



# 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, March 13, 2023

5:30 PM

Meeting Room at the North Branch Library, 3020  
N. Locust, Denton, Texas

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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, March 13, 2023, at 5:30 p.m. in the Meeting Room at the North Branch Library at 3020 N. Locust, Denton, Texas at which the following items will be considered:

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

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two speakers per meeting with each speaker allowed a maximum of four (4) minutes.

#### 2. ITEMS FOR CONSIDERATION

- A. [LB23-017](#) Consider adoption of the minutes of February 13, 2023.  
*Attachments:* [Lib Board Minutes - Feb. 13 2023](#)
- B. [LB23-018](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.  
*Attachments:* [Agenda Information Sheet-Friends](#)
- C. [LB23-019](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.  
*Attachments:* [Agenda Information Sheet-Foundation](#)
- D. [LB23-020](#) Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:  
· Teen Room Policy  
· Reevaluation of Materials Policy  
· DPL2Go Outreach Services Policy \*New\*  
· Study Room Use Policy \*New\*  
*Attachments:* [Agenda Information Sheet-Policy Updates](#)  
[Teen Room Policy](#)  
[Reevaluation of Materials Policy](#)  
[DPL2Go Outreach Services Policy](#)  
[Study Room Policy](#)
- E. [LB23-021](#) Receive a report, hold a discussion, and give staff direction regarding:  
· National Library Week Proclamation  
· Grogu “Baby Yoda” Cards  
· Strategic Plan Update

- FY23/23 Budget Planning
- Library Material Processing and Cataloging

Attachments:

[Agenda Information Sheet](#)

[National Library Week Proclamation Draft](#)

### 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 March 10, 2023, 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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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 #: LB23-017, Version: 1**

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### **AGENDA CAPTION**

Consider adoption of the minutes of February 13, 2023.

MINUTES  
CITY OF DENTON  
DENTON PUBLIC LIBRARY BOARD  
Emily Fowler Central Library – February 13, 2023

After determining that a quorum was present, the Denton Public Library Board convened on Monday, February 13, at 5:30 p.m. The meeting was held at the Emily Fowler Central Library at 502 Oakland St., Denton, Texas. Chair Ling Jeng, Vice-Chair Dallas Guill, and Members Laura Cantu, Jean Greenlaw, Sandy Swan, Jamie Taylor, Cleopatra Birckbichler were in attendance.

PRESENT: Ling Jeng, Laura Cantu, Jean Greenlaw, Sandy Swan, Jamie Taylor, Cleopatra Birckbichler, and Dallas Guill  
ABSENT: none  
STAFF PRESENT: Jennifer Bekker, Cynthia Carter  
GUESTS: none

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

NONE

**2. ITEMS FOR CONSIDERATION**

**A. LB23-011** Consider approval of the minutes of January 9, 2023.

The Board accepted and approved minutes of the January 9, 2023, meeting. Jean Greenlaw motioned for approval, Sandy Swan seconded, all in favor.

**B. LB23-012** The Board received a report, held a discussion, and considered approval of the following Denton Public Library Policy updates:

- Reference Policy – approved with minor change to Limitations, line #6. Jean Greenlaw motioned, Jamie Taylor seconded, all in favor
- Community Service Worker Policy – Laura Cantu motioned, Sandy Swan seconded, all in favor
- Quiet Room Policy – Withdrawal approved. Sandy Swan motioned, Cleopatra Birckbichler seconded, all in favor

**C. LB23-013** The Board received an informational report regarding the Friends of the Denton Public Libraries.

- No quorum at the January 12, 2023 Friends Board meeting. Meeting proceeded with no voting.

**D. LB23-014** The Board received an informational report regarding the Emily Fowler Library Foundation.

- There have been no changes since the last Library Board meeting.
- A meeting date is being finalized to introduce new Trustees, Charlie Hunter and Alexis Clingan, discuss future planning strategies, and transitioning to quarterly meetings.

#### **E. LB23-015**

The Board received an informational report and held a discussion regarding the list of 2023 Library Strategic Action Plan Items staff have already begun to work on.

#### **F. LB23-016**

The Board received a report, held a discussion, and give staff direction regarding:

*FY23/24 Budget Planning* - The Library is planning for the next fiscal year budget. The department anticipates asking for funding in the library budgets for the following:

- 1.5 Full-Time Equivalents (FTEs)—1 new part-time Library Assistant III to support library technology, 1 new part-time Library Assistant II for South Branch, and reclassifying one current part-time Library Assistant II position to a full-time Library Assistant II position.
- Security Cameras for all branches
- Municipal Archive move-costs for mover services, removal of built-in furniture, new furniture for archival storage and processing

In addition, due to growth of programs, inflation, and new staff needing professional development, the library is asking for small funding increases (under \$5,000) for supplies, printing, professional travel to attend conferences, and database/online resources. The department has also submitted two Capital Improvement Project requests.

- Annual funding to replace library furniture and equipment
- North Branch Library facility improvements

*Staff Development Day* - The library's annual Staff Development Day is Friday, February 24. All library facilities will be closed to allow all library staff members to come together for training and teambuilding. This year's agenda includes TexShare database training, branch/team updates, a presentation from Our Daily Bread about the new Loop 288 facility, an annual report presentation, a strategic plan discussion, a visit from the City Manager's Office team, and break-out staff training sessions.

*Winter Storm Update* - Monday, January 30, 2023, a winter storm caused all City facilities, including all three libraries to close at noon. Library staff were sent home. Those who were able, worked remotely throughout the ice storm.

City facilities remained closed until Friday, February 3, and reopened with regular services and hours. No facilities experienced any damage or issues during the storm.

Hold pick up times were extended the same number of days the library was closed to allow patrons additional time to pick up their holds.

*South Branch 2.0* - At the January 24, 2023 City Council meeting a presentation was made recommending projects for a November 2023 Bond Election. The project to move South Branch Library to a new facility was part of the proposal. City Council recommended the formation of a citizen committee to review the proposed bond projects and return to Council with a recommendation for a November 2023 Bond Election.

In addition, the Library and Parks Department have identified land approximately 2 miles southwest of the current South Branch Library location for purchase. Real Estate is currently working on the project and once a contract is finalized, it will go to City Council for review and a request to proceed.

### **3. CONCLUDING ITEMS**    None.

The Meeting adjourned at 6:11 p.m.

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Ling Jeng, Chair

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Cynthia Carter, Administrative Assistant  
City of Denton, TX

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



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## Legislation Text

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**File #:** LB23-018, **Version:** 1

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### **AGENDA CAPTION**

Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** March 13, 2023

### **SUBJECT**

Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.

### **BACKGROUND**

The Friends of the Denton Public Libraries is a nonprofit organization that supports the Denton Public Library through community service and fundraising to provide materials and equipment to improve and extend Library services. This report provides an update on the organization's activities and fundraising efforts.

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

#### **2023 Friends Executive Board Meetings** (in North Branch Meeting Room)

Thursday, January 12 5:30 p.m.

Thursday, April 13 5:30 p.m.

Thursday, July 13 5:30 p.m.

Thursday, October 12 5:30 p.m.

#### **2023 Friends Big Book Sales** (in North Branch Meeting Room)

Saturday, February 4

Saturday, May 13

Saturday, August 12

Saturday, October 14

### **EXHIBITS**

1. Agenda Information Sheet-Friends

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries



Prepared by:  
Jennifer Bekker  
Director of Libraries



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## Legislation Text

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**File #:** LB23-019, **Version:** 1

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### **AGENDA CAPTION**

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



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### AGENDA INFORMATION SHEET

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** March 13, 2023

#### **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, 2024. The Foundation checking account has a balance of \$6,441.51 as of the latest statement in October, 2022. 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.

A spring meeting date is still being selected. New meeting date options are in April.

#### **EXHIBITS**

1. Agenda Information Sheet-Foundation

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



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## Legislation Text

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**File #:** LB23-020, **Version:** 1

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### **AGENDA CAPTION**

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

- Teen Room Policy
- Reevaluation of Materials Policy
- DPL2Go Outreach Services Policy \*New\*
- Study Room Use Policy \*New\*



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library  
**ACM:** Christine Taylor  
**DATE:** March 13, 2023

### **SUBJECT**

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

- Teen Room Policy
- Reevaluation of Materials Policy
- DPL2Go Outreach Services Policy \*New\*
- Study Room Use Policy \*New\*

### **BACKGROUND**

The following policy updates are recommended to the Library Board:

#### **Teen Room Policy-Exhibit 2**

The redline draft shows proposed minor changes to the policy.

#### **Reevaluation of Materials Policy-Exhibit 3**

The redline draft shows proposed minor changes to the policy.

#### **DPL2Go Outreach Services Policy—Exhibit 4**

This new policy is proposed to clarify DPL2Go Outreach Services and provide guidelines for outreach activities.

#### **Study Room Use Policy—Exhibit 5**

This new policy standardizes and clarifies use of Study Rooms in all library facilities.

### **RECOMMENDATIONS**

Library staff recommend approval of the policy updates and adoption of the new policies.

### **EXHIBITS**

1. Agenda Information Sheet
2. Teen Room Policy
3. Reevaluation of Materials Policy
4. DPL2Go Outreach Services Policy
5. Study Room Use Policy

Respectfully submitted:  
Jennifer Bekker  
Director of Libraries

Prepared by:  
Jennifer Bekker  
Director of Libraries



## DENTON PUBLIC LIBRARY

### TEEN ROOM POLICY

Approved by the Library Management Team, April 2, 2015

Pending - Library Board review/approval, March 2023

The North Branch and South Branch locations of the Denton Public Library provide designated areas, Teen Rooms, ~~(TEEN ROOMS)~~ for youth, ages 11-17. The purpose of these spaces is to demonstrate to teens that the library cares about teen developmental, recreational, educational, and social needs and to enable teens to be themselves in a teen-friendly environment. Because of the unique needs of this population, special considerations are given that differ from the policies enforced in the other public spaces of the Library.

#### Using the Teen Space

The Teen Room is a “Teen Only” space. Adults and children under 11 are allowed in the stacks of the teen area to browse and look for materials, but are not permitted to work, play or sit in the area. The Teen Room is an open, activity-centered space.

#### Computers and Tablets

~~The p~~Public internet computers ~~and tablets~~ in the Teen Rooms ~~TEEN ROOMS~~ can only be accessed by teens, ages 11-17. More than one user is allowed to be present at each teen computer and talking is allowed if kept at a reasonable volume. No food of any kind is allowed at the computers. All other guidelines set by the Denton Public Library Internet and Computer Use Policy must be followed.

#### Food and Drink

Refer to the Denton Public Library’s Food and Drink Policy.

#### Video Games

Teen areas include video gaming systems for teens.

Only one game is inserted by a staff member per day. Only staff members may handle games, the gaming console and the TV. Controllers should be placed in designated container when not use. Volume on the TV must be muted, and no loud voices or yelling is allowed. Gaming systems may not be available for use during Teen classes or programs. Library staff may shut the system off for the day or forbid a customer from using the system if they do not follow directives.

#### Behavior

The Denton Public Library Rules of Conduct will apply to occupants of the Teen Rooms ~~TEEN ROOMS~~.

| The Teen Room ~~TEEN ROOM~~ is a safe space where there is zero tolerance of bullying or harassment. The Denton Public Library adheres to the City of Denton's Anti-Bullying and Anti-Harassment Policy, #510.01.





## DENTON PUBLIC LIBRARY

### REEVALUATION OF MATERIALS POLICY

Approved by the Denton Library Board September 2, 2004  
Pending - Library Board review/approval, March 2023

**POLICY STATEMENT:** The Denton Public Library supports the American Library Association's *Library Bill of Rights*, *Statement on Labeling*, and *Freedom to Read* policies. Copies of said documents are appended to the Collection Development Policy. The following procedure shall be established to direct complaint response in an equal and timely manner.

- Any Denton resident or current borrower of the Denton Public Library requesting reconsideration of any materials must complete and sign a *Customer Request for Reevaluation of Materials* form.
- The completed and signed form shall be received by a librarian, dated, and submitted to the Director of Libraries.
- The Director of Libraries will forward the form to the Professional Reevaluation Committee, which is comprised of professionals chosen at the beginning of each new fiscal year.
- The committee members shall examine the material independently. The Reevaluation of Materials Committee shall coordinate a discussion between members within six (6) weeks of complaint receipt, except in unusual circumstance (i.e. conjunctive or overlapping annual leave, illness of members, transition of personnel, etc.), at which the members shall discuss their individual findings, draft a recommendation concerning disposition of the challenged material, and forward it along with the original *Customer Request for Reevaluation of Materials* form to the Director of Libraries for review.
- The Director of Libraries shall have the responsibility for notifying City Administration, the Denton Library Board, and the complainant as to the decision regarding the materials. The complainant shall be notified of the Director of Libraries' decision within three (3) months from the date of receipt of the complaint, except in unusual circumstance (i.e. conjunctive or overlapping annual leave, illness of members, transition of personnel, etc.)
- The Director of Libraries shall keep the Assistant City Manager and Denton Library Board abreast of all facets of this process from original complaint to final decision.
- The Director of Libraries may bring complaints regarding materials to the Denton Library Board for consideration and official input. ~~She/He-~~ The Director of Libraries will supply each Board Member with copies of all documentation relevant to the complaint. The Board Members, after consideration and discussion, may opt to hold an open forum to garner public input, or may elect to vote on the matter during either a regular or called Board Meeting. The recommendations of the Board and the Professional Reevaluation Committee and all

supporting documentation will be considered by the Director of Libraries in making her/his final decision concerning disposition of the complaint.

- The Director of Libraries shall have the responsibility for the final decision.

Once validated by the process, materials shall not be eligible for further reevaluation for 5 years as each challenged item has been through a rigorous review by staff and the Director of Libraries.



## Denton Public Library

### Customer Request for Reevaluation of Materials

Title of Work \_\_\_\_\_

Type of Material:

Book ☐

Periodical ☐

Video ☐

CD ☐

Other (Please specify) \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Name of Complainant Initiating  
Request \_\_\_\_\_

Address \_\_\_\_\_

Day telephone \_\_\_\_\_

Email Address \_\_\_\_\_

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

Library card # \_\_\_\_\_

Do you represent?

Yourself ☐

Organization ☐

Name of Organization \_\_\_\_\_

Signature of Complainant \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

Signature of complainant\_\_\_\_\_

Printed name\_\_\_\_\_

Date\_\_\_\_\_

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



## **Denton Public Library**

### **Checklist for Professional Reevaluation Committee - Nonfiction**

Title:

Author:

- Purpose:

1. What is the overall purpose/theme of the material?
2. How well is the purpose/theme developed?

- Authenticity:

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

What is the appropriate level of reader maturity?

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

- Content:

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

Does the content include information not otherwise readily available?

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

- Reviews:

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

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

- Additional comments:

- Recommendation of Committee on disposition of this work:

Signatures of the committee:

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

Title\_\_\_\_\_

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

Title\_\_\_\_\_

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

Title\_\_\_\_\_



## Denton Public Library

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

Title:

Author:

- Purpose:

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

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

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

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

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

- Appropriateness:

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

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

- Content:

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

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

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



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

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

- Reviews:

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

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

- Additional comments:

- Recommendation of Committee on disposition of this work:

Signatures of the committee:

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

Title \_\_\_\_\_

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

Title \_\_\_\_\_

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

Title \_\_\_\_\_



## **DENTON PUBLIC LIBRARY**

### **DPL2Go OUTREACH SERVICES POLICY**

Approved by Library Management Team, March 2, 2023

Pending Library Board review/approval – March 2023

DPL2Go Outreach Services focuses on building visibility, providing equitable access, and strengthening relationships within the City of Denton community. Library staff initiate, develop, and strengthen community relationships to enrich the lives of Denton residents through outreach services and programs.

DPL2Go Outreach Services prioritizes equitable opportunities to community members who are unserved or underserved due to physical, economic, social, transportation, geographic, or other barriers.

Outreach services are an extension of Denton Public Library. All policies that govern Denton Public Library also govern outreach activities and events.

Outreach Services must take place within the service area of Denton City limits or at Denton ISD campuses. No library outreach events may take place at private residences.

Recurring or new outreach service activities in partnership with local businesses or organizations may require the completion of the DPL2Go Outreach Services Partner Agreement.

Outreach service request forms must be received at least two weeks prior to the date requested. A request does not guarantee library participation. A library staff member will respond to requests submitted within two business days.

The level of outreach services provided is dependent on library resources available, including staff time. Resources dedicated to each event will be considered on a case-by-case basis as staffing levels and supplies are available.

DPL2Go Outreach Services may participate in events that are free or open to the public.

The library reserves the right to cancel or modify outreach activities on short notice if an activity conflicts with the primary purpose of library outreach services, poses a safety risk to library staff or outreach participants, or participation drops below a sufficient number to justify the outreach effort.

Regular communication with community partners and library staff is essential to outreach services. Event specific goals for outreach services will be routinely reviewed by partners and library staff. Partnerships that are not mutually beneficial to all parties may be modified or discontinued.



## **DENTON PUBLIC LIBRARY**

### **STUDY ROOM POLICY**

Approved by Library Management Team, February 16, 2023  
Pending Library Board review/approval – March 2023

The purpose of this directive is to establish uniform guidelines related to study room use.

Study Rooms are available to the public, on a first-come, first-served basis. No advance reservations are permitted. The library reserves the right to schedule the rooms for library use as needed.

All users must check in with the staff person at the Service Desk before entering a study room. There is a two-hour time limit when others are waiting.

Customers who have been asked to vacate a study room must wait an hour before displacing another customer.

Study rooms left unoccupied for 15 minutes will be made available to other customers.

Library staff are not responsible for unattended belongings left in the study rooms. Items left in the rooms may be removed by staff in order to make the rooms available to other customers.

Customers using study rooms must comply with the Denton Public Library's Rules of Behavior. Per the library's Food and Drink Policy, customers may have drinks in covered containers or bottles with screw tops in study rooms. Only snack-sized, pre-packaged food is allowed.

Lights must remain on while study rooms are in use.

Library staff reserve the right to suspend groups or individuals from using the study rooms for not following the guidelines.



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## Legislation Text

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**File #: LB23-021, Version: 1**

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### **AGENDA CAPTION**

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

- National Library Week Proclamation
- Grogu “Baby Yoda” Cards
- Strategic Plan Update
- FY23/23 Budget Planning
- Library Material Processing and Cataloging



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Library

**ACM:** Christine Taylor

**DATE:** March 13, 2023

### **SUBJECT**

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

- National Library Week Proclamation
- Grogu “Baby Yoda” Cards
- Strategic Plan Update
- FY23/23 Budget Planning
- Library Material Processing and Cataloging

### **BACKGROUND**

National Library Week is April 23-29, 2023. The annual celebration highlights the role libraries and library workers play to enrich and empower communities. In addition to social media campaigns, the library will submit a proclamation that would be read by the Mayor at the April 18, 2023 City Council meeting. A National Library Week Proclamation draft is attached as Exhibit 2. Library staff seeks recommendations regarding the proclamation.

New Grogu, aka Baby Yoda, library card designs are now available at all library branches. May Beth Everett, Library Assistant II at North Branch, created nine felted Grogu figures as prizes to promote the new card designs. Each branch has three felted figures that they will give away to lucky patrons who select the Grogu card designs when getting a new card or replacing their old card.

Library staff have begun work on several 2023 Library Strategic Plan Action Items. A draft of an online dashboard to track progress has been developed. Library staff are currently developing timelines and benchmarks for each action item. Once those are added to the dashboard, it will be made available on the library website for public review.

The Library is planning for the next fiscal year budget. The department anticipates asking for funding in the library budgets for the following:

- 3 new part-time positions (1.5 FTEs)-1 new part-time Library Assistant III to support library technology, 1 new part-time Library Assistant II for South Branch, 1 new part-time Library Assistant II for Emily Fowler Central Library
- 1 position reclassification (.5 FTE)-reclassifying one current part-time Library Assistant II position to a full-time Library Assistant II position.
- Municipal Archive move-costs for mover services, removal of built-in furniture, new furniture for archival storage and processing

In addition, due to growth of programs, inflation, and new staff needing professional development, the library is asking for small funding increases (under \$5,000) for supplies, printing, professional travel to attend conferences, and database/online resources. The department has also submitted two Capital Improvement Project requests.

- Annual funding to replace library furniture and equipment
- North Branch Library facility improvements

In 2021, the library switched vendor processing and cataloging profiles to a custom processing and cataloging solution for print materials. The custom processing and cataloging was needed to outsource steps in preparing materials for checkout as the library did not have adequate Technical Services staffing at the time. Unfortunately, the custom solution caused extensive delays in receiving materials. With the new Cataloging Librarian position added at the end of 2022, the library has switch back to basic catalog records that can be customized by the cataloging librarian and retaining material processing profiles to allow the vendor to add property stamp, barcode, spine label, and a programmed RFID tag in each item. This change should allow materials to be delivered in a more expedient timeframe.

### **EXHIBITS**

1. Agenda Information Sheet
2. National Library Week Proclamation Draft

Respectfully submitted:  
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# National Library Week 2023 Proclamation

**WHEREAS**, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life;

**WHEREAS**, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

**WHEREAS**, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

**WHEREAS**, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships;

**WHEREAS**, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs;

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

**WHEREAS**, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

**WHEREAS**, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

**NOW, THEREFORE**, be it resolved that I [*name, title of official*] proclaim National Library Week, April 23-29, 2023. During this week, I encourage all residents to visit their library to explore the wealth of resources available.