



City of Denton

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

Meeting Agenda

Library Board

Monday, February 9, 2026

5:30 PM

Emily Fowler Central Library

After determining that a quorum is present, the Library Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, February 9, 2026, 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. [LB26-001](#) Consider the approval of the minutes of January 12, 2026.

Attachments: [Lib Board Minutes - Jan 12 2026](#)

B. [LB26-005](#) Receive an informational report and hold a discussion about library print, copy, and fax services.

Attachments: [Agenda Information Sheet-Print Copy Fax Services](#)

C. [LB26-002](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.

Attachments: [Agenda Information Sheet-Friends](#)
[Friends Costume Ball Raffle Donation Letter](#)
[Friends Costume Ball Food Donation Letter](#)

D. [LB26-003](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.

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

E. [LB26-004](#) Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:

- Rules of Conduct Operating Policy
- Circulation Services Operating Policy

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

F. [LB26-006](#) Receive a report, hold a discussion, and give staff direction regarding:

- Exhibit Operating Policy Refresh

- Winter Weather Closure
- Library Speakers Consortium
- Achievement of Excellence in Libraries Award

Attachments:[Agenda Information Sheet](#)[Achievement of Excellence in Libraries Award Certificate](#)**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 February 3, 2026, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

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

MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
South Branch Library – January 12, 2026

After determining that a quorum was present, the Denton Public Library Board convened on Monday, January 12, at 5:30 p.m. The meeting was held at the South Branch Library at 3228 Teasley Lane, Denton, Texas.

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

Also present: Jennifer Bekker and Marcella Lunn

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

None.

2. ITEMS FOR CONSIDERATION

A. LB26-089 Received nominations and elected the 2026 Chair and Vice-Chair for the Library Advisory Board:

- Patricia Peters, Chair
- Kathryn Pole, Vice-Chair

B. LB26-090 Library Board Chair, Patricia Peters, asked for volunteers and appointed two members to serve as liaison to:

- The Friends of the Denton Public Libraries Executive Board – Rebecca Fridley
- The Emily Fowler Library Foundation Board – Kathryn Pole

C. LB26-087 Consider approval of the minutes of December 8, 2025.

The Board accepted and approved the minutes. Kerol Harrod motioned, Rebecca Fridley seconded, all in favor.

D. LB26-088 The Board received an informational report regarding Winter Reading program.

Director Jennifer Bekker provided an overview of the literacy initiative.

The Winter Reading program was developed to encourage reading throughout the year for all ages. The program runs December 1- January 31. Participants can register online using the library's

reading program software. Participants who read three books are entered into prize drawings.

E. LB26-091

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

The Friends Executive Board met on Thursday, January 8, 2026. The Board will discuss new tote bags, membership fees, the bookstore, and meeting attendance. The Director of Libraries reviewed the library's 2026 funding requests that were provided at the October 9, 2025, meeting and the Board approved the funding requests.

F. LB26-092

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

The Foundation currently has a \$100,000 CD that will come to maturity in April 2026. The Foundation checking account has a balance of \$9,091.51 as of the latest statement in November 2024.

Foundation Trustees met on December 17, 2025. Trustees discussed, voted, and approved to switch banks for the Foundation checking account. They also discussed, voted, and approved to move forward with moving \$50,000 of the \$100,000 CD to a brokerage account to earn additional a higher interest rate and allow Special Collections to use the remaining \$50,000 for identified projects regarding art and textile cleaning and restoration. A flash tattoo fundraiser for April was discussed. Trustees also voted to approve proposed bylaws and approved the use of up to \$500 to hire a graphic designer to create a logo for the organization.

G. LB26-093

The Board received a report and held a discussion regarding:

2026 Library Board Presentation Topics - Library staff provide brief informational presentations about library services and operations at each Library Board meeting. Library staff are preparing the 2026 topics and seeking input on topics that may be able to be included in the 2026 presentations.

Santa Story Times - Each year, Santa Story Time events are scheduled and presented at each library location in December. The Christmas-themed special Story Times include a visit from Santa. This year's events drew significantly larger crowds than have attended in the past. The event at Emily Fowler Central Library drew an audience of 97, just under the room capacity limit. Attendance at the North Branch event had to be capped at 88 attendees to meet room capacity fire and safety limits. Unfortunately, some families were unable to participate but were encouraged to attend the Santa Story Time at South Branch four days later. Staff adjusted to the

new attendance levels pivoted to hold the South Branch Santa Story Time in the open children's area of the building, accommodating the 154 people who attended. Staff plan to add additional Santa Story Time events at North and South Branches in 2026 to address the increased attendance.

South Branch 30th Anniversary - South Branch Library celebrates its 30th anniversary this January with special events on Saturday, January 31. Activities include a special Happy Birthday Story Time, face painting and balloon twisting, cupcake decorating, and retro gaming and displays featuring South Branch history.

3. CONCLUDING ITEMS

None.

The Meeting adjourned at 6:04 p.m.

Patricia Peters, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: _____



City of Denton

City Hall
215 E. McKinney Street
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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: February 9, 2026

SUBJECT

Receive an informational report and hold a discussion about library print, copy, and fax services.

BACKGROUND

Kimberly Wells, Branch Manager of the Emily Fowler Central Library, will provide an overview of library print, copy, and fax services.

All library branches provide printing from library public use computers as well as mobile printing from personal devices. Copy machines are available for public use at all library facilities as well for black and white copying. The library's copy machines are networked to provide faxing also. Patrons may fax documents or receive faxed documents for free. All three services are heavily used by community members, especially as many households no longer maintain home printers.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Rachel Reeves
Technical Services Manager



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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: February 9, 2026

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.

The Friends Executive Board is planning a costume ball fundraiser on Sunday, April 25, 2026, 2-5 p.m. at Rubber Gloves Rehearsal Studio. The event is An Evening of Friends & Fables. They are seeking raffle and food donations for the event and are currently planning marketing and logistics. Their donation request letters are attached as Exhibits 2 and 3. Tickets for the event will go on sale February 15, 2026.

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

Thursday, April 9, 2026

Thursday, July 9, 2026

Thursday, October 8, 2026

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

Friday, February 6, 2026 (members-only presale) & Saturday, February 7, 2026

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

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

Friday, November 13, 2026 (members-only presale) & Saturday, November 14, 2026

EXHIBITS

1. Agenda Information Sheet-Friends
2. Friends Costume Ball Raffle Donation Letter
3. Friends Costume Ball Food Donation Letter

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker

Director of Libraries



January 27, 2026

Dear Sir/Madam:

I am reaching out on behalf of the Friends of the Denton Public Libraries with a heartfelt appeal for your support of our upcoming An Evening of Friends & Fables spring costume ball on Sunday, April 26th from 2pm-5pm at Rubber Gloves Rehearsal Studio.

This afternoon costume ball will feature a live DJ, dancing, light bites, raffle prizes, and other fun things to come.

All money raised through this event will directly benefit the Denton Public Libraries.

The Denton Friends are hoping that you might be willing to offer a small raffle prize or, if more convenient for yourselves, a small cash donation, which would allow us to purchase a prize for the raffle.

If you are able to help, please let us know. Raffle prizes can either be dropped off at Secondhand Prose in the North Branch Library during the store's open hours, or picked up.

And if you have any questions about this request and our upcoming event, please email Corrie Pelc, Denton Friends Fundraising Committee Chair, at corrie.pelc@gmail.com.

Thank you in advance and best wishes from everyone at the Friends of the Denton Public Libraries.

The Denton FOL Fundraising Committee



January 27, 2026

Dear Sir/Madam:

I am reaching out on behalf of the Friends of the Denton Public Libraries with a heartfelt appeal for your support of our upcoming An Evening of Friends & Fables spring costume ball on Sunday, April 26th from 2pm-5pm at Rubber Gloves Rehearsal Studio.

This afternoon costume ball will feature a live DJ, dancing, light bites, raffle prizes, and other fun things to come.

All money raised through this event will directly benefit the Denton Public Libraries.

The Denton Friends are hoping that you might be willing to offer a food donation of appetizers/light bites or desserts.

If you are able to help, please let us know. Food items can either be dropped off at Rubber Gloves the day of the event, or we can schedule for them to be picked up.

And if you have any questions about this request and our upcoming event, please email Corrie Pelc, Denton Friends Fundraising Committee Chair, at corrie.pelc@gmail.com.

Thank you in advance and best wishes from everyone at the Friends of the Denton Public Libraries.

The Denton FOL Fundraising Committee



City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: February 9, 2026

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 November 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.

Foundation Trustees meet on February 4, 2026. Trustees will discuss banking updates, a spring flash tattoo fundraiser, seeking additional Trustees to serve, and progress on hiring a graphic designer to create a logo for the organization.

2026 Upcoming Meetings:

Wednesday, February 4, 3:30 p.m.

Wednesday, May 13, 3:30 p.m.

Wednesday, August 5, 3:30 p.m.

Wednesday, November 4, 3:30 p.m.

RECOMMENDATIONS

Trustees and library staff request nominee input from the Library Board for two additional Board of Trustees members to expand the current Emily Fowler Library Foundation membership.

EXHIBITS

1. Agenda Information Sheet-Foundation

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: February 9, 2026

SUBJECT

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

- Rules of Conduct Operating Policy
- Circulation Services Operating Policy

BACKGROUND

The following policy updates are recommended to the Library Board:

Rules of Conduct Operating Policy-Exhibit 2

The redline draft shows proposed minor updates and a change in how suspension appeals are received and reviewed. The proposed Library Suspension Appeal Form is attached as Exhibit 3 for additional information.

Circulation Services Operating Policy-Exhibit 4

The redline draft shows proposed minor updates.

RECOMMENDATIONS

Library staff recommends approval of the policy updates.

EXHIBITS

1. Agenda Information Sheet
2. Rules of Conduct Operating Policy
3. Library Suspension Appeal Form
4. Circulation Services Operating Policy

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



DENTON PUBLIC LIBRARY

RULES OF CONDUCT OPERATING POLICY

Approved by the Library Board, August 28, 2006 - Effective February 2, 2007

Library Board approved revision, November 10, 2025

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

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

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

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

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

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

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

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

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

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

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

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

24. Any individual or possessions with strong pervasive odors that constitute a nuisance to other persons will be required to leave the building until such time as the condition is corrected.

Procedure for Library Suspension Appeals

Persons may request a review of a library issued library suspension based on the following procedures.

An appeal form must be requested within 14 days from the date the Notice of Library Suspension is issued. The appeal form may be requested by phone, email, or mail. An online or printed form will be provided upon request. ~~submitted in writing to the Library Suspension Review Committee as visits in person to any Denton Public Library location are prohibited.~~

The ~~written or e-mailed appeal~~Suspension Appeal Form must be received ~~at the following address~~via email or mail within 30 days of the date the ~~a~~Notice of Library Suspension is issued.

~~A suspension may may only be appealed if there is no active Trespass Warning on City Property in effect. This appeal process shall only applies to anya library suspension and shall does not apply to a Trespass Warning on City Property issued by a police officer. The successful appeal of a Trespass Warning on City Property will not automatically reduce or remove a Library s~~Suspension.

Phone: (940) 349-8752

Email:

Library@cityofdenton.com

Subject: Library Suspension Appeal

Mail:

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

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

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

Library Suspension Appeal Form

Persons may request a review of a library issued library suspension based on the following procedures.

An appeal form must be requested within 14 days from the date the Notice of Library Suspension is issued. The appeal form may be requested by phone, email, or mail. An online or printed form will be provided upon request.

The Suspension Appeal Form must be received via email or mail within 30 days of the date the Notice of Library Suspension is issued.

A suspension may only be appealed if there is no active Trespass Warning on City Property in effect. **This appeal process only applies to a library suspension and does not apply to a Trespass Warning on City Property issued by a police officer. The successful appeal of a Trespass Warning on City Property will not automatically reduce or remove a library suspension.**

Phone: (940) 349-8752

Email:

Library@cityofdenton.com

Subject: Library Suspension Appeal

Mail:

Denton Public Library

Attn: Library Suspension Review Committee

502 Oakland Street

Denton, TX 76201

The appeal must include completed contact information and acknowledgments. The Review Committee, comprised of members of the Denton Public Library Board, will review timely filed appeals at their regularly scheduled meeting, and make a recommendation to the Director of Libraries, who will respond in writing within 60 days of receipt of the appeal.

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

No Suspension appeal will be considered without contact information and acknowledgements. Per Texas Open Meeting Act requirements, all Library Board agenda items and associated documents are publicly available. Contact information will be redacted from the form included in the publicly available Library Board agenda. Appeals for juveniles (under 18 years of age) must be completed by the parent or guardian.

Full Name _____

Parent/Guardian Name (if applicable) _____

Telephone () -

Address (including city, state, and zip code) _____

Email _____

- I acknowledge that this form will be provided to the Library Suspension Review Committee and made available as part of the publicly accessible Library Board meeting agenda with name and contact information redacted.
- I acknowledge that if available, video or photos of the incident may be shown as part of the appeal discussion at a Denton Public Library Advisory Board meeting.

Location of incident Emily Fowler Central Library North Branch Library

South Branch Library

Date of incident _____

Please describe the incident that resulted in the suspension. Be as descriptive and factual as possible. (please only use the space below)

What could you have done differently?

Why do you believe the suspension should be withdrawn or reduced?

Submit the completed form via e-mail or mail. The completed form must be received within 30 days of the date the suspension notice was issued.

e-mail: library@cityofdenton.com

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



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.

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 and will expire one year from date of issuance.
 - 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 must be in attendance with the parent or guardian in order to issue the card.

- **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 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.

Access to Library Materials by Juveniles

- 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.
- The parent or guardian authorizes the juvenile'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 ¹	25 Items	3 Years	YES	YES ²
eCard	0 Items	0 Items	60 Days ⁴	YES	NO
Evacuee	3 Items	3 Items	3 Months ³	YES	NO
Technology	0 Items	0 Items	3 Years	NO	NO
Temporary Resident	3 Items ¹	3 Items	3 Months ³	YES	NO
TexShare	3 Items ₅	3 Items ₅	Matches expiration date on the home library TexShare Card	NO	NO
Youth Courtesy	3 Items ¹	3 Items	3 Years	YES	NO
DISD Books2Go Student & Staff	3 items ¹	3 items	DISD school year	YES	NO

¹Up to two Discovery Kits may be checked out per account at one time. ²One Technology Kit may be checked out per account at one time. ³Renewal with recertification. ⁴No renewal.

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 non-refundable collection fee to a borrower's account when the account is submitted to a collection agency.

Commented [RR1]: Should we state that it's a non-refundable fee?

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: 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.

Youth: Customer age 17 and under

Commented [BJ2]: Replace schedule of fees with most updated version!

ORDINANCE NO. 25-1631

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 desires 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 review and consideration, 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 22-1968 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 Jill Jester and seconded by Suzi Rumohr.

This Ordinance was passed and approved by the following vote 7 - 0 - 0:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	✓	—	—	—
Vicki Byrd, District 1:	✓	—	—	—
Brian Beck, District 2:	✓	—	—	—
Suzi Rumohr, District 3:	✓	—	—	—
Joe Holland, District 4:	✓	—	—	—
Brandon Chase McGee, At Large Place 5:	✓	—	—	—
Jill Jester, At Large Place 6:	✓	—	—	—

PASSED AND APPROVED this the 16th day of September, 2025.



GERARD HUDSPETH, MAYOR

ATTEST:

INGRID REX, INTERIM CITY SECRETARY

BY: Ingрид Rex

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY
Digitally signed by Susan
Keller
Date: 2025.09.08
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BY: Susan Keller

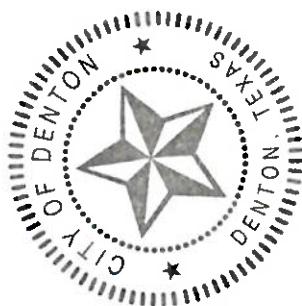


EXHIBIT A

**Denton Public Library
2025-2026 Schedule of Fees**

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

Lost DVD or Music CD case (complete)	\$7.00
Lost Audiobook Case (complete)	\$12.50
Damaged DVD or Music case	\$2.00
Damaged Audiobook case	\$8.00
Damaged or missing barcode	\$1.00
Lost or damaged RFID tag	\$1.00
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	\$15.00
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	\$0.20/gram

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 Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Frank Dixon

DATE: February 9, 2026

SUBJECT

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

- Exhibit Operating Policy Refresh
- Winter Weather Closure
- Library Speakers Consortium
- Achievement of Excellence in Libraries Award

BACKGROUND

After review, the library will be drafting a new Exhibit Operating Policy, creating a staff Exhibit Committee that will seek out and schedule art and displays for exhibit in library facilities. While local art organizations may request consideration, the exhibits will be curated, scheduled, and coordinated by library staff.

All City facilities were closed Saturday, January 24-Wednesday, January 28 due to inclement weather and hazardous road conditions. Library staff who were able to work remotely did so during the closures to continue with remote services or support when possible. Digital resources were promoted to encourage individuals and families to continue accessing library materials remotely.

Denton Public Library has offered virtual events through the Library Speakers Consortium for one year. The service has proven to be very popular based on the following statistics:

- Live virtual events: 40 live events with 277 attendees
- Recordings of archived events: 16,599 views
- Cost per live virtual event: \$87.50
- Cost per total attendance/viewing: 21¢

Denton Public Library has been awarded the 2025 Achievement of Excellence in Libraries Award. The award by the Texas Municipal Library Directors Association (TMLDA), recognizes Texas public libraries that demonstrate outstanding contributions to their communities. With this award, Denton Public Library is in the top 20% of all public libraries in the state. The award certificate is attached as Exhibit 2.

EXHIBITS

1. Agenda Information Sheet
2. Achievement of Excellence in Libraries Award Certificate

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



2025

Achievement of Excellence in Libraries Award

Presented to:

Denton Public Library



Awarded by

**Texas Municipal Library
Directors Association**