



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda

### Library Board

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Monday, August 11, 2025

5:30 PM

Emily Fowler Central Library

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After determining that a quorum is present, the Library Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, August 11, 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. [LB25-048](#) Consider approval of the minutes of July 14, 2025.  
*Attachments:* [Library Board Minutes -July 14 2025](#)
- B. [LB25-049](#) Receive an informational report and hold a discussion about the Story Time Totes literacy support initiative at Denton Public Library.  
*Attachments:* [Agenda Information Sheet-StoryTotes](#)  
[Story Time Tote Presentation](#)
- C. [LB25-050](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.  
*Attachments:* [Agenda Information Sheet-Friends](#)
- D. [LB25-051](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.  
*Attachments:* [Agenda Information Sheet-Foundation](#)
- E. [LB25-052](#) Receive a report, hold a discussion, and consider recommending approval of an additional account type and the associated changes to the Circulation Services Operating Policy.  
*Attachments:* [Agenda Information Sheet-Circulation Updates](#)  
[Circulation Services Operating Policy](#)
- F. [LB25-053](#) Receive a report, hold a discussion, and give staff direction regarding:  
· Summer Reading Challenge  
· Closure Reminders  
· PressReader Update  
*Attachments:* [Agenda Information Sheet](#)

#### 3. CONCLUDING ITEMS

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

#### CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on August 6, 2025, 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.



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## Legislation Text

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**File #:** LB25-048, **Version:** 1

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### **AGENDA CAPTION**

Consider approval of the minutes of July 14, 2025.

MINUTES  
CITY OF DENTON  
DENTON PUBLIC LIBRARY BOARD  
South Branch Library – July 14, 2025

After determining that a quorum was present, the Denton Public Library Board convened on Monday, July 14, at 5:28 p.m. The meeting was held at the South Branch Library at 3228 Teasley Lane, Denton, Texas.

PRESENT: Rebecca Fridley, Patricia Peters, Kerol Harrod, Eva Poole, and Ellen Sullivan

ABSENT: Kathryn Pole

Also present: Jennifer Bekker and Marcella Lunn

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

None.

**2. ITEMS FOR CONSIDERATION**

**A. LB25-042** Consider approval of the minutes of June 9, 2025.

The Board accepted and approved the minutes of the June 9, 2025 meeting. Eva Poole motioned, Ellen Sullivan seconded, all in favor.

**B. LB25-043** The Board received an informational report regarding digital newspapers and magazines at Denton Public Library.

Rachel Reeves, Technical Services Manager, will provide an overview and demonstration of the new PressReader™ digital newspaper and magazine service.

PressReader™ is a digital periodical platform for newspapers and magazines. Library patrons have access to over 7,000 publications in over 60 languages from countries across the world. The service allows reading, downloading issues or articles, reading in magazine or text view, printing, and accessibility features such as font change and listening. In addition to the PressReader™ content, Denton Public Library has added digital access to The Wall Street Journal and New York Times newspapers. New York Times content includes all NYT content including historical issues dating back to 1851, Wirecutter, The New York Times Cooking, The Athletic, and more.

**C. LB25-045** The Board received an informational report regarding the Friends of the Denton Public Libraries.

- The next Big Book Sale is scheduled for Saturday, August 9, 2025.

#### **D. LB25-044**

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

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

Library staff are working to schedule a Foundation meeting in August. Library staff recommends that the Foundation Trustee positions be expanded to add two or three new Trustees.

From the Emily Fowler Library Foundation Trust Agreement:

“At any time the City of Denton Library Board shall have the right, without the consent of the other then members of the Board of Trustees, (1) to appoint a new member in addition to the other then members of the Board of Trustees, and (2) to appoint a new member to fill any vacancy in the Board of Trustees, and (3) to discharge any member of the Board of Trustees.”

#### **E. LB25-046**

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

- *Community Use Operating Policy for the Forge Makerspace*
- *Community Use Operating Policy for the Legacy Lab*
- *Genealogy and Local History Research Operating Policy*
- *Bulletin Boards and Public Notices Operating Policy*

The Board accepted and approved the policy updates, with a minor clarification to the *Community Use Operating Policy for the Forge Makerspace*. Eva Poole motioned, Rebecca Fridley seconded, all in favor.

#### **F. LB25-047**

The Board received a report and held a discussion regarding:

*Summer Reading Challenge* - The 2025 Summer Reading Challenge is a literacy program to support literacy and encourage individuals of all ages to develop a love of reading. The program runs June 1 through July 31. As of July 9, 2,338 people have registered for the program. Last year a total of 2,073 people registered for the program.

*Staffing Update* - There have been some recent staffing changes. Interviews are complete and a final candidate for the Part-Time Librarian at South Branch has been selected to fill that vacancy. Library staff are working with Human Resources to complete the hiring process. Chuck Voellinger, Librarian at Emily Fowler Central Library, is retiring this week. The South Branch Manager position remains vacant.

*North Branch HVAC Replacement* - The North Branch Library HVAC units will be replaced August 16-22. The building will be closed and the parking lot inaccessible while the cranes are working. Library staff will work at other branches during the closure. The closure posting along with information about extending holds due to the closure will be made available several weeks before the facility improvement.

### **3. CONCLUDING ITEMS**

The Meeting adjourned at 6:18 p.m.

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Kerol Harrod, Chair

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Cynthia Carter, Administrative Assistant  
City of Denton, TX

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



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### **AGENDA CAPTION**

Receive an informational report and hold a discussion about the Story Time Totes literacy support initiative at Denton Public Library.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library

**ACM:** Frank Dixon

**DATE:** August 11, 2025

### **SUBJECT**

Receive an informational report and hold a discussion about the Story Time Totes literacy support initiative at Denton Public Library.

### **BACKGROUND**

Haley Phillips, Outreach Librarian, will provide an overview and sample of the new Story Time Totes literacy support initiative.

The Story Time Totes initiative is a pilot program starting this fall. Story Time Totes are bins containing early literacy resources loaned to local licensed in-home childcare providers. The thematic bins include books and activities. They also include information sheets with literacy support tips, songs, and movement activities for providers to lead educational activities and reading with the children they care for. Story Time Totes are an all-in-one kit to equip childcare providers with resources and tools to incorporate early literacy techniques into the children's routines, perform read-aloud books and activities to support social engagement, and train caregivers in literacy education techniques. Bins are rotated among participating providers monthly September-May.

The presentation slides are attached as Exhibit 2.

### **EXHIBITS**

1. Agenda Information Sheet
2. Story Time Totes Presentation

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries





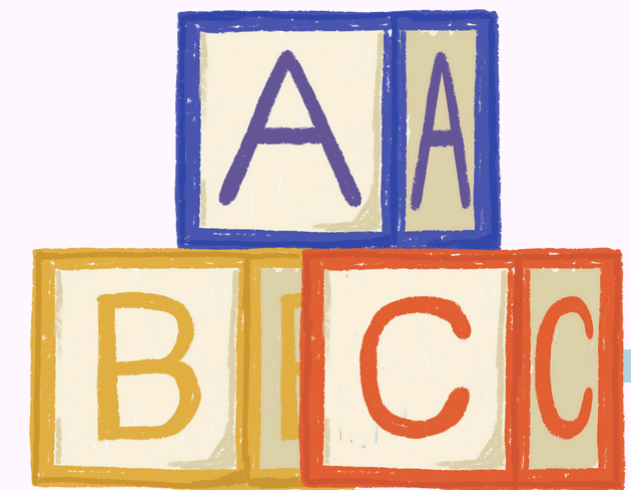
# Story Time Totes



# Project Background



- Attended the Association of Bookmobile and Outreach Services (ABOS) Conference in October 2023
- Calvert Public Library in central Maryland presented, inspired by similar program at Wicomico Public Library in east Maryland
- Focused on Pandemic impact and Maryland's Kindergarten Readiness Assessment (KRA): 1) Social Foundations, 2) Language & Literacy, 3) Mathematics, and 4) Physical Well-Being & Motor Development
- Began project proposal and process in April 2024





# Portable Storytime

Delivering Tools for Childcare Providers to Become Storytellers

## Portable Storytime Theme Ideas

- |                  |                     |                      |
|------------------|---------------------|----------------------|
| Five Senses      | Feelings & Emotions | Going to the Library |
| Colors           | Opposites           | Transportation       |
| Families         | Music               | Friendship           |
| Weather          | Four Seasons        | Mo Willems           |
| Food             | Shapes              | Bay & Beach          |
| Get Moving/Dance | Pete the Cat        | Math                 |
| Counting & Math  | Birthdays           |                      |

## What's in Our Totes?

- Folder with master list of materials, activities and instructions
- 10-12 picture books
- 3-5 board books
- 3-6 finger plays printed on 11x17 laminated paper
- 3-4 activity suggestions with materials, as needed
- Manipulatives that complement the theme, such as puzzles, shaky eggs, sorting blocks, etc...

### General Supplies You May Need:

- Totes
- laminating sheets
- copier paper (8½ x 11, 11 x 17)
- Folders
- baggies

### What Makes a Good Story

- Clearly visible illustrations us
- Sparse text, possibly with inte  
ments like repeating phrases  
do together
- Books that show a diversity o  
different backgrounds and di

## Sample Tote: Seasons

### Picture Books

- |   |   |
|---|---|
| <i>Goodbye Summer, Hello Autumn</i> by Kenard Pak | <i>Snow Rabbit, Spring Rabbit</i> by Il Sung Na |
| <i>In The Middle of Fall</i> by Kevin Henkes      | <i>Summer Color!</i> by Diane Murray            |
| <i>Jabari Jumps</i> by Gaia Cornwall              | <i>The Weather Girls</i> by Aki                 |
| <i>Maisy's Seasons</i> by Lucy Cousins            | <i>When Spring Comes</i> by Kevin Henkes        |
| <i>Pablo in the Snow</i> by Teri Sloat            | <i>Winter is Here</i> by Kevin Henkes           |
| <i>Seasons</i> by Robin Nelson                    |   |

### Board Books

- Fall* by Ailee Busby
- Spring* by Ailee Busby
- Summer* by Ailee Busby
- Winter* by Ailee Busby

### Fingerplays

- Be a Seed
- Rain on the Grass
- 10 Fuzzy Chicks
- The Waves on the Beach
- Autumn Leaves are Falling Down
- Once There Was a Snowman

#### Be A Seed

Be a seed, small and round  
(Cup hands together to make a ball)

Sprout, sprout, sprout up from the ground.  
(Left hands in a "sprouting" motion)

Shake your leaves for all to see  
(Wiggle hands and arms)

Stretch your arms up, you're a tree!  
(Reach arms over your head)

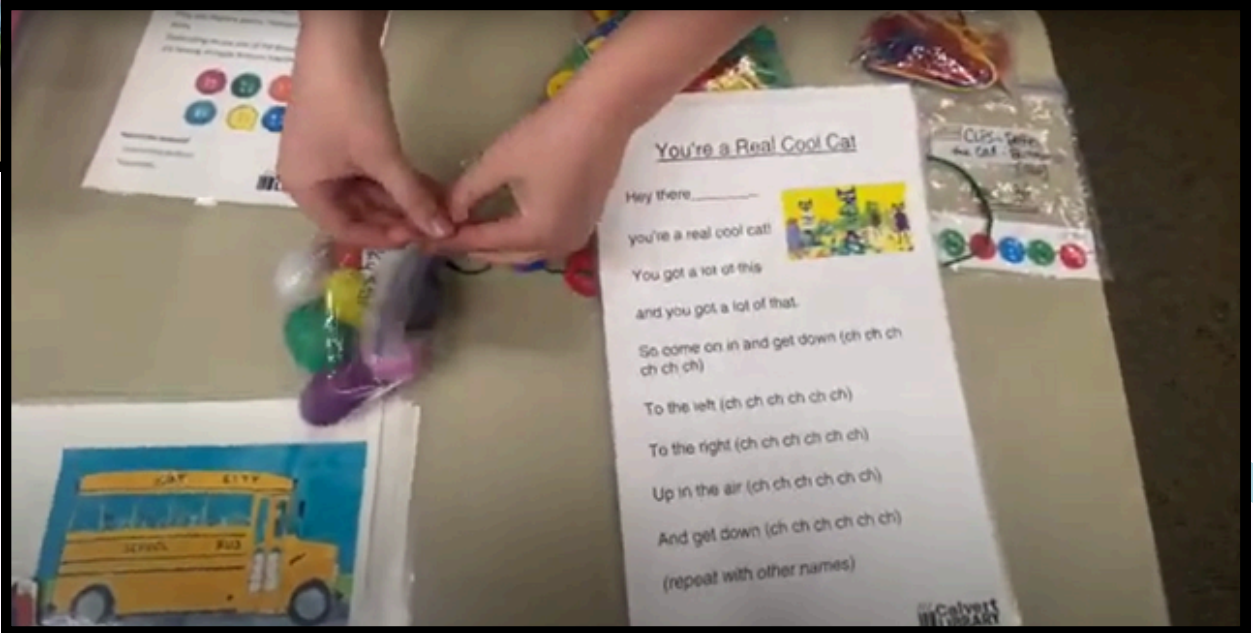
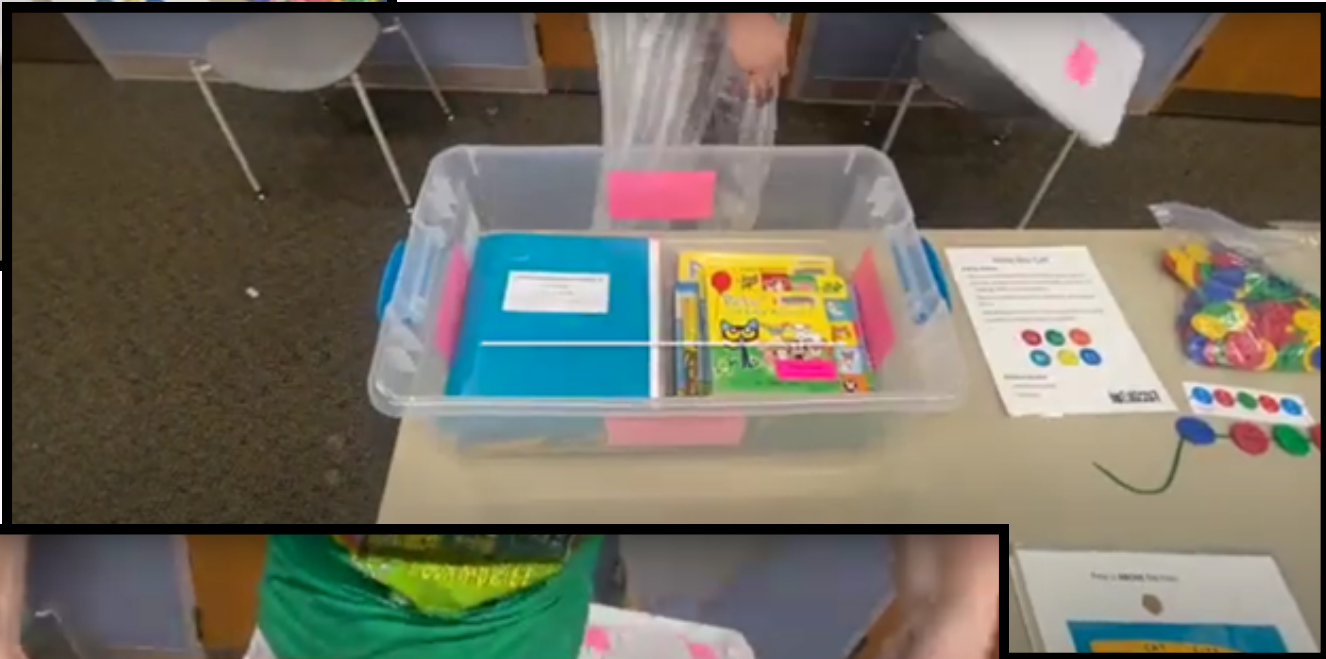
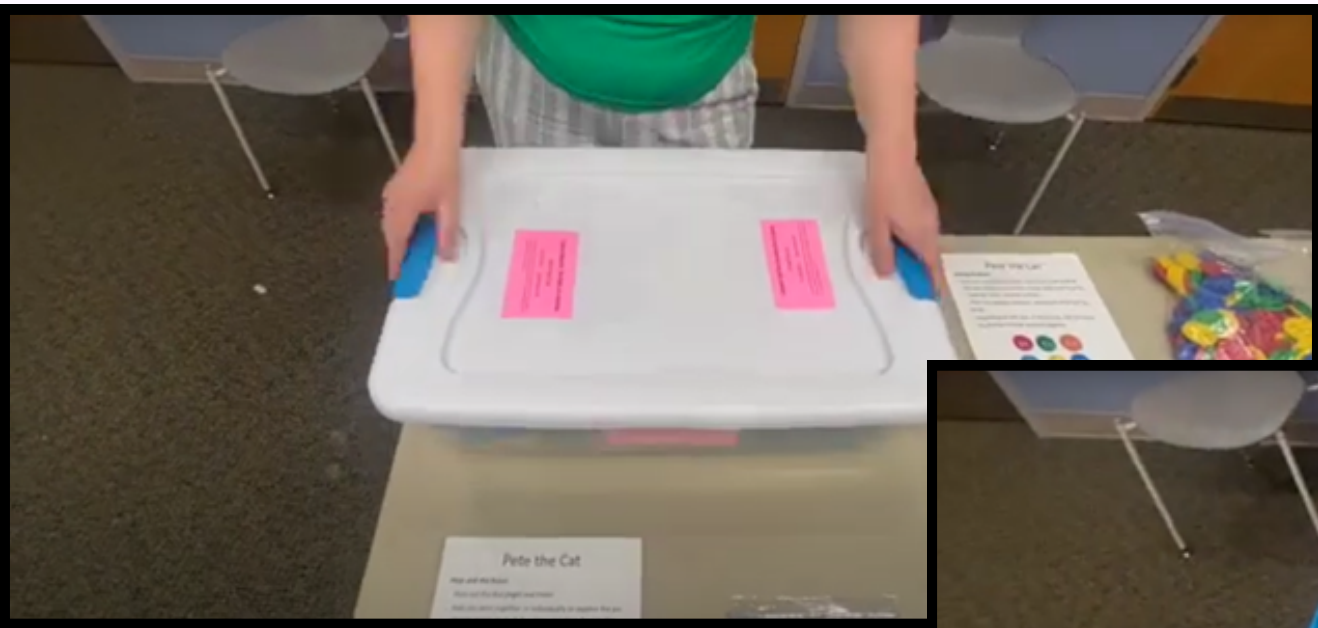


Calvert  
Library

### Activities

- ⇒ Four seasons floor puzzle (included)
- ⇒ Half Leaf Drawing Activity  
Copies of "half leaf drawing" activity sheets included  
Children draw and color the missing side of the leaf
- ⇒ Summer Play-Doh mats (included)  
Children are given Play-Doh mats and different colored Play-Doh  
Children craft the Play-Doh into summer shapes prompted by the mats
- ⇒ Snow Paint  
Mix together equal parts of white glue and shaving cream  
Children color winter scenes or cut out snowflakes  
Children paint their creations with the snow paint

Calvert  
Library  
CalvertLibrary.info





# Purpose & Objective Goals



- Promote literacy and provide access to educational services for in-home programs
- Incorporate early literacy practices and the six domains of the Texas Kindergarten Entry Assessment (TKEA)

## *TKEA:*

- 1) Language
- 2) Literacy
- 3) STEM
- 4) Social -Emotional
- 5) Executive Function
- 6) Academic Motor Skills

# Project Process/Research

## FCC vs. Daycares

- Barriers and Access
- Local
- State License/Certified
- Small Groups, Big Impact



## Teamwork

- 3 Youth Services and 1 Outreach librarian
- 3 totes per librarian
- \$300~ per tote
- Donation Funds



# Pilot Year & Future

Program Runs: September 2025-May 2026

Performance Measures: Quantitative *and* Qualitative

Grant Opportunities Sustainable Growth, Maintain Impact

Collaborations Far and Wide



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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:** Frank Dixon

**DATE:** August 11, 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.

There have been no changes to report since the last meeting.

**2025 Friends Executive Board Meetings** (in North Branch Meeting Room at 5:30 p.m.)  
Thursday, October 9, 2025

**2025 Friends Big Book Sales** (in North Branch Meeting Room)  
Saturday, August 9, 2025  
Saturday, November 8, 2025

#### **EXHIBITS**

1. Agenda Information Sheet-Friends

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries





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**File #:** LB25-051, **Version:** 1

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### **AGENDA CAPTION**

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



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library

**ACM:** Frank Dixon

**DATE:** August 11, 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.

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

Library staff has reached out to Foundation Trustees to schedule a meeting in August.

### **EXHIBITS**

1. Agenda Information Sheet-Foundation

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



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**File #:** LB25-052, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and consider recommending approval of an additional account type and the associated changes to the Circulation Services Operating Policy.



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library

**ACM:** Frank Dixon

**DATE:** August 11, 2025

### **SUBJECT**

Receive a report, hold a discussion, and consider recommending approval of an additional account type and the associated changes to the Circulation Services Operating Policy.

### **BACKGROUND**

Denton Public Library offers a variety of library account types for library patrons. Residents or property owners within the limits of the City of Denton can register their minor child for a library card.

Parents and/or legal guardians are responsible for determining what is appropriate for their child. Denton Public Library staff cannot act *in loco parentis* (in place of a parent). The library clarifies parental rights, delineating responsibilities and access guidelines within its operating policies:

- Circulation Services Operating Policy
- Unattended Children Operating Policy
- Confidentiality of Library Customer Records
- Collection Development Operating Policy

The traditional Youth Resident Denton account for minors, aged 17 or below, allows a minor to check out any item in the library's physical collection, access online resources and digital collections, and use public use computers in library facilities. A parent or legal guardian who creates an account for their minor child is responsible for the use of that account, including items checked out, damage or loss charges, and public access computer use. The parent or guardian who creates the card can review all materials currently checked out on that account by logging in to the account, calling the library, or visiting the library.

Library staff and the Integrated Library System (ILS) software are unable to create personalized access restrictions for each family. Over 90% of all physical material check outs take place at self-check kiosks. In addition, Denton Public Library provides digital content and online resources that may not be curated by library staff, such as databases, CloudLink consortium shared content, or internet use from public access computers in the library.

This September, the library will begin offering an additional type of youth account for parents wishing to limit the collections from which their minor child can check out materials. The new account type will be available as an option for parents or guardians who live in or own property within the limits of the City of Denton. It is an additional option for parents or guardians. It does not replace the traditional Youth Resident Denton account.

Parents or guardians can select from the traditional Youth Resident Denton account or the new Restricted Youth Resident Denton for their minor child. The Restricted Youth Resident Denton account allows a

minor to check out books, CDs, DVDs, and kits from the youth and teen collections: Board Books, Easy, Easy Reader, Junior, Youth, and Teen. It does not allow check out of materials in adult collections or access to library online resources, digital collections, or public access computers. Parents or guardians remain the sole arbiters for what their minor children read, view, or hear regardless of which type of library account they select for their minor child.

The proposed updates to the Circulation Services Operating Policy, attached as Exhibit 2, describe the new account option in detail.

## **RECOMMENDATIONS**

Library staff recommends approval of the proposed Circulation Services Operating Policy updates.

## **EXHIBITS**

1. Agenda Information Sheet
2. Circulation Services Operating Policy

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



## DENTON PUBLIC LIBRARY

### CIRCULATION SERVICES OPERATING POLICY

Approved by Library Board, February 3, 2005  
Library Board approved revision, April 8, 2024

#### Purpose, Mission and Vision

The Circulation Services Policy of the Denton Public Library is designed to provide fair and equitable access to library materials and services while protecting the community's investment in its collections.

The Denton Public Library is guided by its Mission and Vision Statements:

- **Mission Statement:**

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

- **Vision Statement:**

*Denton Public Library empowers the community by providing inclusive services and resources which inspire innovation, imagination, and lifelong learning.*

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

It is the policy of the Denton Public Library not to forbid or impede the circulation of items from the library collection to any of its cardholders in good standing. Denton Public Library does not act in loco parentis. Parents or guardians that who are residents of the residence or own property within the limits of the City of Denton may "opt-in" select a Restricted Youth Denton Resident account for their minor children to limit check-out access to for their minor children to Youth collections materials only.

#### Types of Library Cards

- **Residents of the City of Denton**

- **Adult Denton Resident**

- Adult applicants, age 18 and over, are eligible for a free full-service library card if they provide proof that they reside within the city limits of the City of Denton and verify their identity.
    - Adult college students who reside in dorms in the city limits of the City of Denton also qualify.

- **eCard**
  - An adult applicant who is eligible for a free full-service library card can apply for an eCard online through the Denton Public Library website.
  - The applicant will be issued a library card that allows them to access the Denton Public Library databases and borrow online resources. The card does not allow the customer to check out physical materials.
  - The library card is mailed to the customer and expires in sixty days. It cannot be renewed.
  - When the customer brings proof of residence and identity verification to a library branch, the eCard will be upgraded to a full-service library card.
- **Temporary Resident**
  - An adult applicant is eligible for a Temporary Resident card if they reside within a shelter, hotel or temporary housing facility in the city limits of the City of Denton.
  - The applicant needs to provide a statement from a shelter that says the individual currently resides there. The applicant may also provide a bill from a hotel or an Our Daily Bread identification card.
  - This card allows the borrower to check out three items and place three holds.
- **TexShare – Resident**
  - The TexShare card allows any borrower that holds a full-access library card to borrow material directly from other participating Texas libraries.
  - A TexShare card will be issued upon request to any Denton Public Library customer whose library account is in good standing.
  - The Denton library customer will be responsible for all materials they borrow from other libraries as well as any fines or fees assessed by the lending library.
  - Borrowers may be blocked from borrowing materials at the Denton Public Library until fines and fees are cleared at a lending library.
- **Youth Denton Resident**
  - Youth applicants, age 17 or under, are eligible for a free full-service library card if they reside within the city limits of the City of Denton.
  - They are required to have a parent or legal guardian sign the library card application to show acceptance of responsibility for materials checked out on the card.
  - The applicant may use the accompanying parent's personal identification to prove residency and verification of identity.
  - The parent or legal guardian who applies for the card cannot have a Denton Public Library Card in collection status.

- The ~~juvenile~~minor must be in attendance with the parent or guardian in order to issue the card.

### **Restricted Youth Denton Resident**

- ☐ Youth applicants, age 17 or under, are eligible for a free full-service library card if they reside within the city limits of the City of Denton.
- ☐ They are required to have a parent or legal guardian sign the library card application to show acceptance of responsibility for materials checked out on the card.
- ☐ They are required to have a parent or legal guardian sign the library card application to show that they are aware the Youth applicant will only be able to check out **physical Youth and Teen** materials and will not have public computer access **or access to online and digital resources.**
- The applicant may use the accompanying parent's personal identification to prove residency and verification of identity.
- ☐ The parent or legal guardian who applies for the card cannot have a Denton Public Library Card in collection status.
- ☐ The ~~juvenile~~ minor must be in attendance with the parent or guardian in order to issue the card
- ☐ If the parent **or guardian chooses to be updated**applies to switch a **Restricted Youth Denton Resident card to a Youth Denton Resident card**~~card~~ **or the child ages out to minor becomes an adult and eligible for an Adult Resident card,** it will be replaced with a new card number.

- **Non-Residents**

- **Business/Institution**

- Businesses and institutions (schools, daycares, churches, etc...) will be eligible for one free full-service library card if they are located within the city limits and pay ad valorem taxes to the City of Denton.
- A financially responsible party with signatory authority for the business or institution must sign the application and must provide proof of their position.
- The individual who signs the application is designated as the cardholder and is responsible for the return of materials and any charges incurred.
- An out of city business or institution may acquire a business card and is subject to the same requirements as stated above and will be required to pay the annual nonresident fee.

- **City Employee/Friends of the Library Executive Board Member**



- All City of Denton employees and Friends of the Library Executive Board members are eligible for a free full-service library card including those who do not reside in the city limits of the City of Denton.
- The applicant must provide a current City of Denton employee ID, proof of employment or proof of appointment to the Friends of the Library Executive Board.
- This privilege does not extend to family members.
- **Evacuee**
  - An Evacuee card may be issued to a victim of a natural disaster who has been evacuated to the City of Denton.
  - The Library Director will inform the library staff when there is an incident that triggers these cards being issued and what will be required to provide them to applicants.
  - The Evacuee card allows the borrower to check out three items, place three holds and access to online resources.
- **Interlocal Agreement**
  - The City of Denton may enter into agreements with area communities to provide Denton Public Library cards to residents. The terms of these agreements may vary, but will result in a net gain to Denton of the full amount of the nonresident fee.
- **Nonresident Full Access Card – Annual Fee**
  - A full-service library card is available to non-residents of the City of Denton for a nonrefundable annual fee. The applicant may also pay half of the annual fee for a six-month card.
  - The annual fee may be amended and changed by the Denton City Council as is deemed necessary.
- **Property Owners**
  - Property owners will be eligible for a free full-service library card if their property is located within the city limits and pays ad valorem taxes to the City of Denton.
- **Technology**
  - An adult applicant is eligible for a free Technology card in order to use the public computers located at the Denton Public Library.
  - The applicant will be requested to provide identification, but it is not required.
- **TexShare – Non-Resident**
  - When presented with a TexShare card issued by another library, the Denton Public Library will issue a TexShare Library card and the customer will be allowed to checkout three items and place three items on hold.
- **Youth Courtesy**

- A youth applicant who cannot provide proof of residency or lives outside the city limits of the City of Denton is eligible for a Youth Courtesy Card.
- The applicant is required to have a parent or legal guardian sign the library card application to show acceptance of responsibility for materials checked out on the card.
- The juvenile minor must be in attendance with the parent or guardian in order to receive the card.
- The card allows the borrower to check out three items, place three holds and access online resources.

- **Other**

- **Books2Go Denton ISD Student**

- Denton ISD students who do not have a full-service library account, may opt-in to get a Books2Go account during the Denton ISD online school registration process.
- Books2Go accounts may only be created with account registration data provided by Denton ISD from the school online registration process. Denton Public Library is not responsible for account data not provided by Denton ISD.
- The parent or guardian who completes the Denton ISD online school registration and opts-in to get the applicant a Books2Go account will submit an account activation form with the Denton Public Library. Accounts are activated within 48 hours after the activation form is received and Denton ISD account data is verified.
- By opting in during the school registration process, the parent or guardian accepts responsibility for materials checked out on the card and any charges incurred.
- The account allows the borrower to check out three items, place three holds, use library computers, and access most online resources.
- The applicant's Denton ISD student ID number and student ID card act as the Denton Public Library account number and Denton Public Library card.
- Books2Go accounts expire at the start of the next school year registration period. Applicants must opt in during the new school registration process to renew their accounts.
- Books2Go accounts with outstanding charges or lost items may not be renewed until the account is in good standing, with no charges, lost items, or overdue items.

- **Books2Go Denton ISD Staff**

- Denton ISD staff members who live outside the city limits of the City of Denton are eligible for a Books2Go Denton ISD Staff Card

- The applicant must show current Denton ISD employment identification: a current Denton ISD employee badge or pay stub with a date within one month of the application
- The applicant is required to complete and sign a library card application to show acceptance of responsibility for materials checked out on the card
- The card allows the borrower to check out three items, place three holds, use library computers, and access most online resources.
- Books2Go accounts expire at the start of the next school year registration period. Applicants may renew accounts by visiting the library and presenting their current Denton ISD employment identification for the new academic year
- Books2Go accounts with outstanding charges or lost items may not be renewed until the account is in good standing, with no charges, lost items, or overdue items.

### **Library Card Application Accommodations**

The library offers an alternative application process to customers who need to apply for a library card and who are unable to visit the library due to illness, disability, or age and physically unable to visit the library. The library card may be issued through e-mail, phone, or online by a supervisor.

### **Renewal of Library Cards**

- Unless otherwise noted, all library cards expire every three years.
- Borrowers will be requested to provide identity verification at the time of card renewals.
- Borrowers with expired cards will not be able to check out any items, request items be put on hold or renew checked out items. They will also not be able to access the library's online resources.

### **Lost and Replacement Library Cards**

- Replacements for lost library cards are available for a fee, payable at the time of the request. Refer to the Denton Public Library Schedule of Fees for charge amounts.
- Damaged cards are replaced at no charge.
- Identity verification is needed to receive the replacement card.
- Library customers are responsible for notifying the library of a lost or stolen card so that a block may be put on their account in order to keep additional items from being checked out.
- Library customers are responsible for materials checked out on lost or stolen cards that have not been reported.
- There is no charge to switch between Restricted Youth cards ~~can be updated to and~~ Youth Denton cards at the parent or guardian request, however a new application must be submitted by the parent or guardian for the change at no charge.

### Access to Library Materials by ~~Juveniles~~Minors

- The library staff cannot and do not act *in loco parentis*.
- It is the policy of the Denton Public Library that parents or guardians, not library staff, are responsible for monitoring and approving the selection of materials made by their children.
- Parents or guardians who reside or own property within the limits of the City of Denton may ~~can~~ opt in to the Restricted Youth cards in order to restrict their child's card to only allow the checking out of physical materials in the youth or teen materialscollections-
- The parent or guardian authorizes the ~~juvenile~~minor's uses of the card and accepts the responsibility for the selection of materials borrowed and for the return of the materials and any charges incurred.
- Parents or guardians who wish their children not to have access to certain materials or services should so advise their children. The library cannot be responsible for enforcing such restrictions.
- Due to both the parent's and child's name being on the patron account, both have access to borrowing information.

### Checking Out Materials

- Photo identification or account verification may be requested.
- Customers with any outstanding overdue items, any collection fees, or any fees will not be allowed to check out additional materials.
- All circulating materials may be borrowed by cardholders for three weeks (21 days).
- The receipt received at checkout serves as the official notice of the due date for an item or items.

### Holds

- Customers may place up to twenty-five (25) hold requests on circulating items.
- Items are held for seven (7) days.
- If the item is not picked up within the time allotted, the hold is canceled, and the item is returned to circulation or fills the next hold in the queue.
- In order to check out the hold item, the customer must present the library card or photo I.D. on which the hold request was made.
- Customers with any outstanding overdue items, any collection fees, or any fees will not be allowed to place items on hold.

### Renewal of Materials

- Materials eligible for renewal will be automatically renewed by the library's automation system.
- Library materials may be renewed when the library is open through the Online Public Access Catalog, by staff at the Circulation/Accounts Desk or by calling the library and directly talking with a staff member.

- Library materials also may also be renewed remotely at any time via the online catalog by the customer accessing their account, e-mailing the library or by calling the library and leaving a voice mail message.
- There is a limit of 10 renewals per item.
- Items with holds will not be renewed.
- Materials will not be automatically renewed on accounts with any outstanding overdue items, any collection fees, or any fees.

Type of Library Card	Check Out Limits	Hold Limits	Library Card Renewal	Access to Online Resources	Access to Technology Kits
Full Service	75 Items <sup>1</sup>	25 Items	3 Years	YES	YES <sup>2</sup>
<a href="#">Restricted Youth</a>	<a href="#">75 Items<sup>5</sup></a>	<a href="#">25 Items</a>	<a href="#">3 Years</a>	<a href="#">NO</a>	<a href="#">NO</a>
eCard	0 Items	0 Items	60 Days <sup>4</sup>	YES	NO
Evacuee	3 Items	3Items	3 Months <sup>3</sup>	YES	NO
Technology	0 Items	0 Items	3 Years	NO	NO
Temporary Resident	3 Items <sup>1</sup>	3 Items	3 Months <sup>3</sup>	YES	NO
TexShare	3 Item	3 Item	Matches expiration date on the home library TexShare Card	NO	NO
Youth Courtesy	3 Items <sup>1</sup>	3 Items	3 Years	YES	NO
DISD Books2Go Student & Staff	3 items <sup>1</sup>	3 items	DISD school year	YES	NO

<sup>1</sup>Up to two Discovery Kits may be checked out per account at one time. <sup>2</sup>One Technology Kit may be checked out per account at one time. <sup>3</sup>Renewal with recertification. <sup>4</sup>No renewal. <sup>5</sup>[Limited to physical materials in the youth and teen collections.](#)

### Checking in Materials

- The customer is responsible for returning materials to any branch of the Denton Public Library location. Branch book drops are open 24 hours a day.
- Materials are not considered returned until they have been checked in through the library's automated system.
- The library's automated system checks in items at real time.

### Claims Returned Materials

- When a customer claims to have returned an item, but it is still listed on their account, the status for that item is changed to Claims Returned.
- The item will stay in this status for 30 days from the due date unless the item is located before that time.

- If the item is not found within the 30-day period, the customer is billed the replacement cost.

### **Overdue Items**

- Items kept past the date due are considered overdue.
- Library customers with any overdue materials will be unable to checkout additional materials, place holds, or renew items until outstanding materials have been returned. Access to some online library resources or services may also be unavailable for accounts with outstanding overdue materials.
- Materials checked out and not returned 21 days after the due date are considered “lost.” The customer is billed for the replacement costs of the lost materials. See *Lost Items* below.

### **Library Fees**

- **Billed Notices:**
  - As a courtesy, the Denton Public Library attempts to notify the borrower whenever they have overdue materials.
  - Not receiving a courtesy, overdue, or billing notice does not exempt the borrower from any fees for materials that are lost or damaged.
  - The borrower is responsible for informing the library of any changes to the phone number or e-mail address where their notifications are being sent.
  - The library submits accounts with unpaid charges to a collection agency. The collection agency will contact borrowers on behalf of the library.
  - The Library adds a collection fee to a borrower’s account when the account is submitted to a collection agency.

### **Notices Schedule**

5 days before item is due	Courtesy notice sent to preference (e-mail and text only)
7 days overdue	Courtesy notice sent to e-mail/phone/text
14 days overdue	Courtesy notice with notice of future billing sent to e-mail/phone/text
21 days overdue	Final bill sent by mail
81 days overdue (60 days after bill is sent)	Account information is sent to collection agency

- **Lost Items**
  - Materials checked out and not returned twenty-one (21) days after the due date are considered lost.
  - The customer is billed for the replacement costs of the materials.
  - If a customer loses an item, they are responsible for the replacement cost for that item which is the list price of the item at the time it was added to the collection.

- The customer may not replace or substitute the lost item with another personally purchased item.
- Hot Spot service may be suspended if hot spot items are in billed status.
- In the event a lost item that has been paid for is found and is returned to the library, the customer will receive a refund.
- If the customer has lost a DVD or CD but still has the case, the customer is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.
- **Non-Print Items Returned Incomplete**
  - If a customer returns an item that is lacking one or more of its components the customer is responsible for returning the missing component(s).
  - The item will not be removed from the customer's account until the missing component(s) is/are returned.
  - In the event the customer does not return the missing component(s) the item will be considered 'lost' and the customer will be charged the corresponding fees.
- **Damaged Items**
  - Items damaged beyond normal wear and tear are the responsibility of the customer.
  - The customer is responsible for returning items in the same condition as when they were checked out.
  - Fees for damaged materials will be the list price of the item at the time it was added to the collection.
  - The customer may not replace or substitute the damaged item with another personally purchased item.
  - If the customer has permanently damaged a DVD or CD but still has the case, the customer is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.
- **Interlibrary Loan – Overdue, Lost or Damaged Items**
  - The library customer is responsible for all materials borrowed from another library at the customer's request.
  - The library honors any restrictions and/or check out periods the lending library may place on the material.
  - The library customer will pay any charges assessed by the lending library for lost or damaged items as well as any overdue fines assessed by the lending library.

#### **Fees for Lost or Damaged Items**

- **Schedule of Fees**
  - Refer to the Denton Public Library Schedule of Fees for charge amounts
- **Waive Requests for Fees**
  - Denton Public Library will not negotiate or waive fees except when they are assessed in error.

- According to the Texas Constitution, municipalities may not give away anything they are entitled to possess, such as established fees. When a fee has been created by local government, the fee cannot be erased.
- Fees may be appealed in the face of extreme personal hardship, such as hospitalization, incarceration, natural disaster, theft, or the like.
- Customers affected in this way must bring in proof of the hardship and appeal the charge.



## DEFINITIONS

*Ad valorem taxes:* Property taxes levied on real estate in the City of Denton

*Adult:* Customer age 18 and older.

*Applicant:* A customer who has completed a Library card registration form but has not yet received a Library card.

*Borrower:* A customer with an active Library card who is eligible to borrow materials.

*Full-Service Library Card:* Provides access to all online resources and the ability to check out up to 75 items.

*Good Standing:* Customer has no outstanding charges on an active account.

*Hold:* A request that a certain item be held for a borrower when it becomes available.

*Identity Verification:* Picture identification in person or ability to confirm address or driver's license/state ID information over the phone or by e-mail.

*In loco parentis:* The legal doctrine under which an individual assumes parental rights, duties, and obligations.

*Juvenile*Minor: Customer age 17 and under

*Materials:* Items maintained as part of the Denton Public Library's collection for use by customers including, but not limited to, books, periodicals, and audio and video recordings in print and digital formats.

*Non-Resident:* Borrower who lives outside the city limits outside the City of Denton.

*Overdue:* A loaned item kept beyond the date assigned by the Denton Public Library for its return.

*Renewal:* A reissue of Library materials for an additional loan period to the same borrower.

*Real Time:* The actual time during which a process or event occurs

*Resident:* Borrower who provides a residential address in the City of Denton.

*Teen Collection:* Material collections for ages starting at 12 or above or grades starting at 7<sup>th</sup> grade or above including "Teen" collections.

*Youth:* Customer age 17 and under

*Youth Collection:* Material collections for children younger than 12 years old or grades starting below 7<sup>th</sup> grade including "Board Book", "Easy", "Easy Reader", "Junior", and "Youth" collections.



ORDINANCE NO. 22-1968

AN ORDINANCE OF THE CITY OF DENTON ADOPTING A SCHEDULE OF FEES FOR THE DENTON PUBLIC LIBRARY; SUPERSEDING ALL PRIOR ORDINANCES ESTABLISHING FEES IN CONFLICT WITH SUCH SCHEDULE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council wishes to establish a Schedule of Fees associated with the Denton Public Library, specifically for lost or damaged library books and materials, library cards, utilization of collection agencies, printing and copying, and retail or for the sale of supplies to library patrons; and

WHEREAS, all fees assessed under this Ordinance have been comprehensively reviewed, are fair and reasonable, and do not exceed a reasonable cost to the City to provide library services to the public; and

WHEREAS, after said review, the City Council deems it in the best interest of the City to establish the Schedule of Fees associated with the Denton Public Library, as set forth in Exhibit "A," attached hereto; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The findings and recitations contained in the preamble of this Ordinance are incorporated herein by reference and found to be true.

SECTION 2. The "Schedule of Fees" is set forth in Exhibit "A," which said exhibit is incorporated herein, as though set forth in full, and is hereby adopted.

SECTION 3. The provisions of this ordinance are severable, and the invalidity of any phrase or part of this Ordinance shall not affect the validity or effectiveness of the remainder of this Ordinance.

SECTION 4. Ordinance Number 2021-859 and all other prior conflicting fee schedules are hereby superseded and repealed, but only insofar as the portion of such prior ordinance shall be in conflict; and as to all other sections of the ordinance not in direct conflict herewith, this ordinance shall be and is hereby made cumulative except as to such prior ordinances or portions thereof as are expressly repealed hereby.

SECTION 5. This Ordinance shall become effective immediately upon its passage and approval.

The motion to approve this Ordinance was made by Brian Beck and seconded by Alison Maguire; this Ordinance was passed and approved by the following vote [ 7 - 0 ]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	<u>✓</u>	_____	_____	_____
Vicki Byrd, District 1:	<u>✓</u>	_____	_____	_____
Brian Beck, District 2:	<u>✓</u>	_____	_____	_____
Jesse Davis, District 3:	<u>✓</u>	_____	_____	_____
Alison Maguire, District 4:	<u>✓</u>	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	<u>✓</u>	_____	_____	_____
Chris Watts, At Large Place 6:	<u>✓</u>	_____	_____	_____

PASSED AND APPROVED this the 27<sup>th</sup> day of September, 2022.

  
GERARD HUDSPETH, MAYOR

ATTEST:  
ROSA RIOS, CITY SECRETARY

BY: 

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY

BY: 



**Denton Public Library  
2022-2023 Schedule of Fees**

**Lost or Damaged Item Fees** *Loss or damage to library materials*

Lost DVD or Music CD case (complete)	\$6.00
Lost Audiobook Case (complete)	\$12.50
Damaged DVD or Music case	\$1.50
Damaged Audiobook case	\$8.00
Damaged or missing barcode	\$1.00
Lost or damaged RFID tag	\$0.50
Lost or damaged CD/DVD/Audiobook cover/insert	\$3.00
Lost or damaged audiobook CD	\$10.00 per CD
Lost or damaged Discovery Kit container	\$10.00
Lost or damaged ILL Strap	\$2.50
Lost or ruined Discovery Kit components	\$5.00, \$10.00, \$20.00, \$40.00, \$60.00, \$80.00, or \$100.00 per item as indicated in each Discovery Kit
Lost or ruined materials	Cost for item as noted in the item record

**Library Cards and Account Fees** *Fees for replacement cards and non-resident accounts*

Replacement card	\$2.00
Non-resident card	\$50/year or \$25/6 months

**Collection Agency Fees** *Fees for collection agency contacting patron regarding outstanding charges*

Accrued charges between \$10.00 and \$24.99	\$3.25
Accrued charges \$25 and over	\$9.85

**Printing and Copying Costs** *Fees for printing and copying*

Black & White Printing	\$0.10/page
Color Printing	\$0.25/page
Black & White Copies	\$0.10/page
3D Printing	\$0.75/10 grams

**Makerspace Material Costs** *Fees for makerspace material supplies*

Laminating	\$0.50/linear foot
Miscellaneous Materials	\$1.00, \$2.50, \$5.00, \$10.00, \$15.00, \$20.00, or \$25.00 per item as indicated on displayed sample materials

**Retail\*** *Sale of supplies to the public*

USB drive	\$5.00
Earbuds	\$1.00

*\*Sales taxes apply to retail sale items.*



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #: LB25-053, Version: 1**

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### **AGENDA CAPTION**

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

- Summer Reading Challenge
- Closure Reminders
- PressReader Update



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library

**ACM:** Frank Dixon

**DATE:** August 11, 2025

### **SUBJECT**

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

- Summer Reading Challenge
- Closure Reminders
- PressReader™ Update

### **BACKGROUND**

The 2025 Summer Reading Challenge, Color Our World, ran June 1 through July 31. This year 2,503 people registered for the program and 1,332 people completed the program, reading at least 5 hours. The completion rate was 53%. Last year a total of 2,073 people registered for the program and 1,192 people completed the program. The 2026 Summer Reading Challenge theme will be Unearth a Story and the design features dinosaurs, archaeology, and paleontology.

South Branch Library will close August 15 for staff training. The book return will remain open during the closure. The North Branch Library HVAC units will be replaced August 16-22. The building will be closed and the parking lot inaccessible while the cranes are working. Library staff will work at other branches during the North Branch closure. The closure postings along with information about extending holds due to the closure have been made available on social media, the library website, and signs posted on entry doors at each library branch.

Library staff presented about the new PressReader™ digital periodical service at the July 14, 2025, Library Board Meeting. The service was launched in July with a soft launch, with only some demonstrations to groups. In July 567 different publications were accessed, with 81 unique users logging in 162 times and opening 1,350 issues of newspapers and magazines. Marketing for the service has begun, with bookmarks available at outreach and at branches, upcoming social media marketing, and signs near print periodicals.

### **EXHIBITS**

1. Agenda Information Sheet

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries