



# City of Denton

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

## Meeting Agenda

### Library Board

Monday, September 9, 2024

5:30 PM

North Branch 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, September 9, 2024, at 5:30 p.m. in the Meeting Room at the North Branch Library at 3020 N. Locust, 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. [LB24-049](#) Consider approval of the minutes of August 12, 2024.  
*Attachments:* [Lib Board Minutes - Aug 12 2024](#)
- B. [LB24-052](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.  
*Attachments:* [Agenda Information Sheet-Friends](#)
- C. [LB24-051](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.  
*Attachments:* [Agenda Information Sheet-Foundation.pdf](#)
- D. [LB24-054](#) Receive an informational report and hold a discussion regarding the library's 2024 Summer Reading Challenge literacy initiative.  
*Attachments:* [Agenda Information Sheet-Summer Reading](#)
- E. [LB24-050](#) Receive a report, hold a discussion, and give staff direction regarding:
  - Emily Fowler Facility Projects
  - South Branch HVAC Replacement
  - Library Website Update
  - TALL Texans Leadership Institute*Attachments:* [Agenda Information Sheet.pdf](#)
- F. [LB24-053](#) Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:
  - Library Program Operating Policy*Attachments:* [Agenda Information Sheet-Policy Updates](#)  
[Library Program Operating Policy](#)

### 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 September 6, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

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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 48 HOURS 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.



# City of Denton

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## Legislation Text

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**File #: LB24-049, Version: 1**

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### **AGENDA CAPTION**

Consider approval of the minutes of August 12, 2024.

MINUTES  
CITY OF DENTON  
DENTON PUBLIC LIBRARY BOARD  
Emily Fowler Central Library – August 12, 2024

After determining that a quorum was present, the Denton Public Library Board convened on Monday, August 12, at 5:30 p.m. The meeting was held at the Emily Fowler Central Library at 502 Oakland St., Denton, Texas. Chair Eva Poole and Members Ling Jeng, Jean Greenlaw, and Jamie Taylor were in attendance.

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

ABSENT: Sandy Swan

Also present are Jennifer Bekker and Marcella Lunn.

**1. PRESENTATION FROM MEMBERS OF THE PUBLIC**

Charles Lee presented.

Dr. Chwee Lye Chng presented.

Citizen comments received are noted on Exhibit 1.

**2. ITEMS FOR CONSIDERATION**

**A. LB24-043** Consider approval of the minutes of July 8, 2024.

The Board accepted and approved minutes of the July 8, 2024 meeting with amendment to page 1, listed present members. Jamie Taylor was not in attendance. Ling Jeng motioned, Jean Greenlaw seconded, all in favor.

**B. LB24-047** The Board received an informational report regarding the Friends of the Denton Public Libraries.

- The Friends hosted the “Rock the Library: Karaoke Night” fundraiser at Game Changers Sports & Arcade Grill on July 18, 2024. The two-hour event raised \$277.

**C. LB24-046** The Board received an informational report regarding the Emily Fowler Library Foundation.

- There have been no changes since the last Library Board meeting.

**D. LB24-048** The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- *Confidentiality of Library Records Policy* – Ling Jeng motioned, Jean Greenlaw seconded, all in favor
- *Tablet Policy* – Ling Jeng motioned, Jean Greenlaw seconded, all in favor

**E. LB24-045**

The Board received an information report and held a discussion regarding the library’s 2024 Fall Classes & Events:

- Proposed programs are for September-December 2024. Library staff recommends approval. Jamie Taylor motioned, Ling Jeng seconded, all in favor.

**E. LB24-044**

The Board received an information report and held a discussion regarding:

*Emily Fowler Facility Projects* – To be closed from Monday, August 19 through Monday, August 26 for carpet installation. The branch will reopen on Tuesday, August 27, with regular hours. However, some public areas may remain inaccessible if the carpeting project is not fully completed during the closure. Additional facility improvements, including painting, electrical, and lighting upgrades, are scheduled for January 2025.

*Denton Halloween* – The City of Denton is organizing a month-long Halloween celebration, with events planned daily throughout October. Most activities and decorations will be centered around the downtown square, with participation from various City, community, and local business entities. The library will host Halloween events at all its branches, offer a special limited-edition Denton Halloween library card, and feature themed displays and photo opportunities at Emily Fowler Central Library. More details are available at [www.dentonhalloween.com](http://www.dentonhalloween.com).

*Program Capacity* – Library staff are collaborating with the Fire Marshal to reassess the capacities of meeting and program rooms. Based on these evaluations and the ability of staff and volunteers to manage crowds, new program capacity guidelines will be established. These guidelines aim to ensure the safety of program participants, including the ability to safely exit the space if necessary.

*Interlibrary Loan Services* – As mandated by the Texas State Library and Archives Commission, all public libraries in Texas, including Denton Public Library, transitioned to the new ShareIT Interlibrary Loan (ILL) software in July. This transition has presented several challenges, such as routing notification errors and the inability to renew ILL materials. Library staff are actively communicating with ILL customers and working with the software vendor to resolve these issues.

*2024 Summer Reading Challenge* – The report on the 2024 Summer Reading Challenge will be presented at the September 9, 2024, Library Board meeting.

*Youth Access to Library Materials* – At the July 17, 2024, City Council meeting, a patron expressed concerns regarding youth access to library materials. In response to questions from Council, library staff provided an Informal Staff Report to City Council in the Friday Report, detailing library policies and procedures on this matter.

### **3. CONCLUDING ITEMS**

The Meeting adjourned at 5:52 p.m.

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Eva Poole, Chair

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Rebecca Ivey, North Branch Manager  
City of Denton, TX

Minutes approved on: \_\_\_\_\_

2  
INDIVIDUAL REQUEST TO SPEAK ON AN AGENDA ITEM  
(Please Print)

NAME: Charles Lee  
ADDRESS: 624 W University Dr  
CITY: Denton Texas  
ZIP CODE: 76201  
PHONE: (817) 403-5772  
EMAIL: denton.precinct.1060.captan@gmail.com

(Email addresses are not required. By providing your email address, you are authorizing Council Members and City staff to communicate with you via email regarding your comments. Email addresses will not be used for any external purpose and will be redacted from responses to requests under the Public Information Act.)

AGENDA ITEM # \_\_\_\_\_

Consent [ ]

Public Hearing [ ]

Individual Consideration [ ]

Other [ ] \_\_\_\_\_

I DO wish to speak on this item. I will speak in [ ] SUPPORT  OPPOSITION

Time limit for speakers:

- Public hearing items - four (4) minutes..
- Non-public hearing item - three (3) minutes.
- Representative of a group or organization of four or more members - ten (10) minutes or less *(please fill out a green card and return to the city secretary).*
- Applicants for land use or other public hearing items - ten (10) minutes or less per speaker with a maximum of twenty (20) minutes.

FOR OFFICE USE ONLY

SPOKE: Yes \_\_\_ No \_\_\_

ENTERED IN MEETING MINUTES: \_\_\_

NO SHOW: Yes \_\_\_ No \_\_\_

Exhibit 1a

**City of Denton**  
**Individual Request to Speak on an Agenda Item**

**WELCOME** to the City of Denton City Council Meeting!

1. If you wish to register to speak on a Consent Agenda Item, Public Hearing, or an Item for Individual Consideration, please complete the form on the opposite side of this card.
2. The Mayor will call your name to speak at the appropriate time. The time limit for speakers to address the City Council is three (3) minutes for non-public hearing items and four (4) minutes for public hearing items. The time limit for applicants for land use or other public hearing items and their agents is ten (10) minutes or less per speaker with a maximum of twenty (20) minutes.
3. Representatives of groups of four or more may submit a green card and will have an extended time limit of ten (10) minutes or less.
4. When addressing the City Council, please step forward to the speaker's podium, speak directly into the microphone, state your name and address, and direct your comments to the Mayor and City Council.

**PLEASE RETURN THIS CARD TO THE CITY SECRETARY**



# INDIVIDUAL REQUEST TO SPEAK ON AN AGENDA ITEM

(Please Print)

NAME: Chwee-hye Chng  
ADDRESS: 2308 Parkside Dr  
CITY: Deer Park, TX  
ZIP CODE: 76201  
PHONE: 214-926-5953  
EMAIL: Asiantop99@aol.com

(Email addresses are not required. By providing your email address, you are authorizing Council Members and City staff to communicate with you via email regarding your comments. Email addresses will not be used for any external purpose and will be redacted from responses to requests under the Public Information Act.)

AGENDA ITEM # \_\_\_\_\_  
Consent [ ]  
Public Hearing [ ]  
Individual Consideration [ ]  
Other [ ] \_\_\_\_\_

I DO wish to speak on this item. I will speak in [ ] SUPPORT [ ] OPPOSITION

### Time limit for speakers:

- Public hearing items - four (4) minutes..
- Non-public hearing item – three (3) minutes.
- Representative of a group or organization of four or more members - ten (10) minutes or less *(please fill out a green card and return to the city secretary).*
- Applicants for land use or other public hearing items - ten (10) minutes or less per speaker with a maximum of twenty (20) minutes.

FOR OFFICE USE ONLY

SPOKE: Yes \_\_\_ No \_\_\_ ENTERED IN MEETING MINUTES: \_\_\_

NO SHOW: Yes \_\_\_ No \_\_\_

Exhibit 1 b

**City of Denton**  
**Individual Request to Speak on an Agenda Item**

WELCOME to the City of Denton City Council Meeting!

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2. The Mayor will call your name to speak at the appropriate time. The time limit for speakers to address the City Council is three (3) minutes for non-public hearing items and four (4) minutes for public hearing items. The time limit for applicants for land use or other public hearing items and their agents is ten (10) minutes or less per speaker with a maximum of twenty (20) minutes.
3. Representatives of groups of four or more may submit a green card and will have an extended time limit of ten (10) minutes or less.
4. When addressing the City Council, please step forward to the speaker's podium, speak directly into the microphone, state your name and address, and direct your comments to the Mayor and City Council.

**PLEASE RETURN THIS CARD TO THE CITY SECRETARY**

# SUBMIT COMMENTS ON AN AGENDA ITEM

*(Please Print)*

NAME: Melinda Preston

ADDRESS: 13370 Bayfield Dr

CITY: Frisco

ZIP CODE: 75033 PHONE: 972 839-0806

EMAIL: mpreston@cedfusa.com

AGENDA ITEM # _____
Consent [ ]
Public Hearing [ ]
Individual Consideration [ ]
Other [ ] _____

I <u>DO NOT</u> wish to speak on this item, but would like to express my [ ] SUPPORT [ ] OPPOSITION
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NOTE: The Mayor will announce the number of Comment Cards submitted in support or opposition to an item. Written comments will not be noted. If you wish to make comments on an item, you will need to complete a Blue Request to Speak Card.

<b>FOR OFFICE USE ONLY</b>	
SPOKE: Yes ___ No ___	ENTERED IN MEETING MINUTES: ___
NO SHOW: Yes ___ No ___	

*Exhibit 1c.*

Children should not be able to pick up books off the shelves of the public library that show or talk about sex that is not age appropriate. Please put these books in the adult section so that if a parent wants their child to have access to these types of books, they can find them there. Please protect the children whose parents want their children to just be kids and keep their innocence as long as possible. Yes, they may see it in other places, but our libraries should be a safe place to bring your children.

# SUBMIT COMMENTS ON AN AGENDA ITEM

(Please Print)

NAME: Donna Smith

ADDRESS: 3924 Yellowstone PL

CITY: Denton TX

ZIP CODE: 76209 PHONE: 940-391-3756

EMAIL: jesuslovesdonna@yahoo.com

AGENDA ITEM # <u>L-1324-044</u>
Consent [ ]
Public Hearing [ ]
Individual Consideration [ ]
Other [ ] _____

<b>I <u>DO NOT</u> wish to speak on this item, but would like to express my</b>
<b>[ ] SUPPORT [ ] OPPOSITION</b>

NOTE: The Mayor will announce the number of Comment Cards submitted in support or opposition to an item. Written comments will not be noted. If you wish to make comments on an item, you will need to complete a Blue Request to Speak Card.

<b>FOR OFFICE USE ONLY</b>	
SPOKE: Yes ___ No ___	ENTERED IN MEETING MINUTES: ___
NO SHOW: Yes ___ No ___	

Exhibit 1 d

I am concerned easy access of sexual explicit materials that are educationally unsuitable. Some of these materials should be re-located to the adult section or treated as adult DVD's and be placed behind the counter.

Thanks for your consideration,  
Donna Smith



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## Legislation Text

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**File #: LB24-052, Version: 1**

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### **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:** September 9, 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.

**2024 Friends Executive Board Meetings** (in North Branch Meeting Room at 5:30 p.m.)  
Thursday, October 10, 2024

**2024 Friends Big Book Sales** (in North Branch Meeting Room)  
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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## Legislation Text

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**File #:** LB24-051, **Version:** 1

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### **AGENDA CAPTION**

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



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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** September 9, 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 \$9,091.51 as of the latest statement in July 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.

There have been no changes since the last Library Board meeting. Library staff is coordinating with Foundation Trustees to schedule a Fall meeting.

**2024 Upcoming Meetings:**

To be determined

**EXHIBITS**

1. Agenda Information Sheet-Foundation

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



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## Legislation Text

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**File #:** LB24-054, **Version:** 1

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### **AGENDA CAPTION**

Receive an informational report and hold a discussion regarding the library's 2024 Summer Reading Challenge literacy initiative.



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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** September 9, 2024

**SUBJECT**

Receive an informational report and hold a discussion regarding the library's 2024 Summer Reading Challenge literacy initiative.

**BACKGROUND**

Each year, the library implements a literacy initiative designed to promote reading during the summer months. This program is inclusive of all age groups and runs from June through July. Ross Scoggin, Teen Librarian at the South Branch Library and lead coordinator of this year's initiative, will provide an overview of the Summer Reading Challenge. The presentation will cover the purpose of library summer reading programs, the planning process involved, objectives, event features, and a detailed report on the 2024 Summer Reading Challenge. The 2024 Summer Reading Challenge Report is included as Exhibit 2.

**EXHIBITS**

1. Agenda Information Sheet
2. 2024 Summer Reading Challenge Report

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



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## Legislation Text

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**File #: LB24-050, Version: 1**

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### **AGENDA CAPTION**

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

- Emily Fowler Facility Projects
- South Branch HVAC Replacement
- Library Website Update
- TALL Texans Leadership Institute



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** September 9, 2024

### **SUBJECT**

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

- Emily Fowler Facility Projects
- South Branch HVAC Replacement
- Library Website Update
- TALL Texans Leadership Institute

### **BACKGROUND**

The Emily Fowler Central Library has reopened with new carpet and paint. Study rooms are currently unavailable as they are temporarily storing Municipal Archive materials. The new downstairs study rooms will be open to the public once study room furniture arrives in late September or early October.

The South Branch Library closed for HVAC replacement as part of facility maintenance. The replacement requires a large crane to remove old units and lift new units onto the roof. The parking lot must be blocked off for safety. The facility will reopen Tuesday, September 10.

The Library website has been updated to add two pages with information about library account types and a welcome page describing how to make the most of having a library account. The Get A Card page details all library account types, how to get an account, and what services are available for each account type: [https://library.cityofdenton.com/screens/dpl\\_card.html](https://library.cityofdenton.com/screens/dpl_card.html). The Getting Started with Denton Public Library page describes how to check out and return materials, search for physical and digital materials, placing holds, classes and events, online resources, technology, meeting rooms, and more: [https://library.cityofdenton.com/screens/dpl\\_start.html](https://library.cityofdenton.com/screens/dpl_start.html).

Kasey Fanucchi, Assistant Branch Manager at the North Branch Library, has been selected to participate in the Texas Library Association 2022 TALL Texans Leadership Institute. She is one of only 31 library professionals selected from public, academic, school, and special libraries across Texas to participate in the program this year. The three-day program helps participants learn and embrace their potential to take new initiatives for their institutions, profession, and stakeholders. Curriculum topics such as leadership principles and practices, interpersonal communication, ethics, organizational change in transforming libraries, mentorship, conflict negotiation, planning leadership development, and more.

### **EXHIBITS**

1. Agenda Information Sheet

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



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**File #: LB24-053, Version: 1**

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### **AGENDA CAPTION**

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

- Library Program Operating Policy





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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** September 9, 2024

**SUBJECT**

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

- Library Program Operating Policy

**BACKGROUND**

The following policy updates are recommended to the Library Board:

**Library Program Operating Policy-Exhibit 2**

The redline draft shows proposed updates, including clarification about criteria for programming, audience participation, and program organization, as well as updates to the objections process to mirror the review process in other policies.

**RECOMMENDATIONS**

Library staff recommends approval of the policy updates.

**EXHIBITS**

1. Agenda Information Sheet
2. Library Program Operating Policy

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



## DENTON PUBLIC LIBRARY

### LIBRARY PROGRAM OPERATING POLICY

Revised by the Library Management Team, Jan. 16, 2020

PENDING - Library Board review/approval

Library programs, classes, and events (collectively referred to as “programs”) are an extension of library services, designed to promote and complement the library’s other services and collections. Denton Public Library is guided by the principles outlined in this document, aiming to provide clear guidance to library staff and inform the public about the principles that underpin library programming. The Library Program Policy of the Denton Public Library is designed to be guided by its Mission and Vision Statements:

#### **Mission Statement:**

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

#### **Vision Statement:**

Denton Public Library will be a welcoming and inclusive center of the community, advancing literacy and education, providing accessible and relevant resources and technology to expand knowledge, and developing innovative services and engaging activities to encourage discovery.

#### **Statement of Intellectual Freedom and Censorship**

The Library refrains from taking sides on public issues or promoting particular beliefs or viewpoints through its programs. It does not endorse opinions expressed by outside presenters or groups.

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 determine the appropriateness of their child, and only their child, attending any programming. 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.)

The Denton Public Library supports intellectual freedom and subscribes to the Library Bill of Rights and its interpretative statements, including “Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights” (2019).

#### **Library Programming Priorities**

Denton Public Library is committed to offering comprehensive programming that:

- Provides quality experiences for all ages that encourage discovery, learning, and enrichment.
- Champions literacy and knowledge for library users and the Denton community.

- Strengthens community and provides inclusive access for all.
- Inspires imagination through innovative experiences to expand horizons.
- Upholds intellectual freedom by presenting a variety of perspectives and content.
- Utilizes data and analysis to inform program selection, development, and evaluation.

Programs are designed to serve people of all ages, backgrounds, and beliefs, without making value judgments about what individuals find relevant, helpful, or enjoyable.

### **Programming Responsibility**

Professional library staff are responsible for programming development, selection, and execution.

The Director of Libraries holds final responsibility for all library programming.

### **Partner Programs and External Presenters**

The library may incorporate cooperative programming partner with other agencies, organizations, and educational institutions for cooperative programming when it aligns with the library's mission, capitalizing on existing knowledge and expertise when they are compatible with the library's mission. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit. Presenters affiliated with commercial enterprises may provide general knowledge without directly promoting their businesses. Purely commercial programs are not permitted. The library does not allow programs of a purely commercial nature.

### **Criteria for Programming**

Library staff consider a number of criteria when planning programs:

- Alignment with the library's mission, vision, and strategic goals.
- Relevance for the intended audience.
- Representation of underrepresented segments of the Denton community
- Relevance to popular trends and current events.
- Scarcity of programming in high-interest subjects.
- Justification of programming expenses, staff time, and space based on anticipated attendance and outcomes.
- Opportunities for collaboration with external partners and volunteers.
- Duplication of or competition with existing outside community events.

The capacity for programming is finite, and popular programs may be discontinued or placed on hiatus to allow for redevelopment or the introduction of new programming. The library is not obligated to provide a specific format or style of programming at any given calendar season.

The professional staff of the Denton Public Library designs, plans, prepares, and presents programs and events for all ages. A library program is a planned event by library staff for library users. No fees will be charged for attendance at library programs.

Use of the library's public meeting rooms by an organization or individual to hold a public event is not a library program and must follow the guidelines set out in the **Denton Public Library Meeting Room Policy**.

~~The library may incorporate cooperative programming with other agencies, organizations, and educational institutions capitalizing on existing knowledge and expertise when they are compatible with the library's mission. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit. The library does not allow programs of a purely commercial nature.~~

~~The library reserves the right to cancel programs as deemed necessary and will make every effort to notify the public in advance. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the library staff.~~

### **Organization of Programming**

Programming is primarily organized by target audience age range. For ages 5-17, target audiences are identified by their corresponding grade level in the public school system. Age groups are:

- Birth-18 months
- 18 months-3 years
- 1 years-5 years
- Kindergarten-5<sup>th</sup> Grade
- 6<sup>th</sup> Grade-12<sup>th</sup> Grade
- Adults (18+)
- Seniors (65+)
- All Ages

The library acknowledges that not all programs within a target audience will be universally deemed relevant or appropriate by all users. Determining the appropriateness of any program for minors is the sole responsibility of the parent or guardian.

The library plans programs for three seasons: Spring, Summer, and Fall. Programs are ideally planned at least six months in advance.

### **Guidelines for attending programs Audience Participation:**

The library reserves the right to cancel programs as deemed necessary and will make every effort to notify the public in advance. Programs scheduled on a day when the library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the library staff.

The library reserves the right to use video or photographs taken of program participants for internal use, publication, promotional outlets, and evaluation purposes.

Attendees of all ages are expected to abide by the **Denton Public Library Rules of Conduct**. Parents are responsible for managing their children's behavior during programs and abide by the Unattended Children Operating Policy.

~~Attendees 17 and under and their parents will be expected to abide by the **Unattended Children Policy**.~~

Library staff recognizes that children may sometimes display behaviors that are disruptive for a program situation. Parents will be asked to calm the child or leave the room with the child in the event of problem behavior. Once the child is no longer displaying these behaviors, they may return to the program. Adults displaying behavior in programs that violates the **Denton Public Library Rules of Conduct** may be asked to leave the program or the library.

Programs tailored to a specific audience as noted in the program description (e.g. English Language Classes for non-English speakers or a breastfeed support class for parents and caregivers of newborns) may restrict participation accordingly.

~~Some programs may require pre-registration or tickets to manage attendance and ensure a quality experience. The library reserves the right to deny participation to late arrivals, even if a ticket was reserved.~~

~~A library card is not required to attend a program, but patrons attending programs are encouraged to apply for a card to take full advantage of all the library resources.~~

### **Age Limits for Programs:**

Programs are open to the public unless specified for a particular target audience. The library reserves the right to restrict participation to ensure a quality experience for the intended audience. Age criteria will be noted in the program description. The library may set age limits or other guidelines for participation in a program when the program is designed and best suited for a particular audience. These age limits will be noted in the program descriptions.

- **Youth programs:** Designed for children (generally birth-5<sup>th</sup> grade) and caregivers with specific age groups listed in the program's description. are offered to children and their caregivers for specific age groups listed in the program's description. Adults will not be permitted in designated children's programs unless they are accompanying children or are adult observers who have secured approval from a librarian in advance. Adults are only permitted if accompanying children or with prior approval.
- **Teen programs:** Generally grades 6-12. Specific age groups listed in the program description, with no adult or young child attendance unless approved for special circumstances. are offered for the specific age group listed in the program's description.

~~Because of the unique needs of the teen populations, adults and young children are not permitted to stay in the room during a teen program unless the supervising librarian has made an exception due to special circumstances, such as a participant who needs caregiver assistance. This allows teens to feel safe and comfortable in an environment without unfamiliar adults, as well as giving parents and guardians confidence that their child will only be interacting with their peers. Parents and guardians are welcome to observe the program from outside the room. Adult observers will need to secure approval from a librarian in advance.~~

~~Adult observers may include educators, students, and librarians, and are not guaranteed approval to observe Youth or Teen programs.~~

- ~~• **Adult programs:** For adults ages 18+, with no children allowed without prior approval.~~
- ~~• **All Ages Programs:** Suitable for multiple age groups, with specific ages noted in the program description as necessary. are for the specific age group listed in the program's description. Adults will not be permitted to bring children who are under the age listed unless they have secured approval from a librarian in advance.~~

~~Attendance may be limited when safety or program success requires it, with priority given on a first-come, first-served basis, either through registration, ticketing, or at the door. The staff member in charge of the program will determine when a program has reached capacity.~~

### ~~**Sale of Materials dDuring Llibrary pPrograms:**~~

~~Ancillary materials, such as CDs or books which are related to the content of a program, may be offered for sale be sold at a library programs as a convenience to attendees with prior approval from the library. Sales must be for items that promote literature, literacy, or culture and align with the library's mission. The sale of these materials as part of a library program is acceptable when sales are in promotion of literature, literacy, or culture and are consistent with the library's mission. To sell these items, the program presenter must receive permission from the staff member coordinating the program in advance.~~

### ~~**Program Attendance Limits:**~~

~~When safety or the success of a program requires it, attendance may have to be limited. When limits must be established, attendance may be determined on a first-come, first-served basis. Advance registration or distributing free tickets before the event may be used if attendance is anticipated to exceed program limits. This should be noted in the program description.~~

~~Due to limited space and fire codes, customers will not be allowed into a program that has reached capacity. The staff member in charge of the program will determine when a program has reached capacity.~~

### ~~**Groups Attending Programs:**~~

~~Due to room capacity limitations, e~~Childcare centers or other organized groups ~~wanting to attend a program should~~ must make arrangements with the library at least two weeks ~~before attending in advance to make sure~~ ensure that space is available. ~~When visiting the library or participating in library events, caregivers with childcare centers or other youth groups must be supervised by their adult leaders and will need to~~ Caregivers must follow child-to-caregiver ratios ~~from the set by the~~ Texas Department of Family and Protective Services Minimum Standards for Child-Care Centers.

### Tours

~~Library staff is available to provide tours of the library to groups of children, students, and organizations. The t~~ Tours must should be scheduled at least two weeks in advance of the proposed date.

### Refreshments

~~Refreshments may be served at programs, provided they are from a . Food will be purchased from a kitchen certified by the City of Denton Consumer Health Department or purchased pre-packaged from a store. At least one full-time public services staff member at each library location will maintain a valid Food Handler's Certification for food cooked onsite.~~

### Evaluation of Programs

~~Library staff will conduct regular evaluations of programs and services to make sure the needs of the community are being met within staff limitations and budgetary restrictions.~~

### Objections to library programs:

The library welcomes ~~expressions of opinions from the public about library programs~~ public feedback on its programs. Sponsorship of a library program does not imply endorsement of its content or the views expressed. Programs will not be excluded or cancelled solely because they are considered controversial.

~~Concerns or questions~~ should first be addressed to the ~~library staff~~ coordinating the program ~~staff member. If unresolved, this does not resolve the issue,~~ Denton residents ~~or registered borrowers of the Denton Public Library may complete and~~ may submit a **Statement of Concern** form. ~~Programs subject to objections will remain on the calendar pending final action.~~

- After receipt by a librarian, the completed and signed form will be dated and ~~The form will be received by a librarian, dated, and~~ submitted to the Director of Libraries.
- The Director of Libraries will forward the Statement of Concern to the Denton Public Library Board for consideration and official input at the next scheduled Library Board meeting ~~will keep City Administration and the City Attorney's Office informed throughout the process.~~
- Review and response timelines may be modified in exceptional circumstances.
- The Director or assigned representative will receive a report about the program plan and observe the program if it has not yet occurred.



- Objections to library programs will be evaluated as to whether or not the programming is in line with this policy.
- The complainant will receive the Director's response within three (3) months unless exceptional circumstances arise. The Director's decision is final unless timely and properly appealed as provided in this Operating Policy.
- If unsatisfied, the complainant may appeal in writing to the Denton Public Library Reevaluation Appeal Committee, comprised of members of the Denton Library Advisory Board, within 30 days of the date of the Director's response letter.
- The Director will supply each Appeal Committee member with all documentation relevant to the evaluation process.
- The Appeal Committee will review the appeal ~~that~~ the next regularly scheduled meeting if the appeal is submitted at least 30 days before the next scheduled Board meeting. If the appeal is not submitted within 30 days before the scheduled Library Board meeting, the appeal will be heard at the following Board meeting. Appeals will be evaluated as to whether or not the completed evaluation was in line with this policy.
- The Appeal Committee's decision is final and will be communicated in writing to the complainant by Library Administration

Once a decision is final, the program or program series will not be eligible for further reevaluation for five years.

~~The Director of Libraries shall have the responsibility for the final decision. The complainant shall be notified of the Director of Libraries' decision within one (1) month from the date of Library Board meeting in which the program was discussed, except in unusual circumstances (i.e. staff leave, transition of personnel, etc.)~~

~~Once reviewed by the process, the same program shall not be eligible for further reevaluation for 2 years as each challenged item has been through a rigorous review by staff and the Director of Libraries.~~

~~Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. A program will not be automatically excluded or cancelled because its topic may be regarded by some as controversial.~~

#### Tours

~~Library staff is available to provide tours of the library to groups of children, students, and organizations. The tour should be scheduled at least two weeks in advance of the proposed date.~~

#### Refreshments

~~Refreshments may be served at programs. Food will be purchased from a kitchen certified by the City of Denton Consumer Health Department or purchased pre-packaged from a store.~~

#### Evaluation of Programs

~~Library staff will conduct regular evaluations of programs and services to make sure the needs of the community are being met within staff limitations and budgetary restrictions.~~





DENTON PUBLIC LIBRARY

STATEMENT OF CONCERN
FOR LIBRARY PROGRAMS OR DISPLAYS

Revised by the Library Management Team, Jan. 16, 2020
Pending - Library Board review/approval, July 11, 2022

Note: If you wish to request reconsideration of an item in the library's collection, please use the Reconsideration of Library Materials Form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

I am a Denton resident/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 # \_\_\_\_\_

I am filling out this form:

As an individual

On behalf of a group/organization called: \_\_\_\_\_

Program or display on which you are commenting:

Name/Description: \_\_\_\_\_

Date: \_\_\_\_\_

Branch: [ ] Emily Fowler Central Library [ ] North Branch [ ] South Branch

Presenter/Performer (if applicable): \_\_\_\_\_

Intended Audience: [ ] All Ages [ ] Adult [ ] Teen [ ] Children

Any other descriptive information \_\_\_\_\_

Please list your reasons for filing this request. Please be as specific as possible. (You may attach pages to this form if needed.)

What brought this program or display to your attention?

Have you attended the entire program or event or viewed the entire display? Have you attended another event with this presenter?

Did you share your concerns with library staff at the program/branch? What was their response?

In what way could this program or display be of value?

Please suggest alternative events, displays, or services that could provide similar information on this topic or support in this area to the community.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to the Director of Libraries, [library@cityofdenton.com](mailto:library@cityofdenton.com).

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

## **Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights**

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the *Library Bill of Rights* states, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.” Library displays increase awareness of programs, resources, and services.

Library-initiated programs include, but are not limited to, lectures, displays, exhibits, community forums, performing and visual arts,<sup>1</sup> participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place onsite at the library, off-site at other locations, or online, and may be provided by library workers, volunteers, or partners. Libraries may also choose to promote their programs, services, and resources through displays and digital signs.

Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library’s role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equitable access to library resources. Library-initiated programs and displays should comply with all applicable laws, including the standards and requirements of The Americans with Disabilities Act and state and local disability accessibility guidelines.<sup>2</sup> If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all users. If users overflow designated event areas during library events, libraries should secure accessible public spaces (e.g., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard of hearing at library-initiated programs when needed or requested by library users.

“Socially excluded, marginalized, and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”<sup>3</sup> Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce community members to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English, including advertising for such events.

Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. The policies should set forth the library's commitment to free and open access to information and ideas for all users.

Programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers, nor should library workers censor or remove displays because someone may disagree with the content. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources content or its creator's views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program. Parents and guardians may restrict their own children's access to library programs, but no person or organization can interfere in others' access and participation. A parent or guardian may discuss their child's access to and participation in library programs with their child, but may not impose those decisions on others, including other people's children.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

Any collection and retention of program participants' personal information should be on an opt-in basis only. While attendees may need to demonstrate their eligibility to attend the program by showing a library card or student ID, they should not be required to share their personal information in order to attend a library program.

<sup>1</sup> "Visual and Performing Arts in Libraries: An Interpretation of the [Library Bill of Rights](#)," adopted February 13, 2018, by ALA Council.

<sup>2</sup> "Services to People with Disabilities: An Interpretation of the [Library Bill of Rights](#)," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

<sup>3</sup> "Equity, Diversity, Inclusion: An Interpretation of the [Library Bill of Rights](#)," adopted June 27, 2017, by the ALA Council.

Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 *under previous name* "Library-Initiated Programs as a Resource"; and June 24, 2019.