



City of Denton

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

Meeting Agenda

Library Board

Monday, November 10, 2025

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, November 10, 2025, 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. [LB25-074](#) Consider the approval of the minutes of October 13, 2025.

Attachments: [Lib Board Minutes - Oct 13 2025](#)

- B. [LB25-070](#) Receive an informational report and hold a discussion about the Municipal Archive.

Attachments: [Agenda Information Sheet-Municipal Archive](#)

- C. [LB25-068](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.

Attachments: [Agenda Information Sheet-Friends](#)

- D. [LB25-069](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.

Attachments: [Agenda Information Sheet-Foundation](#)

- E. [LB25-071](#) Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:

- Rules of Conduct Operating Policy
- Unattended Children Operating Policy
- Library Material Statement of Concern Operating Policy
- Collection Development Operating Policy
- Materials Disposition Operating Policy

Attachments: [Agenda Information Sheet-Policy Updates](#)

[Rules of Conduct Operating Policy](#)

[Unattended Children Operating Policy](#)

[Library Material Statement of Concern Operating Policy](#)

[Collection Development Operating Policy](#)

[Materials Disposition Operating Policy](#)

- F. [LB25-072](#) Receive a report, hold a discussion, and give staff direction regarding an appeal request for a library suspension.

Attachments: [Agenda Information Sheet-Suspension Appeal](#)
 [Library Rules of Conduct Operating Policy](#)

- G. [LB25-073](#) Receive a report, hold a discussion, and give staff direction regarding:
- 2026 Strategic Plan Action Items
 - Material Vendor Impacts
 - South Branch 30th Anniversary
 - Parent Guide

Attachments: [Agenda Information Sheet](#)
 [2025 Library Strategic Plan Action Items](#)

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 November 4, 2025, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.

MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
South Branch Library – October 13, 2025

After determining that a quorum was present, the Denton Public Library Board convened on Monday, October 13, at 5:30 p.m. The meeting was held at the South Branch Library at 3228 Teasley, Denton, Texas.

PRESENT: Kathryn Pole, Patricia Peters, Rebecca Fridley, Kerol Harrod
ABSENT: Ellen Sullivan

Also present: Jennifer Bekker and Marcella Lunn

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

None.

2. ITEMS FOR CONSIDERATION

A. LB25-066 Consider approval of the minutes of August 11, 2025.

The Board accepted and approved the minutes of the July 14, 2025 meeting. Kathryn Pole motioned, Patricia Peters seconded, all in favor.

B. LB25-067 The Board received an informational report regarding Story Time early literacy classes.

Youth Services Librarian's Nanya Jackson and Stacy Slattery provided an overview of the purpose for and planning and presentation of Denton Public Library's Story Time classes.

Story Times are literacy programs for children ages 1-5 and their caregivers. The programs support early literacy skill development and prepare children to learn to read. Each library branch offers weekly Story Time programs for an 8–14-week period each program season. Breaks are taken in May, August, and December to plan and prepare for the next season's classes. Additional special Story Time classes, such as Spooky Story Time, Santa Story Time, Bilingual Story Time/Hora de Cuentos Bilingues, etc., are also scheduled each program season. Youth Services Librarians and Youth Services Library Specialists present each Story Time, which includes reading two or three books, songs, movement, activities, and puppets.

C. LB25-064

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

Philip Baker, Friends Executive Board Member, secured a significant donation of \$25,000 from ENS Management Trust to the Friends of the Denton Public Libraries. The funds are to be used to support Denton Public Library educational and reading programs.

Library staff members are gathering information to make recommendations for funding proposals for the ENS Management Trust donation to the Friends and the annual Friends donation for 2026. The funding proposals will be presented at the October 9, 2025, Friends Executive Board meeting.

The Friends hosted their first “Members Only” early shopping day at their August 9th Big Book Sale. The extra shopping day was a success, earning \$1,130.75 during the two-hour event.

D. LB25-063

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

Foundation Trustees met on September 10 to discuss creating updated bylaws. The Foundation currently has articles of incorporation that were last updated in 2009 when the Foundation became a separate entity from the City of Denton. Jennifer Bekker provided Trustees with example bylaws via e-mail after the meeting from other public library Foundation organizations and resources from American Library Association’s United for Libraries group. Trustees will draft a preliminary document for discussion at a future meeting, with the goal to have new bylaws finalized and approved by the end of 2025. Haley Phillips provided ideas for future flash tattoo fundraiser events. The Foundation will meet again in October. The date and time are to be determined.

E. LB25-062

The Board received a report, held a discussion, and considered approval of the following:

Denton Public Library observes three programming seasons, Winter/Spring, Summer, and Fall. Prior to each programming season, proposed classes and events are presented to the Library Board for discussion and approval. Library programs are developed by professional library staff members and follow the library’s mission to transform lives, strengthen community, and inspire imagination. The library offers a wide range of programs for all ages and interests with events representing and responding to the needs of the diverse community it serves.

The proposed draft of 2025 Fall Classes and Events list includes proposed programs for September-December, 2025.

Patricia Peters motioned, Rebecca Fridley seconded, all in favor.

F. LB25-065

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

- Filming and Photography Operating Policy
- Surveys and Petitions Operating Policy
- Food and Drink Operating Policy
- Volunteer Operating Policy
- Outreach Services Operating Policy
- Program Operating Policy

Rebecca Fridley motioned, Patricia Peters seconded, all in favor.

G. LB25-061

The Board received a report and held a discussion regarding:

FY25/26 Budget Impacts - Library department proposed budget changes have the following impacts to the department in the new fiscal year.

- Library training and travel reduced to only required training for staff already serving on state or national committees or as required for accreditation.
- Hoopla Digital Services cancelled. CloudLibrary eBooks and digital audiobooks remain funded at the same amount as FY24/25.
- ~10% reduction in physical collection budget.
- Cancellation of CollectionHQ and ESP collection analysis software. • Adding a room management software solution.
- Retaining Brainfuse Homework Help online tutoring service.
- Minor updates to the Schedule of Fees reflecting increased supply costs. The approved schedule of fees is attached as Exhibit 2 with redline edits to show the changes.

Halloween Library Cards - The library is offering Denton Halloween themed library cards again this year. Two designs were available starting October 1. The library has purchased 500 of last year's design and 500 of the new Halloween design. Patrons with existing accounts can purchase a replacement card with the design of their choice for \$2.00. New library cardholders will have the option to choose either Halloween design or the traditional Denton courthouse design when they create their accounts.

DISD Back to School - Library staff and volunteers participated in the Denton ISD Back to School Fair at LaGrone Academy, engaging with 1,050 students and family members. Staff shared information about

activation of student Books2Go accounts for parents who opted their students into the service, online resources and digital collections, and other library services to support students and families.

Tonies® Tour - Denton Public Library will be one of three Texas stops on the Tonies® Tour. Tonies are a screen free option for children to enjoy stories read by their favorite characters. Once a figurine is placed on the soft square speaker box, a story is read aloud. Children can listen or read along with favorite children's books. City Hall 215 E. McKinney Street Denton, Texas www.cityofdenton.com characters such as Pete the Cat, Elephant & Piggie, Llama Llama, and more. The Tonies® Tour features a van with a pop-up program demonstrating Tonies and providing early literacy tips for caregivers. Denton Public Library will also release new Discovery Kits with Tonies® for check out after the event. The event will be held this fall at the North Branch Library. The date and time will be announced once the event is finalized.

3. CONCLUDING ITEMS

The Meeting adjourned at 6:11 p.m.

Kerol Harrod, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: _____



City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: November 10, 2025

SUBJECT

Receive an informational report and hold a discussion about the Municipal Archive.

BACKGROUND

Archivist Matt Davis will provide an overview of the Municipal Archive located at the Emily Fowler Central Library.

The Municipal Archive was created in 2018 and houses unique materials from the City of Denton and items of local historical significance. The Municipal Archive processes and preserves historical documents and ephemera, organizes them, provides finding aids, and makes most items available for public access as in-library use. Municipal Archive collections can be found through the Municipal Archive site that is available on the library's online catalog or <https://denton.lyrasistechnology.org/>.

Collection examples include:

- Parks and Recreation Department cemetery records, administrative records, visual media, audio media, printed materials, scrapbooks, and subject files for Water Works Park and the Denton Community Network.
- KDTN Channel 2 collection of internal documents and litigation documents related to licensing and construction permit agreements
- Denton Centennial Collection of scrapbooks, memorabilia, printed materials, Centennial Group membership lists, photographs, and film.
- League of United Latin American Citizens (LULAC), Denton Council 4366 collection of organizational files, histories, visual media, audio media, and subject files.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: November 10, 2025

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.

Library staff presented funding requests to the Friends Executive Board at the October 9, 2025, meeting. The Board approved 2025 additional funding requests for the special \$25,000 donation made to the Friends and an additional \$5,000 due to their successful fundraising this year. The 2026 funding request was submitted and will be voted on at their January 8, 2026, meeting.

The Friends are preparing for their November 8 Big Book Sale. They have purchased new book bags with their new logo. They are working on several fundraising efforts for 2026. The Board also approved the 2026 meetings and book sale schedule, which is noted below.

2026 Friends Executive Board Meetings (in North Branch Meeting Room at 5:30 p.m.)

Thursday, January 16, 2026

Thursday, April 10, 2026

Thursday, July 10, 2026

Thursday, October 9, 2026

2026 Friends Big Book Sales (in North Branch Meeting Room)

Friday (members only) & Saturday, February 7-8, 2026

Friday (members only) & Saturday, May 9-10, 2026

Friday (members only) & Saturday, August 8-9, 2026

Friday (members only) & Saturday, November 7-8, 2026

EXHIBITS

1. Agenda Information Sheet-Friends

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: November 10, 2025

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 \$9,091.51 as of the latest statement in May 2025. 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.

Foundation Trustees met on Tuesday, November 4, 2025, to discuss proposed bylaws, use of the \$100,000 CD that comes to maturity in April 2026, and banking options to maximize interest on accounts. The funds in the \$100,000 are restricted for use to support Special Collections.

EXHIBITS

1. Agenda Information Sheet-Foundation

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: November 10, 2025

SUBJECT

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

- Rules of Conduct Operating Policy
- Unattended Children Operating Policy
- Library Material Statement of Concern Operating Policy
- Collection Development Operating Policy
- Materials Disposition Operating Policy

BACKGROUND

The following policy updates are recommended to the Library Board:

Rules of Conduct Operating Policy-Exhibit 2

The redline draft shows proposed clarifying language.

Unattended Children Operating Policy-Exhibit 3

The redline draft shows proposed clarifying language.

Library Materials Statement of Concern Operating Policy-Exhibit 4

The redline draft shows proposed clarifying language.

Collection Development Operating Policy-Exhibit 5

The redline draft shows proposed clarifying language.

Materials Disposition Operating Policy-Exhibit 6

The redline draft shows proposed clarifying language.

RECOMMENDATIONS

Library staff recommends approval of the policy updates.

EXHIBITS

1. Agenda Information Sheet
2. Rules of Conduct Operating Policy

3. Unattended Children Operating Policy
4. Library Materials Statement of Concern Operating Policy
5. Collection Development Operating Policy
6. Materials Disposition Operating Policy

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



DENTON PUBLIC LIBRARY

RULES OF CONDUCT OPERATING POLICY [WK1]

Approved by the Library Board, August 28, 2006 - Effective February 2, 2007
Library Board approved revision, April 8, 2024

POLICY STATEMENT: Individuals using the library and its resources have the right to expect a reasonably clean, safe and comfortable environment that supports appropriate library services. In order to protect these rights, the users of the Denton Public Library are expected to comply with the *Rules of Conduct* listed in this directive.

The *Rules of Conduct* applies to all library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Denton Public Library. The *Rules of Conduct* applies to all individuals entering the library or who are on the library premises.

Any person who violates Rules 1-3 listed below while in or on library premises will be immediately reported to the appropriate law enforcement agency and will be ejected and issued a Trespass Warning on City Property from the Denton Police for all Denton Public Library premises and a library suspension.

Any person issued a Trespass Warning on City Property who then re-enters any Denton Public Library location is subject to arrest. The Trespass Warning on City Property prohibition from entering any Denton Public Library shall be effective from the date of the offense.

A library suspension results in exclusion from all library premises and the loss of all library privileges during the suspension period. The library suspension shall be effective from the date of the offense.

Any person issued a Trespass Warning on City Property is excluded from all library premises for a period specified in City of Denton Policy 500.08 Trespass Warning on City Property. A library suspension of one year will also be issued with any Trespass Warning on City Property that is issued. Any adult person issued a library suspension is excluded from all library premises and shall lose all library privileges for a period of one year. Minor (teens 11-17) offenders may be issued a library suspension for periods of three (3) months, six (6) months, or one year as determined by the Librarian in charge ~~library employees~~.

With approval by the Director of Libraries, persons who commit especially egregious offenses or exhibit an ongoing threat to the community may have a library suspension extended for an additional year for a total of a two-year enforcement period.

The following are violations of the Library's Rules of Conduct:

1. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Is under the influence of any controlled substance or alcoholic beverage.
3. Possesses, sells, distributes or consumes any controlled substance or alcoholic beverage, except as allowed at a City-approved and permitted event where the person is legally authorized to sell, distribute, or consume alcoholic beverages.

Any person who violates the following rules listed below while in or on library premises may be given one warning at the discretion of Library staff. If the person fails to adhere to the warning, then the person will be asked to leave the premises for the day. Subsequent offenses by that person may result in an issuance of a library suspension or Trespass Warning on City Property and immediate ejection and exclusion from all Denton Public Library premises.

4. Engages in conduct that disrupts or interferes with the normal operation of the library or that disturbs library staff or individuals. Such conduct includes, but is not limited to, disregard of staff directives, abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior, talking or noise;
5. Intentionally destroys, damages, or defaces any library or other individual's property;
6. Solicits, petitions, or distributes written materials or canvass for political, charitable or religious purposes in the Library building, including the doorway or vestibule of any such Library building or in a manner on the library premises that unreasonably interferes with or impedes access to the library;
7. Brings in articles that create a hazard for other library customers by their size, condition or substance;
8. Fails to maintain control of personal items or by leaving items unattended, allowing items to block access to Library walkways, materials or equipment, or by allowing items to interfere with a library staff member or individual's use of the library;
9. Personal possessions (except for bicycles) may not be left unattended outside the library building. If sitting outside, a customer must keep their possessions with them in a neat, orderly or contained manner.
10. Personal possessions such as grocery bags, trash bags, backpacks, bedrolls, shopping bags and carts, and luggage left outside the Library facilities are subject to disposal.

11. Uses, stores or parks bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) in or on library premises, including vestibules and covered doorways. Bicycles, scooters, and other wheeled active transport devices must be parked in designated areas;
12. Interferes with the free passage of library staff or customers in or on the library premises;
13. Smokes, uses tobacco products or electronic smoking devices in or on library premises;
14. Brings animals in or on library premises, other than those assisting customers with disabilities or for the purpose of Library approved events or programs.
15. Violates the library's Internet and Computer Use Policy. Certain violations of the library's Internet and Computer Use Policy may also be a violation of Rule of Conduct #1;
16. Sleeps, or gives the appearance of sleeping, in or on library premises; Lying down and sleeping on library property, having feet on furniture or blocking aisles, exits or entrances;
17. Improperly uses library restrooms, including but not limited to, washing or drying clothes, bathing, shaving, or applying cosmetic or hygiene products that leave a stain or residue;
18. Moves library furniture from where it is placed without prior permission by library staff;
19. Uses equipment at a volume that disturbs others;
20. Leaves one or more children under the age of eight (8), who reasonably appear to be unsupervised or unattended, anywhere in or on library premises;
21. Fails to wear shoes or shirts at all times on library premises. Exceptions will be made for children under the age of three (3) years old;
22. Solicits money or donations in or on Library premises without prior permission from the library;
23. Sells merchandise or services in or on Library premises without prior permission from the library;
24. Any individual or possessions whose bodily with strong pervasive odors hygiene is offensive so as to that constitute a significant nuisance to other persons will be required to leave the building until such time as the condition is corrected.

Procedure for Library Suspension Appeals

Persons may request a review of a library issued library suspension based on the following procedures. An appeal must be submitted in writing to the Library Suspension Review Committee as visits in person to any Denton Public Library location are prohibited.

The written or e-mailed appeal must be received at the following address within 30 days of the date the notice is issued. **This appeal process shall only apply to any library suspension ~~issued by a library employee~~ and shall not apply to a Trespass Warning on City Property issued by a police officer. The successful appeal of a Trespass Warning on City Property will not automatically reduce or remove a Library Suspension.**

Email:

Library@cityofdenton.com

[Subject: Library Suspension Appeal](#)

Mail:

Denton Public Library

Attn: Library Suspension Review Committee

502 Oakland Street

Denton, TX 76201

The appeal must include a physical or e-mail address at which the library may correspond in writing with the individual making an appeal. The Review Committee, comprised of members of the Denton Library Board, will review timely filed appeals at their regularly scheduled meeting, and make a recommendation to the Director of Libraries, who will respond in writing within 60 days of the receipt of the appeal.

Information regarding the process to appeal a Trespass Warning on City Property is available in City of Denton Policy 500.08 Trespass Warning on City Property and provided on the Trespass Warning document that is provided to the person receiving the Trespass Warning on City Property.



DENTON PUBLIC LIBRARY

UNATTENDED CHILDREN OPERATING POLICY

Library Board approved revision, December 9, 2019
Reviewed by the Library Management Team, March 16, 2023

POLICY STATEMENT: The Denton Public Library encourages families and children to use our libraries. A child will be treated as a customer of the library and be provided the same standard of service and safety as an adult. The well-being and safety of children is a high priority. However, the library is a public ~~building~~building, and any public place may be dangerous for a child who is left unattended even for brief periods of time.

Children, as library customers, are expected to behave appropriately. Parents, guardians, teachers, and other designated caretakers of children—hereafter known as caregivers—are responsible for the behavior and supervision of their charges while in the library. Library staff does not serve “in loco parentis” (in place of a parent.). Those using the library and its resources have the right to expect a reasonably clean, safe, and comfortable environment that supports appropriate library services. To protect these rights, all the users of the Denton Public Library are expected to comply with the Denton Public Library’s *Rules of Conduct* policy.

The *Rules of Conduct* applies to all library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Denton Public Library. The *Rules of Conduct* applies to all individuals entering the library or who are on the library premises.

Unattended Children

- Denton Public Library is neither designated nor licensed to provide childcare.
- A caregiver may not exit the library and leave a child age ten (10) and under without required supervision.
- A caregiver must actively supervise and remain within sight and conversational distance of a child age eight (8) and under.
- Adult caregivers may entrust a teen to be a temporary caregiver while they are out of the building. The temporary caregiver must be at least thirteen (13) years of age and demonstrate that they are willing and capable of actively supervising the younger children.
- Library staff are not responsible for or able to ~~keeping~~prevent children from interacting with or leaving the library with persons who are not designated caregivers.

- If approved by the librarian presenting the program, children age ten (10) and under may attend a library program without a caregiver in the room. However, the caregiver is expected to remain in the library building and immediately join the child at the end of the program.
- Staff may refer to the Texas State Department of Family and Protective Services for those children who are left unattended in the library and all children whose basic needs for food, rest, supervision, or attention are not being fulfilled. The Denton Public Library is not responsible for any consequences of caregivers forfeiting their responsibilities.

Unattended Children at Closing

- Caregivers of children are expected to arrive before the library's posted closing time. Children fifteen (15) and under cannot be left on library property unattended when the library is closed.
- Children who walk or ride (bicycles, skateboards, etc.) to the library on their own and who expect to go home the same way may be allowed to proceed unless circumstances make it unsafe to do so.
- If the caregiver has not arrived for a child fifteen (15) and under when all closing procedures have been completed, the librarian ~~or child in charge~~ will make an attempt to reach the child's caregiver. Multiple instances of children left after library hours may lead to a loss of library privileges.
- If the caregiver is not able to be contacted or informs the staff they will not be there until 15 minutes or more after closing, the staff will contact the Denton Police Department to take custody of the child.

Child's Age	Caregiver Responsibilities
8 and under	Caregivers must <u>actively supervise and</u> remain within sight and conversational distance <u>of the child(ren)</u> within the library <u>building.</u>
10 and under	Caregivers may not exit the library without the child(ren)
13 and over	Teen caregivers may act as a temporary caregiver to a younger child, <u>actively supervising the child</u> -while adult caregivers are out of the building.
15 and under	If caregivers have not arrived 15 minutes after closing, the Denton Police will be called.



DENTON PUBLIC LIBRARY

REEVALUATION OF MATERIALS-LIBRARY MATERIAL STATEMENT OF CONCERN OPERATING POLICY

Approved by the Denton Library Board September 2, 2004
Library Board approved revision, April 8, 2024

POLICY STATEMENT: Public libraries are uniquely American institutions, providing opportunities for lifelong learning and open discourse. As such, The Denton Public Library upholds the constitutional rights of the First Amendment and supports the American Library Association's Library Bill of Rights, Statement on Labeling, and Freedom to Read policies/statements. Copies of said documents are appended to the Collection Development Policy. Denton Public Library supports a parent's rights to guide their own child's use of the library and determine which materials are appropriate or beneficial for their own children. No library user has the authority to determine what is appropriate or restrict the freedom of access for other library users.

After speaking with a Branch Manager, borrowers with continued concerns may use the following procedure for a formal complaint review and response. The following procedure shall be established to direct complaint response in an equal and timely manner.

- * An individual who resides or owns property within the city limits of the City of Denton and requests reconsideration of any library materials directly owned by Denton Public Library must complete and sign a Customer Request for Reevaluation of Materials/Library Material Statement of Concern form to initiate the reevaluation process.
- * The completed and signed form received by staff will be dated and submitted to the Director of Libraries or designee within two (2) business days of receipt.
- * The Director of Libraries will forward the form to the Reevaluation of Materials Review Committee, which is comprised of Master's degreed professional librarians employed by the City of Denton.
- * The Director of Libraries will notify and keep City Administration and the City Attorney's Office abreast of all facets of this process from receipt of the original complaint to final decision.
- * The work in question will remain in circulation and shelved in the original location until a formal decision has been made.
- * Review and response timelines may be modified in exceptional circumstances such as concurrent or overlapping leave, personnel transitions, etc. In the event of a modification, the complainant will be notified.

* ~~Reevaluation of Materials~~Review Committee members will examine the material independently. The ~~Reevaluation of Materials~~Review Committee will meet to discuss individual findings, draft a recommendation concerning disposition of the material, and submit the recommendation along with the original Customer Request for ~~Reevaluation of Materials~~Library Material Statement of Concern form to the Director of Libraries for review within six (6) weeks of the date the ~~request for reevaluation~~Statement of Concern form was submitted to the Director of Libraries.

* The Director of Libraries will review the material and consider the recommendation from the ~~Reevaluation of Materials~~Review Committee to reach a decision regarding the status of the item. The complainant will receive notification of the Director of Libraries' decision within three (3) months after the ~~Reevaluation of Materials~~Review Committee provides their recommendation, except in exceptional circumstances. The Director of Libraries will also inform City Administration and the City Attorney's Office of the decision and notify the Library Advisory Board during the next scheduled meeting.

* The Director of Libraries' decision is final unless timely and properly appealed as provided in this Policy.

* If the complainant is not satisfied with the decision, the complainant may file a written appeal letter. The written appeal must be received at the following address below within 30 days of the date of the Director of Libraries' decision letter.

Denton Public Library
Attn: Library ~~Reevaluation~~Review Appeal Committee
502 Oakland Street
Denton, TX 76201

* An Appeal Committee, comprised of members of the Denton Library Advisory Board, will review timely filed appeals at their regularly scheduled meeting if the appeal is submitted at least 30 days before the next scheduled Library Advisory Board meeting. If the appeal is not submitted within 30 days before the next scheduled Library Advisory Board meeting, the appeal will be heard at the following Library Advisory Board meeting.

* In the event of an appeal, the Director of Libraries will supply each Library Board member with copies of the material and all documentation relevant to the complaint.

* The decision of the Appeal Committee is final and will be communicated in writing to the complainant by Library Administration.

- Multiple Statement of Concern forms submitted for the same title but submitted by different individuals will be grouped together and reviewed as one if received during the review process. All complainants will receive updates regarding the submittal, and each will have the opportunity to appeal in accordance with this policy; however, all appeals of the submission will also be treated as one appeal. If a submission is received after a decision has already been made, it will (i) be stayed if there is an appeal pending and (ii) not be reviewed after such appeal in accordance with the following bullet point.
- Once a ~~reconsideration~~ decision becomes final, materials shall not be eligible for further ~~reevaluation~~review by the initial complainant or any other complainant for 5 years as each challenged item has been through a rigorous review.



Denton Public Library

Customer Request for Reevaluation of Materials Library Material Statement of Concern

Title of Work: _____

Type of Material:

Book ☐

Periodical ☐

Video ☐

CD ☐

Other (Please specify): _____

Author: _____

Publisher: _____

Name of Complainant Initiating

Request: _____

Address: _____

Day telephone: _____

Email Address: _____

☐ I reside or own property within the city limits of the City of Denton

☐ I have a current borrower account at the Denton Public Library

Library card # _____

Signature of Complainant: _____

Public Library Materials will not be ~~reconsidered~~ reviewed without a signed and completed Customer Request for Reevaluation of Materials Library Material Statement of Concern packet. Use extra paper if needed.

To what in the work do you object? Be specific, cite page numbers and quote exact passages; cite specific scenes and their location in the video; or specific tracks of a CD.

Did you read, watch, or listen to the entire work? ☐ Yes ☐ No

If not, what parts did you read (be specific, cite page numbers, chapters, scenes, sections, tracks, etc.)

If your answer is yes to the above question, in your opinion what do you feel might be the result of reading, watching, listening to this work? On what do you base this opinion?

For what age group would you recommend this work? Why?

If the work is nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.

Are you aware of judgments of this work by literary critics and/or subject specialists? (Give specific citations.)

What would you like to see happen to this item? Why?

Would you recommend another work that would equally convey a similar perspective of the subject?

List specific titles with authors of materials currently available. Out of print publications may not be suggested.

I have read and understand the following:

- ☐ Denton Public Library Collection Development Operating Policy
- ☐ Denton Public Library Circulation Services Policy
- ☐ For Youth or Teen materials only-Denton Public Library Unattended Children Operating Policy
- ☐ For Special Collections materials only-Denton Public Library Special Collections Operating Policy
- ☐ For Municipal Archive Collection materials only-Denton Public Library Municipal Archive Collection Operating Policy

Signature of complainant: _____

Printed name: _____

Date: _____

Public Library Materials will not be ~~reconsidered~~reviewed without a signed and fully completed ~~Customer Request for Reevaluation of Materials~~Library Material Statement of Concern packet. All such requests shall be referred to the Director of Libraries and the Professional ~~Reevaluation~~Review Committee. The complainant shall be notified of the status of his/her complaint or of the final decision within three (3) months from the date of receipt.



~~Denton Public Library~~

~~Checklist for Professional Reevaluation Committee—Nonfiction~~

~~Title: _____~~

~~Author: _____~~

~~● Purpose:~~

~~1. What is the overall purpose/theme of the material?~~

~~2. How well is the purpose/theme developed?~~

~~● Authenticity:~~

~~Does the material promote the Mission Statement, goals and objectives of the Library?~~

~~What is the appropriate level of reader maturity?~~

~~Are illustrations, if any, appropriate to the text and reader maturity level?~~

~~● Content:~~

~~Is the subject well presented by providing adequate scope, range, depth and continuity?~~

~~Does the content include information not otherwise readily available?~~

~~Does this work give a new dimension or direction to its subject? If so, how and why?~~

~~● Reviews:~~

~~Cite any professional review of this work found. Was it favorable? If not, to what did the reviewer object?~~

~~Does this title appear in one or more professionally recognized selection aids? Cite all locations.~~

~~● Additional comments:~~

Commented [BJ1]: Should we include these checklists in the policy or are these more procedures for staff? Nobody else includes them.

• ~~Recommendation of Committee on disposition of this work:~~

~~Signatures of the committee:~~

~~Name: _____ Date: _____~~

~~Title: _____~~

~~Name: _____ Date: _____~~

~~Title: _____~~

~~Name: _____ Date: _____~~

~~Title: _____~~



Denton Public Library

**Checklist for Professional Reevaluation Committee
Fiction and Other Literary Forms**

Title: _____

Author: _____

● Purpose:

What is the purpose, theme or message of the work? How well does the author/producer/composer accomplish this purpose?

What is the intended audience maturity level? Is the work suitable for its intended audience?

Will the reading/listening/viewing of the work result in a more compassionate understanding of human beings?

Does the work offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of any minority or ethnic group?

Are any "questionable" elements of the work an integral part of a worthwhile theme or message?

● Appropriateness:

Are the illustrations, if any, appropriate to the text and the intended audience maturity level?

Are concepts presented in the work appropriate to the maturity level of the intended audience?

● Content:

Does the work reflect accurately the period in which it is set?

Does the work avoid an oversimplified view of life, presenting it as either all good or all bad?

When factual information is part of the work, is it presented accurately (or, if not, is literary license noted anywhere in the work)?

~~Is a racist theme readily identifiable to members of the intended audience?~~

~~Are the language and behavior of characters true to the setting?~~

● ~~Reviews:~~

~~Cite any professional review of this work found. Was it favorable? If not, to what did the reviewer object?~~

~~Does this title appear in one or more professionally recognized selection aids? Cite all locations.~~

● ~~Additional comments:~~

● ~~Recommendation of Committee on disposition of this work:~~

~~Signatures of the committee:~~

~~Name: _____ Date: _____~~

~~Title: _____~~

~~Name: _____ Date: _____~~

~~Title: _____~~

~~Name: _____ Date: _____~~

~~Title: _____~~



DENTON PUBLIC LIBRARY

COLLECTION DEVELOPMENT OPERATING POLICY

Approved by the Denton Public Library Board, November 7, 2002
Library Board approved revision, May 13, 2024

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 transforms lives, strengthens community, 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 appropriateness of content for young audiences.
 - 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
- Known Artificial Intelligence (AI) generated 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~~OBJECTIONS TO LIBRARY MATERIALS

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.

The library welcomes feedback on library collections. 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~~Statements of concern regarding library materials may be made in accordance with the Denton Public Library's ~~Reevaluation of Materials~~Library Material Statement of Concern Operating 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

MATERIALS DISPOSITION OPERATING POLICY

Approved by Denton Public Library Board March 4, 2004
Reviewed by the Library Management Team, October 5, 2023

~~All branches of the Denton Public Library need to dispose of library materials that become outdated, worn beyond repair, or no longer useful to the public.~~ The purpose of this policy is to prescribe the appropriate methods for ~~such disposition~~disposition of library materials. There are two broad categories of materials subject to disposition: withdrawn materials and donations that are found to be ~~inappropriate~~unsuitable for the collection. Items withdrawn from the collection must be de-selected prior to disposition; donations can ~~normally~~ be disposed of as soon as the decision is made not to add them.

Withdrawn materials may not be held aside for a specific person or organization to purchase. Materials will not be withdrawn from the collection so that someone can purchase them.

The following methods for disposition are in preferential order:

1. Donation to Friends of the Denton Public Library for inclusion in their book sales.
2. Withdrawn materials or ~~unwanted gifts~~unadded donations may be donated to other tax-supported or non-profit organizations, agencies, or groups, or at library functions.
3. Items unsuitable for donation will be recycled.
4. If an item is not recyclable, it will be discarded.

The Library's Collection Development Operating Policy provides additional information ~~with regard to~~regarding the acquisition and de-selection of material.



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: November 10, 2025

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding an appeal request for a library suspension.

BACKGROUND

Per the Library Rules of Conduct, attached as Exhibit 2, a patron issued a library suspension may appeal their suspension by submitting a letter of appeal. The appeal will be brought to the Library Board for discussion and the Board will provide a recommendation to the Director of Libraries:

Procedure for Library Suspension Appeals

Persons may request a review of a library issued library suspension based on the following procedures. An appeal must be submitted in writing to the Library Suspension Review Committee as visits in person to any Denton Public Library location are prohibited.

The written appeal must be received at the following address within 30 days of the date the notice is issued. **This appeal process shall only apply to any library suspension issued by a library employee and shall not apply to a Trespass Warning on City Property issued by a police officer.**

Denton Public Library
Attn: Library Suspension Review Committee
502 Oakland Street
Denton, TX 76201

The appeal must include a physical or e-mail address at which the library may correspond in writing with the individual making an appeal. The Review Committee, comprised of members of the Denton Library Board, will review timely filed appeals at their regularly scheduled meeting, and make a recommendation to the Director of Libraries, who will respond in writing within 60 days of the receipt of the appeal.

Information regarding the process to appeal a Trespass Warning on City Property is available in City of Denton Policy 500.08 Trespass Warning on City Property and

provided on the Trespass Warning document that is provided to the person receiving the Trespass Warning on City Property.

A library suspension of one year was issued to a library patron due to an incident on August 24, 2025. The patron left before the suspension could be given. The patron returned on October 23, 2025, and was provided with the suspension form. The appeal letter was submitted and received by Library Administration on October 30, 2025.

OPTIONS

The Library seeks a recommendation from the Library Board regarding the appeal whether to uphold the suspension, reduce the suspension, or waive the suspension.

EXHIBITS

1. Agenda Information Sheet
2. Library Rules of Conduct

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



DENTON PUBLIC LIBRARY

RULES OF CONDUCT OPERATING POLICY

Approved by the Library Board, August 28, 2006 - Effective February 2, 2007
Library Board approved revision, April 8, 2024

POLICY STATEMENT: Individuals using the library and its resources have the right to expect a reasonably clean, safe and comfortable environment that supports appropriate library services. In order to protect these rights, the users of the Denton Public Library are expected to comply with the *Rules of Conduct* listed in this directive.

The *Rules of Conduct* applies to all library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Denton Public Library. The *Rules of Conduct* applies to all individuals entering the library or who are on the library premises.

Any person who violates Rules 1-3 listed below while in or on library premises will be immediately reported to the appropriate law enforcement agency and will be ejected and issued a Trespass Warning on City Property from the Denton Police for all Denton Public Library premises and a library suspension.

Any person issued a Trespass Warning on City Property who then re-enters any Denton Public Library location is subject to arrest. The Trespass Warning on City Property prohibition from entering any Denton Public Library shall be effective from the date of the offense.

A library suspension results in exclusion from all library premises and the loss of all library privileges during the suspension period. The library suspension shall be effective from the date of the offense.

Any person issued a Trespass Warning on City Property is excluded from all library premises for a period specified in City of Denton Policy 500.08 Trespass Warning on City Property. A library suspension of one year will also be issued with any Trespass Warning on City Property is issued. Any adult person issued a library suspension is excluded from all library premises and shall lose all library privileges for a period of one year. Minor (teens 11-17) offenders may be issued a library suspension for periods of three (3) months, six (6) months, or one year as determined by library employees.

With approval by the Director of Libraries, persons who commit especially egregious offenses or exhibit an ongoing threat to the community may have a library suspension extended for an additional year for a total of a two-year enforcement period.

The following are violations of the Library's Rules of Conduct:

1. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Is under the influence of any controlled substance or alcoholic beverage.
3. Possesses, sells, distributes or consumes any controlled substance or alcoholic beverage, except as allowed at a City-approved and permitted event where the person is legally authorized to sell, distribute, or consume alcoholic beverages.

Any person who violates the following rules listed below while in or on library premises may be given one warning at the discretion of Library staff. If the person fails to adhere to the warning, then the person will be asked to leave the premises for the day. Subsequent offenses by that person may result in an issuance of a library suspension or Trespass Warning on City Property and immediate ejection and exclusion from all Denton Public Library premises.

4. Engages in conduct that disrupts or interferes with the normal operation of the library or that disturbs library staff or individuals. Such conduct includes, but is not limited to, disregard of staff directives, abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior, talking or noise;
5. Intentionally destroys, damages, or defaces any library or other individual's property;
6. Solicits, petitions, distributes written materials or canvass for political, charitable or religious purposes in the Library building, including the doorway or vestibule of any such Library building or in a manner on the library premises that unreasonably interferes with or impedes access to the library;
7. Brings in articles that create a hazard for other library customers by their size, condition or substance;
8. Fails to maintain control of personal items or by leaving items unattended, allowing items to block access to Library walkways, materials or equipment, or by allowing items to interfere with a library staff member or individual's use of the library;
9. Personal possessions (except for bicycles) may not be left unattended outside the library building. If sitting outside, a customer must keep their possessions with them in a neat, orderly or contained manner.
10. Personal possessions such as grocery bags, trash bags, backpacks, bedrolls, shopping bags and carts, and luggage left outside the Library facilities are subject to **disposal**.

11. Uses, stores or parks bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) in or on library premises, including vestibules and covered doorways. Bicycles must be parked in designated areas;
12. Interferes with the free passage of library staff or customers in or on the library premises;
13. Smokes, uses tobacco products or electronic smoking devices in or on library premises;
14. Brings animals in or on library premises, other than those assisting customers with disabilities or for the purpose of Library approved events or programs.
15. Violates the library's Internet and Computer Use Policy. Certain violations of the library's Internet and Computer Use Policy may also be a violation of Rule of Conduct #1;
16. Sleeps, or gives the appearance of sleeping, in or on library premises; Lying down and sleeping on library property, having feet on furniture or blocking aisles, exits or entrances;
17. Improperly uses library restrooms, including but not limited to, washing or drying clothes, bathing, shaving, or applying cosmetic or hygiene products that leave a stain or residue;
18. Moves library furniture from where it is placed without prior permission by library staff;
19. Uses equipment at a volume that disturbs others;
20. Leaves one or more children under the age of eight (8), who reasonably appear to be unsupervised or unattended, anywhere in or on library premises;
21. Fails to wear shoes or shirts at all times on library premises. Exceptions will be made for children under the age of three (3) years old;
22. Solicits money or donations in or on Library premises without prior permission from the library;
23. Sells merchandise or services in or on Library premises without prior permission from the library;
24. Any individual whose bodily hygiene is offensive so as to constitute a significant nuisance to other persons will be required to leave the building until such time as the condition is corrected.

Procedure for Library Suspension Appeals

Persons may request a review of a library issued library suspension based on the following procedures. An appeal must be submitted in writing to the Library Suspension Review Committee as visits in person to any Denton Public Library location are prohibited.

The written appeal must be received at the following address within 30 days of the date the notice is issued. **This appeal process shall only apply to any library suspension issued by a library employee and shall not apply to a Trespass Warning on City Property issued by a police officer.**

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The appeal must include a physical or e-mail address at which the library may correspond in writing with the individual making an appeal. The Review Committee, comprised of members of the Denton Library Board, will review timely filed appeals at their regularly scheduled meeting, and make a recommendation to the Director of Libraries, who will respond in writing within 60 days of the receipt of the appeal.

Information regarding the process to appeal a Trespass Warning on City Property is available in City of Denton Policy 500.08 Trespass Warning on City Property and provided on the Trespass Warning document that is provided to the person receiving the Trespass Warning on City Property.



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: November 10, 2025

SUBJECT

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

- 2026 Strategic Plan Action Items
- Material Vendor Impacts
- South Branch 30th Anniversary
- Parent Guide

BACKGROUND

Library staff are identifying items for 2026 strategic plan action items. Several current strategic plan action items are multi-year and will continue in 2026. No more than eight new items could be added in the new year. A final list of all 2026 strategic plan action items will be presented to the Library Board at the December 8, 2025 meeting. Some of the new action items proposed and being reviewed by staff are:

- Strategic assessment of library operations
- Investigate budget account options for revenue funds for supplies or retail that is sold at the library and a furniture and equipment replacement account
- Develop a Library grant process to accompany the City's grant process
- Assess and refresh Discovery Kits
- Develop a system for management and access of system-wide equipment and resources (staff equipment or program equipment housed at one branch that could be used at other branches for specific events or projects)
- Develop a library technology plan
- Develop a structure, clean out, and organize the department shared drive and Teams channels

The largest library book vendor, Baker & Taylor, will cease operations by January 2026. Denton Public Library has spent the last 18 months diversifying material vendors and has multiple print vendors for library materials. In addition to print materials, the library also used Baker & Taylor's BTCat cataloging software utility and Content Café and FirstLook book cover images and reviews in the online library catalog. Alternative software options have been identified, and the library is in the procurement process to replace those products.

South Branch will be celebrating its 30th anniversary in 2026. A celebration event is being planned for the spring of 2026. Board members are invited to participate but must RSVP two weeks prior to the event.

Library staff are developing a parent guide to help families best curate their child's experience at the library. It includes information about library collections and the ages and reading levels they target,

information about how parents can actively engage in selecting the best book for their child, and resources for parents to learn more about titles and find reviews and summaries. The parent guide is expected to be available on the library website before the end of 2025.

EXHIBITS

1. Agenda Information Sheet
2. 2025 Library Strategic Plan Action Items

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries

Library Strategic Priorities-->		Strengthen Community	Transform Lives	Inspire Imagination
Library Strategic Goals-->		Build Community Connections	Champion Literacy	Spark Innovation
Each Priority has corresponding Goals listed below the Priority.		Celebrate Our History	Create a Culture of Lifelong Learning	Provide Enriching Experiences
		Provide Inclusive Access for All	Embrace Technology	Expand Horizons
2025 Strategic Plan Action Items				
	Strategic Priority	Strategic Goals	2025 Action Item	Estimated Timeframe
1	Inspire Imagination	Expand Horizons	Implement Library Marketing Plan to inform community members about library services and resources, provide transparency, and better engage with families with elementary school aged children, Spanish speaking families and individuals, and people with disabilities or mobility challenges.	18-24 months
2	Inspire Imagination	Expand Horizons	Enhance communications to new library card holders	12-18 months
3	Inspire Imagination	Expand Horizons	Introduce e-mail newsletter to local partner organizations to market library services, programs, and collections.	6-12 months
4	Inspire Imagination	Provide Enriching Experiences	Assess and update library volunteer recruiting, communications, training, and assignment processes to better engage with community members and provide meaningful volunteer opportunities.	6-12 months
5	Inspire Imagination	Provide Enriching Experiences	Develop Capital Improvements Budget Plan for ongoing facility management and improvements and future growth needs	12-18 months
6	Inspire Imagination	Spark Innovation	Prepare for South Branch Library move and building project	2+ years
7	Inspire Imagination	Spark Innovation	Create a Library Staff Skills Matrix to assist with services and event planning.	6-12 months
8	Strengthen Community	Build Community Connections	Replace furniture and fixtures in all branch youth areas and the Emily Fowler Central Library conference room.	6-12 months
9	Strengthen Community	Celebrate Our History	Identify a Special Collections capital project using dedicated bequest funds in the Emily Fowler Library Foundation CD	6-12 months
10	Strengthen Community	Celebrate Our History	Develop marketing initiative for Special Collections, including updated Special Collections web pages, social media content, and a DTV video to increase online and in-house use of Special Collections services and materials by 5%.	12-18 months
11	Strengthen Community	Provide Inclusive Access to All	Reorganize storage facility unit for quick, easy, and safe access to shelving furniture components.	6-12 months
12	Transform Lives	Champion Literacy	Develop and implement Story Time Totes as pilot program for school year 25-26	18-24 months

	Strategic Priority	Strategic Goals	2025 Action Item	Estimated Timeframe
13	Transform Lives	Champion Literacy	Begin collection development review, analysis, and audit of picture book collections to improve catalog records for easy and accurate searchability and identify collection needs.	2+ years
14	Transform Lives	Champion Literacy	Enhance literacy skills among elementary school children through caregiver engagement and education, school outreach, and enriching youth collections	2+ years
15	Transform Lives	Create a Culture of Lifelong Learning	Implement Denton Public Library University employee training program with department coordinated staff training for ongoing professional development.	4-6 months
16	Transform Lives	Create a Culture of Lifelong Learning	Expand "library of things" to add Spanish language Discovery Kits, 1,000 Books Before Kindergarten Discovery Kits, and Video Games at each location.	12-18 months
17	Transform Lives	Embrace Technology	Add four public-use scanners at North Branch public-use computers	4-6 months
18	Transform Lives	Embrace Technology	Rearrange the North Branch public use computers for better use of space and staff support	6-12 months
19	Transform Lives	Embrace Technology	Library staff will investigate credit card payment options at print release stations at all library locations to improve customer experiences	4-6 months
20	Transform Lives	Embrace Technology	Implement use of productivity software to improve department project management, communications, and reporting.	12-18 months
21	Transform Lives	Embrace Technology	Investigate software and technology tools to automate and improve library experiences with room and equipment reservations, sound systems, computer reservation system, and replacement card barcode numbers.	12-18 months