



City of Denton

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

Meeting Agenda

Library Board

Monday, April 8, 2024

5:30 PM

South 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, April 8, 2024, at 5:30 p.m. in the Meeting Room at the South Branch Library at 3228 Teasley Lane, 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. [LB24-031](#) Consider approval of the minutes of March 11, 2024.
Attachments: [Lib Board Minutes - Mar 11 2024](#)
- B. [LB24-029](#) Receive an informational report and hold a discussion regarding the Friends of the Denton Public Libraries.
Attachments: [Agenda Information Sheet-Friends](#)
- C. [LB24-028](#) Receive an informational report and hold a discussion regarding the Emily Fowler Library Foundation.
Attachments: [Agenda Information Sheet-Foundation](#)
- D. [LB24-027](#) Receive a report, hold a discussion, and give staff direction regarding the library's 2024 Summer Classes & Events.
Attachments: [Agenda Information Sheet-2024 Summer Classes & Events](#)
[Proposed 2024 Summer Classes & Events](#)
- E. [LB24-030](#) Receive a report, hold a discussion, and consider recommending approval of the following Denton Public Library Policy updates:
• Reevaluation of Materials Policy
• Circulation Services Policy
• Rules of Conduct Policy
Attachments: [Agenda Information Sheet-Policy Updates](#)
[Reevaluation of Materials Policy](#)
[Circulation Services Policy](#)
[Rules of Conduct Policy](#)
- F. [LB24-026](#) Receive a report, hold a discussion, and give staff direction regarding:
• North Branch Facility Maintenance Projects

- Emily Fowler Facility Projects
- Summer Reading Challenge
- Marketing Services
- Succession Planning and Professional Development Plan

Attachments:

[Agenda Information Sheet](#)

[Succession Planning and Professional Development Plan](#)

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 April 5, 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.



City of Denton

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

Legislation Text

File #: LB24-031, Version: 1

AGENDA CAPTION

Consider approval of the minutes of March 11, 2024.

MINUTES
CITY OF DENTON
DENTON PUBLIC LIBRARY BOARD
North Branch Library – March 11, 2024

After determining that a quorum was present, the Denton Public Library Board convened on Monday, March 11, at 5:30 p.m. The meeting was held at the North Branch Library at 3020 N. Locust, 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, Marcella Lunn, and Cynthia Carter

GUESTS:

1. PRESENTATION FROM MEMBERS OF THE PUBLIC

None

2. ITEMS FOR CONSIDERATION

A. LB24-018 Consider approval of the minutes of February 12, 2024. Jean Greenlaw motioned, Ling Jeng seconded, all in favor.

B. LB24-016 The Board received an informational report regarding the Friends of the Denton Public Libraries.

- 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.

C. LB24-017 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 2024. The Foundation checking account has a balance of \$8,691.51 as of the latest statement in February 2024.

The Foundation met on February 16, with Foundation Trustees Alexis Clingan (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 Clingan 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. Trustees are hoping to have this finalized later this spring.

D. LB24-019

The Board received a report, held a discussion, and considered approval of adding an appeal process.

- 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.

E. LB24-020

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

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

3. CONCLUDING ITEMS

The Meeting adjourned at 5:49 p.m.

Eva Poole, Chair

Cynthia Carter, Administrative Assistant
City of Denton, TX

Minutes approved on: _____



City of Denton

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

Legislation Text

File #: LB24-029, **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: April 8, 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.

Library staff met with the Friends President and Communications Chair to discuss donation handling. The Friends will propose the following at the April 11 Friends of the Libraries Executive Board Meeting:

- Hosting a monthly “Donate to the Friends Day” at North Branch with Friends volunteers receiving, reviewing, sorting, and boxing received donations that day.
- Seeking Friends volunteers to assist in the review and processing of donated materials.
- The Friends will receive donations at Secondhand Prose during store operating hours.

The Friends also noted that they will only receive print book donations but will receive all formats of discarded library materials. They also noted that they are looking to increase engagement and fundraising opportunities.

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

Thursday, April 11, 2024

Thursday, July 11, 2024

Thursday, October 10, 2024

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

Saturday, May 18, 2024

Saturday, August 10, 2024

Saturday, November 16, 2024

EXHIBITS

1. Agenda Information Sheet-Friends

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



City of Denton

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

Legislation Text

File #: LB24-028, 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: April 8, 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 has coordinated with a local tattoo parlor to host another flash tattoo fundraiser event in June. Planning is still in preliminary stages.

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



City of Denton

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

Legislation Text

File #: LB24-027, Version: 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding the library's 2024 Summer Classes & Events.



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: April 8, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the library's 2024 Summer Classes & Events.

BACKGROUND

Denton Public Library observes three programming seasons, Winter/Spring, Summer, and Fall. Prior to each programming season, proposed classes and events are presented to the Library Board for discussion and approval. Library programs are developed by professional library staff members and follow the library's mission to transform lives, strengthen community, and inspire imagination. The library offers a wide range of programs for all ages and interests with events representing and responding to the needs of the diverse community it serves.

The proposed draft of 2024 Summer Classes and Events list is attached as Exhibit 2. It includes proposed programs for May-August 2024.

RECOMMENDATION

Library staff recommends approval of the 2024 Summer Classes and Events list.

EXHIBITS

1. Agenda Information Sheet
2. Proposed 2024 Summer Classes & Events

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries

-Special Event -Author Event
-Preservation Month Event -Summer Reading Challenge

Grab and Go Kits

Children's Kits

Children's Kits

Best for ages 6-10. Each theme has 48 kits available on the first of the month.

North Branch

- June: Hand-Beaded Rainbow Suncatcher
- July: DIY Chia Pet

Emily Fowler Central Library

- May: Lei Necklaces
- August: Raksha Bandhan Bracelets

South Branch

- May: Loving Words of Affirmation Jars
- June: Design Your Own Royal Ascot Hats

Teen Kits

Teen Kits

Best for ages 11-17. Each theme has 36 kits available on the first of the month.

South Branch

- June: Rock Identification Kit
- August: DIY Bookmarks

Adult Kits

Ages 18+. Each theme has 36 kits available on the first of the month.

North Branch

- June: Wooden Sunflower Decoration Kit

DPL2Go

Denton StoryWalks®

Visit our StoryWalk® on the Square and StoryWalk® at Fred Moore Park this summer! Thanks to partnerships with local businesses on Denton Square and the Parks and Recreation Department, these stories are available for families to read, walk, and visit the outdoors. For more information, visit library.cityofdenton.com/screens/dpl_storywalk

DPL2Go at Local Events!

Visit our library booth and out in the community at Twilight Tunes, the Juneteenth Parade, and Night Out!

Cooking by the Book! Preschool*

Join us at Flour Power, a cooking studio for kids and families, for hands-on kitchen fun and etiquette! This session is for ages 2.5-4, with a caregiver. Registration opens two weeks prior to program only on our library website. Only register for participating children; limited space available. Ages 2-4.

TBD

Tues 6/11, 7/9 Flour Power 5:30 p.m.

Cooking by the Book! Lil' Chef*

Join us at Flour Power, a cooking studio for kids and families, for hands-on kitchen fun and etiquette! This session is for ages 5-8. Registration opens two weeks prior to program only on our library website. Only register for participating children; limited space available. Ages 5-8.
TBD

Tues 6/11, 7/9 Flour Power 5:30-6:45 p.m.

[Cooking by the Book! Tweens and Teens*](#)

Join us at Flour Power, a cooking studio for kids and families, for hands-on kitchen fun and etiquette! This session is for ages 9+. Registration opens two weeks prior to program only on our library website. Only register for participating children; limited space available. Ages 9-17.
TBD

Tues 6/11, 7/9 Flour Power 7-8:15 p.m.

DPL2Go - Story Times

[Splish Splash Story Time](#)

Join us for a special Story Time in the Children's Play Pool at Water Works Park. Admission is waived, but participants must stay at the Children's Play Pool and leave the park by 10:45am. Co-sponsored by Denton Parks & Recreation Aquatics. Ages 1-5 with their caregivers.

Thurs 6/6, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25 Water Works Park 10 a.m.

DPL2Go - Technology

[How To: Technology](#)

Can't remember your email password or how to save that document to a flash drive? Join us for technology assistance for seniors to learn these skills and more. Space is limited; email Yvonne.Kendricks@cityofdenton.com to register. Ages 50+.

Fri 5/3, 6/7, 7/5, 8/2 American Legion Hall 11 a.m.-12:30 p.m.

DPL2Go - Book Clubs

[Books on Tap](#)

We're bringing book discussions to local bars & breweries. Join us to rant and rave about our favorite books or least favorite tropes. Check our staff booklist for recommendations, come with your own, or listen to what others' are reading! No required book or booklist. Ages 21+.

Health & Well-Being

Tues 5/21 Yellow Dog Art Bar & Gallery 6:30-8 p.m.

LGBTQ+ Matters

Mon 6/24 Miss Angeline's 6:30-8 p.m.

Disability Pride

Mon 7/22 DCBC 6:30-8 p.m.

Beach Reads

Tues 8/20 Steve's Wine Bar 6:30-8 p.m.

Programs for All Ages

[Trivial Afternoon*](#)

Test your trivia knowledge. The top 3 winners will win prizes. Participants may form teams, but each winning team is guaranteed only one prize.

Sat 5/18, 7/6, 8/17 South Branch 11:30 a.m.-1:15 p.m.

☀️ [{SRC} Spark Your Imagination: S'mores, Stories and More!"](#)

Join the Denton Public Library for a Summer Party! Bring a picnic to enjoy in the parking lot. We will be having "trunk picnics". Inside, we will have games. There will be a campfire story corner where people can tell campfire stories and there will be s'mores. All ages invited to this Summer Fun Party!

Wed 6/5 South Branch 3-4:30 p.m.

☀️ [{SRC} Cool Treats & Fun Beats with Andy Mason Music](#)

Join Andy Mason as he performs fun and interactive songs for all ages. Enjoy a tasty frozen treat while you sing along to help beat the summer heat!

Fri 6/21 Emily Fowler 2:30 p.m.

[Magazine Day](#)

Available will be a variety of adult and youth titles from various years. If you have any old magazines to get rid of, leave them for others to take! Magazines left at the end of the day will be recycled in an effort to keep Denton green.

Sat 6/29 Emily Fowler 10 a.m.-5 p.m.

[Christmas in July Resource Fair](#)

Celebrate Christmas in July at the library! Connect with valuable community services like the Animal Shelter, Denton Affordable Housing, SNAP, and many more. We will have an evening of games, crafts, snacks, and a special visit from Santa!

Tues 7/9 North Branch 5-7 p.m.

[Fantasy Escape Room*](#)

In order to bring peace to the kingdom, you and your friends will need to solve some magical mysteries! Can you overcome the challenges and save the realm? Sally forth and find out! Ages 11-100.

Fri 7/12 South Branch 10 a.m.-4 p.m.

☀️ [\(SRC\) Chilling Out & Crafting Up: Snow Cones, Chalk Art, and Bookland Adventures](#)

Adventure with us at the Denton Public Library! Cool off to the refreshing flavors of Kona Ice snow cones, unleash your creativity with vibrant chalk art, and journey into a world of enchantment with book land themed activities. It's a celebration of fun, flavors, and imagination that you won't want to miss!

Sat 7/13, 7/13 North Branch 11 a.m.-1 p.m.

[Denton Jazz Workshops Family Jam](#)

Sing and move with a live jazz band featuring middle/high school aged musicians and the professionals of the IfCM Collective. The program features lots of familiar interactive songs, along with performances of jazz tunes. Learn how jazz musicians improvise and communicate with each other and get ready to jam with the band! www.ifcmusic.org

Sat 7/13 Emily Fowler 2:30 p.m.

[Plant Swap](#)

Join us at the North Branch for a plant swap! Bring any cuttings, plants, seeds, or other supplies to swap with other plant enthusiasts. Feel free to simply drop by and pick up something to start

your indoor or outdoor gardening journey in the coming spring! Seeds and information packets will be provided.

Sat 7/20 North Branch 3-4:30 p.m.

[Star Wars Celebration](#)

Calling all Star Wars fans! Join us for the 12th annual Star Wars Celebration. Dress as your favorite character and enjoy Star Wars-themed crafts and games while supplies last. May the Force be with you!

Wed 7/31 North Branch 6:30-8 p.m.

Children's Programs

[Scavenger Hunts](#)

Searching is half the fun! Look for different themed decals around North and South Branch. Turn in a completed scavenger hunt to get a fun sticker.

[Read to Rover](#)

Give your child an opportunity to practice reading one-on-one with a trained, certified therapy dog. This program is made possible by a partnership with the Therapy Pals of Golden Triangle. Space is limited, first-come, first-served. Ages 6-10.

Sat 5/18, 6/15, 7/20, 8/17 South Branch 10:30 a.m.

Sat 5/18, 6/15, 7/20, 8/17 North Branch 2 p.m.

[Mindfulness Workshop](#)

Kids will have a chance to decompress at this mindfulness workshop. Activities include yoga, coloring, and more. Comfortable clothes are recommended. Designed for ages 6-11

Thurs 6/6 South Branch 4 p.m.

[Teddy Bear Yoga*](#)

Have your child bring their favorite teddy bear or stuffed animal to join in for fun, interactive, stretching and deep breathing. Ages 4-8.

Sat 6/8 Emily Fowler 11 a.m.

[Juneteenth Means Freedom](#)

Explore the inspiring history of Juneteenth as it commemorates the end of slavery in the United States, and join the festivities with a picture book and engaging crafts that bring this meaningful day to life. Ages 6-10.

Tues 6/11 North Branch 4 p.m.

[Bilingual Buddies: Spanish and English Conversations with Dr. Lozada](#)

Is your child interested in learning Spanish and English? Join Dr. Lozada, bilingual professor from UNT-Dallas, for Spanish and English conversations, games, and stories. ¿Le interesa a su hijo/a aprender español? Que vengan con el Dr. Lozada, profesor bilingüe de UNT-Dallas, para conversaciones, juegos, y cuentos en español e inglés. Ages 6-10.

Wed 6/12, 6/26, 7/10, 7/17 North Branch 2 p.m.

 [Celebrate Independence Day with Tracy Lawson, author of books about liberty, patriots, and spies!](#)

Celebrate Independence Day with Tracy Lawson, author of books about liberty, patriots, and spies! -Liberty Belles making a difference during the American Revolution -Teenaged revolutionaries fighting against a totalitarian future America -Anna Stone, who risks everything

to deliver an urgent message to General Washington at Valley Forge Book signing & Q &A
Kids-teens

Thurs 6/20 South Branch 11:30 a.m.-1 p.m.

 [Children's Author Gary Weiland](#)

Meet Gary Weiland, a firefighting amputee ninja! Hear his inspiring journey of triumph as he reads one of his children's books and shares how he made a comeback on the fire truck and competed on American Ninja Warrior! Don't miss this tale of resilience and ninja spirit! Ages 6-10.

Sat 6/22 North Branch 11 a.m.

 [Special Event: A Play on Swords Presents the Duelists](#)

A Play on Swords will show off their swordplay skills and talk about different styles of dueling. Designed for youth 7+, this special program will give an opportunity to learn about and watch a duel.

Thurs 6/27 South Branch 3 p.m.

 [Choo-Choo's Library Adventure Magic Show](#)

All aboard the magic choo-choo train! Join us for a magic show filled with mesmerizing tricks, captivating illusions, and plenty of laughter along the way. Ages 5-10.

Fri 6/28 Emily Fowler 3 p.m.

[Art Day](#)

Join us for Art Day at the library! Kids will have a chance to learn about pointillism and collages and put their skills to the test. Designed for ages 6-11.

Thurs 7/11 South Branch 4 p.m.

 [Creature Teacher](#)

Join Ms. Emiley to learn about different types of creatures in this fun event! Meet real animals! Seating is limited. Ages 5-10

Mon 7/15 North Branch 4 p.m.

Fri 7/26 South Branch 2 p.m.

[Harry Potter Day](#)

We will be celebrating Harry Potter and ringing in his birthday on this fun afternoon. There will be activities and Harry Potter magic. Wands and costumes are encouraged.

Thurs 7/25 South Branch 4 p.m.

Children's Programs - Weekly Programs

[Toddler Time](#)

Participate with your toddler in these special classes that promote literacy and social interaction through stories, songs, and toddler-appropriate activities. Ages 1-3 and their caregiver.

Tues 6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30 South Branch 10 a.m.

Tues 6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30 South Branch 11 a.m.

Wed 6/5, 6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31 Emily Fowler 9:30 a.m.

Thurs 6/6, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25 North Branch 9:30 a.m.

[Story Time](#)

Join us for interactive preschool classes that use stories, songs, and puppets to build early literacy skills and prepare children to learn to read. For children ages 1-5 and their caregivers.

Wed 6/5, 6/12, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31 Emily Fowler 11 a.m.

Thurs 6/6, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25 South Branch 11 a.m.

Fri 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26 North Branch 11 a.m.

[Baby Story Time](#)

Bring your baby to these classes promoting infant and caregiver bonding through stories, songs, and activities. For infants as old as 18 months and their caregivers.

Thurs 6/6, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25 South Branch 9:30 a.m.

Fri 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26 North Branch 9:30 a.m.

[Family Story Time](#)

Join us for interactive preschool classes that use stories, songs, and puppets to build early literacy skills and prepare children to learn to read. For children ages 1-5 and their caregivers.

Sat 6/8, 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27 South Branch 10 a.m.

Children's Programs - Story Times

[\[Preservation Month\] Storytime](#)

Join us for a special Storytime where children can learn more about their community.

Wed 5/8 Emily Fowler 11 a.m.

[Bring-A-Blanket Story Time in Quakertown Park](#)

Join us for a Story Time in Quakertown Park! Bring a blanket to spread out on the grass as we read, sing, have fun, and learn together. In the case of inclement weather, we will meet inside the Emily Fowler Central Library. Ages 1-5.

Mon 6/3 Quakertown Park 10 a.m.

[Family Night Story Time](#)

Bring the family out to this evening Story Time to enjoy songs, books, and rhymes with your little ones. Designed for children ages 1-5 and their caregiver, but children of all ages welcome.

Wed 6/5 North Branch 6:30 p.m.

Tues 6/11, 7/9 Emily Fowler 6:30 p.m.

[Bilingual Story Time](#)

Join us at the library for Bilingual Story Time/Hora de Cuentos Bilingües. Once a month, we will have bilingual stories and songs! Venga a la biblioteca por Hora de Cuentos Bilingües/Bilingual Story Time. Una vez por mes, tenemos cuentos y canciones!

Fri 6/7, 7/5, 8/2 South Branch 10 a.m.

[Bilingual Story Time/Hora de Cuentos Bilingües](#)

Join UNT-Dallas professor Victor Lozada for interactive classes that use stories, songs, and puppets in Spanish and English to prepare children to learn to read! Conecta con el Profesor de UNT-Dallas Victor Lozada para clases interactivas que utilizan cuentos, canciones, y marionetas en español e inglés para preparar a los niños a aprender a leer.

Wed 6/12, 6/26, 7/10, 7/17 North Branch 10 a.m.

[Special Story Time: Sleepover Adventure](#)

Have your child bring their stuffed animal and wear pajamas to this special sleepover Story Time! We will be having an afternoon story time and our stuffed animals can sleep over at the library (and can be picked up before or at story time the next day). Designed for ages 2-7

Fri 7/5 South Branch 5 p.m.

[Unicorn and Dragon Story Time](#)

Join us for a magical Story Time made for little unicorn and dragon lovers! Enjoy enchanting tales, sing-along songs, and playful dances, all leading to a visit from Glitter, our friendly Unicorn. It's a short and sweet adventure filled with giggles and wonder! Ages 1-5.

Fri 7/12 North Branch 11 a.m.

Children's Programs - STEM

 [The Buzz About Bees](#)

Explore the incredible world of bees with Master Craftsman Beekeeper Michelle Boerst! Discover their vital role in our food chain and environment, and get up close with an observation hive for a unique viewing experience. Join us to learn and appreciate the buzzworthy world of bees! Ages 5-10.

Tues 6/18 North Branch 4 p.m.

[LEGO® Club](#)

Attention young builders! Join the excitement at our LEGO® Club, where learning, problem-solving, and endless creativity come together for a fun-filled experience. All the LEGO® bricks you need will be waiting for you at the library—come let your imagination soar and turn your ideas into awesome creations! Ages 6-10.

Thurs 6/20, 7/18 North Branch 4 p.m.

 [The Wonders of Sharks with Shark Bo](#)

It's Shark Week and Shark Bo is on a mission to inspire young minds about the wonders of sharks and the importance of ocean preservation. After the presentation, kids and their grown ups will get to touch, feel, and explore real shark teeth! Ages 5-10.

Wed 7/24 Emily Fowler 3 p.m.

Teen Programs

[Cinco de Mayo Celebration](#)

Join us for food, fun, and a lesson on the history of Cinco de Mayo! Ages 11-17.

Wed 5/1 South Branch 7 p.m.

 [SRC Teen Volunteer Orientation](#)

Looking for a volunteer opportunity this summer? Come learn how you can help the library with our summer reading program! Ages 11-17.

Wed 5/15 South Branch 5 p.m.

Tues 5/28 North Branch 6:30 p.m.

Fri 5/31 Zoom 5 p.m.

[Teen Advisory Board](#)

Come to the Teen Advisory Board to make your voice heard! Tell us what you'd like to see and earn volunteer hours to boot! Ages 11-17.

Mon 5/20, 6/3, 7/15, 8/19 South Branch 6 p.m.

[Teen Early Release Days](#)

School is out early! Come hang out with your friends at the library and enjoy these fun activities!

Movie Day

Thurs 5/23 North Branch 12:45-2:45 p.m.

End of School Party- Perot Museum STEM Activities

Fri 5/24 North Branch 1-3 p.m.

End of School Party- Trivia

Fri 5/24 North Branch 1 p.m.

End of School Party- Read to Rover Dogs!

Fri 5/24 North Branch 1:30 p.m.

End of School Party- Video Game Tournament

Fri 5/24 North Branch 2 p.m.

[Cosplay Café](#)

Join us for some tips and tricks on making your own costumes and props! Snacks will be provided! Ages 11-17.

Sat 6/8 South Branch 3-4:30 p.m.

[Murder Mystery Party*](#)

Come join us for food while you solve a mind-bending murder! Costumes are encouraged! Ages 11-17.

Wed 6/12 South Branch 6-8 p.m.

[Dungeon Master Class: Exciting Encounters](#)

Learn how to spice up your encounters with dynamic battlefields and multiple objectives! Perfect for aspiring and veteran dungeon masters alike! Ages 11-17.

Mon 7/1 South Branch 7:30 p.m.

[Nerd Night Trivia](#)

Bring your nerdiest friends and enjoy an evening of competitive trivia! First prize: Fame and Glory, and a prize basket for your team. Ages 11-17.

Tues 7/30 North Branch 6:30-8 p.m.

[Teen Book Swap](#)

Do you have a few books or comics that you don't really need any more? Come to our book swap to see if you can change it out with some items your peers bring along! Bring at least 1 gently used teen book, manga, or comic book to participate! Ages 11-17.

Wed 8/7 South Branch 6 p.m.

[Public Speaking 101](#)

You never know when you may be called upon to speak to a crowd or give a presentation. Whether you'd like to overcome stage fright or learn some tips to improve your speeches, this is the class for you! Ages 11-17.

Sat 8/31 South Branch 3 p.m.

Teen Programs - Arts and Crafts

[Craft & Relax*](#)

Join us each month for a new craft! Supplies and tools are provided, you just need to bring your creativity! Ages 11-17.

Buttons

Wed 5/22 South Branch 5 p.m.

Adventurer's Hat

Wed 6/26 South Branch 5 p.m.

Pearler Bead Art

Wed 7/24 South Branch 5 p.m.

Agenda Notebook

Wed 8/28 South Branch 5 p.m.

[Friendship Bracelets- Taylor's Version \(Teen Edition\)](#)

Hang out with fellow Swifties, make friendship bracelets, and share your favorite T-Swift songs. Prove you are a mastermind and answer Taylor Swift trivia questions. Ages 11-17.

Tues 6/18 North Branch 6:30 p.m.

[Bad Art- Teen Edition](#)

Whether you are the next Van Gogh or you have trouble drawing a stick figure, come join us to create some art! Ages 11-17.

Tues 6/25 North Branch 6:30 p.m.

Adult Programs

[ESL Classes, Hosted by NTAEL](#)

For more information about English as a Second Language (ESL) classes hosted by North Texas Adult Education and Literacy, call (940)369-0400. Llama al (940)369-0400 para más información.

[Exploring Western Philosophy*](#)

Explore the foundations of Western thought from its beginnings in an interactive class with Dr. Eva H. Cadwallader Ph.D., Emerita, in philosophy. To register, email Randy.Simmans@cityofdenton.com.

Thurs 5/16, 5/23, 5/30, 6/6, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25 Zoom 2-3:30 p.m.

[Sustainable Denton Classes](#)

Join Sustainable Denton for classes that encourage attendees to improve and strengthen our environment. Denton's Wildlife Habitat Program – May 16 / Recycling 101 – July 11 / Water Conservation – Aug 29

Thurs 5/16, 7/11 Emily Fowler 5:30 p.m.

Thurs 8/29 Emily Fowler 6 p.m.

[Drumming Workshop with Josh Calef*](#)

Join drummer Josh Calef for a fun drumming experience where people of all backgrounds can connect, communicate, and feel empowered through music! Visit Josh at <https://www.joshuacalef.com/>.

Sat 5/18 Emily Fowler 2:30 p.m.

[Growing and Nourishing Healthy Gardens*](#)

Presented by Texas A&M AgriLife Extension Service and funded, in part, by the Supplemental Nutrition Assistance Program, this 6-week series includes topics on how to build, maintain, and harvest a container garden. Registrants must be able to attend at least 5 sessions. An optional make-up class is scheduled for Thursday, July 2 at 6:00.

Tues 5/21, 5/28, 6/4, 6/18, 6/25, 7/2 Emily Fowler 6 p.m.

Thurs 6/13

Emily Fowler 6 p.m.

['80s Trivia Night](#)

Join us for an awesome evening of 80's trivia. Flashback to the 80's as we take a totally tubular ride down memory lane. Snacks provided and a trophy for the winner (or winning team.) Ages 18+.

Mon 6/24 North Branch 6:30-8 p.m.

[Adult LEGO® Night](#)

All grown up but still love to build with LEGO® bricks? Join fellow brick-building enthusiasts and let your imagination run wild. Library supplies the LEGOs, you bring the creativity.

Mon 7/22, 8/19 North Branch 6:30-8 p.m.

 [\[Author Ad\] Author Amanda Gann Churchill*](#)

Join Texas native Amanda Gann Churchill, author of *The Turtle House* (Feb 2024) in conversation with Kimberly Garza, author of *The Last Karankawas* (2022), on writing and family history. Churchill's debut explores a grandmother-granddaughter relationship and family secrets in a small Texas town. Visit <https://www.amandagannchurchill.com>. Light snacks will be served.

Tues 7/23 Emily Fowler 6:30 p.m.

[Friendship Bracelets- Taylor's Version \(Adult Edition\)*](#)

Hang out with fellow Swifties, make friendship bracelets, and vote for your favorite Taylor Swift songs. Prove you are a mastermind and answer Taylor Swift trivia questions. Ages 18+.

Mon 7/29 North Branch 6:30-8 p.m.

Adult Programs - Arts and Crafts

[Crafter's Corner](#)

Bring your current crafting project to work on and meet others in the local crafting community. Share ideas, get tips and inspiration, and learn something new at this come and-go program.

Fridays 9-11:30 a.m. at North Branch

Thurs 5/2, 5/9, 5/16, 5/23, 5/30, 6/6, 6/13, 6/20, 6/27, 7/11, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29 **Emily Fowler** **9:30-11:30 a.m.**

Fri 5/17, 5/24, 5/31, 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 8/30 **North Branch** **9:30-11:30 a.m.**

[Bad Art Night*](#)

No artistic skills? None needed for this art program! Come make the strangest, silliest piece of art you possibly can. Materials provided; judgment and worry left at the door.

Mon 6/3, 8/26 North Branch 6-7:30 p.m.

[Crafting Classes*](#)

Explore various handicraft classes taught by experienced crafters. Learn to crochet, knit, or macrame. Or make beaded art creations. Supplies provided. Ages 18+.

Granny Squares and Other Shapes

Wed 6/5 North Branch 10 a.m.-12 p.m.

Bonsai Trees

Tues 6/11 North Branch 6:30-8:30 p.m.

Tunisian Crochet For the Experienced Crocheter

Wed 7/24 North Branch 10 a.m.-12 p.m.

[Off-Loom Beadwork Workshop*](#)

Create unique styles using beads and the peyote stitch-weaving technique with the instruction of experienced craftswoman Mary Cresson. All materials provided.

Sat 7/13 South Branch 2-4 p.m.

[Acrylic Painting*](#)

Join us as we learn the basics of acrylic painting. No experience necessary and all attendees will create the same painting. All supplies provided. See the online registration pages for previews of the featured paintings. Ages 18+.

Tues 7/16, 8/20 Emily Fowler 6:30-8:30 p.m.

[Captured Stone Pendant Workshop*](#)

Use your wire weaving skills to create a captured stone pendant. All materials provided

Wed 7/17 South Branch 6:30-8:30 p.m.

Adult Programs - Technology

[Goodwill Digital Career Accelerator Classes*](#)

Specialists from Goodwill's Digital Career Accelerator program will be at the library to help you sharpen your computer skills advance your career. Ages 18+.

Google Slides

Mon 6/10 The Forge at North Branch 4:30-6 p.m.

Basic Excel

Mon 6/24 The Forge at North Branch 4:30-6 p.m.

Cyber Security for Seniors & Avoiding Scams

Mon 7/8 The Forge at North Branch 4:30-6 p.m.

Internet & Email Basics

Mon 7/22 North Branch 4:30-6 p.m.

Resume Building

Mon 8/19 The Forge at North Branch 4:30-6 p.m.

[Intro to The Forge Makerspace*](#)

Want to know what a maker space is all about? Find out about makerspaces and what you can make and do in The Forge. Ages 18+.

Mon 6/17 The Forge at North Branch 7-8:30 p.m.

Fri 6/21 The Forge at North Branch 10-11:30 a.m.

[Summer Tote Bags*](#)

Learn how to use the Library's Cricut Venture and Maker 3 to personalize a canvas tote bag or zipper pouch. Ages 18+.

Mon 7/1 The Forge at North Branch 7-8:30 p.m.

Wed 7/3 The Forge at North Branch 2-4 p.m.

Adult Programs - Book Clubs

[Non-fiction Book Club*](#)

Biography to self-improvement, religion to travel, paranormal to psychology; this book club is the place to discuss what you've been reading with other nonfiction fans.

Wed 5/22, 6/26, 7/24, 8/28 South Branch 6:30-8 p.m.

[Rise and Shine Book Club](#)

Join us to discuss the selected fiction genre of the month. If it isn't your cup of tea, just choose something different to talk about at this casual book club. Refreshments provided. Ages 16+.

Historical Fiction

Sat 6/1 North Branch 10 a.m.

Fantasy

Sat 7/13 North Branch 10 a.m.

Debut Authors

Sat 8/10 North Branch 10 a.m.

Adult Programs - Community Services

[North Texas Adult Education and Literacy \(NTAEL\)](#)

Denton ISD provides English as a Second Language (ESL), High School Equivalency (HSE), Career Pathway (CPW) certification classes and Workplace Literacy.

For more information, call (940) 369-0400.

Llama al (940) 369-0400 para más información.

[The A, B, C, and D of Medicare with Wes Carter*](#)

Medicare is not easy to understand and can be frustrating! What is the best coverage for me? Do I need an Advantage plan? Join Wes Carter, Medicare benefits advisor, as he explains the do's and don'ts of Medicare. There are no sales or obligations. Ages 50+.

Thurs 5/2, 6/6, 8/1 South Branch 12 p.m.

[SNAP Application Assistance \[TAFB logo to be provided\]](#)

Representatives from Tarrant Area Food Bank are available by appointment to assist with SNAP benefit applications at the South Branch Library. For more information, contact Community Resource Specialists Jasmine Willis at 817-661-2427 or Yadira Verdeja at 817-661-2218. (Ms. Verdeja can provide assistance in Spanish as well as English.) SET ASIDE A STUDY RM

Fri 5/3 South Branch 9 a.m.-1 p.m.

Genealogy and Denton History

[\[Preservation Month\] Discovering Denton's History Using Newspapers](#)

Newspaper research is invaluable to the understanding of our community's moral, cultural, educational, and political development. The articles provide a daily diary of community events and contain vital information about people's lives. Learn search techniques for the Denton County Newspapers available on the Portal to Texas History and other free resources.

Thurs 5/2 Emily Fowler 7-8:30 p.m.

[Denton County Genealogical Society - Family Favorites: Recipe & Story Swap](#)

Food and family gatherings are an important part of our history. We will have our annual show-and-tell with the culinary theme: "Family Favorites: Recipe & Story Swap." Sharing of any member research is encouraged—culinary or otherwise. The program will follow a business meeting and election of officers for the upcoming term. Visitors welcomed.

Thurs 5/9 Emily Fowler 6:30-8:30 p.m.

 [\[Preservation Month\] Mid-Century Modern Masters Architecture Tour](#)

Tour O'Neil Ford's First Christian Church and Mount-Miller's Denton Unitarian Universalist Church. Both buildings are across the street from each other on Cordell St. The architecture tour will meet at First Christian Church 1203 Fulton St. This event is part of the Preservation Month calendar of activities.

Sat 5/11 First Christian Church 10 a.m.

[Writing and Telling Your Stories with Emily Richardson*](#)

Each month, a different concept will be used to write your personal family story: writing using photographs, writing using prompts, telling your story using audio/video and learning how to edit your work. This series of classes is designed for those interested in writing their family stories regardless of their experience with writing.

Using Photographs to Stir the Family Story Memories

Fri 5/17 Emily Fowler 9 a.m.

Prompts for Writing Ideas about your Life

Fri 6/21 Emily Fowler 10-11:30 a.m.

Verbalizing instead of the Written Word - Oral Histories

Fri 7/19 Emily Fowler 10-11:30 a.m.

Learning to Edit to Create a Better Final Product

Fri 8/16 Emily Fowler 10-11:30 a.m.

[Connections: A Genealogy Discussion Group **](#)

Join us to discuss genealogical research methods and historical context in an unique and interesting way. We will read and discuss articles published in STIRPES, the Journal of TxSGS. Registrants will be sent the focus article and list of questions for each meeting.

Untangling the Lives of Individuals Who Share the Same Name by Hannah Kubacak, June 2023 issue, pages 38-47.

Fri 5/24 Emily Fowler 11 a.m.

Explore Your Ancestor's World Through Sanborn Maps and Directories by Pat Gordon, December 2019 issue, pages 6-12.

Fri 6/28 Emily Fowler 11 a.m.

The World War II Service of Lloyd H. Westervelt Jr. by L. Charles Westervelt, September 2020 issue, pages 50-55.

Fri 7/26 Emily Fowler 11 a.m.

Revisiting and Reconnecting to Our Genealogy

Fri 8/23 Emily Fowler 11 a.m.

 [\[Preservation Month\] Preserve Your Memories Workshop*](#)

Bring a paper-based item from your collection to learn proper preservation techniques. Presented at the UNT Preservation Lab by their team. This program requires registration and has very limited capacity.

Sat 5/25 UNT Annex 10 a.m.-12 p.m.



City of Denton

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

Legislation Text

File #: LB24-030, **Version:** 1

AGENDA CAPTION

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

- Reevaluation of Materials Policy
- Circulation Services Policy
- Rules of Conduct Policy



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: April 8, 2024

SUBJECT

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

- Reevaluation of Materials Policy
- Circulation Services Policy
- Rules of Conduct Policy

BACKGROUND

The following policy updates are recommended to the Library Board:

Reevaluation of Materials Policy-Exhibit 2

The redline draft shows proposed updates, modifying the review process to add a provision for appeal.

Circulation Services Policy-Exhibit 3

The redline draft shows a proposed correction to the TexShare card expiration date and the addition of information for the Books2Go DISD staff accounts.

Rules of Conduct Policy-Exhibit 4

The redline draft shows proposed updates to the suspension periods for teens.

RECOMMENDATIONS

Library staff recommends approval of the policy updates.

EXHIBITS

1. Agenda Information Sheet
2. Reevaluation of Materials Policy
3. Circulation Services Policy
4. Rules of Conduct Policy

Respectfully submitted:
Jennifer Bekker

Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



DENTON PUBLIC LIBRARY

REEVALUATION OF MATERIALS POLICY

Approved by the Denton Library Board September 2, 2004
Library Board approved revision, November 13, 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.

- An individual who resides or owns property within the city limits of the City of Denton and requests reconsideration of any materials must complete and sign a *Customer Request for Reevaluation of Materials* form to initiate the reevaluation process.
- The completed and signed form ~~shall be~~ received by a librarian will be, dated, and submitted to the Director of Libraries or designee within two (2) business days of receipt.
- The Director of Libraries will forward the form to the ~~Professional~~ Reevaluation of Materials Committee, which is comprised of ~~professionals~~ Master's degreed professional librarians employed by the City of Denton chosen at the beginning of each new fiscal year.
- The Director of Libraries will notify and keep City Administration and the City Attorney's Office abreast of all facets of this process from receipt of the original complaint to final decision.
- Review and response timelines may be modified in exceptional circumstances such as concurrent or overlapping leave, personnel transitions, etc. In the event of a modification, the complainant will be notified.
- ~~The committee members~~ Reevaluation of Materials Committee members shall will examine the material independently. The Reevaluation of Materials Committee ~~shall will~~ meet to discuss individual findings, draft a recommendation concerning disposition of the material, and submit the recommendation along with the original Customer Request for Reevaluation of Materials form to the Director of Libraries for review within six (6) weeks of the date the request for reevaluation form was received submitted to the Director of Libraries. ~~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 will review the material and consider the recommendation from the Reevaluation of Materials Committee to reach a decision regarding the status of the item. The complainant will receive notification of the Director of Libraries's decision within three (3) months after the Reevaluation of Materials Committee provides their recommendation, except in exceptional circumstances. The Director of Libraries will also inform City Administration and the City Attorney's Office of the decision, and notify the Library Advisory Board during the next scheduled meeting. 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 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' decision is final unless timely and properly appealed as provided in this Policy.~~
- ~~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.~~
- ~~If the complainant is not satisfied with the decision, the complainant may file a written appeal letter. The written appeal must be received at the following address below within 30 days of the date of the Director of Libraries' decision letter.~~

Denton Public Library
Attn: Library Reevaluation Appeal Committee
502 Oakland Street
Denton, TX 76201

- ~~An Appeal Committee, comprised of members of the Denton Library Advisory Board, will review timely filed appeals at their regularly scheduled meeting if the appeal is submitted at least 30 days before the next scheduled Library Advisory Board meeting. If the appeal is not submitted within 30 days before the next scheduled Library Advisory Board meeting, the appeal will be heard at the following Library Advisory Board meeting.~~
- ~~The Director of Libraries may bring complaints regarding materials to the Denton Library Board for consideration and official input. In the event of an appeal, the Director of Libraries will supply each Library Board member with copies of the material and 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~~decision of the Appeal Committee is final and will be communicated in writing to the ~~requestor-complainant~~ by Library Administration.
- Once ~~validated by the process~~ a reconsideration decision becomes final, 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 reside or own property within the city limits of the City of Denton

I have a current borrower account at the Denton Public Library

Library card # _____

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.

Page 2

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 professional 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 professional 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

CIRCULATION SERVICES POLICY

Approved by Library Board, February 3, 2005
Library Board approved revision, November 22, 2022

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 strengthens community, transforms lives, and inspires imagination.

- **Vision Statement:**

~~Denton Public Library will be a welcoming and inclusive center of the community, advancing literacy and education, providing accessible and relevant resources and technology to expand knowledge, and developing innovative services and engaging activities to encourage discovery. 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.
 - 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	3Items	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 Item	3 Item	1 Year <u>Matches expiration date on the home library TexShare Card</u>	NO	NO
Youth Courtesy	3 Items ¹	3 Items	3 Years	YES	NO
DISD Books2Go <u>Student & Staff</u>	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 collection fee to a borrower’s account when the account is submitted to a collection agency.

Notices Schedule

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

- **Lost Items**

- Materials checked out and not returned twenty-one (21) days after the due date are considered lost.
- The customer is billed for the replacement costs of the materials.
- If a customer loses an item, they are responsible for the replacement cost for that item which is the list price of the item at the time it was added to the collection.
- The customer may not replace or substitute the lost item with another personally purchased item.
- Hot Spot service may be suspended if hot spot items are in billed status.
- In the event a lost item that has been paid for is found and is returned to the library, the customer will receive a refund.
- If the customer has lost a DVD or CD but still has the case, the customer is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.
- **Non-Print Items Returned Incomplete**
 - If a customer returns an item that is lacking one or more of its components the customer is responsible for returning the missing component(s).
 - The item will not be removed from the customer's account until the missing component(s) is/are returned.
 - In the event the customer does not return the missing component(s) the item will be considered 'lost' and the customer will be charged the corresponding fees.
- **Damaged Items**
 - Items damaged beyond normal wear and tear are the responsibility of the customer.
 - The customer is responsible for returning items in the same condition as when they were checked out.
 - Fees for damaged materials will be the list price of the item at the time it was added to the collection.
 - The customer may not replace or substitute the damaged item with another personally purchased item.
 - If the customer has permanently damaged a DVD or CD but still has the case, the customer is responsible for the entire amount of the item. The price of the case will not be subtracted from the replacement cost.
- **Interlibrary Loan – Overdue, Lost or Damaged Items**
 - The library customer is responsible for all materials borrowed from another library at the customer's request.
 - The library honors any restrictions and/or check out periods the lending library may place on the material.
 - The library customer will pay any charges assessed by the lending library for lost or damaged items as well as any overdue fines assessed by the lending library.

Fees for Lost or Damaged Items

- **Schedule of Fees**
 - Refer to the Denton Public Library Schedule of Fees for charge amounts
- **Waive Requests for Fees**
 - Denton Public Library will not negotiate or waive fees except when they are assessed in error.
 - According to the Texas Constitution, municipalities may not give away anything they are entitled to possess, such as established fees. When a fee has been created by local government, the fee cannot be erased.
 - Fees may be appealed in the face of extreme personal hardship, such as hospitalization, incarceration, natural disaster, theft, or the like.
 - Customers affected in this way must bring in proof of the hardship and appeal the charge.

DEFINITIONS

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

Adult: Customer age 18 and older.

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

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

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

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

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

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

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

Juvenile: 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

ORDINANCE NO. 22-1968

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

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

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

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

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

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

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

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

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

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

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

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicki Byrd, District 1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Beck, District 2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jesse Davis, District 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alison Maguire, District 4:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon Chase McGee, At Large Place 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Watts, At Large Place 6:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED AND APPROVED this the 27th day of September, 2022.



 GERARD HUDSPETH, MAYOR

ATTEST:
 ROSA RIOS, CITY SECRETARY

BY: 



APPROVED AS TO LEGAL FORM:
 MACK REINWAND, CITY ATTORNEY

BY: 

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

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

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

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

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

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

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

Printing and Copying Costs *Fees for printing and copying*

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

Makerspace Material Costs *Fees for makerspace material supplies*

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

Retail* *Sale of supplies to the public*

USB drive	\$5.00
Earbuds	\$1.00

**Sales taxes apply to retail sale items.*



DENTON PUBLIC LIBRARY

RULES OF CONDUCT

Effective February 2, 2007

Approved by the Library Board, August 28, 2006

Library Board approved revisions, September 11, 2023

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 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 ~~30, 60, 90 days or~~ three (3) months, six (6) months, or one year as determined by library employees.

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, 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, including vestibules and covered doorways. Bicycles must be parked 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 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 whose bodily hygiene is offensive so as to constitute a significant 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 must be submitted in writing to the Library Suspension Review Committee as visits in person to any Denton Public Library location are prohibited.

The written appeal must be received at the following address within 30 days of the date the notice is issued. **This appeal process shall only apply to any library suspension issued by a library employee and shall not apply to a Trespass Warning on City Property issued by a police officer.**

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. 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 the 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.



Legislation Text

File #: LB24-026, Version: 1

AGENDA CAPTION

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

- North Branch Facility Maintenance Projects
- Emily Fowler Facility Projects
- Summer Reading Challenge
- Marketing Services
- Succession Planning and Professional Development Plan



AGENDA INFORMATION SHEET

DEPARTMENT: Library

ACM: Christine Taylor

DATE: April 8, 2024

SUBJECT

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

- North Branch Facility Maintenance Projects
- Emily Fowler Facility Projects
- Summer Reading Challenge
- Marketing Services
- Succession Planning and Professional Development Plan

BACKGROUND

Renovation projects at the North Branch continue to move forward. Lighting updates in staff areas have begun. Laminate flooring will be installed in the staff breakroom, Forge Makerspace, Meeting Room, AMP, and Program Room in the first two weeks of April. The Forge Makerspace will be closed on Saturday, April 13 for its reflooring. Roofers have determined that the building needs a new roof rather than an overlay of the existing roof. That project will occur April-July, requiring drive-thru and book drop traffic rerouting into a U-turn instead of circling the building. The drive-thru and external book drop will be unavailable for two days in late April or early May to repair and repaint the external walls of the south facing side of the building. The branch will be closed to the public from Sunday, May 5th through Monday, May 13th for flooring installation and the rearrangement of shelving and furniture in public areas. The drive-up service window will be open during the closure Mon-Sat 9 a.m.-5:30 p.m. and 1-4:30 p.m. Sun. The book drop will be available 24/7 during the facility closure.

Emily Fowler Central Library facility projects will begin this spring and include the construction of a new conference room and three study rooms downstairs, near the public computers and facility updates similar to the North Branch updates. The conference and study room project is expected to begin in mid-April. A temporary wall will be erected in the area to reduce noise and dust. The facility improvement projects to repaint, recarpet, and update lighting and electrical wiring throughout the building will kick off in late spring. Planning for the updates has just begun, with no dates or specifics set at this time.

Planning for the annual Summer Reading Challenge is being finalized. The 2024 theme is Adventure Begins at Your Library. A member of the Reading Program Committee will present at the Library Board's May meeting.

Library staff are reviewing multiple marketing services that support libraries. The library is seeking a service that provides automated e-mails, newsletter support, and options for online card registration. The

system needs to integrate with the library's software to automatically send information and create dynamic content. Marketing was identified as a priority in the recent Library Strategic Plan process.

The Library Succession Planning and Professional Development Plan has been finalized and shared with library staff. The plan is currently being used to work with staff members to develop goals as part of the City's performance review process. The plan is attached as Exhibit 2.

EXHIBITS

1. Agenda Information Sheet
2. Succession Planning and Professional Development Plan

Respectfully submitted:
Jennifer Bekker
Director of Libraries

Prepared by:
Jennifer Bekker
Director of Libraries



Denton Public Library

Succession Planning and Professional Development

Approved by the Library Management Team, March 2024

Succession planning and professional development is essential for the long-term sustainability of any organization. Succession planning identifies future leaders, identifies competencies necessary to meet department goals, identify skill gaps, identifies vulnerabilities, and risks, and manages changes of key positions.

Action Plan

This document is intended to evaluate and pinpoint the present and future skill requirements for various positions within the library, as well as to recognize opportunities for current staff members to enhance their skills should they express an interest in career advancement. Supervisors will employ performance goals and regular coaching discussions to collaborate with employees keen on progressing, providing guidance on training, mentorship, and assignments geared towards skill-building and broadening experience. It's important for staff to understand that while efforts will be made to support their growth, promotion is not guaranteed. All recruitment for positions follows the City of Denton's hiring procedures, ensuring that the most suitable candidate is selected based on the requisite skills and competencies for each role.

1. Review existing positions considering current and future needs.
2. Identify skill sets needed for key positions.
3. Survey current employees to understand individual career goals and interests.
4. Assess skill readiness.
5. Identify and assign new projects and training to develop skills in current employees.
6. Manage and plan for transition of duties as vacancies occur.

Overview of Current Staffing

As we consider succession planning, it is essential to gain a comprehensive understanding of our current staffing landscape.

One critical aspect we monitor is retirement eligibility within our organization. As seasoned professionals consider their next steps and retire, we are faced with the loss of invaluable institutional knowledge and expertise. Their departure poses significant challenges, as their wealth of experience and insights have been instrumental in shaping our library's operations and services.

Moreover, as we strive to serve our diverse and dynamic local community effectively, it is imperative that our staff composition reflects the rich tapestry of backgrounds, cultures,

and perspectives present within our community. By fostering a workforce that mirrors the Denton community, we can enhance our ability to connect with patrons, understand their needs, and deliver services that are culturally responsive and inclusive.

Currently seven out of 12 Library Leadership Team positions are currently eligible to retire (yellow), and two others are eligible to retire within 10 years (orange).

Position Title	Name	Year to Retire
Director	Jennifer Bekker	Currently eligible
Branch Manager	Kimberly Wells	Currently eligible
Branch Manager	Stacy Sizemore	Currently eligible
Branch Manager	Rebecca Ivey	2026
Technical Services Manager	Rachel Reeves	2035
Assistant Branch Manager	Laura Douglas	Currently eligible
Assistant Branch Manager	Kasey Fanucchi	2035
Assistant Branch Manager	Fred Kamman	Currently eligible
Circulation Supervisor	Dee Brown	Currently eligible
Circulation Supervisor	Robert Mitchell	Currently eligible
Circulation Supervisor	Jason Mims	2042
System Operations Administrator	Trey Ford	2031

Currently three out of 13 professional full-time Librarians/Archivists are currently eligible to retire (yellow) and another one is eligible to retire within ten years (orange).

Position Title	Name	Year to Retire
Librarian	Hope Cockrell	Currently eligible
Librarian	Shannon Young	2039
Librarian	Haley Phillips	2037
Librarian	Chuck Voellinger	Currently eligible
Archivist	Matt Davis	2032
Librarian	Dawn Terrizzi	2035
Librarian	Sarah Ward	2035
Librarian	Vacant	
Librarian	Ross Scoggin	2035
Librarian	Alex Pearson	2043
Librarian	Stacey Irish-Keffer	Currently eligible
Librarian	Karli Pierce	2039
Librarian	Nanya Jackson	2043

Currently 10 out of 19 support staff positions are currently eligible to retire (yellow) and another five are eligible to retire within ten years (orange).

Position Title	Name	Year to Retire
Administrative Assistant III	Cindy Carter	Currently eligible
Senior Library Specialist	Beth Veon	Currently eligible
Library Specialist	Jake Crowley	2027

Library Specialist	Marsha Sanford	Currently eligible
Senior Library Specialist	Leslie Couture	Currently eligible
Library Specialist	Lara Elio	2032
Library Assistant	Isaac Serna	Currently eligible
Library Assistant	Greg Fowler	2026
Library Assistant	Kat LaRowe	2040
Library Specialist	Bill Smith	Currently eligible
Library Assistant	Michelle Williams	Currently eligible
Library Assistant	Kat Schroeder	2034
Library Assistant	Gregg Woodard	2042
Library Specialist	Randy Simmans	2024
Library Specialist	May Beth Everett	Currently eligible
Library Assistant	Melva Hamilton	Currently eligible
Library Assistant	Chris Savercool	Currently eligible
Library Assistant	Kobie Clarke	2035
Library Assistant	Bonny Palmer	2040

Current vs. Future Position Needs

Current strengths of the department include:

- Strong respect and support from Denton community as noted in City community surveys and formal and informal feedback from community members
- Passionate staff
- Recent compensation study adjusting salaries, position leveling, and hiring process
- Leveraging of community partnerships to bring in additional services and expertise

The department will cultivate and preserve the identified strengths by:

- Providing continued outstanding service and engagement with Denton community members
- Involve staff in decision-making processes and special projects to maintain enthusiasm
- Work with City of Denton Human Resources to ensure that compensation rates and benefits continue to retain current employees and attract qualified candidates
- Collaborate with community partners on joint projects and activities to maximize community impact

Vulnerabilities and areas of concern include:

- Loss of institutional knowledge as long-time employees retire or employees leave the organization
- Tight resources, with staffing levels stretched to the point of potential interruptions of services
- System-wide communications and consistent culture across all locations
- Diversity throughout all levels of positions and departmental leadership

The department will address areas of vulnerability by:

- Encouraging employees to document critical processes and insights to record institutional knowledge and regularly review and update existing policies and procedures
- Experienced employees may mentor or train staff members seeking future advancement to model and transfer knowledge
- Advocate for increased resources by gathering data and documenting the impact on services and the community and identify areas for increased efficiency through workflow adjustments, resource allocation, and technology implementation
- Provide opportunities for cross team collaborations, provide regular system-wide communications, and integrate vision and values discussions into team meetings and regular discussions, offer leadership development support and opportunities for all interested staff members
- Collaborate with UNT and TWU Library and Information Departments to support internships and mentorship opportunities with DPL and the universities
- Encourage library and information science program recruitment for students from diverse backgrounds

Department position needs are reevaluated regularly as vacancies occur, new services are added, and the community grows. Appendix A includes the 2023 projected Library position needs. With a new expanded South Branch Library, additional staff are needed for South Branch operations, Technical Services collection development, cataloging, and processing, and Administration technology and departmental administrative operations. In addition, Emily Fowler Central Library and North Branch have ongoing staffing needs. With the addition of a fourth library location, anticipated in 2036, additional positions will be needed for those branch operations as well as the Technical Services operations to support the fourth library location.

Key Positions

Library department position titles are classified A, B, or C based on the position priority and classified as 1, 2, or 3 based on position criticality to department operations. Positions with A or B priority and 1 or 2 criticalities will be noted as leadership or key positions for the purposes of succession planning.

Position Priority-the level of significance assigned to a particular role within the department. Factors influencing priority may include the role's impact on the overall operational strategy, its contribution to key objectives, and the specialized skills and knowledge required for success.

A: Extremely high-interrupts service and/or loss of organizational memory

B: High-creates major coverage issues or slowed service delivery

C: Moderate-creates minor coverage or service issues

Position Criticality-the degree of impact a specific role has on the department’s ability to achieve its goals and maintain operational efficiency.

- 1: Critical-new hire must hit the ground running
- 2: Very important—new hire must be fully functional within six months
- 3: Important—new hire must be fully functional within one year

Position Title Priority and Criticality		
Position	Priority	Criticality
Director	A	1
Assistant Director	A	1
Branch Manager	A	2
Technical Services Manager	A	2
Assistant Branch Manager	B	2
System Ops Admin	A	1
Circulation Supervisor	B	2
Administrative Assistant III	A	2
Archivist	B	2
Librarian	B	3
Administrative Assistant III	A	2
Senior Library Specialist-TS	A	2
Senior Library Specialist-Special Coll.	C	3
Library Specialist	C	3
Library Assistant	C	3

Competencies for Key Positions

Critical Thinking Skills

- Demonstrated sound judgement and decision making
- Clarifies issues and assesses possible problems
- Political awareness and sensitivity
- Knowledge of current issues and relevant culture(s)

Business Writing Skills

- Create clear, concise written documents for internal and external audiences
- Ability to use correct grammar, punctuation, and spelling
- Ability to create drafts, edit, and offer final approval
- Email etiquette

Strategic Orientation Skills

- Understand and integrate department and City goals in daily work
- Project management
- Long range outlook
- Community involvement and focus

Communication Skills

- Speaking skills, including presentation abilities
- Transparency with supervisors and subordinates
- Appropriate body language
- Listening skills

Technology Skills

- Familiarity with office computing technology (MS Office, e-mail, copiers, printers, etc.)
- Confidence with library software systems
- Initiates the learning and use of new technologies to improve workflow

Collaboration/Teamwork

- Build working and strategic relationships with co-workers, partners, stakeholders
- Conflict Management
- Ability to motivate others
- Demonstrates a positive, healthy work culture through daily interactions with others
- Uses feedback

Initiative

- Proactively seeks solutions
- Demonstrated project leader
- Self-starting
- Perseveres and adapts when challenges arise

Professionalism

- Professional appearance and demeanor
- Integrity
- Participates in continuing education training and/or professional organizations
- Takes responsibility for one's actions

Competencies for Leadership Positions

In addition to the above competencies for key positions, leadership competencies include the following.

Leadership Skills

- Advocacy in communicating the value of libraries to diverse stakeholders
- Values diversity and different ideas
- Strategic planning
- Ability to share vision and relate to others

Supervision Skills

- Effective time management and multi-tasking abilities
- Knowledge of legal issues related to labor, workplace, and staff
- Personnel management
- Policy development and defense

Candidate Skill Readiness Assessment

Library staff members indicated interest in advancement and professional goals in a staff survey. Supervisors assessed competency readiness for each staff member who indicated interest in advancement. Each competency was assessed using the skills assessment levels below. Supervisors will ask staff members who indicated interest in advancement to assess their readiness in each competency.

0	Unknown	Competency has yet to be assessed
1	Awareness	Applies the competency in simple situations; Requires extensive guidance; New or emerging skill; Has developed fundamental knowledge and occasionally demonstrates the competency
2	Building	Applies the competency in somewhat difficult situations; Requires frequent guidance; Developing level of skill, demonstrating competency with support.
3	Intermediate	Applies the competency in difficult situations; Requires occasional guidance; Proficient level of skill, demonstrating the competency consistently.
4	Advanced	Applies the competency in considerably difficult situations; Generally, requires little or no guidance; Authority level of skill; A trusted example of competency who proactively assists others.
5	Expert	Applies the competency in exceptionally difficult situations; Serves as a key resource and advises others; Strategist level of skill; Recognized expert of the competency who inspires and coaches others.

Professional Development

Supervisors will work with staff members to identify goals to advance readiness in those competencies identified as opportunities for professional development and further prepare an individual for a strong job candidacy when an advancement opportunity arises. Performance goals such as training, skill development, professional networking, job shadowing, professional reading, project management, leadership responsibilities, cross-training and mentoring or coaching will be discussed and assigned to support the professional growth of library employees.

Managing Transition

Change is inevitable and strong organizations plan for leadership and key position changes. Whether an employee is retiring or moving on to their next position in another organization, it is important to begin the search process as early as possible as part of the offboarding, position search, and onboarding process. Those leadership and key positions noted with an A or B priority and a 1 or 2 criticality should follow the succession process below:

1. For the employee-upon announcing intent to resign:
 - a. The employee should begin reviewing and updating documentation relating to procedures unique to their position.
 - i. Important documentation to leave for the new hire/interim:
 1. Summary of tasks and due dates
 2. Any usernames and passwords for position related services, groups, software (the new employee or interim will change passwords on the employee's last day)
 3. Budget information-if possible, with notes about how funds were intended to be used or budgeting decisions to provide background for new employee
 4. Instructions for how to carry out important tasks
 5. Calendar of important dates related to the position
 6. Important contacts-if possible, notify contacts of departure date and introduce them to interim or new employee
 7. If a supervisor: personnel files and documentation
 8. Meet with supervisor and interim/new employee to transfer knowledge, and share insights and best practices
 - b. If the employee has historical documentation that might be suitable for the Municipal Archive, they should contact the Municipal Archivist to determine whether any materials should be provided.
2. For the supervisor-upon learning of the employee's intent to resign:
 - a. The supervisor will follow City procedures regarding offboarding
 - b. Meet with employee and interim/new employee to transfer knowledge, and share insights and best practices
 - c. The supervisor will begin analysis of the position needs-including gaps or necessary skills/qualifications, update the job description, develop a hiring plan and timeline
 - d. For A priority or 1 criticality positions, determine if a position overlap or interim is needed and begin process to request permission for double fill or interim
 - e. Send announcement of resignation date to staff and plan a farewell party
 - f. Review City and department onboarding plans and develop onboarding and orientation plan for new hire
3. Position search, hiring, and onboarding:
 - a. The supervisor will follow City procedures regarding the hiring and interview process
 - b. The supervisor will conduct onboarding and orientation, creating 90-day plan with regular check-ins

By incorporating these additional steps and details into the transition process, the library can better manage leadership and key position changes, minimize disruption, and foster continuity and stability within the organization.

Conclusion

This document provides a practical roadmap for identifying future leaders, assessing our staff's skills, and navigating transitions effectively.

By proactively assessing skill readiness, offering growth opportunities, and carefully managing transitions, we can mitigate risks associated with staff turnover and ensure a successful transfer of knowledge and responsibilities. The overview of current staffing has underscored crucial areas such as retirement eligibility and the need for diversity within our team.

Looking ahead, it is vital to continuously refine our approach to meet evolving needs. By fostering a culture of improvement and investing in the professional development of staff members, we will be well-equipped to meet the evolving needs of the Denton community and uphold the high standards of service excellence that define Denton Public Library. This will be especially relevant with the expansion of the library system as it serves a growing population.

With the actionable plan outlined here and a steadfast commitment to Denton Public Library's mission and core values, we can navigate transitions, nurture a skilled workforce, and ensure the continued success and impact of Denton Public Library for years to come.

Projected Library Position Needs

December 2023

Position	Current FTEs					New SB (2028) FTEs					4th Location (2036) FTEs					
	Admin	TS	Fowler	North	South	Admin	TS	Fowler	North	South	Admin	TS	Fowler	North	South	C-H
Director	1					1					1					
Assistant Director						1					1					
Branch Manager			1	1	1			1	1	1			1	1	1	1
TS Manager		1					1					1				
Assistant Branch Manager			1	1	1			1	1	1			1	1	1	1
Head of Special Collections								1					1			
System Ops Admin	1					1					1					
Archivist			1					1					1			
Circulation Supervisor			1	1	1			1	1	1			1	1	1	1
Librarian-Adult			1	1	1			1	1	1			1	1	1	1
Librarian-Cataloging		1					2					2				
Librarian-Collection Development		1					1					2				
Librarian-Outreach	1					1					1					
Librarian-Special Collections			1					1					1			
Librarian-Teen				1	1				1	1				1	1	1
Librarian-Youth			1	1	1			1	1	2			1	1	2	2
Librarian Part-Time			0.5	0.5	0.5			0.5	0.5	0.5			0.5	0.5	0.5	0.5
Admin Assistant	1					1					1					
Sr. Library Specialist-Acquisitions		1					1					1				
Sr. Library Specialist-Local History			1					1					1			
Sr. Library Specialist-Technology						1					1					
Sr. Library Specialist Part-Time Technology	0.5					0					0.5					
Library Specialist-Adult/Makerspace				1					2	2				2	2	2
Library Specialist-ILL		1					1					1				
Library Specialist-Outreach											1					
Library Specialist-TS		1					2					2				
Library Specialist-Youth/Teen			1	1	1			1	1	1			1	1	1	1
Library Specialist Part-Time Outreach						0.5					0					
Library Specialist Part-Time Reference				0.5	0.5			0.5	0.5	0.5			0.5	0.5	0.5	0.5
Library Specialist Part-Time TS		0.5					0					1				
Library Assistant			3	4	3			3	4	5			3	4	5	5
Library Assistant Part-Time			1	2	1			1	2	1.5			1	2	1.5	1.5
Marketing position?						1					1					
TOTALS	4.5	6.5	13.5	15	12	7.5	8	15	16	17.5	8.5	10	15	16	17.5	17.5
	51.5					64					84.5					
Seasonal Page			0.12	0.12	0.12			0.12	0.12	0.18			0.12	0.12	0.18	0.18
Seasonal Intern								0.18	0.18	0.18			0.18	0.18	0.18	0.18