



**AGENDA  
WATAUGA LIBRARY BOARD  
REGULAR MEETING  
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD  
TUESDAY, MAY 14, 2024  
6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**ANNOUNCEMENTS**

**PRESENTATIONS**

**PUBLIC COMMENT** This is an opportunity for citizens to address the Council on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1) All comments are to be directed to the Council. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

**PUBLIC TESTIMONY FOR ACTION ITEMS** This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

**REPORTS FROM STAFF** Report from Library Director

1. Report from Library Director  
**Lana Ewell, Director of Library Services**

**CONSENT AGENDA** All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items.

1. Consider the approval of the March 12, 2024 meeting minutes  
**Linda Proskey, City Secretary**

**ACTION ITEMS** Discussion and action on proposed revision of Watauga Public Library's "Library Confidentiality Policy."

1. Discussion and action on proposed revision of Watauga Public Library's "Library Confidentiality Policy."  
**Lana Ewell, Director of Library Services**
2. Discussion and action on proposed revision of the Watauga Public Library's "Circulation Policy."  
**Lana Ewell, Director of Library Services**

#### **ITEMS FOR FUTURE AGENDAS**

#### **ADJOURNMENT**

**Action item**

#### **NOTICE**

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on May 10, 23024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey  
City Secretary





## AGENDA MEMORANDUM

**DATE:** April 29, 2024  
**TO:** Library Board Members  
**FROM:** Lana Ewell, Director of Library Services  
**SUBJECT:** Report from Library Director

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**BACKGROUND/INFORMATION:**

Overview from the Library Director regarding library services, activities, and trends.

**FINANCIAL IMPLICATIONS:**

NA

**RECOMMENDATION/ACTION DESIRED:**

General information sharing.

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. 2024 January Library Board Monthly Report
2. 2024 February Library Monthly Report for Library Board (2)
3. 2024 March Library Report for Library Board

**REVIEWED BY:**

Lana Ewell, Director of Library Services

Joshua Jones, City Manager

Sandra Gibson, Director of Finance

Linda Proskey, City Secretary

*Approved as to form for inclusion on Agenda*

Approved - 4/30/2024

Approved - 5/10/2024

Approved - 5/10/2024

Final Approval - 5/10/2024

# Watauga Public Library C.A.R.E.S.

January 2024

## Comments from the public:

Dana received a phone call from a Watauga citizen on January 8<sup>th</sup>. She requested a sewing class that focused on cutting patterns and basic sewing.



## Small Business Series

## Comments from the Clay Sculpture Class on January 5<sup>th</sup>:

"Thank you so much for doing this. I've never done anything like this before! I haven't been out of my house in a couple years." -Anonymous

"I really enjoyed the visuals and examples [slide show lecture at the beginning]. It was really helpful and inspiring." -Kristen Burk

## Civic / Community Engagement / Cultivating Community/ Digital Inclusion / Economic Development / Job Skills

- ◆ Curbside Service continues.
- ◆ The Circulation Staff receives and processes print jobs sent from patrons' home or library computers. They send faxes and welcome informational questions.

**Adult Services Librarian Dana Harper & staff have created the following online classes & events to reach out to our public:**

### Adult Events Attendance:

- ◆ Well-Read Book Club      **15**
- ◆ Any-Book Book Club      **10**
- ◆ Medicare Education Class **10**
- ◆ Meditation (4 classes)    **15**
- ◆ Knitting (3 sessions)      **18**
- ◆ Book Club Morbidly Curious **7**
- ◆ Color and Cookies          **13**
- ◆ Popcorn Tasting Class     **31**
- ◆ Sculpture Class              **30**
- ◆ Paperdoll Workshop        **25**
- ◆ Winter Landscape w/Selma   **21**
- ◆ Small Business Series (3 classes) **21**
- ◆ Friends of the Library      **17**

### Other:

- ◆ Staff Computer Classes    **4**
- ◆ At-Home Delivery            **2**

### Facebook informational/social services slides:

- ◆ World Introvert Day
- ◆ Small Business Series x3
- ◆ National Keto Day
- ◆ Battle of New Orleans
- ◆ National Pharmacist Day
- ◆ Family Book Night
- ◆ Well-Read Book Club x2
- ◆ Art Class for Adults
- ◆ Martin Luther King Day
- ◆ Knitting and Crochet x2
- ◆ Popcorn Tasting Class
- ◆ Wild DFW Author Appearance x2
- ◆ National Thesaurus Day
- ◆ Medicare
- ◆ Color Me Calm
- ◆ Penguin Awareness Day
- ◆ National Pie Day
- ◆ Opposite Day
- ◆ Upcoming Adult Events
- ◆ Allegro Guitar Society x2
- ◆ Zendoodle
- ◆ Chocolate Tasting Class
- ◆ Book Club for the Morbidly Curious
- ◆ More Ways to Read
- ◆ Any-Book Club

# Adult Services:

January 2024

## WATAUGA PUBLIC LIBRARY

CLASSES & EVENTS

**SBA** U.S. Small Business Administration

### Small Business Series

- Thursday, January 11: Market Research and Competitive Analysis
- Thursday, January 18: Write Your Business Plan
- Thursday, January 25: Fund Your Business

All classes are from 6:30PM - 7:30PM

Economic Development Specialist Linda Williams will provide classes sponsored by the Small Business Administration.

RSVP required. Call 817-514-5865 for more information.

**@the Watauga Public Library, 7109 Whitley Road**

### Clay Sculpture Art Class

**Friday, January 5**  
**4:30PM – 6:00PM**

- RSVP required to save your spot. Call 817-514-5865.
- Learn about American sculptor Louise Nevelson and create a clay sculpture.
- Express your creativity.
- All supplies provided. Free.
- Ages 18 and up.

**WATAUGA TEXAS** @the Watauga Public Library, 7109 Whitley Road



### Winter Landscape Class

**Saturday, January 13**  
**2:00PM - 3:15PM**

**Hey, adults**

Join art teacher Selma Aziz for an afternoon of painting a beautiful winter landscape.

The class is at an intermediate level, but adults are welcome to paint with us even if they have minimal experience. All supplies are provided free of charge.

For adults ages 18 and up.

Call 817-514-5865 to sign-up. This class has limited space.

**WATAUGA TEXAS** @Watauga Public Library  
7109 Whitley Road

### Book Club for the Morbidly Curious

**Thursday, January 25**  
**6:30PM – 7:30PM**

- Join us for book discussions on weird history, morbid matters, and other strange subjects.
- Every month will feature a new nonfiction book.
- Ages 18 and up.
- Call 817-514-5865 for more information.

**WATAUGA TEXAS** @the Watauga Public Library, 7109 Whitley Road



# Adult Services:

## Popcorn Tasting Class



Friday, January 26  
5:00PM-6:00PM

Join us at the library as we taste popcorn from a variety of producers. You will learn how to fully explore your palette through observing sight, sound, texture, smell, and taste. Learn fun facts and find out who has the best popcorn in this fun and educational tasting.

RSVP required at 817-514-5865.  
Ages 18 and up.



@the Watauga Public Library  
7109 Whitley Road

2024

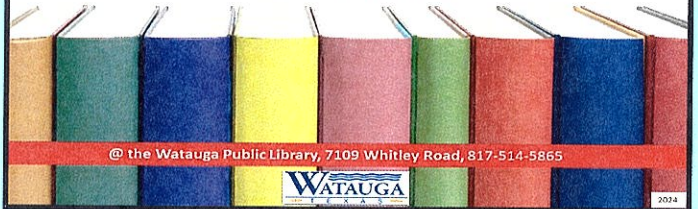


## Any-Book Book Club

Monday, January 29

5:00pm to 6:00pm

This is a book club for adults who love books. We'll chat about the latest book you've read, a book you love, or you can just come to listen and get recommendations for great books. Let's talk about books!



@ the Watauga Public Library, 7109 Whitley Road, 817-514-5865



2024



## History of Paper Dolls Workshop

Tuesday, January 30  
5:00PM - 6:00PM

- Learn the fascinating history of paper dolls followed by an art activity.
- Create your own paper dolls or color ready-made paper dolls.
- Ages 18 and up.
- RSVP required.
- Call 817-514-5865 for more information.



@the Watauga Public Library, 7109 Whitley Road

2024



*The Friends  
of the  
Watauga  
Library*



## Early Childhood Literacy / Family Development & Enrichment

### Regular Youth Events:

- ◆ Mother Goose: (2) - 22
- ◆ Music & Movement (1) - 22
- ◆ Storytime: (12) - 516
- ◆ Sensory Storytime (1) - 8
- ◆ Bilingual Storytime: (0) - 0

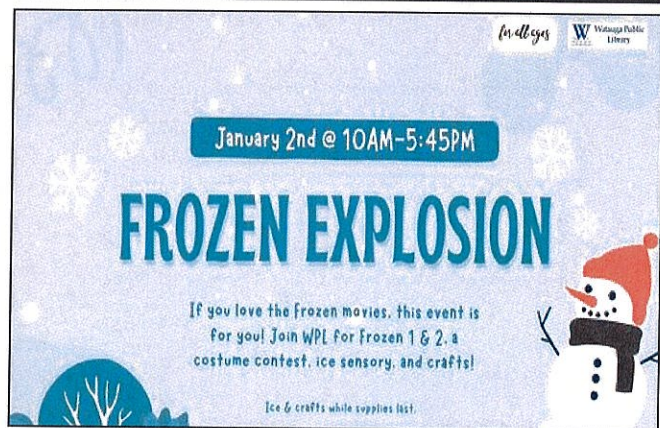
### Special Programs (in person):

- ◆ 1/8,22,29—Pokémon Club: 16,15,20
- ◆ 1/2 — Frozen Explosion: 98
- ◆ 1/8—Easy Readers Book Club: 7
- ◆ 1/10—Crafter Exploration: 16
- ◆ 1/11— Tween Rick Riordan Presents: a Book Club: 7
- ◆ 1/20— Tween Anime: 9

### Special Programs :

- ◆ Snowman Take & Makes: 50
- ◆ Snowflakes Take & Makes: 50
- ◆ KinderCare Out Reach: 23

### ◆ Youth Services:



**WATAUGA PUBLIC LIBRARY-REPORT SUMMARY**  
**Monthly Report - January, 2024**

<b>DEPARTMENT TOTALS</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Circulation Total	14,513	11,695	56,334	49,164
Total in Collection	N/A	N/A	122,029	120,425
Programs	56	93	224	340
Program Attendance	1,161	1,494	7,827	8,381
Cards Issued	139	141	419	497
Library Visits	6,074	5,504	22,723	23,549
Notary Service	19	21	57	71
Reference & Directional Transactions	#REF!	1,092	4,458	3,861
Study Room Usage (hours)	505	451	2,126	2,232
Volunteer Hours	38	119	161	406
Webpage Views	0	2196	5111	7476
<b>CIRCULATION SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Adult Books	1,229	1,071	4,133	4,321
Youth Books	4,124	3,582	14,797	14,276
Adult Books on CD	118	101	372	375
Youth Books on CD	40	16	134	113
Adult DVDs	752	590	2,579	2,570
Youth DVDs	405	344	1,643	1,531
Adult Kits	3	0	3	0
Youth Kits	40	25	113	99
Music CDs	42	23	168	126
Periodicals	38	37	117	163
eBooks	334	346	1,282	1,192
eAudiobooks	502	387	1,964	1,509
eMagazines	98	33	364	135
Checked out to MetroShare Libraries	1,652	1,038	6,210	4,590
Renewals	5,136	4,102	22,455	18,164
<b>TOTAL CIRCULATION</b>	<b>14,513</b>	<b>11,695</b>	<b>56,334</b>	<b>49,164</b>
Hold/Requested Items Processed	2,213	1,755	8,141	6,428
Interlibrary Loan Requests (TexShare)	67	65	257	256
Curbside checkout transactions	5	2	14	13
Curbside-Misc. services	131	138	488	520
Self-Check Out Transactions	812	591	2,945	2,243
Self-Check Out-Items Checked Out	4,082	3,017	14,601	11,681
Revenue Collected	\$ 1,207.70	\$ 1,701.91	\$ 4,792.79	\$ 5,216.59
<b>ADULT SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Number of Programs	24	49	81	146
Program Attendance	258	396	1,659	1,935
Volunteer Hours	25	95	49	305
Internet Users	289	298	1,155	1,238
<b>YOUTH SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Number of Programs	32	44	143	194
Program Attendance	903	1,098	6,168	6,446
School Visits	0	0	1	4
Volunteer Hours	13	24	112	101
Youth Computer Users	639	782	2,543	2,740
<b>TECHNICAL SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Material Items Received	0	452	937	1,577
Materials Added	0	336	1,203	1,684
Materials Withdrawn	0	211	623	1,727

# Watauga Public Library C.A.R.E.S.

February 2024



Wildlife in DFW

## Comments from the Public:

"I had so much fun. She had the history. I like the history stuff. You do a great job". Rebecca Jaques on 2/10/2024 telling a patron about the January Paper Doll Workshop

"Dana, just wanted to thank you for letting me be in the chocolate tasting class. Very fun and informative." Sly Camacho regarding the Chocolate Tasting Class on 2/20/2024

"You are such an excellent public speaker. I love sharing what I learned at the presentations with others." -Pam Rountree on 2/22/2024

"This was lovely. Thanks for having this." Anonymous patron regarding the Allegro Guitar Society Arts Net concert

## Civic / Community Engagement / Cultivating Community/ Digital Inclusion / Economic Development / Job Skills

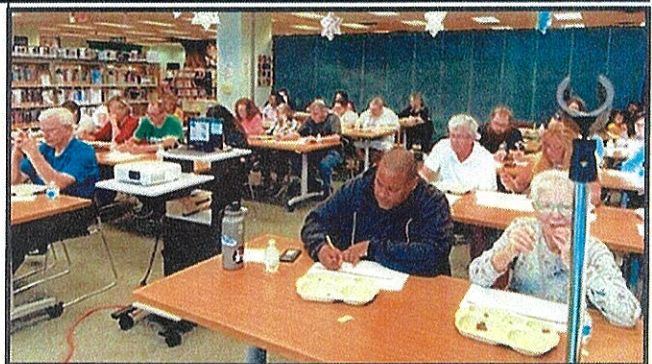
- ◆ Curbside Service continues.
- ◆ The Circulation Staff receives and processes print jobs sent from patrons' home or library comput-

### Adult Services Librarian Dana Harper & staff have created the following online classes & events to reach out to our public:

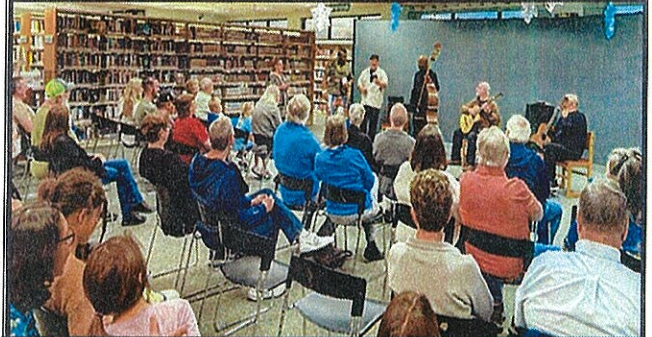
#### Adult Events Attendance:

- ◆ Well-Read Book Club      14
  - ◆ Any-Book Book Club      11
  - ◆ Medicare Education Class   8
  - ◆ Meditation (1 classes)      3
  - ◆ Knitting (3 sessions)      17
  - ◆ Book Club Morbidly Curious   8
  - ◆ Color Me Calm              9
  - ◆ Chocolate Tasting Class    34
  - ◆ Computer Classes (3)      27
  - ◆ Steve Novy Art Class        24
  - ◆ Explore Wildlife in DFW      15
  - ◆ More Ways to Read         7
  - ◆ Friends of the Library       9
  - ◆ Allegro Guitar Society      65
  - ◆ Salsa Tasting @ HCPL      14
- Other:**
- ◆ Staff Computer Classes    3
  - ◆ At-Home Delivery          2
  - ◆ Blind Date with a Book    26

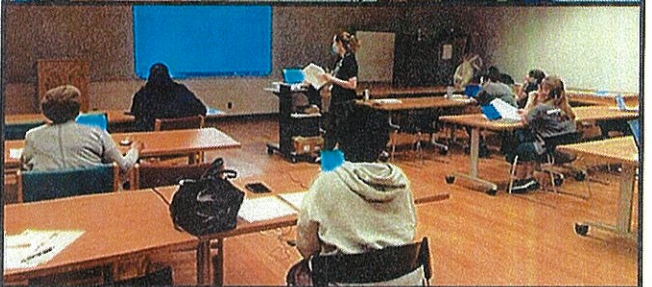
Chocolate Tasting Class



Allegro Guitar Society



Computer Class



More Ways To Read



## Early Childhood Literacy / Family Development & Enrichment

### Regular Youth Events:

- ◆ Mother Goose: (4) - 134
- ◆ Music & Movement (1) - 5
- ◆ Storytime: (16) - 726
- ◆ Sensory Storytime (1) - 0
- ◆ Bilingual Storytime: (0) - 0

### Special Programs (in person):

- ◆ 2/1—School Age Lego Challenge Club: 52
- ◆ 2/5,12,26—Pokémon Club: 25,32,27
- ◆ 2/5 — Easy Readers Book Club: 10
- ◆ 2/7—Valentines Family Photos: 275
- ◆ 2/8—Easy Readers Book Club: 7
- ◆ 2/8—Tween Rick Riordan Presents: A Book Club: 1
- ◆ 2/9— Family Valentines Craft: 86
- ◆ 2/12— Lunar New Year Craft: 82
- ◆ 2/14—Crafter Exploration: 5
- ◆ 2/16—Teen Writers are Readers: 3
- ◆ 2/17— Tween Anime: 1



Teen Writers are Readers



Family Valentine Crafts



Lego Challenge Club

**WATAUGA PUBLIC LIBRARY-REPORT SUMMARY**  
**Monthly Report - February, 2024**

<b>DEPARTMENT TOTALS</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Circulation Total	14,578	12,845	70,912	62,009
Total in Collection	N/A	N/A	121,406	120,554
Programs	65	79	289	419
Program Attendance	1,885	1,987	9,712	10,368
Cards Issued	105	126	524	623
Library Visits	6,346	5,501	29,069	29,050
Notary Service	76	8	133	79
Reference & Directional Transactions	1,453	1,052	5,911	4,913
Study Room Usage (hours)	601	379	2,727	2,611
Volunteer Hours	94	106	255	512
Webpage Views	2012	1913	9193	9389
<b>CIRCULATION SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Adult Books	945	1,115	5,078	5,436
Youth Books	3,998	4,038	18,795	18,314
Adult Books on CD	70	104	442	479
Youth Books on CD	31	25	165	138
Adult DVDs	657	710	3,236	3,280
Youth DVDs	398	471	2,041	2,002
Adult Kits	5	0	8	0
Youth Kits	24	25	137	124
Music CDs	51	48	219	174
Periodicals	17	39	134	202
eBooks	289	301	1,571	1,493
eAudiobooks	536	337	2,500	1,846
eMagazines	132	20	496	155
Checked out to MetroShare Libraries	1,568	1,361	7,778	5,951
Renewals	5,857	4,251	28,312	22,415
<b>TOTAL CIRCULATION</b>	<b>14,578</b>	<b>12,845</b>	<b>70,912</b>	<b>62,009</b>
Hold/Requested Items Processed	2,133	1,957	10,274	8,385
Interlibrary Loan Requests (TexShare)	76	62	333	318
Curbside checkout transactions	5	4	19	17
Curbside-Misc. services	166	159	654	679
Self-Check Out Transactions	753	707	3,698	2,950
Self-Check Out-Items Checked Out	3,608	3,696	18,209	15,377
Revenue Collected	\$ 1,488.46	\$ 1,202.21	\$ 6,281.25	\$ 6,418.80
<b>ADULT SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Number of Programs	26	38	107	184
Program Attendance	328	450	1,987	2,385
Volunteer Hours	21	80	70	385
Internet Users	292	325	1,447	1,563
<b>YOUTH SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Number of Programs	39	41	182	235
Program Attendance	1,557	1,537	7,725	7,983
School Visits	0	0	1	4
Volunteer Hours	73	26	185	127
Youth Computer Users	745	435	3,288	3,175
<b>TECHNICAL SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Material Items Received	306	841	1,510	2,418
Materials Added	460	320	2,031	2,004
Materials Withdrawn	600	191	2,074	1,918

# Watauga Public Library C.A.R.E.S.

March 2024



**Bluey Day**

## Comments from the Public:

**“I love how you teach us about the artists.” - Cammie Kleimmer,  
3/5/2024 at Blotted Line Printmaking Art Class**

**“This is one my many favorite events. Great for Adults... So relax-  
ing.” - Will Pendleton on Facebook (regarding Color Me Calm),  
3/7/2024**

**“I love our art classes. I never thought I was an artist, but I decided I  
am an artist.” -Elise Nicholes, 3/26/2024**

# Watauga Public Library C.A.R.E.S.

March 2024

## Additional Comments from the Public:

Comments from the Celestial Collage presentation survey:  
What did you like most about this event?

“History tidbits & variety of possibilities.  
The information on past eclipse as well as the  
gathering of people”

“Introductory Lecture”

“I enjoyed learning about old newspapers”

“Information, fun atmosphere, supplies for art project”

“Dana - She always makes it fun”

“Informative, well planned”

“Awesome instructor! “



NASA Ambassador Solar Eclipse

## Civic / Community Engagement / Cultivating Community/ Digital Inclusion / Economic Development / Job Skills

- ◆ Curbside Service continues.
- ◆ The Circulation Staff receives and processes print jobs sent from patrons' home or library comput-

**Adult Services Librarian Dana Harper & staff have created the following online classes & events to reach out to our public:**

### Adult Events Attendance:

- ◆ Well-Read Book Club      **13**
- ◆ Any-Book Book Club      **11**
- ◆ Medicare Education Class    **4**
- ◆ Meditation (2 classes)      **5**
- ◆ Knitting (4 sessions)      **22**
- ◆ Book Club Morbidly Curious    **9**
- ◆ Color Me Calm              **1**
- ◆ Plant Exchange              **21**
- ◆ Blotted-Line Printmaking (2 classes)    **24**
- ◆ Fresh Start Healthier You (4 Classes)    **19**
- ◆ Family Book Night          **9**
- ◆ Steve Novy Art Class        **13**
- ◆ Selma's Art Class          **16**
- ◆ Full Solar Eclipse with NASA Ambassador    **83**
- ◆ Celestial Collage & 1878 FW Lecture    **32**
- ◆ Spelling Bee                **7**
- ◆ ESL (2 classes)            **18**
- ◆ Adult Education Registration      **6**



**Printmaking Class**



**Spelling Bee**



**Novy Art Class**

## Early Childhood Literacy / Family Development & Enrichment

### Regular Youth Events:

- ◆ Mother Goose: (4) - 117
- ◆ Music & Movement (1) - 21
- ◆ Storytime: (16) - 640
- ◆ Sensory Storytime (1) - 4
- ◆ Bilingual Storytime: (0) - 0

### Special Programs (in person):

- ◆ 3/7—School Age Lego Challenge Club: 13
- ◆ 3/4,11,18,25—Pokémon Club: 8,29,20,22
- ◆ 3/5 — Easy Readers Book Club: 10
- ◆ 3/7,14,21,28—Tween Homeschool Short Stories : 13,13.9,13
- ◆ 3/4—Easy Readers Book Club: 8
- ◆ 3/12—Elephant & Piggy Day: 94
- ◆ 3/13—Bluey Day: 590
- ◆ 3/14— Tween Cereal & Cartoon: 28
- ◆ 3/15—Keller Homeschool Tour: 18
- ◆ 3/20—Crafter Exploration: 14
- ◆ 3/23—Domino Club: 4
- ◆ 3/25—Super Mario Escape Room: 94
- ◆ 3/25— Scavenger Hunt: 54
- ◆ 3/26— Intro to Ballet: 32

### Special Programs :

- ◆ Rain Clouds Take & Makes: 40
- ◆ Formal Wear Swap: 7
- ◆ KinderCare Out Reach: 13

### ◆ Youth Services:



**Elephant & Piggy Event**



**Mario Escape Rooms**



**Intro to Ballet Class**



**MKD8 Tournament**

**WATAUGA PUBLIC LIBRARY-REPORT SUMMARY**  
**Monthly Report - March, 2024**

<b>DEPARTMENT TOTALS</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Circulation Total	15,202	14,439	86,114	76,448
Total in Collection	N/A	N/A	119,332	121,046
Programs	83	97	372	516
Program Attendance	2,678	2,444	12,390	12,812
Cards Issued	117	126	641	749
Library Visits	7,470	7,033	36,539	36,083
Notary Service	8	18	141	97
Reference & Directional Transactions	1,321	1,311	7,232	6,224
Study Room Usage (hours)	604	454	3,331	3,065
Volunteer Hours	133	153	388	665
Webpage Views	2173	2069	11366	11458
<b>CIRCULATION SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Adult Books	1,214	1,278	6,292	6,714
Youth Books	3,856	4,307	22,651	22,621
Adult Books on CD	94	87	536	566
Youth Books on CD	26	42	191	180
Adult DVDs	650	682	3,886	3,962
Youth DVDs	443	434	2,484	2,436
Adult Kits	2	0	10	0
Youth Kits	20	32	157	156
Music CDs	34	51	253	225
Periodicals	15	43	149	245
Video Games	3	N/A	3	N/A
eBooks	256	328	1,827	1,821
eAudiobooks	476	398	2,976	2,244
eMagazines	153	32	649	187
Checked out to MetroShare Libraries	1,520	1,545	9,298	7,496
Renewals	6,440	5,180	34,752	27,595
<b>TOTAL CIRCULATION</b>	<b>15,202</b>	<b>14,439</b>	<b>86,114</b>	<b>76,448</b>
Hold/Requested Items Processed	1,985	2,187	12,259	10,572
Interlibrary Loan Requests (TexShare)	67	75	400	393
Curbside checkout transactions	0	4	19	21
Curbside-Misc. services	79	140	733	819
Self-Check Out-Items Checked Out	3,687	3,716	21,896	19,093
Revenue Collected	\$ 1,317.86	\$ 1,760.34	\$ 7,599.11	\$ 8,179.14
<b>ADULT SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Number of Programs	31	47	138	231
Program Attendance	323	330	2,310	2,715
Volunteer Hours	33	104	103	489
Internet Users	374	335	1,821	1,898
<b>YOUTH SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Number of Programs	52	50	234	285
Program Attendance	2,355	2,114	10,080	10,097
School Visits	2	0	3	4
Volunteer Hours	100	49	285	176
Youth Computer Users	879	595	4,167	3,770
<b>TECHNICAL SERVICES</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date 2023-24</b>	<b>Year to Date 2022-23</b>
Material Items Received	401	354	1,911	2,772
Materials Added	370	694	2,401	2,698
Materials Withdrawn	2,444	202	4,518	2,120



## MINUTES

### WATAUGA LIBRARY BOARD REGULAR MEETING WATAUGA CITY HALL COUNCIL CHAMBERS TUESDAY, March 12, 2024 6:00 PM

#### CALL TO ORDER

Chairperson Woodruff called the meeting to order at 6:01 pm.

#### ROLL CALL

The meeting convened with the following members present:

Kip Woodruff	Chairperson/Place 7
Lindsey Neal	Vice-Chairperson/Place 1
Kristen Chapman	Secretary/Place 6
Pedro Rivera	Place 2
Sian Brannon	Place 3 (Absent without notice)
Henrietta Egenti	Place 4
Whitney Isbell	Place 5 (Absent without notice)
and	
Jan Hill	City Council Liaison
Andrew Neal	City Council Liaison
Lisa Benavidez	Assistant to the City Secretary
Lana Ewell	Director of Library Services
Dana Harper	Adult Services Librarian

#### ANNOUNCEMENTS

There were no announcements.

#### PUBLIC COMMENT

No requests for public comment were received.

#### PUBLIC TESTIMONY FOR ACTION ITEMS

No requests for public testimony were received.

#### REPORTS

##### 1. Library Director's Report

Director Ewell reported that summer break planning week is going well, and spring break activities keep everyone busy. Circulation is up, and programs are well attended, even with illness and weather interruptions. There has been good progress with ESL in-person classes returning, with the hope that Goodwill will be a good partner there and perhaps with GED classes. Solar Eclipse programming is coming up, and a Friends of the Library Book Sale is towards the end of the month. Multiple book clubs for all ages are currently running, too.

Chairman Woodruff asked about staffing levels, and Director Ewell responded that all positions are currently filled.

**2. Report from Dana Harper, Adult Services Librarian**

Ms. Harper reported on the importance of adult programming and how the modern-day library and its patrons have changed. Calling the library "the People's University," Ms. Harper explained how our community uses the library and its resources for more than books but for information gathering in various forms and a community gathering center. Her programs aim to get people into the library and to educate them, and by working with other local libraries, she has been able to cut costs and share resources.

**CONSENT AGENDA**

**1. Discuss and consider action on the January 9, 2024, Library Board Meeting Minutes**

Vice Chairperson Neal made a motion to approve the minutes. Member Brannon seconded the motion.

Motion carried 5-0-0-2.

Ayes, Woodruff, Neal, Chapman, Rivera, Bannan, Egenti

Nays: None

Abstain: None

Absent: Isbell

**ITEMS FOR FUTURE AGENDAS**

Chairperson Woodruff requests information on the attendance policy and removal mechanism for board members.

**ADJOURNMENT**

Vice Chairperson Neal adjourned the meeting at 7:07 pm.

Approved: this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Signed: this \_\_\_\_\_ day of \_\_\_\_\_, 2024

APPROVED:

ATTEST:

\_\_\_\_\_  
Kip Woodruff, Chairperson

\_\_\_\_\_  
Kristen Chapman, Secretary



## AGENDA MEMORANDUM

**DATE:** April 29, 2024  
**TO:** Library Board Members  
**FROM:** Lana Ewell, Director of Library Services  
**SUBJECT:** Discussion and action on proposed revision of Watauga Public Library's "Library Confidentiality Policy."

---

### **BACKGROUND/INFORMATION:**

This item consists of the proposed revision of the Watauga Public Library's "Confidentiality Policy." The current policy is out of date since it refers to the U.S.A. Patriot Act, which has expired. The staff also wanted an overall legal review to make sure the policy met with comprehensive legal approval.

### **FINANCIAL IMPLICATIONS:**

NA

### **RECOMMENDATION/ACTION DESIRED:**

Respectfully recommend the Library Board approve the revisions, so it can proceed to City Council.

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. Doc 1 Berman email 02-02-24
2. Doc 2 Autumn Keefer email 03-13-2024
3. Doc 3 Library confidentiality draft
4. Doc 4 Current Library Confidentiality Policy 07.27.2009 - Copy

### **REVIEWED BY:**

Lana Ewell, Director of Library Services  
Joshua Jones, City Manager  
Sandra Gibson, Director of Finance  
Linda Proskey, City Secretary

Approved - 4/30/2024  
Approved - 5/10/2024  
Approved - 5/10/2024  
Final Approval - 5/10/2024

*Approved as to form for inclusion on Agenda*

## Lana Ewell

---

**From:** David Berman <Dbberman@njdhs.com>  
**Sent:** Friday, February 2, 2024 12:36 PM  
**To:** Lana Ewell  
**Cc:** Joshua Jones; Linda Proskey; City Secretary's Office; Autumn Keefer  
**Subject:** RE: Draft of revised Library Confidentiality Policy and current

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Got it, Lana. My associate Autumn Keefer will be helping out with this. We'll keep you posted.

David M. Berman  
**NICHOLS | JACKSON**  
Direct: 214-665-3369  
Cell: 214-636-8186  
Email: [dberman@njdhs.com](mailto:dberman@njdhs.com)

This email message is covered by the Electronic Communications Privacy Act, 18 U.S.C. sections 2510-2521 and is legally privileged. Further, this email message and any documents accompanying it may contain **privileged and confidential attorney-client communications and/or attorney work product**. It is transmitted for the exclusive information and use of the intended recipient(s). If you have received this email transmission and/or any accompanying document(s) in error please notify the sender immediately by email or telephone at (214) 965-9900 and delete the transmission and any accompanying document(s) from your system. If you are not the intended recipient of this email and/or any accompanying document(s) you are hereby notified that any dissemination, distribution or copy of this communication and/or documents(s) attached hereto is strictly prohibited.

**From:** Lana Ewell <LEwell@wataugtx.org>  
**Sent:** Wednesday, January 31, 2024 5:24 PM  
**To:** David Berman <Dbberman@njdhs.com>  
**Cc:** Joshua Jones <JoshJones@cowtx.org>; Linda Proskey <LProskey@wataugtx.org>; City Secretary's Office <CSO@wataugtx.org>  
**Subject:** Draft of revised Library Confidentiality Policy and current

Hi Mr. Berman,

The staff and I are reviewing library policies that need to be updated for various reasons.

The attached policy is out of date since it refers to the U.S.A. Patriot Act, which has expired. Also, I would like to have you review it overall to see if it meets with your legal approval. I have attached copies of the three American Library Association policies which were originally cited and approved to support the policy.

I hope to have it back from you by late February, which will give me time to present to the Library Board Meeting on March 12, 2024.

Thanks,



**Lana Ewell, MLS, MOT**  
Library Director

**Watauga Public Library**  
7109 Whitley Road  
Watauga, TX 76148

☎ 817-514-5860  
[www.cowtx.org/898/Library](http://www.cowtx.org/898/Library)



## Lana Ewell

---

**From:** Autumn Keefer <akeefer@njdhs.com>  
**Sent:** Wednesday, March 13, 2024 10:54 AM  
**To:** Lana Ewell  
**Cc:** David Berman  
**Subject:** Revised Library Confidentiality Policy  
**Attachments:** Draft of Revised Library Confidentiality Policy.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Lana,

Please see the attached revised Library Confidentiality Policy. Please let me know if you have any questions.

Autumn Keefer  
Senior Associate



500 N. Akard | 1800 Ross Tower  
Dallas, Texas 75201  
**Direct:** 214-665-3347  
**Fax:** 214-965-0010  
**Email:** [akeefer@njdhs.com](mailto:akeefer@njdhs.com)  
**Web:** [www.njdhs.com](http://www.njdhs.com)

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## Library Confidentiality Policy

### Introduction

The freedom to read encourages responsible citizenship and open debate in the marketplace of ideas. The benefits ~~beneficial objectives~~ of a free democratic society will be promoted if citizens have, and are assured that they have, the freedom to read and the opportunity to consider all types of information.

The First Amendment of the Constitution of the United States protects free speech and a free press. The Constitution of the State of Texas provides that, "no law shall ever be passed curtailing the liberty of speech or of the press." A corollary of those constitutional guarantees is the corresponding freedom to read what is written, hear what is spoken, and view other forms of expression without fear of intrusion, intimidation or reprisal. The guarantee of privacy for readers, hearers, and viewers will ensure this freedom.

The library is a central resource where information and differing points of view are available. Library users will be free to choose library materials and services without government, community, or individual interference.

This library policy is created pursuant to Vernon's Annotated Civil Statutes, Article 6252-17a, referred herein as the Texas Open Records Act the guidelines set forth in the Texas Public Information Act and the USA PATRIOT Act relating which relates to making confidential information relating to a person who uses library services or materials.

### Examples of Information the Library Collects About Users.

1. Library user's name and correct residence address. This information is required before a library card can be issued.
2. Records of items users have checked out, titles in their saved lists and reading history, and titles they have on hold.

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3. Records of items they have overdue and items they have returned late or damaged. Items returned on time in good condition are removed from their record when they are checked in.
4. Records of any fines and fees users owe. Delinquent accounts may be shown to collection agencies or law enforcement.
5. Contact information for people who have signed up for library classes or programs.
6. Records of people and organizations that use the library meeting room facilities.
7. Records of individuals who sign-up to schedule computer use.

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### How the Library Protects Your Confidentiality

1. Retains only that personal information necessary to deliver library services and maintain control of library property.
2. Eliminates confidential information from public access, and verifies user's identity during telephone transactions.
3. Purges electronically or manually shreds data in accordance with the state retention schedules.
4. Releases account information only to the account holder or to that person's authorized representative, including the adult responsible for a child's card.
5. Does not share, sell, or lease user's personal information to any commercial or nonprofit entity that is not affiliated with the library.
6. Ensures that its third-party contractors and service providers adhere to its confidentiality policies.
7. Regularly removes Web history, cached files, and other computer and Internet use records.
8. Does not share with third parties or private or public agencies any information about library users, the materials they check out, the information they seek, or the services they use, unless required to do so under the provisions of the Texas Government Code or the U.S.A. Patriot Act.

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9. ~~Denies all requests from third parties for records containing personal information, and refers such questions to the Director when necessary.~~

10. ~~The Director consults with the City Attorney before determining the proper response to any request for records.~~

**Privacy and Confidentiality Policy**

~~Records of this library that identify or serve to identify a person who requests, obtains, or uses library materials or services are confidential and are exempted from required disclosure under the Texas Open Records Act or the U.S.A. Patriot Act.~~

~~Section 552.124 of the Texas Government Code prohibits the disclosure of library records that identify a person who requests, obtains, or uses library materials or services unless: Exemptions to such records generally may be disclosed only if:~~

1. ~~The library determines that disclosure is reasonably necessary to the operation of the library, and the records are not confidential under other state or federal law;\_OR~~

2. ~~The records are released to the person to whom the information relates, or the person to whom the information relates has given permission, in writing, for the information to be released to that person's authorized representative, or~~

3. ~~A law enforcement agency or prosecutor obtains a valid the records are required under a valid court order or subpoena for the records by showing to a district court that the records are necessary to protect the public safety or the records are evidence of an offense or constitute evidence that a particular person committed an offense, as provided for under the provisions of the Texas Open Records Act.~~

4. ~~The records are required under a valid search warrant, as provided for under the provisions of the U.S.A. Patriot Act.~~

**Library Procedures Affecting Confidentiality**

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Law enforcement visits aside, be aware that library--operating procedures have an impact on confidentiality. The following are recommendations to bring library procedures into compliance with the Texas ~~Open Records~~Public Information Act, ALA's Statements on Professional Ethics and ALA's Policy on Confidentiality of Library Records:

1. Avoid unnecessary records. Give careful consideration before creating written records pertaining to a patron's use of library materials and/or services.
2. Check with your local governing body to determine record retention requirements and destroy records as soon as possible.
3. Eliminate any confidential information that may be on public view, e.g., ~~overdue--past due~~ fees, notices, or filled-request notices mailed ~~on posters~~out to patrons or names of patrons with ~~overdue--fees~~ posted by the circulation desk. Use reasonable care when providing patron information over the phone, e.g., titles of interlibrary loans or books on hold and be sure to confirm patron identification.

### Law Enforcement Visits

Recommended steps to take when law enforcement officers visit:

1. If a library employee or volunteer is approached by a law enforcement officer requesting information about a library user, ~~he/she~~ they should immediately ask for identification and refer the officer to the library administrator or responsible officer of the institution.
2. The library administrator should meet with the law enforcement officer and a library colleague in the library.
3. Be cordial~~;~~ and explain that libraries support the work of law enforcement agencies, and library ethical standards are not intended to be ~~obstructions~~obstructive~~;~~. ~~Instead,~~ rather, affirm the importance of confidentiality of personally identifiable information in the context of First Amendment rights. Should an officer be persistent, state again that information is disclosed only on the presentation of a proper court order, and that ~~the~~ state law and the library's governing body firmly support this ~~policy~~.

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~~and~~ policy and terminate the interview. Explain ~~that it~~ is a violation of the Texas ~~Open-Records~~Public Information Act (a misdemeanor) for the library to disclose confidential information.

4. The library administrator should provide a copy of the library's policy. Most important, the library administrator should state that personally identifiable information about library users is not available under any circumstances, except when a proper court order has been presented.

5. Keep in mind that a polite but firm response is the best way to deflect attempts at persuasion, coercion or misguided appeals to patriotism. When a law enforcement officer realizes that ~~he/she/they~~ simply will not succeed by such methods, most likely ~~he/she/they~~ will abandon the effort and take the appropriate course of action by providing the required court order to obtain access to the confidential information requested.

6. In response to appeals to patriotism (e.g., "a good American wants to help us"), explain that as patriotic, good citizens, library administrators and library staff value First Amendment freedoms, state law, and the corresponding privacy right of library users.

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7. Do not misinform a law enforcement officer. However, without a court order, no person has independent authority to compel cooperation with an investigation or to require anyone to provide information deemed to be confidential. The best thing to say to an officer who has asked for confidential information is, "I'm sorry, but the Texas ~~Open-Records~~Public Information Act and my library ethics prohibit me from responding to your request." Obtain the officer's name and badge number and notify your supervisor and the library's legal counsel of the incident.

8. Report any threats or coercion to the library administrator and to the library's legal counsel. Repeated visits by law enforcement officers who have been informed that records will be released only upon receipt of a proper court order may constitute harassment or other grounds for legal action. In addition, the advice of legal counsel should be sought as to whether appropriate relief from such action should be requested from the court.

9. Before any action, refer any subpoena received to the appropriate legal counsel for review. If there is any defect in the subpoena, including its form,

the manner in which it was served upon the library, the breadth of its request for documents, or insufficient evidence that a showing of good cause has been made to the court, legal counsel will advise on the proper manner to deny the subpoena.

10. Through legal counsel, require that any defects in the subpoena be corrected before the appropriate records are released. The subpoena must be limited strictly to require release of only specifically identified records or documents.

11. Repeat the entire process, should the party requesting the information be required to submit a new subpoena.

12. The library's legal counsel and the library's administrator should review any information which may be produced in response to such a subpoena strictly and exclude any information which is arguably not covered by a proper subpoena.

13. In the event that the court rules that disclosure is required, request that the court issue an order that any information produced be kept strictly confidential and that it be used only for the limited purpose of the particular case. Sometimes these terms may be agreed to informally by the party seeking the information, but even if such an agreement is reached, it is better practice to require that this agreement be entered as a formal order of the court.

14. Develop a public information statement which may be distributed to interested members of the public, the news media, and law enforcement officers detailing the principles behind confidentiality. Such a statement should include an explanation of the chilling effect on First Amendment rights, which would be caused by public access to personally identifiable information about library users.

### **Concluding Comments**

An individual's reading habits cannot be equated with ~~his or her~~<sup>their</sup> character or beliefs. The First Amendment does not apply only to pre-approved or popular beliefs. The First Amendment also guarantees the right to hold and

espouse unpopular beliefs and ideas. The First Amendment protects dissent. The First Amendment protects against the imposition of a state or community-approved orthodoxy as well as an enforced conformity of expression and belief. The First Amendment protects all Americans' rights to read and view information and decide for themselves their points of view and opinions.

Supporting Policies and Codes:

- ALA Statement on Professional Ethics
- ALA Policy on Confidentiality of Library Records
- ALA Policy Concerning Confidentiality of Personally Identifiable Information about Library Users

Approved by the Watauga City Council 9/13/1993

Reviewed by Library Board 5/16/1996

Approved by Library Board 7/9/2009

Reviewed by the Watauga City Council 7/27/2009

Approved by Library Board \_\_\_\_\_

Approved by the Watauga City Council \_\_\_\_\_



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This library policy is pursuant to Vernon's Annotated Civil Statutes, Article 6252-17a, referred herein as the Texas Open Records Act relating to making confidential a record that would identify a person who uses library services or materials.

### Policy

Records of this library that identify or serve to identify a person who requests, obtains, or uses library materials or services are confidential and are excepted from required disclosure under the Texas Open Records Act or the U.S.A. Patriot Act.

Exemptions to such records generally may be disclosed only if:

1. The library determines that disclosure is reasonably necessary to the operation of the library and the records are not confidential under other state or federal law.
2. The records are released to the person to whom the information relates; or the person to whom the information relates has given permission, in writing, for the information to be released.
3. The records are required under a valid court order or subpoena, as provided for under the provisions of the Texas Open Records Act.
4. The records are required under a valid search warrant, as provided for under the provisions of the U.S.A. Patriot Act.

## **Library Procedures Affect Confidentiality**

Law enforcement visits aside, be aware that library-operating procedures have an impact on confidentiality. The following are recommendations to bring library procedures into compliance with the Texas Open Records Act, ALA's Statements on Professional Ethics and Policy on Confidentiality:

1. Avoid unnecessary records. Give careful consideration before creating written records pertaining to patron's use of library materials and/or services.
2. Check with your local governing body to determine record retention requirements and destroy records as soon as possible.
3. Eliminate any confidential information that may be on public view, e.g., overdue notices or filled-request notices mailed on postcards, or names of patrons with overdues posted by the circulation desk. Use reasonable care when providing patron information over the phone, e.g., titles of interlibrary loans or books on hold; confirm patron identification.

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1. If a library employee or volunteer is approached by a law enforcement officer requesting information about a library user, he/she should immediately ask for identification and refer the officer to the library administrator or responsible officer of the institution.
2. The library administrator should meet with the law enforcement officer and a library colleague in the library.
3. Be cordial, and explain that libraries support the work of law enforcement agencies, and library ethical standards are not intended to be obstructionist; rather, affirm the importance of confidentiality of personally identifiable information in the context of First Amendment rights. Should an officer be persistent, state again that information is disclosed only on the presentation of a proper court order, and that the state law and the library's governing body firmly support this policy, and terminate the interview. Explain that it is a violation of the Texas Open Records Act (a misdemeanor) for the library to disclose confidential information.
4. The library administrator should provide a copy of the library's policy. Most important, the library administrator should state that personally identifiable information about library users is not available under any circumstances, except when a proper court order has been presented.
5. Keep in mind that a polite but firm response is the best way to deflect attempts at persuasion, coercion or misguided appeals to patriotism. When a law enforcement officer realizes that he/she simply will not succeed by such methods, most likely he/she will abandon the effort and take the appropriate course of action by providing the required court order to obtain access to the confidential information requested.
6. In response to appeals to patriotism (e.g., "a good American wants to help us"), explain that as patriotic, good citizens, library administrators and library staff value First Amendment freedoms and the corresponding privacy right of library users.
7. Do not misinform a law enforcement officer. However, without a court order, no person has independent authority to compel cooperation with an investigation or to require anyone to provide information deemed to be confidential. The best thing to say to an officer who has asked for

confidential information is, "I'm sorry, but the Texas Open Records Act and my library ethics prohibit me from responding to your request." Obtain the officer's name and badge number and notify your supervisor and the library's legal counsel of the incident.

8. Report any threats or coercion to the library administrator and to the library's legal counsel. Repeated visits by law enforcement officers who have been informed that records will be released only upon receipt of a proper court order may constitute harassment or other grounds for legal action. In addition, the advice of legal counsel should be sought as to whether appropriate relief from such action should be requested from the court.

9. Before any action, refer any subpoena received to the appropriate legal counsel for review. If there is any defect in the subpoena, including its form, the manner in which it was served upon the library, the breadth of its request for documents, or insufficient evidence that a showing of good cause has been made to the court, legal counsel will advise on the proper manner to deny the subpoena.

10. Through legal counsel, require that any defects in the subpoena be corrected before the appropriate records are released. The subpoena must be limited strictly to require release of only specifically identified records or documents.

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14. Develop a public information statement which may be distributed to interested members of the public, the news media, and law enforcement officers detailing the principles behind confidentiality. Such a statement should include an explanation of the chilling effect on First Amendment rights, which would be caused by public access to personally identifiable information about library users.

## Concluding Comments

An individual's reading habits cannot be equated with his or her character or beliefs. The First Amendment does not apply only to pre-approved or popular beliefs. The First Amendment also guarantees the right to hold and espouse unpopular beliefs and ideas. The First Amendment protects dissent. The First Amendment protects against the imposition of a state or community- approved orthodoxy as well as an enforced conformity of expression and belief. The First Amendment protects all Americans' rights to read and view information and decide for themselves their points of view and opinions.

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Approved by the Watauga City Council  
9/13/1993  
Reviewed by Library Board 5/16/1996  
Approved by Library Board 7/9/2009  
Reviewed by the Watauga City Council  
7/27/2009



## AGENDA MEMORANDUM

**DATE:** April 29, 2024

**TO:** Library Board Members

**FROM:** Lana Ewell, Director of Library Services

**SUBJECT:** Discussion and action on proposed revision of the Watauga Public Library's "Circulation Policy."

**BACKGROUND/INFORMATION:**

Review of the Circulation Policy revealed some needed minor terminology updates, fee/fine alterations, changes in loaning rules for some neighboring public libraries, and a new section regarding the need to address "Suspension of Privileges for Health and Safety Reasons." This is an issue more and more public libraries are facing, and this seemed the most logical document to place it in.

**FINANCIAL IMPLICATIONS:**

**RECOMMENDATION/ACTION DESIRED:**

Respectfully recommend the Library Board approve the revisions, so it can proceed to the City Council.

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. Doc 5 Autumn Keefer email 04-19-24
2. Doc 6 Circulation Policy Draft
3. Doc 7 Current Circulation Policy 12.14.2020 - Copy

**REVIEWED BY:**

Lana Ewell, Director of Library Services  
 Joshua Jones, City Manager  
 Sandra Gibson, Director of Finance  
 Linda Proskey, City Secretary

Approved - 4/30/2024  
 Approved - 5/10/2024  
 Approved - 5/10/2024  
 Final Approval - 5/10/2024

*Approved as to form for inclusion on Agenda*

## Lana Ewell

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**From:** Autumn Keefer <[akeefer@njdhs.com](mailto:akeefer@njdhs.com)>  
**Sent:** Friday, April 19, 2024 3:34 PM  
**To:** Lana Ewell  
**Subject:** Legal review of proposed revision of Watauga Public Library Circulation Policy  
**Attachments:** Draft Revised Circulation Policy.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Lana,

Please see the attached redlines for the Watauga Public Library Circulation Policy. Please let me know if you have any questions. Have a great weekend! 😊

Autumn Keefer  
Senior Associate



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Dallas, Texas 75201  
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## Circulation Policy

A valid Watauga Public Library card ~~lets~~ allows you to check out books, CDs, ~~eds~~ DVDs, ~~dvds~~ and more. You can also remotely access online databases and download ~~eBooks, audiobooks and eMagazines~~ digital items to your computer or handheld device.

### ~~Watauga~~ Public Library Cards

#### Watauga Public Library Cards

Having a library card is a privilege. Protect it. The card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep your information on file with the ~~Library~~ library current. Report any changes in personal information to the ~~Library~~ library.

A borrower assumes full responsibility for usage of their library card. By agreeing to the terms and conditions, the borrower agrees to comply with all library rules and regulations, to be responsible for any loss or damage to materials, and pay monies owed.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose ~~finest~~ or fees ~~that~~ have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and ~~finest~~ fees are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year unless otherwise stated. When the card is renewed, the patron's record is updated, and all outstanding ~~finest~~ fees must be paid.

## Types of Library Cards

- **Resident:**

Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo ID) with proof of a current Watauga address or taxpayer status. Non-residents who either: (1) own real property within the city limits or (2) ~~and non-residents who~~ operate a business within the city limits and who render business personal property for ad valorem taxes and ~~who~~ pay those taxes ~~will also~~ ~~also be eligible~~ ~~able~~ to obtain a library card free of charge. An applicant ~~age~~ who is 17 years or under who resides with a parent or guardian who meets the residential requirements is also eligible for a free library account. A youth ~~applicant~~ is required to have a parent/legal guardian sign application to show acceptance of responsibility for materials checked out on the card. Youth cards are renewable or until the patron's 18<sup>th</sup> birthday, whichever occurs first.

It is the policy of the Watauga Public Library that parents/ or legal guardians, not the ~~Library~~ library staff, are responsible for monitoring and approving the selection of materials made by their children. Parents/ or legal guardians who wish their children not to have access to certain materials or services should so advise their children not to access these materials. The ~~Library~~ library staff cannot and will not act in loco parentis.

- **Non-resident reciprocal:**

Residents of North Richland Hills, Hurst, ~~and~~ and Bedford ~~Saginaw, and Blue Mound~~ may obtain a Watauga library card at no charge. Borrowing privileges extend to the Watauga Public Library collection only. The person must present identification (such as a valid driver's license or photo ID) with proof of current address valid in one of the cities mentioned above. This card is valid for one year. The policy above for applicants age 17 years or under also applies here.

- **Non-resident:**

Any adult who resides outside the Watauga city ~~limits~~, ~~but limits~~ but does not ~~either~~ reside in one of the member cities of any consortium Watauga is a member of or ~~resides~~ in a city that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, ~~etc or Bedford~~) may obtain a non-resident library card. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants age 17 years or under also applies here. This card is valid for one year with an annual charge for each non-resident card.

- **Internet-only:**

This card is issued for Internet only use, and is renewable every 6 months. No check-out privileges are extended to this card. A photo ID and current address must be provided.

- **Corporate Cards:**

Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees/charges that applies to an individual library card, also applies to a corporate card. In requesting a corporate card, the company agrees to be responsible for all materials borrowed on the card(s). The company holds the responsibility for retrieving library cards from any staff members who leave their employer. The company must notify the ~~library~~ library to cancel any card(s) that leaves their control. A Corporate Card is valid for one year and there is no charge for this card. Consult "[Corporate Card](#)"(link to document) Policy for details.

- **Teacher Cards:**

Any teachers in the public (Birdville & Keller School Districts only), private, and parochial schools that serve Watauga can obtain this card. This card is offered ~~for the current school year only on an annual basis~~ and must be renewed for each future school year.

Nursery schools, preschools, and daycare schools that serve Watauga may obtain a teacher card. This card is valid for one year, renewed annually.

Borrowing privileges extends to the Watauga Public Library collection only. Applicants must provide proof of employment. Consult "[Teacher Card](#)" (link to document) Policy for details.

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## Renewals & Replacements of Library Cards

To renew a library card, patron must show a photo ID and proof of current address, and all outstanding fees ~~fees~~ must be paid. The replacement fee for a lost library card is \$1.00 or free if renewing library card. Patron is responsible for notifying the ~~library~~ library of a lost/stolen card so that a block may be put on their account ensuring no additional items may be checked out. The patron is responsible for materials checked out on lost or stolen cards that have not been reported.

## Checking Out Materials

- A valid Watauga Public Library card or a current photo ID is required to check out materials.
- Limits:
  1. First time borrowers are limited to three (3) items the first checkout.
  - ~~2. Non-fiction materials are limited to three (3) items per subject at a time per cardholder.~~
  - ~~3.2. DVDs are limited to fifteen (15) per library card.~~
  - ~~4.3. Seasonal or high demand items may be limited as determined by staff~~
- The following restrictions applies to Special Loan Kits:
  1. Checkout of Special Loan Kits is limited to one of each per patron unless the patron represents a daycare or another setting where there are multiple classes dividing young children by age group. Daycares, schools, and churches may check out two Special Loan Kits per person or building.
  2. Special Loan Kits may not be renewed.
  3. Special Loan Kits must be returned to the Watauga Public Library.

## Length of ~~Items~~ Loans

1. All circulating materials check out for 3 weeks
2. Reference items do not circulate
3. All loan periods will be reviewed by the Library Board as needed and changes incorporated into the policy.

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## Computers

Computers can be used in the ~~Library library~~ with a valid library card. Computers are equipped with Internet, Microsoft Office, ~~and and~~ USB ports. ~~7 and CD drives. Any~~ Print jobs from the public computers are sent to a network printer at the Circulation Desk. Print costs ~~10, 15 for b/w, and 25, 35 for color~~ are posted at the Circulation desk. Print jobs can also be sent remotely from any device from anywhere and picked up at the Watauga Public Library. Consult "[Internet Acceptable Use](#)" Policy ([Create link to document](#)) for details.

## Renewal

Automatic-renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if ~~any of the following instances apply:~~

- 1) the item is not renewable;
- 2) the item is requested by another user;
- 3) maximum number of renewals has occurred;
- 4) charges of \$5.00 or more on the patron's account; ~~OR~~
- 5) the patron's account has overdue items.

Renewals may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the Library Consortium.

## Holds

Residents can place requests on all circulating materials belonging to the Watauga Library and members of the Library Consortium. Non-resident cardholders may place requests only on Watauga Public Library materials. There is a limit of 10 holds requests on physical materials at any one time. This includes active/pending requests, holds in-transit, and items on hold shelf.

## Copyright Laws

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Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

## Interlibrary loans

Interlibrary loan service ("ILL") is provided to residents/property owners of Watauga with a valid library card in good standing. Specialty cardholders are not eligible for this service. ILL forms are available at the Check Out Desk or online. The user is responsible for paying the return postage on each item requested. Consult "Interlibrary Loan" Policy ([connect to link](#)) for details.

## Fees Fines & Charges

Fines/ Fees can be paid in person or with your credit card by accessing your account online.

1. ~~Damage costs: \$5.00 re-binding or Cost of replacement + \$5.00 processing fee. Plus cost to repair/replace.~~ Damage of one audio ~~ed~~ CD will result in the replacement of the entire set at current cost.

1. ~~1.~~
2. ~~2.~~ Lost items: Cost of replacement + \$5.00 processing fee.  
(If the cost of the item is less than \$5.00, ~~processing~~the processing fee is waived.)  
The Watauga Public Library does not accept replacement copies for lost or damaged items. Damage of one audio ~~ed~~ CD will result in the replacement of the entire set at current cost.

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~~3-3~~ Special Loan Kits

~~3.~~ — Lost fee: Total cost of kit

— Missing/Damaged fee: Replacement cost of each item

~~4-14~~ Interlibrary loan items

~~4.~~ — Lost/Damage fee set by lending library

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### **FAX Fax Service**

Local ~~FAX~~Fax: Charges follow the current City guidelines and are posted at the Circulation desk.

~~No FAX-faxes will be accepted during the beginning 15 minutes before the library closing/closes.~~

### **Overdue notices/Notices**

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date and does not exempt the borrower from paying recompense for damaged or lost materials. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than \$50.00.

### **Suspension of Privileges for Health and Safety Reasons**

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It is the responsibility of the Watauga Public Library to maintain a healthy and clean environment for all ~~Library-library~~ users and to protect the City's investment in library collections, equipment, and property. To fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such may jeopardize the health and cleanliness of library facilities, collections, and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish, bed bugs and some types of beetles.

Examples of situations where access to ~~Library-library~~ facilities may be suspended include, but are not limited to:

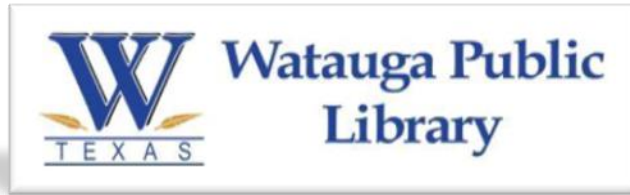
- Customers or customer possessions with fleas, lice, or bed bugs.
- Customers with clothing that is stained with urine, vomit, or feces.

Should it become necessary to suspend ~~Library-library~~ privileges of a customer to protect library collections, facilities, or other users, notification of the suspension will be made by the Library Director, or in their absence the Assistant Library Director, and/or City Manager.

### **For Reinstatement of Privileges due to Health and Safety Reasons**

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

Revised by Library Board 9/14/2000  
Revised by Library Board 9/13/2001  
Approved by Council 3/25/2002  
Revised by Library Board 11/14/2002  
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Approved by Council 10/27/2008  
Revised by Library Board 11/18/2010  
Approved by Council 12/20/2010  
Revised by Library Board 9/29/2011  
Approved by Council 10/24/2011  
Approved by Library Board 3/08/2012  
Approved by Council 3/26/2012  
Approved by Library Board 3/13/2014  
Approved by Council 4/28/2014  
Approved by Library Board 5/11/2017  
Approved by Council 11/13/2017  
Approved by Library Board 11/12/2020  
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Approved by the Library Board \_\_\_\_\_  
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## **Circulation Policy**

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property within the city limits and non-residents who operate a business within the city limits and who render business personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent/legal guardian sign application to show acceptance of responsibility for materials checked out on the card. Youth cards are renewable or until the patron's 18<sup>th</sup> birthday, whichever occurs first.

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## **Renewals & Replacements of Library Cards**

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  2. Special Loan Kits may not be renewed.
  3. Special Loan Kits must be returned to the Watauga Public Library.

## Length of loans

1. All circulating materials check out for 3 weeks
2. Reference items do not circulate
3. All loan periods will be reviewed by the Library Board as needed and changes incorporated into the policy.

## Computers

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. Print jobs from the public computers are sent to a network printer at the Circulation Desk. Print cost .10 for bw, and .25 for color. Print jobs can also be sent remotely from any device from anywhere and picked up at the Watauga Public Library. Consult "Internet Acceptable Use" Policy for details.

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Renewal may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the Library Consortium.

## Holds

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## Copyright Laws

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

## Interlibrary loans

Interlibrary loan service is provided to residents/property owners of Watauga with a valid library card in good standing. Specialty cardholders are not eligible for this service. ILL forms are available at the Check Out Desk or online. The user is responsible for paying the return postage on each item requested. Consult "Interlibrary Loan" Policy for details.

## Fines & Charges

Fines/fees can be paid in person or with your credit card by accessing your account online.

1. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace. Damage of one audio cd will result in the replacement of the entire set at current cost.
2. Lost items: Cost of replacement + \$5.00 processing fee.  
(If the cost of the item is less than \$5.00, processing fee is waived)  
The Watauga Public Library does not accept replacement copies for lost or damaged items. Damage of one audio cd will result in the replacement of the entire set at current cost.
3. Special Loan Kits  
Lost fee: Total cost of kit  
Missing/Damaged fee: Replacement cost of each item
4. Interlibrary loan items  
Lost/Damage fee set by lending library

## FAX Service

Local FAX: Charges follow the current City guidelines and are posted at the Circulation desk.

No FAXs will be accepted during the 15 minutes before closing.

## Overdue notices

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date does not exempt the borrower from paying recompense for damaged or lost materials. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than

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