



AGENDA
WATAUGA LIBRARY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
TUESDAY, SEPTEMBER 10, 2024
6:00 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

1. The Library Director will give the bimonthly library report.
Lana Ewell, Director of Library Services

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

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. Does any Council member wish to pull any of the items?

1. Consider approval of the minutes for the May 14, 2024 Library Services Board Meeting
Linda Proskey, City Secretary

ACTION ITEMS

1. Consideration and action on amendments to the Library Confidentiality Policy
Lana Ewell, Director of Library Services
2. Consideration and action on amendments to the Interlibrary Loan Policy
Lana Ewell, Director of Library Services
3. Consideration and action on amendments to the Insect Infestation Policy
Lana Ewell, Director of Library Services
4. Consideration and action on amendments to the Circulation Policy
Lana Ewell, Director of Library Services

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

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 September 6, 2024, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary



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

April 2024



Pet Therapy

Comments from the Public:

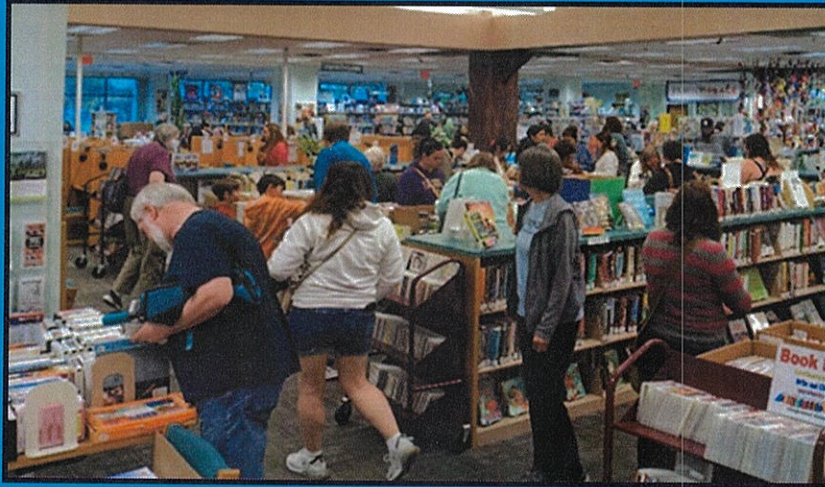
"I really love coming to book club." – Whitney Inman, 4/1/2024 at *American Eclipse* Book Discussion

"Thanks for all your eclipse research and presentations. I appreciate you!" During the book club she also commented that she liked my 3-program eclipse series as it would appeal to multiple audiences. -Carla Manzi, 4/1/2024 at *American Eclipse* Book Discussion

"That class really motivated me to work on my stuff to have it ready just in case." -Olivia Bryant via Facebook regarding the April 23rd class from Tarrant County Public Health on Disaster Readiness

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

April 2024



Friends of the WLP Book Sale & Craft Fair

Additional Comments from the Public:

Diane Kissel attended the Cracker-Tasting Class on April 30th. She commented that she liked that Dana used a microphone. She also said that Dana was funny and put everyone at ease.



Cracker Tasting

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 **12**
- ◆ Any-Book Book Club **11**
- ◆ Medicare Education Class **2**
- ◆ Meditation (1 classes) **5**
- ◆ Knitting (5 sessions) **28**
- ◆ Book Club Morbidly Curious **9**
- ◆ Color Me Calm **14**
- ◆ Book Club for the Morbidly Curious **10**
- ◆ *American Eclipse* Book discussion **10**
- ◆ Magic Show for Adults **14**
- ◆ Disaster Readiness TCHP **14**
- ◆ Steve Novy Art Class **18**
- ◆ Selma's Art Class **13**
- ◆ Star Trek Trivia **16**
- ◆ Adult Education Registration **10**
- ◆ Understanding Shakespeare **14**
- ◆ ESL (9 classes) **58**
- ◆ Cracker Tasting Class **39**
- ◆ Friends Book Sale/ Craft Fair **245**



Magic Class



Understanding Shakespeare



Selma's Art Class

Early Childhood Literacy / Family Development & Enrichment

Regular Youth Events:

- ◆ Mother Goose: (3) - 69
- ◆ Music & Movement (1) - 45
- ◆ Storytime: (18) - 816
- ◆ Sensory Storytime (0) - 0
- ◆ Bilingual Storytime: (0) - 0

Special Programs (in person):

- ◆ 4/1—Easy Readers Book Club: 10
- ◆ 4/1—Homeschool Solar Eclipse: 110
- ◆ 4/1,8,15,22,29—Pokémon Club: 10,19,25,15,27
- ◆ 4/4—School Age Lego Challenge Club: 19
- ◆ 4/4,11,18,25—Tween Homeschool Short Stories : 11,6,8,11
- ◆ 4/4 — Tween Fandom Fight: 6
- ◆ 4/10—Crafter Exploration: 13
- ◆ 4/11—Tween Rick Riordan Book Club: 1
- ◆ 4/13—Family Butterfly Craft Day: 44
- ◆ 4/13, 27—Domino Club: 2,1
- ◆ 4/22—Toddler Gardening with Smokey the Bear: 309
- ◆ 4/25—Soul Movie Night: 12
- ◆ 4/25—Miss Frida the Therapy Dog: 13
- ◆ 4/25—Whitley Road First Grade Visit: 90
- ◆ 4/29—Friendship Elementary 1st grade Visit: 94

Special Programs :

- ◆ Take & Makes: 10
- ◆ KinderCare Out Reach: 34

◆ Youth Services:



Friendship Elementary Visit



Solar Eclipse Homeschool



WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - April, 2024

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Circulation Total	14,775	12,013	100,889	88,461
Total in Collection	N/A	N/A	118,691	121,544
Programs	83	87	455	576
Program Attendance	2,381	2,081	14,771	14,893
Cards Issued	108	73	749	822
Library Visits	8,242	5,230	44,781	41,313
Notary Service	15	13	156	110
Reference & Directional Transactions	1,045	1,076	8,277	7,300
Study Room Usage (hours)	704	406	4,035	3,471
Volunteer Hours	73	56	461	721
Webpage Views	2018	1750	13384	13208
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Adult Books	1,210	929	7,502	7,643
Youth Books	4,104	3,414	26,755	26,035
Adult Books on CD	102	76	638	642
Youth Books on CD	18	31	209	211
Adult DVDs	687	595	4,573	4,557
Youth DVDs	462	324	2,946	2,760
Adult Kits	2	0	12	0
Youth Kits	27	21	184	177
Music CDs	43	25	296	250
Periodicals	27	48	176	293
Video Games	12	N/A	15	N/A
eBooks	274	316	2,101	2,137
eAudiobooks	491	369	3,467	2,613
eMagazines	132	28	781	215
Checked out to MetroShare Libraries	1,569	1,333	10,867	8,829
Renewals	5,615	4,504	40,367	32,099
TOTAL CIRCULATION	14,775	12,013	100,889	88,461
Hold/Requested Items Processed	2,183	1,835	14,442	12,407
Interlibrary Loan Requests (TexShare)	68	46	468	439
Curbside checkout transactions	3	2	22	23
Curbside-Misc. services	177	103	910	922
Self-Check Out-Items Checked Out	3,925	3,128	25,821	22,221
Revenue Collected	\$ 1,361.92	\$ 1,000.65	\$ 8,961.03	\$ 9,179.79
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	35	25	173	256
Program Attendance	551	281	2,861	2,996
Volunteer Hours	58	47	161	536
Internet Users	502	317	2,323	2,215
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	48	62	282	320
Program Attendance	1,830	1,800	11,910	11,897
School Visits	2	0	5	4
Volunteer Hours	15	9	300	185
Youth Computer Users	763	875	4,930	4,645
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Material Items Received	576	404	2,487	3,176
Materials Added	624	591	3,025	3,289
Materials Withdrawn	1,265	93	5,783	2,213

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

May 2024



Comments from the Public:

Survey responses form about the linocut class:

What did you like about today's program?

- ◆ Different experience, interesting.
- ◆ Something I've always wanted to do – a real “bucket list” type item – and it was so easy!
- ◆ Liked everything! Liked the presentation of German art and the art books. Instructions were clear and we had plenty of time to make our linocut project. All tools were available. The instructor answered our many questions.
- ◆ Something new and rewarding. I liked that more time was given. I didn't feel rushed to finish.
- ◆ Great art project that takes no artistic talent
- ◆ The information about art period and the techniques
- ◆ Something new, never done
- ◆ I enjoyed the art history, but on shorter time classes it cuts into the “hands-on” time. Maybe some classes with just art history? I thought we might be using Blick's linoart printfoam (scratchfoam) for printing and was pleased to see we'd be working with Battleship Linofoam instead. I don't know where you got the linofoam but it was a bit old, which makes it harder to carve. Applying heat the linofoam should make the cutter go through it like cutting butter with a hot knife. You should let your supplier know...their stock was probably sitting around and/or not stored properly. It was an enjoyable and inspiring class. Enjoyed the longer class time.

May 2024

Comments from the Public:

What other programs are you interested in?

- ◆ Painting Acrylic, Watercolor, H2O oil (non toxic)
- ◆ More acrylic painting classes.
- ◆ I like all art programs.
- ◆ Any craft or creative project
- ◆ More art, please
- ◆ Anything to do with art or history
- ◆ Building architectural models from foamboard (3D and bas-relief)
- ◆ Miniature landscaping from foam
- ◆ Different salsas with 1 type of corn chips (like doritos)
- ◆ Different types/brands of corn chips (including popcorners)
- ◆ 2-4 day classes to read + explain the U.S. Constitution
- ◆ Marbling paper using shaving cream.
- ◆ Batik with crayons.
- ◆ Paper making with recycled materials.
- ◆ Paper mosaic with precut squares or print paper and cut it up.
- ◆ Rubbings art (leaves, textured items).
- ◆ Art working with stencils and masks.
- ◆ Using a paint pendulum (see teacherspayteachers.com for building one from PVC pipes).
- ◆ Tie-dyed paper.
- ◆ Tissue paper printing.
- ◆ Pop-up greeting cards.
- ◆ Papier mache shapes (bowls, balloons) (could use the circle cutter).
- ◆ Mandala dot painting on rocks.
- ◆ Food tasting: Fruits (guava, papaya, star, mango, dragon, jack) at Asian market at Watauga. :jellies and preserves (fig, cherry, apricot...).

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 **15**
- ◆ Any-Book Book Club **10**
- ◆ Medicare Education Class **3**
- ◆ Meditation (1 classes) **3**
- ◆ Knitting (3 sessions) **17**
- ◆ Book Club Morbidly Curious **9**
- ◆ Color Me Calm **14**
- ◆ Book Club for the Morbidly Curious **12**
- ◆ Harp Essence **53**
- ◆ Linocut Art Class **12**
- ◆ Job Fair **75 Attendees/ 20 Employers**
- ◆ Steve Novy Art Class **15**
- ◆ Regional Spelling Bee **130**
- ◆ Exploring the outdoors **31**
- ◆ Adult Education Registration **6**
- ◆ Improve Workshop **13**
- ◆ Family Book Night **3**
- ◆ Food Preservation @ Home **7**
- ◆ Friends Meeting **8**



Harp Essence



Goodwill Job Fair



Spelling Bee

Early Childhood Literacy / Family Development & Enrichment

◆ Youth Services:

Regular Youth Events:

- ◆ Mother Goose: (3) - 90
- ◆ Music & Movement (0) - 0
- ◆ Storytime: (10) - 432
- ◆ Sensory Storytime (0) - 0
- ◆ Bilingual Storytime: (0) - 0

Special Programs (in person):

- ◆ 5/2—School Age Lego Challenge Club: 17
- ◆ 5/4 —Gosaigi Drum Performance: 74
- ◆ 5/6,13,20—Pokemon League: 10,15,16
- ◆ 5/6—Easy Readers Book Club:6
- ◆ 5/8— Rick Riordan Book Club: 6
- ◆ 5/8—Crafter Exploration: 11
- ◆ 5/11, 25 — Domino Club: 6, 9
- ◆ 5/25—Miss Frida the Therapy Dog: 19



Gosaigi Drums



Teen Activity



Rick Riordan Book Club

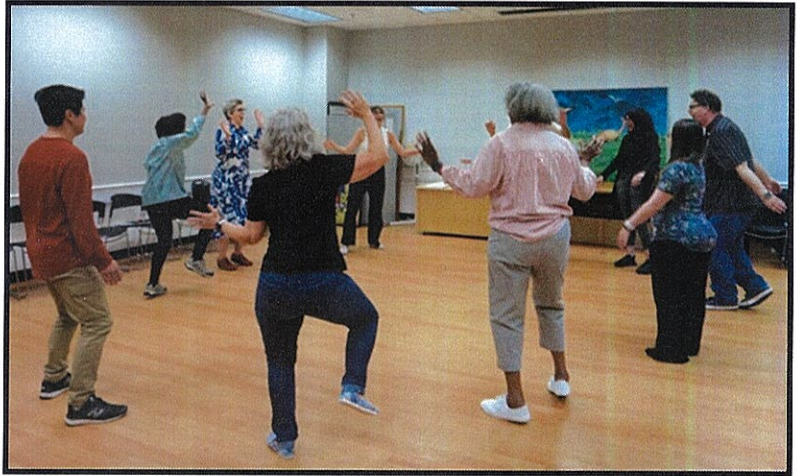
Texas Bluebonnet Luncheon



Steve Novy Art Class



Friends Group at Watauga Fest



Improv Class



Probate Basics



Book Club for the Morbidly Curious



Friends of the Library Meeting

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - May, 2024

DEPARTMENT TOTALS	Current Month	This Month Last Year	2023-24	Year to Date 2022-23
Circulation Total	16,309	13,401	117,198	101,862
Total in Collection	N/A	N/A	117,876	121,627
Programs	63	48	518	624
Program Attendance	1,245	868	16,016	15,761
Cards Issued	122	129	871	951
Library Visits	7,182	5,732	51,963	47,045
Notary Service	11	15	167	125
Reference & Directional Transactions	959	1,278	9,236	8,578
Study Room Usage (hours)	608	393	4,643	3,864
Volunteer Hours	113	100	574	821
Webpage Views	2607	2394	15991	15602
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Adult Books	1,065	1,266	8,567	8,909
Youth Books	5,144	4,059	31,899	30,094
Adult Books on CD	137	86	775	728
Youth Books on CD	41	61	250	272
Adult DVDs	848	742	5,421	5,299
Youth DVDs	620	510	3,566	3,270
Adult Kits	3	2	15	2
Youth Kits	31	35	215	212
Music CDs	30	39	326	289
Periodicals	22	54	198	347
Video Games	41	N/A	56	N/A
eBooks	290	320	2,391	2,457
eAudiobooks	493	400	3,960	3,013
eMagazines	66	39	847	254
Checked out to MetroShare Libraries	1,644	1,391	12,511	10,220
Renewals	5,834	4,397	46,201	36,496
TOTAL CIRCULATION	16,309	13,401	117,198	101,862
Hold/Requested Items Processed	2,282	1,930	16,724	14,337
Interlibrary Loan Requests (TexShare)	65	62	533	501
Curbside checkout transactions	3	3	25	26
Curbside-Misc. services	165	138	1,075	1,060
Self-Check Out-Items Checked Out	4,701	3,746	30,522	25,967
Revenue Collected	\$ 1,331.91	\$ 1,481.60	\$ 10,292.94	\$ 10,661.39
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	26	32	199	288
Program Attendance	495	360	3,356	3,356
Volunteer Hours	31	67	192	603
Internet Users	479	355	2,802	2,570
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	37	16	319	336
Program Attendance	750	508	12,660	12,405
School Visits	N/A	0	5	4
Volunteer Hours	82	33	382	218
Youth Computer Users	unavailable	725	4,930	5,370
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Material Items Received	641	351	3,128	3,527
Materials Added	508	364	3,533	3,653
Materials Withdrawn	1,323	281	7,106	2,494

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

June 2024



Paranormal Texas with Tui Snider

Comments from the Public:

"I'm retired. I'm a regular here. The classes give me something to look forward to." -Carol Schmidt on 6/8/2024 after Selma's art class

"Truly the best library I've ever been to." -Kelcie, Rec Therapist for developmentally disabled adults. She brings her clients to the library. 6/18/2024

"She [Dana] knows that adults are just big kids and makes it [events] fun." -Robin 6/20/2024

"I love your library and the activities. It's awesome. I like all your employees." -Sherry Terry during a phone conversation 6/26/2024

Paula reported that a man who was playing games with his daughter said, "I can't tell you how grateful we are that the library has put out games."

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-

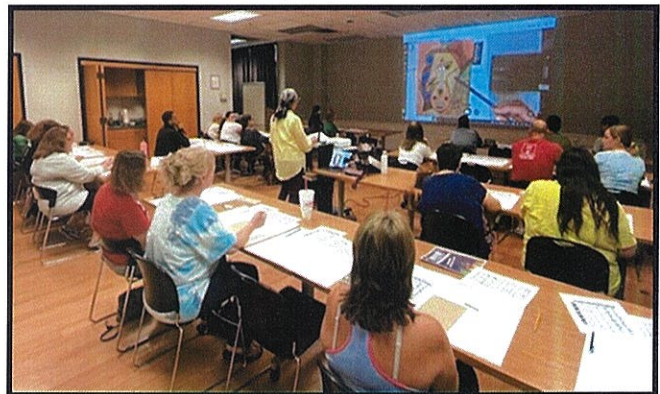
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- ◆ Medicare Education Class **10**
- ◆ Meditation (2 classes) **9**
- ◆ Knitting (5 sessions) **28**
- ◆ Book Club Morbidly Curious **9**
- ◆ Color Me Calm **4**
- ◆ Book Club for the Morbidly Curious **8**
- ◆ Potato Chip Tasting Class **29**
- ◆ Steve Novy Art Class **22**
- ◆ Selma's Art Class **22**
- ◆ Adult Education Registration **5**
- ◆ Paranormal Texas w/ Tui Snider **55**
- ◆ Dinosaurs for Adults w/ Dino Valley **13**



Potato Chip Tasting Class



Picasso Portraits with Selma



Optical Illusion Art with Steve

Early Childhood Literacy / Family Development & Enrichment

Regular Youth Events:

- ◆ Mother Goose: (4) - 122
- ◆ Music & Movement (1) - 7
- ◆ Storytime: (4) - 461
- ◆ Sensory Storytime (0) - 0
- ◆ Bilingual Storytime: (0) - 0

Special Programs (in person):

- ◆ 6/8, 22 — Domino Club: 1, 4
- ◆ 6/3,10,17,24—Pokémon Club: 25,25,21,25

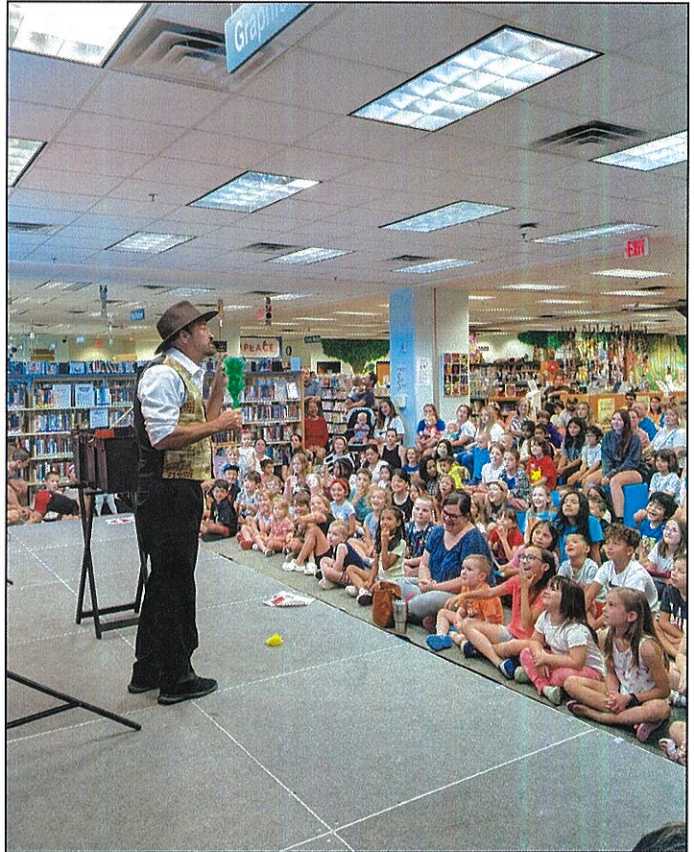
Summer Reading Club:

- ◆ 6/3 — Baby Swap: 32
- ◆ 6/3 — Bilingual Family Night: 48
- ◆ 6/4,11 — Dramatic Play: 67, 90
- ◆ 6/4 — Snake Encounters: 605
- ◆ 6/5 — Mr. Novy Art Class: 39
- ◆ 6/6 — Big Vehicle Day : 1206
- ◆ 6/7,21,28 — Reading with Teagan: 15, 25, 21
- ◆ 6/10 — Texas A&M Tween Day: 20
- ◆ 6/10 — Family Movie Night: 38
- ◆ 6/11 — Brett Roberts Magic Show: 280
- ◆ 6/13 — Selma Art Class for Tweens: 12
- ◆ 6/15 — Petting Zoo: 418
- ◆ 6/17 — Ft. Worth Nature Center for Tweens: 23
- ◆ 6/17 — Family Game Night: 20
- ◆ 6/19 — Mr. Novy Art Class for Tweens: 20
- ◆ 6/20 — Dino Day: 494
- ◆ 6/25—Star Wars Day: 151

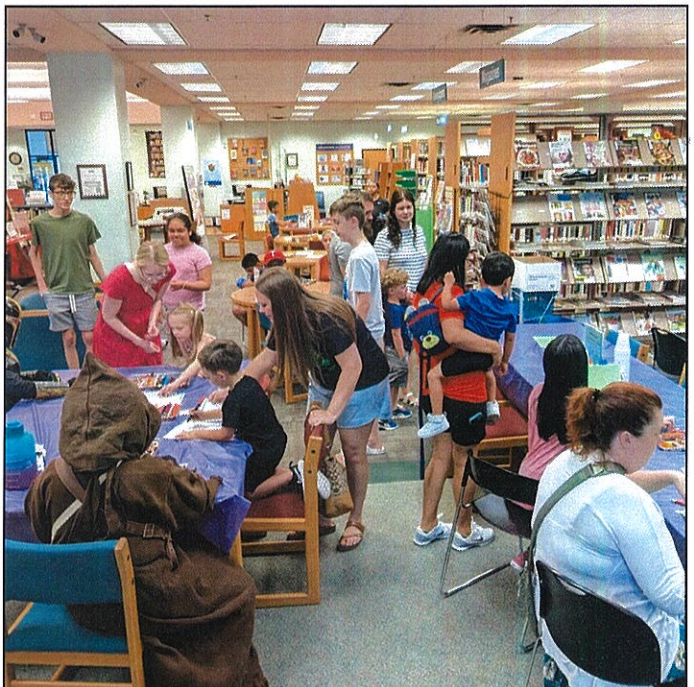
Teen in Person Summer Events:

- ◆ 6/7 — Smash Super Mario Video Game Tournament: 43
- ◆ 6/14 — Murder Mystery: 11
- ◆ 6/18 — Teen Mac & Cheese Cooking Class: 20
- ◆ 6/21 —Teen After Hours “Glow in the Dark” Party: 21
- ◆ 6/24— Texas A&M Class: 17
- ◆ 6/26— Selma Art Class: 10

◆ Youth Services:



Brett Roberts Magic Show



Star Wars Day

Snake Encounters



Completed Community Sticker



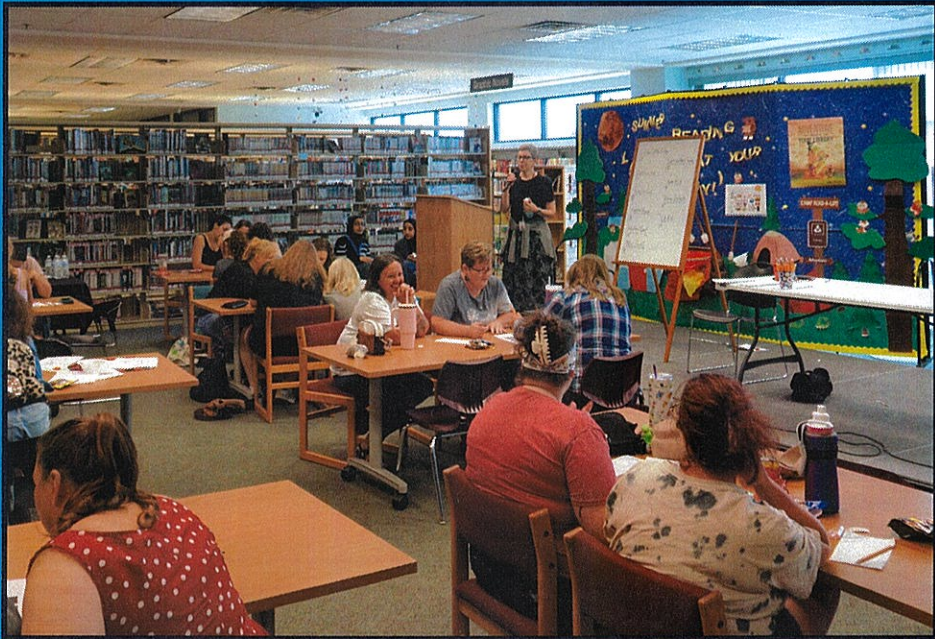
Two Completed Community Puzzles

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - June 2024

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Circulation Total	19,339	18,336	136,537	120,198
Total in Collection	N/A	N/A	117,720	121,581
Programs	67	85	585	709
Program Attendance	4,697	4,622	20,713	20,383
Cards Issued	214	209	1,085	1,160
Library Visits	10,560	9,733	62,523	56,778
Notary Service	N/A	19	167	144
Reference & Directional Transactions	1,447	1,287	10,683	9,865
Study Room Usage (hours)	720	441	5,363	4,305
Volunteer Hours	707	426	1281	1247
Webpage Views	3176	unavailable	19167	15602
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Adult Books	1,381	1,378	9,948	10,287
Youth Books	6,119	7,057	38,018	37,151
Adult Books on CD	93	111	868	839
Youth Books on CD	35	44	285	316
Adult DVDs	911	741	6,332	6,040
Youth DVDs	653	821	4,219	4,091
Adult Kits	2	4	17	6
Youth Kits	41	48	256	260
Music CDs	41	43	367	332
Periodicals	39	55	237	402
Video Games	22	N/A	78	N/A
eBooks	304	386	2,695	2,843
eAudiobooks	444	437	4,404	3,450
eMagazines	140	23	987	277
Checked out to MetroShare Libraries	2,085	1,824	14,596	12,044
Renewals	7,029	5,364	53,230	41,860
TOTAL CIRCULATION	19,339	18,336	136,537	120,198
Holds/Requested Items Processed	2,591	2,512	19,315	16,849
Interlibrary Loan Requests (TexShare)	78	63	611	564
Curbside checkout transactions	3	5	28	31
Curbside-Misc. services	137	168	1,212	1,228
Self-Check Out-Items Checked Out	5,920	5,952	36,442	31,919
Revenue Collected	\$ 1,616.90	\$ 1,706.40	\$ 11,909.84	\$ 12,367.79
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	25	26	224	314
Program Attendance	264	238	3,620	3,594
Volunteer Hours	35	19	227	622
Internet Users	679	468	3,481	3,038
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	42	59	361	395
Program Attendance	4,433	4,384	17,093	16,789
School Visits	N/A	0	5	4
Volunteer Hours	672	407	1,054	625
Youth Computer Users	647	925	5,577	6,295
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Material Items Received	628	608	3,756	4,135
Materials Added	735	482	4,268	4,135
Materials Withdrawn	891	528	7,997	3,022

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

July 2024



Gilmore Girls Trivia



End of Summer Reading Club Celebration

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-

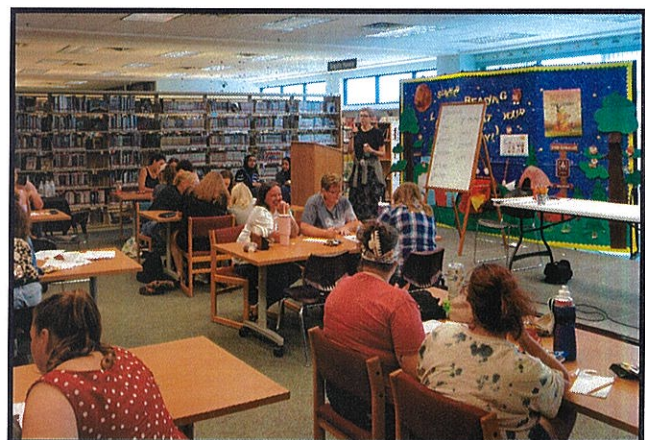
Adult Services Librarian Dana Harper & staff have created the following online classes & events to reach out to our public:

Adult Events Attendance:

- ◆ Well-Read Book Club **14**
- ◆ Any-Book Book Club **10**
- ◆ Medicare Education Class **5**
- ◆ Meditation (4 classes)
28
- ◆ Knitting (5 sessions) **30**
- ◆ Book Club Morbidly Curious
9
- ◆ Color Me Calm **25**
- ◆ Old-Fashioned Candy Tasting
Class **37**
- ◆ Steve Novy Art Class **35**
- ◆ Gilmore Girls Trivia **33**
- ◆ Adult Education Registration
20
- ◆ Voter Registration Table **65**
- ◆ At-Home Delivery: **3**



Well-Read Book Club



Gilmore Girls Trivia



Old-Fashioned Candy Tasting

Early Childhood Literacy / Family Development & Enrichment

◆ Youth Services:

Regular Youth Events:

- ◆ Mother Goose: (4) - **101**
- ◆ Music & Movement (1) - **32**
- ◆ Storytime: (5) - **536**
- ◆ Sensory Storytime (0) - **0**
- ◆ Bilingual Storytime: (0) - **0**

Special Programs (in person):

- ◆ Domino Club: (2) **2**
- ◆ Pokémon Club: (5) - **128**
- ◆ Miss Frida Therapy Dog: (1) **19**

Summer Reading Club:

- ◆ 7/1 — Tween Tie Dye Party: **40**
- ◆ 7/1 — Bilingual Family Movie Night: **10**
- ◆ 7/2,9,16,23,30 — Dramatic Play: **78, 52,66,30,17**
- ◆ 7/2 — All About Animals: **405**
- ◆ 7/3 — Mr. Novy Art Class Ages 5-7: **32**
- ◆ 7/6 — Dallas Zoo : **305**
- ◆ 7/8 — Family Movie Night: **12**
- ◆ 7/8 — Texas A&M Tween Class: **7**
- ◆ 7/9 — Magic & Juggling: **224**
- ◆ 7/9,16,23,30—Dramatic Play: **53,66,30,17**
- ◆ 7/12,19,26 —Reading with Teagan: **20, 17, 19**
- ◆ 7/15 — Superheros vs Villians Tweens: **27**
- ◆ 7/15 — Bilingual Family Game Night: **12**
- ◆ 7/16 — Camp Half Blood Day: **66**
- ◆ 7/17 — Mr. Novy Art Class Ages 8-12: **13**
- ◆ 7/18 — Girl Scouts: **13**
- ◆ 7/22 — Family Trivia Night: **8**
- ◆ 7/23 — Sam Nash “The Duelist”: **56**
- ◆ 7/24 — Tweens art with Selma: **4**
- ◆ 7/29 — Superhero Day: **175**
- ◆ 7/30—Camp Half Blood Escape Room: **27**
- ◆ 7/31—End of Summer Celebration: **196**



Readin' with Teagan



Camp Half Blood Day

Teen in Person Summer Events:

- ◆ 7/5 — Teen Cosplay Bootcamp: **5**
- ◆ 7/12 — Selma Teen Art Class: **7**
- ◆ 7/19 — Teen After Hours “Halloween in July”:
35
- ◆ 7/22 — Texas A&M Teen Class: **8**
- ◆ 7/27 —ToshoCon: **104**

WATAUGA PUBLIC LIBRARY-REPORT SUMMARY
Monthly Report - July 2024

DEPARTMENT TOTALS	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Circulation Total	20,092	17,610	156,629	137,808
Total in Collection	N/A	N/A	117,788	121,581
Programs	78	70	663	779
Program Attendance	3,328	2,831	24,041	23,214
Cards Issued	189	133	1,274	1,293
Library Visits	10,107	8,951	72,630	65,279
Notary Service	N/A	22	167	166
Reference & Directional Transactions	1,213	1,646	11,896	11,511
Study Room Usage (hours)	722	549	6,085	4,854
Volunteer Hours	751	256	2032	1503
Webpage Views	2580	3611	21747	19213
CIRCULATION SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Adult Books	1,328	1,310	11,276	11,597
Youth Books	5,665	5,644	43,683	42,795
Adult Books on CD	89	112	957	951
Youth Books on CD	49	38	334	354
Adult DVDs	983	749	7,315	6,789
Youth DVDs	569	662	4,788	4,753
Adult Kits	0	2	17	8
Youth Kits	29	35	285	295
Music CDs	36	45	403	377
Periodicals	12	65	249	467
Playaways	N/A	N/A	N/A	N/A
Video Games	55	N/A	133	N/A
eBooks	272	393	2,967	3,236
eAudiobooks	474	487	4,878	3,937
eMagazines	95	28	1,082	305
Checked out to MetroShare Libraries	2,135	1,586	16,731	13,630
Renewals	8,301	6,454	61,531	48,314
TOTAL CIRCULATION	20,092	17,610	156,629	137,808
Holds/Requested Items Processed	2,765	2,201	22,080	19,050
Interlibrary Loan Requests (TexShare)	141	66	752	630
Curbside checkout transactions	1	2	29	33
Curbside-Misc. services	132	124	1,344	1,352
Self-Check Out-Items Checked Out	5,458	5,043	41,900	36,962
Revenue Collected	\$ 1,454.43	\$ 1,435.71	\$ 13,364.27	\$ 13,803.50
ADULT SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	25	27	249	341
Program Attendance	372	253	3,992	3,847
Volunteer Hours	15	6	242	628
Internet Users	891	424	4,372	3,462
YOUTH SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Number of Programs	53	43	414	438
Program Attendance	2,956	2,578	20,049	19,367
School Visits	N/A	0	5	4
Volunteer Hours	736	250	1,790	875
Youth Computer Users	791	921	6,368	7,216
TECHNICAL SERVICES	Current Month	This Month Last Year	Year to Date 2023-24	Year to Date 2022-23
Material Items Received	1,419	1,102	5,175	5,237
Materials Added	631	789	4,899	4,924
Materials Withdrawn	563	211	8,560	3,233



AGENDA MEMORANDUM

DATE: July 3, 2024
TO: Honorable City Council Members
FROM: Linda Proskey, City Secretary
SUBJECT: Consider approval of the minutes for the May 14, 2024 Library Services Board Meeting

BACKGROUND/INFORMATION:

Minutes from the Library Board meeting on May 14, 2024

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. MINUTES-May 14, 2024 Library

REVIEWED BY:

Sandra Gibson, Interim City Manager and Director of Finance Approved - 8/30/2024

Linda Proskey, City Secretary

Final Approval - 8/30/2024

Approved as to form for inclusion on Agenda



**MINUTES
WATAUGA LIBRARY BOAD
REGULAR MEETING
TUESDAY, MAY 14, 2024
WATAUGA COUNCIL CHAMBERS**

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
Lindsey Neal
Kristen Chapman
Pedro Rivera
Sian Brannon
Henrietta Egenti
Whitney Isbell

Chairperson/Place 7
Vice-Chairperson /Place 1
Secretary/Place 6
Member Place 2 (Absent)
Member/Place 3
Member /Place 4 (Absent)
Member/Place 5

and
Sandra Gibson
Linda Proskey
Randy Barkley

Interim City Manager/Finance Director
City Secretary
Fire Chief

PUBLIC COMMENT

No Requests for public comment were received.

PUBLIC TESTIMONY FOR ACTION ITEMS

No Requests for public testimony were received.

REPORTS

Library Director's Report

Director Ewell reported on events in March and April. The Eclipse programs were well-attended and varied. Bluey Day was also a large success, with 590 attendees. In April, there was a Friends of the Watauga Library Book Sale and Craft Fair, which allowed weeded and discarded books to be removed. Pet Therapy is back on the calendar, with two school visits going well. Toddler Gardening had 309 people, which was a much larger crowd than expected, and it went very well. Rough statistics for April show that circulation is up around 13% compared to last year, holds are up 16%, and door count is up 8%, with program attendance staying steady. Most of the programming numbers will come in during the summer.

CONSENT AGENDA

1. Discuss and consider action on the March 12, 2024 Library Board Meeting Minutes

Member Brannon requested a correction on the minutes to reflect her excused absence.

Member Brannon made a motion to have the minutes corrected. Secretary Chapman seconded the motion.

Motion passes. 5-0-0

Ayes: 4 Woodruff, Neal, Chapman, Brannon, Isabell

Nays: 0

Abstain: 0

Absent: Egenti, Rivera

ACTION ITEMS

1. Discussion and action on Proposed Revision of Watauga Public Library's Confidentiality Policy.

Director Ewell presented revisions to the Library Confidentiality Policy. She said the current policy is out of date because it referred to the Patriot Act that expired in March of 2020. The staff also wanted an overall legal review to ensure the policy is still legal. Member Brannon asked for information on various points and suggested further clarification.

Vice Chairperson Neal motions to table item, pending review with added notes from Member Brannon. Member Brannon seconded.

Motion passes. 5-0-0

Ayes: 4 Woodruff, Neal, Chapman, Brannon, Isabell

Nays: 0

Abstain: 0

Absent: Egenti, Rivera

2. Discussion and action on Proposed Revision of the Watauga Public Library's Circulation Policy

Director Ewell presented revisions to the Circulation Policy. She stated that the changes came about because of a member coming in and returning books that were infested with insects.

Member Brannon asked for information on various points and suggested further clarification. She also would like the name changed on the document to Library Circulation and Services Policy.

Vice Chairperson Neal motions to table item, pending review with added notes from Member Brannon. Vice Chairperson Neal motion.

Motion passes. 5-0-0

Ayes: 4 Woodruff, Neal, Chapman, Brannon, Isabell
Nays: 0
Abstain: 0
Absent: Egenti, Rivera

ITEMS FOR FUTURE AGENDA

There were no future agenda items.

ADJOURNMENT

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:38

APPROVED: this _____ day of _____, 2024
SIGNED: this _____ day of _____, 2024

APPROVED:

Kip Woodruff, Chairperson

ATTEST:

Kristien Chapman, Secretary

CURRENT POLICY



Library Confidentiality Policy

Introduction

The freedom to read encourages responsible citizenship and open debate in the marketplace of ideas. The 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 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.

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 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.

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 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

**PROPOSED with
Strikethroughs shown**



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Policy

The Library avoids unnecessary records, retaining records not needed for library business purposes, and does not engage in practices that might place personally identifiable information on public view.

Information gathered and retained about library patrons includes the following:

**PROPOSED with
Strikethroughs shown**

1. Information required to register for a library card (e.g. name, address, telephone number, email address, birthdate).
2. Records of material checked out, charges owed, payments made.
3. Records of electronic access information such as the library card.
4. Requests for interlibrary loan services.
5. Sign-up information for library classes.

The Library will not disclose information on customer records, use of library services by customers or personal information except:

1. As reasonably necessary for the operation of the Library.
2. Persons authorized, in writing, by the individual named in the records;
or
3. By order of or subpoena of a district court, ~~issued on a showing of good cause;~~ or
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~~Recommended steps to take when law enforcement officers visit:~~

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7/27/2009
_____ 2024



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2. Records of material checked out, charges owed, payments made.

PROPOSED WITH STRIKETHROUGHS REMOVED

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7/27/2009
_____ 2024

Lana Ewell

From: David Berman <Dberman@njdhs.com>
Sent: Monday, July 22, 2024 5:00 PM
To: Lana Ewell
Cc: Linda Proskey; Sandra Gibson; Betty King; Cathy Nguyen; Trina Nosenzo; Dana Harper
Subject: RE: Legal review of proposed changes in the WPL Library Confidentiality Policy
Attachments: Watauga Proposed Library Confidentiality Policy 2024 with strikethroughs shown.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.

Lana:

I'm attaching my revisions to the proposed policy, making it even shorter. My changes are redlined. One item to note: I have recommended deletion of the entire Concluding Comments section at the end of the policy. Assuming that the references to the protections afforded by the First Amendment are on point, there isn't a need to explain it any farther than the explanation given in the Introduction. We're just giving some people reasons to argue about the policy.

Let me know if you have any questions or comments.

David M. Berman
NICHOLS | JACKSON
Direct: 214-665-3369
Cell: 214-636-8186
Email: dberman@njdhs.com

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From: Lana Ewell <LEwell@wataugatx.org>
Sent: Thursday, July 18, 2024 4:15 PM
To: David Berman <Dberman@njdhs.com>
Cc: Linda Proskey <LProskey@wataugatx.org>; Sandra Gibson <financedirector@cowtx.org>; Betty King <BKing@wataugatx.org>; Cathy Nguyen <CNgyuen@cowtx.org>; Trina Nosenzo <Tnosenzo@wataugatx.org>; Dana Harper <Dharper@wataugatx.org>
Subject: Legal review of proposed changes in the WPL Library Confidentiality Policy

Hi Mr. Berman,

I am hoping this shorter version of the "Library Confidentiality Policy" meets with legal approval. The staff has approved this shorter, and I hope clearer version.

I hope to have this one on the agenda for the Library Board meeting (Tuesday, September 10, 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



CURRENT POLICY



Interlibrary Loan Policy

The Watauga Public Library participates in the nationwide Interlibrary Loan Program to expand resource availability to patrons with a Watauga library card. The Library both borrows materials for its users from participating libraries, and loans materials to other users through participating libraries.

Borrowing Policy

Interlibrary loan requests are for items not owned by this Library. Patrons will be contacted when requested materials are received, or when the request is returned unfilled. This process can take from two to four weeks.

The following are requirements for the borrowing process:

- Users – Borrowers must be residents or property owners in Watauga with a valid library card in good standing. Good standing means a card must be current without fines over \$5.00.
- Cardholders from other cities are required to request interlibrary loans from their home library.
- Requests - Users must complete the Interlibrary Loan Request form (copy attached). Users may place up to five requests at one time. These requests may be submitted in person or electronically.
- What Can Be Borrowed - This is determined by the lending library. Books, audiobooks, CDs, DVDs, articles, and photo-copies ~~from~~ materials may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of an item. These include bestsellers or books with recent publication dates, books recently made into movies or featured on popular talk shows, reference materials, local history and genealogy materials, holiday books, and audiovisual materials.
- Loan Period - This is determined by the lending library.
- Fees - If the lending library charges a fee for a certain item, the requesting patron may select a maximum fee they are willing to pay when filling out the request. The user is responsible for paying the return postage on each item requested.

- Lost and Overdue Charges - Users are responsible for paying a late charge of \$.50 per day per item. Charges for the replacement of lost or damaged materials are also the responsibility of the borrower. These costs are determined by the lending library.

Lending Policy

The Watauga Public Library will lend materials to all established libraries. Those wishing to borrow materials from this Library must initiate their request through an established library.

- What Can Be Borrowed - Any decision to loan materials is made at the discretion of the Library Director or designated staff member.
- The library may not loan - local history materials, genealogy books, multimedia, bestsellers, periodicals, holiday books, reference books, or materials with a publication date within the last year.
- Loan Period - Items will be checked out for four weeks. This allows for two weeks transit time and for a two week check-out to the patron. If an item is not on reserve for another patron, the item may be renewed. There is a limit of one renewal.
- Fees - The Watauga Public Library does not charge for lending materials.
- Lost Materials Charges - The Watauga Public Library will assess a fee on a lost item equal to the replacement cost of the item, plus a \$5.00 processing fee. The borrowing library is responsible for the payment of this fee.
- Photocopies - Up to 50 pages will be provided at no charge, with copyright limits.

Approved by Library Board 10/19/1992
 Revised by Library Board 05/16/1996
 Revised by Library Board 07/14/2005
 Approved by City Council 07/25/2005
 Revised by Library Board 09/29/2011
 Approved by City Council 10/24/2011
 Approved by Library Board 01/14/2021
 Approved by City Council 02/08/2021

CURRENT
With
strikethroughs
shown



Interlibrary Loan Policy

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Borrowing Policy

Interlibrary loan requests are for items not owned by ~~this Library~~ the Watauga Library or the MetroShare Consortium. Patrons will be contacted when requested materials are received, or when the request is returned unfilled. This process can take from two to four weeks.

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- Cardholders from other cities are required to request interlibrary loans from their home library.
- Requests - Users must complete the ~~I~~interlibrary ~~L~~loan ~~R~~request form ~~online or in person at the library. (copy attached).~~ Users may place up to five requests at one time. ~~These requests may be submitted in person or electronically.~~
- What Can Be Borrowed - This is determined by the lending library. Books, audiobooks, CDs, DVDs, articles, and photo-copies ~~from materials~~ may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of an item. ~~These include bestsellers or books with recent publication dates, books recently made into movies or featured on popular talk shows, reference materials, local history and genealogy materials, holiday books, and audiovisual materials.~~
- Loan Period - This is determined by the lending library.
- Fees - If the lending library charges a fee for a certain item, the requesting patron may select a maximum fee they are willing to pay when filling out the request. The user ~~is~~ ~~may be~~ responsible for paying the return postage on each item requested.

- Lost and Overdue Charges - Users are responsible for paying a late charge of \$.50 per day per item. Charges for the replacement of lost or damaged materials are also the responsibility of the borrower. These costs are determined by the lending library.

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- ~~• Photocopies - Up to 50 pages will be provided at no charge, with copyright limits.~~

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The Watauga Public Library participates in the nationwide Interlibrary Loan Program to expand resource availability to patrons with a Watauga library card.

Interlibrary loan requests are for items not owned by the Watauga Library or the MetroShare Consortium. Patrons will be contacted when requested materials are received, or when the request is returned unfilled. This process can take up to four weeks. The following are the requirements for the borrowing process:

- Who Can Borrow - Patrons must be residents or property owners in Watauga with a valid library card in good standing. Good standing means a card without fines over \$5.00. Cardholders from other cities are required to request interlibrary loans from their home library.
- How to Submit a Request - Patrons must fill out the interlibrary loan request form online or assistance is available at the library. Patrons may place up to five requests per card.
- What Can Be Borrowed - This is determined by the lending library. Books, audiobooks, CDs, DVDs, articles, and photocopies may be requested. Some requests may not be filled due to high demand, inability to locate, or rarity of an item.
- Loan Period - This is determined by the lending library.
- Fees - If the lending library charges a fee for a certain item, patrons may select a maximum fee they are willing to pay when filling out the request. Patrons may be responsible for paying the return postage on each item requested.
- Lost and Overdue Charges - Patrons are responsible for paying a late charge of \$.50 per day per item. Charges for the replacement of lost or damaged materials are also the responsibility of the patron. These costs are determined by the lending library.

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Approved by City Council 10/24/2011
Approved by Library Board 01/14/2021
Approved by City Council 02/08/2021

Lana Ewell

From: David Berman <Dberman@njdhs.com>
Sent: Thursday, July 18, 2024 12:29 PM
To: Lana Ewell
Cc: Linda Proskey; Sandra Gibson; Cathy Nguyen
Subject: RE: Legal review of proposed revision in the Watauga Public Library Interlibrary Loan Policy

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Lana, I have no issues with the revised policy. Frankly, shorter is better.

David M. Berman
NICHOLS | JACKSON
Direct: 214-665-3369
Cell: 214-636-8186
Email: dberman@njdhs.com

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From: Lana Ewell <LEwell@wataugatx.org>
Sent: Tuesday, July 16, 2024 2:51 PM
To: David Berman <Dberman@njdhs.com>
Cc: Linda Proskey <LProskey@wataugatx.org>; Sandra Gibson <financedirector@cowtx.org>; Cathy Nguyen <CNgyuen@cowtx.org>
Subject: Legal review of proposed revision in the Watauga Public Library Interlibrary Loan Policy
Importance: High

Hi Mr. Berman,

During the past year, the Texas State Library and Archives Commission's statewide interlibrary loan system (ILL) has been migrating to a new ILL system. This has required a staff review and changes to the attached policy.

I would like to have the changes reviewed and see if this meets with legal approval.

I hope to have it back in time in late August to present it to the Library Board on Tuesday, September 10, 2024.

Thank you for your assistance.



Lana Ewell, MLS, MOT
Library Director

Watauga Public Library

7109 Whitley Road
Watauga, TX 76148

☎ 817-514-5860

www.cowtx.org/898/Library



Example of online form used by system

Publisher (Place, Name, Date)

Edition

Any Edition is Acceptable

Physical Description

ISBN

ISSN

Volumes Needed

Number of Copies Needed: 1
(over 1 cr *)

Locate Lender

Lender List *

Patron's Library Card Number: 23761000470831

Patron's Last Name * WATAUGA PUBLIC LIBRARY

Patron Lookup

Patron's First Name ILL

Patron's Middle Name

Patron's Contact 1 * CALLPATRON@YAHOO.COM

Need by * 10/8/2024 

Max cost including possible postage fee 0.00 USD

Patron's Address 1 7109 WHITLEY ROAD

Patron's Address 3 (City, State, ZIP) WATAUGA TX 76148

Submit

Cancel

Insect Infestation Policy

Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Watauga Public Library to maintain a healthy and clean environment for all 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.

Library patrons must cease borrowing tangible materials from the Library if evidence of pest infestation exists. Borrowing of materials will be suspended if there is evidence that items on loan to a library patron have been returned with insects that are known to be damaging to library materials, or that result in pest infestations in library facilities, including, but not limited to roaches, silverfish, and bed bugs.

Access to Library facilities will be suspended if a library patron or their possessions is witnessed by Library staff to be infested with fleas, lice, bed bugs, or other pests.

Should it become necessary to suspend 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.

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.

Patron Responsibility

Library patrons will not be responsible for paying for Watauga Public Library materials that had to be discarded due to insect infestation unless materials have been irreparably damaged by self-treatment or belong to other libraries as provided below. The library understands that it is expensive to treat an insect infestation and believes that it is in the best interest of the patron to refrain from charging for the materials.

Patrons are prohibited from self-treating, including but not limited to heating and pesticides, library materials that are known or suspected to contain insects. If a person attempts to self-treat and materials become irreparably damaged, the material will be considered damaged and charged to the patron.

In the case that items belonging to other libraries are discovered to have evidence of an insect infestation, the materials will immediately be quarantined, and the lending library will be contacted to determine the next steps. If the lending library decides to charge for the damage, the patron will be responsible for the cost.

Before returning borrowed materials, library patrons are responsible for inspecting the materials for evidence of present or past pest infestation or damage. In the event that a library patron is in possession of library materials outside of the library, the patron must place the materials into a sealed plastic bag or sealed container with tape covering the opening and return it to library staff. The patron must not use the library's book drop to return the materials. The patron must inform library staff of the problem at the time of return.

Public Donations

Donors must inspect all materials for evidence of pest infestations before donating them to the library and deliver them in sealed bags or containers. If insect evidence is present or an issue of infestation in the original home of the items is known, the items may not be donated, or a donation may be

rejected. Library staff reserves the right to refuse or discard donated materials that show evidence of past or present insect activity.

Library Board 2024

Lana Ewell

From: David Berman <Dbberman@njdhs.com>
Sent: Thursday, July 18, 2024 12:54 PM
To: Lana Ewell
Cc: Linda Proskey; Sandra Gibson; Cathy Nguyen; Betty King; Trina Nosenzo
Subject: RE: Proposed Insect Infestation Policy
Attachments: Watauga Proposed Insect Infestation 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.

Lana, I made a few changes that are redlined in the attachment. It's fairly straightforward.

David M. Berman
NICHOLS | JACKSON
Direct: 214-665-3369
Cell: 214-636-8186
Email: dberman@njdhs.com

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From: Lana Ewell <LEwell@wataugatx.org>
Sent: Wednesday, July 17, 2024 2:15 PM
To: David Berman <Dbberman@njdhs.com>
Cc: Linda Proskey <LProskey@wataugatx.org>; Sandra Gibson <financedirector@cowtx.org>; Cathy Nguyen <CNgyuen@cowtx.org>; Betty King <BKing@wataugatx.org>; Trina Nosenzo <Tnosenzo@wataugatx.org>
Subject: Proposed Insect Infestation Policy

Hi Mr. Berman,

In our last round of proposed policy changes the Library Board requested we do some further work. The staff and I decided it might be best to have the section dealing with insect problems to not be imbedded in the Circulation Policy. So attached you will find the proposed draft. I have included a couple of examples from other public libraries and the "Pest Management" page from the Texas State Library website.

Please review the attached proposed policy and see if it meets with legal approval.

If it can come back to me in late August, I hope to present it to the Library Board on Tuesday, September 10, 2024.

Sincerely,



Lana Ewell, MLS, MOT
Library Director

Watauga Public Library
7109 Whitley Road
Watauga, TX 76148

☎ 817-514-5860

www.cowtx.org/898/Library





TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

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[SEARCH SITE](#) | [TRAIL](#) | [LIBRARY CATALOG](#)
[FIND A LIBRARY](#)

Search the TSLAC Site

Archives and
Reference

Services for
Libraries

Talking Book
Program

Records
Management

Pest Management

Related Links

[Book Basics \(/arc/preserve/book.html\)](/arc/preserve/book.html) | [Paper Basics \(/arc/preserve/paper.html\)](/arc/preserve/paper.html) | [Photograph Basics \(/arc/preserve/photo.html\)](/arc/preserve/photo.html) | [Water Emergencies \(/arc/preserve/water.html\)](/arc/preserve/water.html) | [Pest Management | Environmental Control \(/arc/preserve/environment.html\)](/arc/preserve/environment.html)
[FAQs \(/arc/preserve/faq.html\)](/arc/preserve/faq.html) | [TSLAC Conservation Blog \(https://www.tsl.texas.gov/conservation/\)](https://www.tsl.texas.gov/conservation/)

Insects and rodents may regard your collections as an inviting meal. Cockroaches, silverfish, carpet beetles, mice, and rats are often drawn to adhesives and starches in paper-based collections, and can cause significant damage during their stay. These pests leave behind signature abrasions and holes in paper, leather, and textile. Taking an active role in pest management is the best way to minimize and avoid disfiguring damage.



[\(/sites/default/files/public/tslac/arc/preserve/images/insect_damage.jpg\)]((/sites/default/files/public/tslac/arc/preserve/images/insect_damage.jpg))

Signs of current pest activity can be subtle. Telltale indicators include small shards of paper or board visible on storage shelves, as well as pest droppings. However, pests can still be present even if their work is not immediately visible. Insect larvae can lie dormant for months and even years, becoming active when conditions are favorable.

Maintaining a clean, climate-controlled environment is the best way to stop pest activity before it starts. Pests flourish in warm, moist environments; keeping surroundings cool and dry discourages their activity. Pests can thrive on dirt and droppings, so wipe shelves clean and use a gentle vacuum to clean books.

Prevention is the best weapon against pests, so be sure to monitor collections on a regular schedule to nip pest activity in the bud. The process of making pest control a regular part of collections care is called “integrated pest management.” Even if a collection has never experienced a pest problem, proper environmental controls and vigilance can help prevent damaging outbreaks in the future. See [Environmental Control \(/arc/preserve/environment.html\)](/arc/preserve/environment.html) for more information.

Preservation information provided by the Texas State Library and Archives Commission is intended only as a general guideline for collections care. The Texas State Library and Archives Commission is not responsible for any damage that might occur in the specific application of this information.

Page last modified: December 10, 2018

BED BUGS AND PESTS

I. Policy Statement

Facing the challenge of bed bugs and other pests is now an ongoing challenge for all facilities open to the public. There is no definitive way to prevent pests from entering any public building. The Bad Axe Area District Library ("Library") will take all reasonable steps to mitigate the threat posed by bed bugs and other pests. This policy outlines Library protocols for prevention of, and reaction to, potential bed bug or pest situations in its collections and on its premises.

II. Regulations

A. Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug or other pest infestation in their residence.

B. Any materials returned by a patron that show evidence of a bed bug or other pest infestation will result in immediate suspension of privileges to borrow tangible items from the Library and the privilege to enter the Library building for that patron and any patrons in the same residence. Patrons will still be permitted to access any electronic databases and electronic borrowing from any off-site location.

C. In the event that a patron discovers evidence of pests, a live or dead bed bug, bed bug eggs, bed bug nymphs, feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:

1. If the materials are inside of the Library, the patron must bring the materials to a staff member and inform the staff member of the problem.
2. If the materials are outside of the Library and in the possession of the patron, the patron must place the materials into a sealable plastic bag and add tape to cover the sealed opening. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs or other pests.

D. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs or other pests. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs or other pests requires professional procedures and equipment contracted by the Library.

E. Patrons donating items to the Library must inspect materials for evidence of pests and live or dead bed bugs prior to donating them. The Library reserves the right to discard materials with signs of past or present pest or bed bug activity.

III. Violations and Appeal

Patrons will be notified (in writing if possible) if they are in violation of this Policy and will be suspended until the patron presents proof that his or her residence has been successfully treated for and eradicated of bed bugs or other pests by a licensed and accredited pest control company.

IV. Right of Appeal.

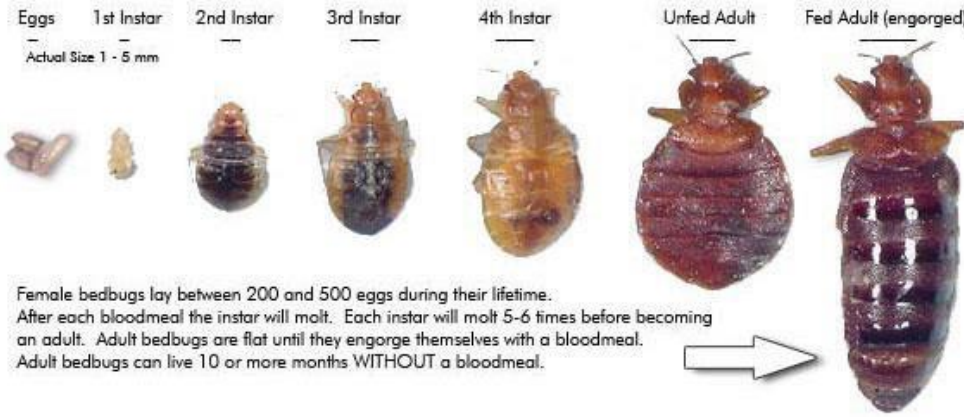
Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Bad Axe Area District Library Board ("Library Board") within 10 business days of the date of the decision. The appeal should be sent to the Chair of the Library Board. The decision of the Library Board is final.

Procedure for Library Staff

1. What to check:
 - A. Check the edges of the pages.
 - B. Fan through the pages.
 - C. Check under any dust jackets/covers, including the parts folded into the book.
 - D. Check the corners of the spine of hardcover books.



1. What to look for:
 - A. Black or rusty colored spots and smears along page edges; these are signs of bed bug feces.
 - B. Bugs or parts of bugs, especially smashed bugs inside the front cover or back cover and underneath the dust jacket. Adult bed bugs are dark reddish-brown, flat and oval shaped with visibly segmented abdomens, and are about 4-6 millimeters long; about the size of a pencil eraser. They are often compared to the size and shape of apple seeds. Nymphs are smaller and more pale or translucent. Eggs are oblong and pearly-white and about the size of a pinhead.



2. What to do when you find signs of infested library material:

C. Bugs, bug skins, stains or other signs of pests in returned library materials:

- i. Double bag the materials in Ziploc bags, or garbage bags if the items are too large for Ziploc bags. This prevents any live bugs from spreading.
- ii. If the patron returned other materials along with the affected items, bag those as well.
- iii. Inspect all nearby items for bed bugs or other pests, or bag them to be inspected at a later time.
- iv. Spray all surfaces the items came in contact with (counter, bins, book return, etc.) with isopropyl alcohol to kill any live bugs or nymphs.
- v. Keeping the bags sealed, label the bags with patron name, card number, and date. Place the bagged items in a sealed container.
- vi. Inform the director immediately.
- vii. Change the patron's account type to stop further borrowing with the following note: "Borrowing restricted until further notice; please consult the library director for further information."

- viii. If the patron attempts to borrow items or questions what is going on, please refer them to the library director and give them the director's business card. If the patron presses for further information simply state: "We noticed some of the items you returned have some damage. We ask that you please speak to the library director about this matter."
 - ix. Pull the patrons borrowing history to the extent possible and inspect previous loans for signs of pests.
- D. Bugs, bug skins, stains or other signs of pests in library materials from the shelves:
- i. Double bag the materials in Ziploc bags, or garbage bags if the items are too large for Ziploc bags. This prevents any live bugs from spreading.
 - ii. Inspect all other materials on the same shelf, the shelf above, the shelf below, the shelves on either side, and the shelves opposite where the contaminated book was found, if any.
 - iii. Clear the shelves of materials and spray them with isopropyl alcohol to kill any live bugs or nymphs.
 - iv. Keeping the bagged items sealed, label bags with date, the shelf the materials were found on, and place the bags in a sealed container.
 - v. Inform the director immediately.
 - vi. Pull the materials' circulation records to the extent possible and check previous patron's other returned items for signs of pests.
 - vii. If other items show signs of contamination, that patron is the likely source. Double bag all items adding patron name and card number to all bags. Change the patron's account type to stop further borrowing with the following note "Borrowing restricted until further notice; please consult the library director for further information."
 - viii. If no other items show signs of contamination, keep going back in the materials' circulation history to the extent possible to see if the source of the contamination may be found. If the source may not be identified, ask the library director how to proceed.
- E. Bugs or signs of bugs in or on library furniture:
- i. Bed bugs may be killed on hard surfaces with isopropyl alcohol spray.
 - ii. If the pest crawled out of furniture or a computer, turn off the computer then wrap the entire item in a large trash bag or wrap in plastic.
 - iii. Inform the director immediately.

2. General Information

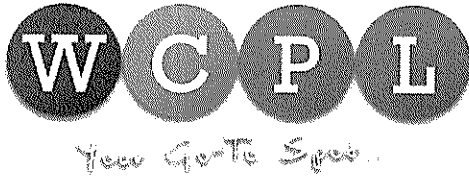
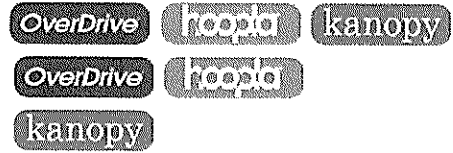
- A. When in doubt, bag the item in question immediately and contact the library director; the library does not want any pest damaged or infested items returned to circulation, including items affected by bed bugs, cockroaches, silverfish, or mice.
 - B. Isopropyl alcohol will kill bed bug adults and nymphs, but not eggs.
 - C. Bed bug eggs glow under UV light.
 - D. Putting clothes in a dryer on high for an hour will kill any bed bug adults, nymphs, or eggs on them. Run clothes through the dryer before washing them.
-

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Pest Containment Policy

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The Wells County Public Library (WCPL) strives to keep all circulating items in good condition as a service to the community. Library customers are expected to keep borrowed Library materials free from damage and from pests.

As bed bugs become increasingly more common in North American public spaces, WCPL employs a proactive approach to minimize the risk of their presence.

The library acknowledges that proactive inspections, staff training, promptly reporting of sightings and destroying bed bugs immediately are the most important actions it can take toward mitigating bed bug problems.

WCPL is committed to providing a positive library experience for all of its customers as well as a safe working environment for its staff. As part of this commitment the library has implemented a comprehensive and pro-active policy and procedure involving inspections of facilities by pest control professionals and training for staff on the identification and containment of bed bugs.

Prevention Policy and Protocol

All library staff are aware of procedures related to handling materials contaminated with bed bugs. In the event that a customer discovers bed bugs in borrowed materials, containment and proper handling is extremely important. Guidelines for patrons who suspect bed bugs in library materials are available in the document *General Questions About Bed Bugs and the Library* available at any service point.

Policy

- When library patrons return borrowed materials, WCPL staff will inspect all items before re-shelving them.
- If library staff find returned material contains pests or evidence of pests (insects, rodents, etc. alive or dead), and the evidence is unequivocally connected to a specific borrower, library staff will take the following actions:
 - The incident will be noted on the patron's record.
 - The patron will be shown the materials and bugs whenever possible. The patron will be informed of the condition of the item(s) as well as the consequences of future infractions.

- The patron will be given a copy of the Pest Policy and a sealable plastic bag in which to return all borrowed library materials in the future.
- In order to discontinue using the sealable plastic bag for borrowed library items, the library patron must provide a paid and dated receipt for pest extermination and/or inspection with clean results at the customer's address. The address on the receipt must match the patron's address in the library's records.
- The patron will be asked not to use book drops for materials with live bed bugs or signs of bed bugs.
- If the same customer checks out and returns library item(s) containing pests or evidence of pests a second time, all patron accounts within this household will be blocked and they will no longer be permitted to check out library materials.
 - In order to restore borrowing privileges, the patron must provide a paid and dated receipt for pest extermination and/or inspection with clean results at the patron's address. The address on the receipt must match the patron's address in the library's records.
- Materials will either be treated or discarded at the Library's discretion.
 - If all evidence of pests cannot be removed from an item without destroying the item, or if the item cannot be repaired, the appropriate patron will be charged for the cost of replacing the item.
- All library materials found to contain pests or evidence of pests will be treated to remove the pests and thoroughly inspected before being returned to the circulating collection.

Public Donations Protocol

Donors are kindly asked to inspect materials prior to donating them to the library and to deliver them in sealed bags or containers. Library staff will perform an intake inspection as soon as possible. The library reserves the right to discard materials with signs of past or present bug activity.

Hours, Closings & Cancellations

- **Library Service Facilities**
- **Library Hours**
- **Library Closings**
- **Program Cancellations**

Access to Information Policy

- **Public Records**
- **Patron Information**

Circulation Policy

- **Loans, Holds & Renewals**
- **Copyright**
- **Damage**
- **Extended Use Fees**
- **Accepted Forms of Payment**

Collection Management Policy

- **Purpose**
- **Responsibility**
- **Accessibility of Materials**
- **Selection of Materials**
- **Local Author Collection**
- **Gifts**
- **Removal & Replacement of Materials**
- **Reconsideration of Library Materials Procedure**



Circulation Policy

A valid Watauga Public Library card lets you check out books, cds, dvds and more. You can also remotely access online databases and download eBooks, eAudiobooks and eMagazines to your computer or handheld device.

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 current. Report any changes in personal information to the 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 fines/ or fees that have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines 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 fines/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 own real

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 18th birthday, whichever occurs first.

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

- Non-resident reciprocal:
Residents of North Richland Hills, Hurst, 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. 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 does not reside in one of the member cities of any consortium Watauga is a member of or in a city that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) 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 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" 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, 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" Policy for details.

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/fines 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 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. DVDs are limited to fifteen (15) per library card.
 4. 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 day care or another setting where there are multiple classes dividing young children by age group. Day cares, 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 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.

Renewal

Automatic-renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if

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

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

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

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

\$50.00.

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
Revised by Library Board 9/11/2008
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
Approved by Council 12/14/2020

CURRENT VERSION
WITH
STRIKETHROUGHS



Circulation Policy

A valid Watauga Public Library card allows borrowing privileges for the library's physical and digital collections, including remote access to online databases and other digital resources. lets you check out books, cds, dvds and more. You can also remotely access online databases and download eBooks, eAudiobooks and eMagazines to your computer or handheld device. Borrowing privileges and the use of library materials and facilities are subject to library policies and procedures.

The patron assumes full financial responsibility for any materials checked out on the library card, and for any fees that may be incurred. The patron must notify the library of the loss, theft, or abuse of the card immediately. In addition, report any changes in personal information to the library.

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 current. Report any changes in personal information to the 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 fines/ or fees that have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines 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 fines/fees must be paid.~~

Types of Library Cards

- **Resident: Adult:**

~~Anyone adult (18 years or older) who lives or owns property within the city limits of Watauga is a resident of Watauga is eligible to have a library for a free card. free of charge. The person must present identification. The patron must present a valid form of identification (such as a valid driver's license or photo ID) and address verification is required. Adult cards are valid for 3 years. with proof of a current Watauga address or taxpayer status. Non-residents who own real 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 18th birthday, whichever occurs first.~~

- **Child:** Any child under 18 years old is required to have a parent/legal guardian sign the library card application to show acceptance of responsibility for materials checked out on the card. The parents/legal guardians, not the library staff, are responsible for monitoring and approving the selection of materials made by their children and are responsible for 1) the child's compliance with Library policies, and 2) all fees and charges that may be assessed. The library staff cannot and do not act in loco parentis. Child cards are valid for 3 years or until the child's 18th birthday, whichever comes first.

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

- **Non-resident reciprocal:**

~~Watauga Public Library has a reciprocal borrowing agreement with Residents of North Richland Hills, Hurst, and Bedford, ~~Saginaw, and Blue Mound~~ may obtain a Watauga library card at no charge whereas any resident of these cities may obtain a free Watauga library card. Borrowing privileges extend to the Watauga Public Library collection only. The person must present The patron must present identification (such as a valid driver's license or photo ID) and address verification is required. ~~with proof of current address.~~ Non-resident reciprocal This cards are is valid for one year. The ~~policy~~ guidelines above apply for any non-resident parents/guardians' applicants applying for a card for their children age ~~17 years~~ or under also applies here.~~

- ~~Non-resident: Residents who reside outside the Watauga city limits, and do not reside in one of the MetroShare Consortium cities, or in a city in which Watauga has a reciprocal borrowing agreement, may obtain a non-resident library card. Patron must present identification (such as a valid driver's license or photo ID) and address verification is required. Non-resident cards are valid for one year with an annual charge. Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of any consortium Watauga is a member of or in a city that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) 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 to cancel any card(s) that leaves their control.~~ A Corporate cards ~~are is~~ valid for one year and there is no charge for this card. Consult "Corporate Card Policy" for details.

- Teacher Cards:
~~Any~~ Teachers in the public (Birdville & Keller School Districts only), private, and parochial schools that serve Watauga can obtain ~~a teacher this~~ card. This card is offered for the current school year only, 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 extend to the Watauga Public Library collection only. ~~Applicants must provide proof of employment.~~ Teacher cards are valid for the current school year and must be renewed each school year. Consult "Teacher Card Policy" for details.

~~Renewals & Replacements of Library Cards~~

Library Cards Renewal/Replacement

- To renew a library card, the patron must present a photo ID with proof of current address, and all outstanding fees must be paid.
- The replacement fee for a lost library card is \$1.00 or free if the account is up for renewal.

~~To renew a library card, patron must show a photo ID and proof of current address, and all outstanding fees/fines 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 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

Borrowing, Renewing, and Returning Materials

- The patron can check out physical materials at the library with either a valid Watauga library card or showing a valid photo ID to access the account.
- The loan period for all materials is 21 days. Reference items do not circulate. Seasonal/high-demand items may be limited as determined by staff.
- Most items will automatically renew 2 times (each renewal period is 21 days) unless the item is on hold for another patron, if the patron has a fee of \$5.00 or more, or if the patron has an overdue item. Renewals may vary on certain items belonging to members of the MetroShare Consortium.
- Return all borrowed materials by the due date and in good condition.
- ~~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. ~~DVDs are limited to fifteen (15) per library card.~~
 4. ~~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 day care or another setting where there are multiple classes dividing young children by age group. Day cares, 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 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. Any 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.~~

Renewal

~~Automatic renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if~~

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

~~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.~~

Hold

~~Patrons-Residents~~ can place requests on all circulating materials belonging to the Watauga Library and members of the **MetroShare Library** Consortium. ~~Non-resident cardholders may place requests only on Watauga Public Library materials.~~ There is a limit of 10 holds requests per library card. ~~on physical~~

~~materials at any one time. This includes active/pending requests, holds in-transit, and items on hold shelf.~~

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 – Fees

~~Fines/ Fees can be paid in person with cash, check, 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/Damaged fee items: Cost of replacement cost + \$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

Overdue notices are sent as a courtesy by the patron's preferred notification format. Failure to receive these notices does not relieve the patron of returning the item. Materials that have not been returned after 30 days from the last due date are considered lost and the account will be assessed a replacement and processing fee. After two notices, the patron may receive a letter advising that the material is past due, and if not returned, a complaint may be filed with the Municipal Court Clerk within 30 days.

~~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 \$50.00.~~

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
Revised by Library Board 9/11/2008
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
Approved by Council 12/14/2020



Circulation Policy

A valid Watauga Public Library card allows borrowing privileges for the library's physical and digital collections, including remote access to online databases and other digital resources. Borrowing privileges and the use of library materials and facilities are subject to library policies and procedures.

The patron assumes full financial responsibility for any materials checked out on the library card, and for any fees that may be incurred. The patron must notify the library of the loss, theft, or abuse of the card immediately. In addition, report any changes in personal information to the library.

Types of Library Cards

- Adult: Anyone who lives or owns property within the city limits of Watauga is eligible for a free library card. The patron must present a valid form of identification (such as a valid driver's license or photo ID) and address verification is required. Adult cards are valid for 3 years.
- Child: Any child under 18 years old is required to have a parent/legal guardian sign the library card application to show acceptance of responsibility for materials checked out on the card. The parents/legal guardians, not the library staff, are responsible for monitoring and approving the selection of materials made by their children and are responsible for 1) the child's compliance with Library policies, and 2) all fees and charges that may be assessed. The library staff cannot and do not act in loco parentis. Child cards are valid for 3 years or until the child's 18th birthday, whichever comes first.
- Non-resident reciprocal: Watauga Public Library has a reciprocal borrowing agreement with North Richland Hills, Hurst, and Bedford, whereas any resident of these cities may obtain a free Watauga library card. The patron must present identification (such as a valid driver's license or photo ID) and address verification is required. Non-resident reciprocal cards are valid for one year. The guidelines above apply for non-resident parents/guardians applying for a card for their children.

- Non-resident: Residents who reside outside the Watauga city limits, and do not reside in one of the MetroShare Consortium cities, or in a city in which Watauga has a reciprocal borrowing agreement, may obtain a non-resident library card. Patron must present identification (such as a valid driver's license or photo ID) and address verification is required. Non-resident cards are valid for one year with an annual charge.
- 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 apply to an individual library card, also apply to a corporate card. Corporate cards are valid for one year and there is no charge for this card. Consult the "Corporate Card Policy" for details.
- Teacher Cards: Teachers in the public (Birdville & Keller School Districts only), private, and parochial schools that serve Watauga can obtain a teacher card. Borrowing privileges extend to the Watauga Public Library collection only. Teacher cards are valid for the current school year and must be renewed each school year. Consult the "Teacher Card Policy" for details.

Library Cards Renewal/Replacement

- To renew a library card, the patron must present a photo ID with proof of current address, and all outstanding fees must be paid.
- The replacement fee for a lost library card is \$1.00 or free if the account is up for renewal.

Borrowing, Renewing, and Returning Materials

- The patron can check out physical materials at the library with either a valid Watauga library card or a valid photo ID to access the account.
- The loan period for all materials is 21 days. Reference items do not circulate. Seasonal/high-demand items may be limited as determined by staff.
- Most items will automatically renew 2 times (each renewal period is 21 days) unless the item is on hold for another patron, if the patron has a fee of \$5.00 or more, or if the patron has an overdue item. Renewals may vary on certain items belonging to members of the MetroShare Consortium.
- Return all borrowed materials by the due date and in good condition.

Holds

Patrons can place requests on all circulating materials belonging to the Watauga Library and members of the MetroShare Consortium. There is a limit of 10 hold requests per library card.

Fees

Fees can be paid in person with cash, check, or credit card.

1. Lost/Damage Fee: Replacement cost plus \$5.00 processing fee.
2. Special Loan Kits
 - Lost fee: Total cost of kit
 - Missing/Damaged fee: Replacement cost of each item

Overdue notices

Overdue notices are sent as a courtesy by the patron's preferred notification format. Failure to receive these notices does not relieve the patron of returning the item. Materials that have not been returned after 30 days from the last due date are considered lost and the account will be assessed a replacement and processing fee. After two notices, the patron may receive a letter advising that the material is past due, and if not returned, a complaint may be filed with the Municipal Court Clerk within 30 days.

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
Revised by Library Board 9/11/2008
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
Approved by Council 12/14/2020

2024

Lana Ewell

From: David Berman <Dbberman@njdhs.com>
Sent: Monday, August 12, 2024 12:48 PM
To: Lana Ewell
Cc: Sandra Gibson; Linda Proskey; Betty King; Cathy Nguyen; Dana Harper; Trina Nosenzo
Subject: RE: Circulation Policy revision for the September 10, 2024 Library Board Meeting
Attachments: Watauga Proposed Circulation Policy 2024 Draft (rev 8.12.24).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.

Lana,

I made a few recommended changes to the draft policy by tracking my edits to your final version. Just a couple changes that are self-evident. Let me know if you have any questions.

David M. Berman
NICHOLS | JACKSON
Direct: 214-665-3369
Cell: 214-636-8186
Email: dberman@njdhs.com

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From: Lana Ewell <LEwell@wataugatx.org>
Sent: Thursday, August 8, 2024 12:55 PM
To: David Berman <Dbberman@njdhs.com>
Cc: Sandra Gibson <financedirector@cowtx.org>; Linda Proskey <LProskey@wataugatx.org>; Betty King <BKing@wataugatx.org>; Cathy Nguyen <CNgyuen@cowtx.org>; Dana Harper <Dharper@wataugatx.org>; Trina Nosenzo <Tnosenzo@wataugatx.org>
Subject: Circulation Policy revision for the September 10, 2024 Library Board Meeting

Hi Mr. Berman,

Staff and I have been working on creating a shorter version of the "Library Circulation Policy." We hope it meets with legal approval.

I hope to have this on the agenda for the Library Board meeting (Tuesday, September 10, 2024).

Thanks for your assistance,



Lana Ewell, MLS, MOT
Library Director

Watauga Public Library
7109 Whitley Road
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