quickly, allowing staff work areas to also be carpeted during the closure. Some painting in public areas may occur after the library reopens and painting in the staff work areas will be completed 2-3 weeks. The flooring in the Forge Makerspace will need to be redone as the room has a significant slope towards the middle. No date has been provided for that project.

The construction of a new conference room and three study rooms at Emily Fowler Central Library has begun. The area downstairs has been blocked off for safety and to reduce dust. Carpet has been removed. Electrical and HVAC work will continue throughout the project. Framing will begin in the week of May 13. The construction project will be complete before the end of the May. Furniture is being ordered this week. The facility improvement projects to repaint, recarpet, and update lighting and electrical wiring throughout the building will kick off in sometime after May. Planning for the updates has just begun, with no dates or specifics set at this time.

Sarah Ward, Youth Services Librarian at Emily Fowler Central Library, will provide information and a demonstration of the library's new youth eBook product, LightBox.

At the April Library Board meeting, it was mentioned that the Director of Libraries would be out of town during the regularly scheduled June meeting. Library staff seeks direction regarding either rescheduling or cancelling the June 10 meeting.

The new Summer Classes & Events flyer is a four-page flyer, highlighting events of note throughout the programming season. All library classes and events are posted on the library website with full descriptions. The online calendar of events can be filtered to show all events or limit displayed events by location, audience, and event type.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries