



City of Denton

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

Meeting Agenda

Library Board

Monday, March 11, 2024

5:30 PM

North Branch Library

After determining that a quorum is present, the Library Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, March 11, 2024, at 5:30 p.m. in the Meeting Room at the North Branch Library at 3020 N. Locust, Denton, Texas at which the following items will be considered:

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

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

2. ITEMS FOR CONSIDERATION

- A. [LB24-018](#) Consider approval of the minutes of February 12, 2024.

Attachments: [Library Board Minutes - Feb 12 2024](#)

- B. [LB24-016](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.

Attachments: [Agenda Information Sheet-Friends.pdf](#)

- C. [LB24-017](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.

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

- D. [LB24-019](#) Receive an informational report and hold a discussion regarding adding an appeal process.

Attachments: [Agenda Information Sheet-Appeal Process](#)

- E. [LB24-020](#) Receive a report, hold a discussion, and give staff direction regarding:

- Author Event Date Change
- North Branch Facility Maintenance Projects
- FY24/25 Budget Planning Process
- Books2Go Accounts
- Library Staffing Update

Attachments: [Agenda Information Sheet](#)

3. CONCLUDING ITEMS

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

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on March 8, 2024, in advance of the 72-hour 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 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

File #: LB24-018, **Version:** 1

AGENDA CAPTION

Consider approval of the minutes of February 12, 2024.

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

After determining that a quorum was present, the Denton Public Library Board convened on Monday, February 12, at 5:31 p.m. The meeting was held at the Emily Fowler Central Library at 502 Oakland St., Denton, Texas. Chair Eva Poole, Vice-Chair Jamie Taylor, and Members Jean Greenlaw, Ling Jeng, and Sandy Swan were in attendance.

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

ABSENT: Dallas Guill

STAFF PRESENT: Jennifer Bekker, Cynthia Carter

GUESTS: Peggy Heinkel-Wolfe, Gabby Morgan

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

Peggy Heinkel-Wolfe relinquished the allotted 4 minutes speaking time to Gabby Morgan.

Gabby Morgan, administrator of the social service media site, Mastodon, believes this service would be helpful for the Denton Public Library. History and information about the media site were provided for future consideration.

2. ITEMS FOR CONSIDERATION

A. LB24-015

Consider approval of the minutes of January 8, 2024. Jean Greenlaw motioned, Jamie Taylor seconded, all in favor.

B. LB24-013

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

- The Friends Executive Board met on January 11, 2024. The Friends are preparing for the February 10 Big Book Sale. There are currently 202 Friends members. The group's social media has been active and now has almost 1,000 followers on Facebook. An e-mail newsletter will be sent to members before the book sale. The Friends were presented with an opportunity to support the Denton Noon Rotary's Road to Reading project, providing every incoming kindergarten student in the 24/25 school year with a book. The Friends will provide \$250 in funding to support the literacy project and share information with members who may wish to contribute as individuals. The Board also discussed the possibility of creating a new logo.

- The Friends Board approved the library’s 2024 funding request. Haley Phillips, Outreach Librarian, shared progress on the Moving Stories project to provide materials to residential facilities or non-profits serving clients with limited mobility or transportation. Friends Board members will vote to select two of three proposed sites and deliver materials to those sites quarterly. Fred Kamman, Assistant Branch Manager, proposed a grant opportunity to fund the Professor’s Corner Literary Discussion events at South Branch. The grant is available for 501c3 organizations. The Board approved the proposal and will submit the grant for the events.

C. LB24-012

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

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

D. LB24-014

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

- *Community Use Policy for the Legacy Lab* - Sandy Swan motioned, Jamie Taylor seconded. All in favor.
- *Internet and Computer Use Policy* - Jamie Taylor motioned, Jean Greenlaw seconded. All in favor.

E. LB24-011

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

Bibliocommons Catalog Overlay - The library’s online catalog serves as the primary interface for patrons, functioning as both the library’s website and a platform for various services. Through the catalog, patrons can access their accounts, search for materials, place holds, access databases and research tools, discover information about library events, learn about library services, and submit forms to request services like Book-A-Librarian.

However, the basic functionality of the catalog provided by our integrated library software is limited, lacking event information and the ability to customize pages with details about services and resources. To address this, the library utilizes a catalog overlay, which enhances the functionality, usability, and aesthetics. Since 2015, we have used the Bibliocommons catalog overlay to provide a modern, functional, and easily navigable catalog website. Some unique features include natural language searching, seamless integration of events, curated award and bestseller lists, tracking capabilities for patrons’ “for later” and “completed” lists, and the provision of permanent URLs for reader’s advisory lists. These features

not only enrich the patron experience but also contribute to the library's mission of providing accessible and user-friendly services.

Author Event Cancellation - The Meghan P. Browne author event has been cancelled. The event was originally planned for March 2, 2024. Library staff were notified that the event had to be cancelled the first week in February. The cancellation will be noted in the library events calendar, the digital flier, and social media posts.

Library Marketing - The library faces the task of generating content for a wide array of print and digital marketing materials to effectively communicate information about our diverse programming, services, and resources. Simultaneously, library staff must manage operational demands to deliver those programs, services, and City Hall 215 E. McKinney Street Denton, Texas www.cityofdenton.com resources. To address this challenge, the library intends to request funding during the FY24/25 budget process for a full-time position dedicated to content creation and marketing design.

North Branch Facility Maintenance Projects - Renovation projects at the North Branch are now underway. The removal of the inner glass doors and sliding wall adjacent to the public restrooms has been completed, and a new permanent wall featuring a door with glass window has been installed. Additionally, installation of the pull-down gate is scheduled to take place within the next week. Plans for larger renovation projects are also taking shape, with a tentative schedule in place. It is anticipated that luxury vinyl tile flooring will be installed in staff areas, the Adult Multi-Purpose Room, Forge Makerspace, and Meeting and Program rooms throughout March and April.

Exterior maintenance work, including patching, sealing, and painting, will occur either the last week of April or the first week of May. During this time, access to the drive-through book return, drive-up window, and loading dock will be temporarily restricted for a two-day period while work is conducted on the south side of the building. However, the library will remain open for in-person visits, allowing patrons to check out or return materials as usual.

Subsequently, the library will be closed to the public from Sunday, May 5th to Monday, May 13th for flooring installation and the rearrangement of shelving and furniture in public areas. Throughout this closure, the drive-through book drop will remain accessible, and the drive-up window will be open during regular operating hours for patrons to check out any available holds. Reservations for the North Branch Meeting Room and Adult Multi-Purpose Room have been suspended for the dates of March 1-May 13.

FY24/25 Budget Planning Process - The library is gearing up for the upcoming FY24/25 budget planning phase, during which we will evaluate and prioritize our needs. Each department has been instructed to submit only three supplemental requests to streamline the process. Currently, several needs have been identified for consideration, including requests for additional staffing, funding for eCommerce software to enable credit card payments at print release stations, software to facilitate online room reservations, a significant increase in funding for hoopla, and the installation of security cameras.

3. CONCLUDING ITEMS

The Meeting adjourned at 6:09 p.m.

Eva Poole, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: _____



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Legislation Text

File #: LB24-016, **Version:** 1

AGENDA CAPTION

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



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: March 11, 2024

SUBJECT

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

BACKGROUND

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

The Big Book Sale was held on February 10, 2024. The sale generated \$4,975.66 in revenue, making it one of the most successful book sales in the last several years.

2024 Friends Executive Board Meetings (in North Branch Meeting Room at 5:30 p.m.)

Thursday, January 11, 2024

Thursday, April 11, 2024

Thursday, July 11, 2024

Thursday, October 10, 2024

2024 Friends Big Book Sales (in North Branch Meeting Room)

Saturday, February 10, 2024

Saturday, May 18, 2024

Saturday, August 10, 2024

Saturday, November 16, 2024

EXHIBITS

1. Agenda Information Sheet-Friends
2. 2024 Library Funding Requests

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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File #: LB24-017, Version: 1

AGENDA CAPTION

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



AGENDA INFORMATION SHEET

DEPARTMENT: Library
ACM: Christine Taylor
DATE: March 11, 2024

SUBJECT

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

BACKGROUND

The Emily Fowler Library Foundation is a nonprofit organization that supports the Denton Public Library's mission. This report provides an update on the Foundation's activities, goals, and fundraising efforts.

The Foundation currently has a \$100,000 CD that will come to maturity in April 2024. The Foundation checking account has a balance of \$8,691.51 as of the latest statement in February 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.

The Foundation met on February 16, with Foundation Trustees Alexis Klingan (Treasurer) and Lisa Jenkins in attendance. Jennifer Bekker, Director of Libraries, Haley Phillips, Outreach Librarian, and Dr. Ling Jeng, Library Board Liaison to the Foundation, were also in attendance. Alexis reported that Charlie Hunter, Foundation Trustee, signed the organization up for the Google for Nonprofits program to raise awareness of the Foundation. They are working on selecting a domain name for a website. They are determining at what level donor acknowledgment letters should be sent out and will institute those soon. The Foundation looks forward to participating in the 2024 Day of Giving on September 19.

Attendees also discussed planning a tattoo fundraiser events twice per year. They are interested in having one in April for National Library Week and another in September for Library Card Sign Up Month. At all events, Trustees will attend and be at the library's outreach booth to promote the organization. They will work via e-mail to gather and finalize details and bring any topics requiring Foundation Trustee voting to the Trustees for a vote via e-mail prior to the next meeting.

Trustee Alexis Klingan is the organization's Treasurer and is still working with the bank holding the CD to transfer administration to her. The bank requires legal documents about the Foundation. She is hoping to have that finalized later this spring.

2024 Upcoming Meetings:

Friday, May 17 11 a.m. Emily Fowler Central Library Meeting Room

Friday, August 16 11 a.m. Emily Fowler Central Library Meeting Room

Friday, November 15 11 a.m. Emily Fowler Central Library Meeting Room

EXHIBITS

1. Agenda Information Sheet-Foundation

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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File #: LB24-019, **Version:** 1

AGENDA CAPTION

Receive an informational report and hold a discussion regarding adding an appeal process.



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AGENDA INFORMATION SHEET

DEPARTMENT: Library
ACM: Christine Taylor
DATE: March 11, 2024

SUBJECT

Receive an informational report and hold a discussion regarding adding an appeal process.

BACKGROUND

The library will be providing updated policy drafts at the April Library Board meeting to add a layered appeal process to the Request for Reevaluation of Materials Policy and Library Program Policy. The proposed updates will provide an opportunity for a requestor to seek an appeal of a reevaluation decision.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



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File #: LB24-020, **Version:** 1

AGENDA CAPTION

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

- Author Event Date Change
- North Branch Facility Maintenance Projects
- FY24/25 Budget Planning Process
- Books2Go Accounts
- Library Staffing Update



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: March 11, 2024

SUBJECT

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

- Author Event Date Change
- North Branch Facility Maintenance Projects
- FY24/25 Budget Planning Process
- Books2Go Accounts
- Library Staffing Update

BACKGROUND

The Visiting Author: Amanda Gann Churchill event has been rescheduled. The event, originally planned for late April will now be held on July 23, 2024. The original event posting has been updated in the online calendar of events, a social media post will go out the week before the original date, and a banner about the schedule change will be posted on the library's website the week before the original date to inform patrons about the date change.

Renovation projects at the North Branch have been moving forward. Flooring, painting, and light fixture updates in staff areas, meeting rooms, study rooms, and the Forge Makerspace are scheduled in March and April. Service impacts will be minimal, with efforts to coordinate work around existing programs and Makerspace hours of operation. Exterior maintenance work will occur either the last week of April or the first week of May. During this time, access to the drive-through book return, drive-up window, and loading dock will be temporarily restricted for a two-day period while work is conducted on the South side of the building. However, the library will remain open for in-person visits, allowing patrons to check out or return materials as usual. Subsequently, the library will be closed to the public from Sunday, May 5th to Monday, May 13th for flooring installation and the rearrangement of shelving and furniture in public areas. Throughout this closure, the drive-through book drop will remain accessible, and the drive-through window will be open during regular operating hours for patrons to check out any available holds. Reservations for the North Branch meeting room and Adult Multi-Purpose Room have been suspended for the dates of March 1-May 13.

The library has finalized requests for the 24/25 Fiscal Year. Requests include one new full-time Library Specialist for North Branch, one new full-time Engagement Coordinator for Administration, and one new part-time Library Specialist for Emily Fowler Central Library. In addition, the department has requested additional funding to address growth in program demand or inflation in hoopla digital services, travel,

conference registration, professional training, program supplies, supplies for the Forge Makerspace, equipment, circulation supplies, hotspots, database costs, and Special Collections materials. Requests will be reviewed by budget, City leadership, and then considered by City Council, with a final budget approved in September.

The Books2Go agreement between the City and Denton ISD has been approved. The agreement renewal continues the existing Books2Go account type program for Denton ISD students, allowing activated accounts to access online resources and tools, check out up to three items from the library, and use library public use computers. The renewal also extends the same level of service to Denton ISD employees who live outside Denton city limits. Denton ISD employees can visit the library and show their employee ID to apply for a Books2Go account. The library is working on an information marketing campaign to let Denton ISD employees know about the program and remind parents about activating Books2Go accounts.

The new part-time Senior Library Specialist, assisting with library technology, has been hired. The library is in the process of interviewing for the South Branch Full Time Adult Services position and the Emily Fowler Central Library Part Time Librarian position. Circulation Supervisors are also preparing position postings for the seasonal page positions at each branch. Each branch will post two part-time seasonal page positions in April.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries