



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: November 22, 2022

SUBJECT

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

- Library Meeting Room Policy
- Circulation Services Policy

BACKGROUND

The following policy updates are recommended to the Library Board:

Library Meeting Room Policy-Exhibit 2

The red-line draft includes proposed changes to the policy. In addition to minor phrasing edits, changes in section 2.1.2 reduce how far in advance rooms may be reserved by customers. The change is recommended due to the limited space in library facilities, which results in challenges for library programming and accommodations for elections. A comparison of meeting room reservation policies from the library's 12 comparison public libraries indicates that they either do not allow public reservations or offer reservations one to three months in advance. No other comparison library allows public reservations for meeting rooms more than three months in advance.

Circulation Services Policy-Exhibit 3

The redline draft shows proposed changes to the policy. In addition to minor phrasing edits, changes reflect updates to expand the checkout limit for TexShare accounts to three items and expand the renewal period for Resident Full-Service accounts to three years. Homebound account information was deleted as the previous program has evolved to book drop off services at local senior living facilities. Information was added about accommodations available for creating new accounts for patrons who are unable to come to the library due to illness, disability, or age. Specific mentions of charges have been replaced with references to the Schedule of Fees. Redundant Books2Go DISD account information has also been removed. Upon Board approval, the updated FY22/23 Library Schedule of Fees will be attached to the policy.

RECOMMENDATIONS

Library staff recommend approval of the policy updates for the Library Meeting Room Policy and Circulation Services Policy.

EXHIBITS

1. Agenda Information Sheet
2. Library Meeting Room Policy
3. Circulation Services Policy

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries