



# LIBRARY ADVISORY BOARD MEETING

July 09, 2025 at 12:00 PM

Wolfforth Library Community Room - 508 East HWY  
62/82 Wolfforth, TX

## AGENDA

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### CALL MEETING TO ORDER

### ROLL CALL AND ESTABLISH A QUORUM

### CITIZEN ENGAGEMENT

This is an opportunity for the public to address the Library Advisory Board regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign in sheet and state his/her name and city of residence before speaking. Speakers shall address the Library Advisory Board with civility that is conducive to appropriate public discussion. Speakers can address only the Library Advisory Board and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

### ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes from the April 9, 2025 Advisory Board meeting
2. Consider and take appropriate action on Library Advisory Board appointments
3. Consider and take appropriate action on report from City of Wolfforth Library
4. Consider and take appropriate action on changes to the library Circulation Policy, Library of Things Policy, and Code of Conduct.
5. Board requests for future agenda items.

### ADJOURN

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to 302 Main St. Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

#### Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on July 3, 2025 at 5:00 p.m.

/s/ Kimberly Brantley, Library Director

CITY OF WOLFFORTH  
LIBRARY ADVISORY BOARD MEETING  
APRIL 9, 2025

The Library Board meeting was called to order at 12:10 p.m. by Jena Athanasiou.

Attending: Jenna Athanasiou, Linda Dunn, Leslie Demma, Stephanie Speed, Angela Apodaca, Debbie Perkey

Absent: Charlotte McDonald

Staff attending: Kimberly Brantley-Sallee, Taylor Revilla

Leslie moved to approve the minutes of 10/19/2024 and Jenna voiced the second. The motion passed unanimously.

The first meeting with 720 Design is scheduled for April 14, 2025. Summer Reading program will have a kick-off party, rather than an event in August, due to heat. The kick-off party will be on May 30, 2025, in Patterson Park.

Financial support from the community is positive, with the Building Fund at \$11,000. Leslie moved to approve the financial report, Debbie seconded, and the motion passed unanimously.

Following a brief discussion, Leslie moved to approve the Foundation by-laws. Jenna made the second and the motion carried unanimously.

The applications for the Building Committee were reviewed, and Jenna moved to approve as follows:

Tiffany Harkins  
Angela Apodaca  
Charlotte McDonald  
Kimberlea Groves  
Jordan Marshall  
William Call

Leslie seconded the motion, and it passed unanimously.

No further discussion was necessary, and Debbie moved to adjourn. Leslie voiced the second and the meeting adjourned at 12:55 p.m.

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Jenna Athanasiou, Chair

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Kim Brantley-Sallee, Library Director



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Wolfforth Library Advisory Board
<b>MEETING DATE:</b>	July 9, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Library Advisory Board appointments
<b>STAFF INITIATOR:</b>	Kimberly Brantley-Sallee, Library Director

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### BACKGROUND:

The Wolfforth City Council voted on May 19, 2025, to reappoint current Library Advisory Board members to serve another year on the board. Boards and Commission play an important role in the local government process and enable the public to help shape and influence public policy. Each May the City Council approves the appointments of Board members. Per the bylaws, the term of office for Board members is two (2) years and members may serve consecutive terms. If all members wish to continue serving, we will proceed forward and discuss board appointments again at the April 2026 meeting.

### EXHIBITS:

None

### BOARD ACTION/STAFF RECOMMENDATION:

Confirm that all members wish to continue serving on the Board.



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Library Advisory Board Meeting
<b>MEETING DATE:</b>	July 9, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on report from City of Wolfforth Library
<b>STAFF INITIATOR:</b>	Kimberly Brantley-Sallee, Library Director

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### BACKGROUND:

The library has had three meetings to date, with the next one planned for July 31<sup>st</sup> with a lot of progress made towards developing a complete Master Plan that addresses the future of the Library for the next fifteen to twenty years. Additionally, the community input survey has been running since June 23<sup>rd</sup> and will continue through July 13<sup>th</sup>. We expect to have data from the online survey and community input on the vision boards from July 5<sup>th</sup> by the end of the month. The information received from both input opportunities will help shape final Master Plan which should be completed by the end of September. We will not meet again before then, but I will update everyone on the date that the plan will be presented to the City Council. It would be a great opportunity to show your support for the Library at a City Council meeting

### EXHIBITS:

None

### ACTION/STAFF RECOMMENDATION:

None



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Wolfforth Library Advisory Board
<b>MEETING DATE:</b>	July 9, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on changes to library policies
<b>STAFF INITIATOR:</b>	Kimberly Brantley-Sallee, Library Director

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### BACKGROUND:


The Library has updated multiple policies to consider growth and changes in user interactions with the library and library services. The Library Circulation Policy is a rewritten policy that separates the Patron Code of Conduct from the policies related to obtaining library cards and borrowing materials. The policy addresses library card processes and borrowing processes. Some items may require additional discussion, but as we grow, we need to be prepared to address potential challenges that come with that growth. The Library of Things policy addresses the borrowing process for items that are valued at \$100 or more and includes an annual agreement to be signed by borrowers. As the Library continues to add more higher cost items, we want to be proactive in handling issues that may arise. The Patron Code of Conduct policy was previously shorter and included in the policy related to library cards and borrowing privileges. The policy also includes our Unattended Child Policy that was previously a separate document and includes a new section that addresses the library's response to policy violations.

### EXHIBITS:

Drafts of Library Circulation Policy, Library of Things Policy, and Patron Code of Conduct Policy

### BOARD ACTION/STAFF RECOMMENDATION:

Staff requests additional feedback and revisions of each policy, and approval with any noted changes of the Library Circulation Policy, Library of Things Policy, and Patron Code of Conduct Policy.

<p><b>Circulation Policy</b></p> <p><i>Approved by Library Advisory Board: [DATE]</i></p> <p><i>Updated and approved by Library Advisory Board: [DATE]</i></p> <hr/> <p><i>Review Date: [DATE]</i></p>	
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## Purpose

The Circulation Policy is established to ensure maximum access to the information and materials in the collection of City of Wolfforth Library.

## Service Area

The service area of the City of Wolfforth Library shall be as defined as

## Library Cards

### A. Residents

- i. Library cards are free to: 1) residents of the City of Wolfforth Library's service area; 2) residents of Lubbock County; 3) students attending Texas Tech University and Lubbock Christian University; 4) students attending Frenship ISD.
- ii. Resident cards are valid for 2(two) years, at which time card holders may be required to verify address in order to renew their card.

### B. Non-Residents

- i. Households out of the Library's service area may obtain a card for all library services for an annual fee of **\$XX.XX (\$10-\$20)** (can we/ should we do lower fee for Hockley county - \$5?) **per household (or person?)**. This applies to all persons residing at that address.

### C. Digital Access Cards

- i. City of Wolfforth Library offers digital access cards to all students attending **Frenship Independent School District (FISD), with parent permission**. Digital access cards allow access to the Library's digital collections and online resources. No physical materials can be checked out with the digital access card.
- ii. Digital access cards are valid for one year, at the end of which, applicants will be asked to present an acceptable form of identification for address verification. Cardholders are responsible for notifying the library of any change of name, address or contact information.
- iii. Digital access cards can be upgraded to a full-service library card at any time upon presentation to staff of photo identification and proof of current residence. For digital access cardholders under the age of 18, a parent, legal guardian, or responsible adult with the required identification must be present with the applicant to upgrade the card to

a full-service card. A responsible adult is defined as a person who is related to, or legally responsible for, the child and willing to guarantee and be responsible for the child's use of the library materials.

#### **D. TexShare Cards**

- i. The TexShare Card Program is a reciprocal borrowing program sponsored by the Texas State Library and Archives Commission. Participating libraries may issue their patrons a TexShare card, which may be used to borrow materials directly from any other participating TexShare Library.
- ii. In order to be issued a TexShare card from the City of Wolfforth Library, patrons must:
  - i. Have a current City of Wolfforth Library membership for at least three (3) months
  - ii. Be age eighteen (18) or older
  - iii. Have a clear borrowing record with no outstanding fees or disputed items
- iii. TexShare cards will expire on the same date as the patron's City of Wolfforth Library card. It can be renewed if the patron continues to maintain a clear borrowing record with both the City of Wolfforth Library and other participating TexShare libraries
- iv. TexShare cardholders who owe fines or fees to other TexShare libraries will be blocked from borrowing materials from the City of Wolfforth Library until all charges are cleared at the other library.
- v. Because the City of Wolfforth Library issues cards to all Texas residents, anyone who presents a valid TexShare card from another participating library in order to receive a TexShare card for City of Wolfforth Library, will instead receive a full-service City of Wolfforth Library membership, at no charge, provided all other eligibility requirements listed above are met.

#### **E. Identification Needed**

- i. Applicants for a City of Wolfforth Library membership (all categories) must present photo identification and relevant documentation giving proof of address.
- ii. Non-Resident and Digital Access memberships are valid for one (1) year, at which time, card holders may be required to verify address in order to renew their card.

#### **F. Application Process**

- i. Applicant must present valid documentation and complete the application form. A parent, grandparent, or guardian must sign for **children 16 and under.**
- ii. Individuals must present their own library card to check materials out. Unless it is reported lost or stolen, it is assumed that the card presented belongs to the individual identified on the card. The card owner is responsible for all items checked out on the card. **If the patron does not have their card, we will accept photo ID (for example: Driver's License, State ID, Passport, Student ID).**

#### **G. Lost/Stolen Cards**

- i. Lost/stolen cards must be reported to the Circulation/Check-out Desk.
- ii. There is a \$3.00 charge for a replacement card.

### **Borrowing, Renewing, and Returning Materials**



- A.** A valid library card in good standing is required to check materials out. If a patron has forgotten his/her library card the items may be checked out with presentation of a valid driver's license or a State ID, or items will be held for 24 hours.

**B. Loan Limits**

A library patron may have no more than fifteen (15) items checked out at any time, with a max per household of 100 items. Within that fifteen (15) item limit, the following formats are further limited:

- i. DVDs and Blu-Rays: five (5) per library account/ ten (10) per household
- ii. Library of Things items: up to five (5) items per household. See Library of Things policy
- iii. You may also check out up to ten (10) Libby or Boundless eformats (eBooks, eAudiobooks, and eMagazines). These do not count toward checkout limits on physical items

**C. Loan Periods**

- i. Books and Audiobooks: 14 days
- ii. DVDs, Blu-Rays, and Library of Things items: 7 days
- iii. Interlibrary Loans: Varies with lending library
- iv. Libby and Boundless: Although some Libby and Boundless titles have lending periods that cannot be changed, you can choose the loan period for most Libby items.
  - i. eBooks: 7, 14, or 21 days
  - ii. eAudiobooks: 7, 14, or 21 days

- D.** You can return City of Wolfforth Library materials only to the City of Wolfforth Library. Returned materials are credited to your account the day they are returned. Only physical books can be returned in the outdoor book drop, all other non-book items must be brought inside. Materials returned in a book drop credited as returned on the next day the library is open.

- E.** You can renew most materials 2 times if no other patrons have placed a hold on the title and there are no blocks on your account. You can renew items in person, by calling the library, or accessing your account online. If you initiate the renewal, items are renewed from the date of the renewal, not the original due date.

- F.** Only interlibrary loan staff can renew interlibrary loan materials. Staff must get permission from the loaning library. Contact the library for assistance with ILL renewals.

**Blocked Accounts**

- A.** Checkout and access to digital collections will be restricted if there are blocks on your account. Accounts are blocked for the following reasons:

- i. Expired card
- ii. Card reported lost or stolen
- iii. Outstanding fees over \$5.00
- iv. Materials that are returned damaged or missing parts
- v. Account sent to debt collection
- vi. Address verification or correction needed
- vii. Phone correction needed
- viii. Notice returned/ undeliverable. Utility bill or first-class business mail postmarked to the new address within the last 30 days are required to remove block.
- ix. Duplicate account

- x. Other problems or questions about the account that must be resolved
- B. A “Contact Your Library” error message in Libby usually means the card has expired or is blocked for a problem. Cards can be renewed in person at the City of Wolfforth Library, or by emailing “library@wolfforthtx.us”. Include your library card barcode number in the email and attach a photo of a recent utility bill or other address verification showing its date and the cardholder’s name at that address. If there is a problem on your account, directions will be given to correct the issue at that time.

## Library Fines and Fees

- A. Items are due on the date indicated on the date-due receipt. You can call the library or access your account online to determine due dates.
- B. There are no overdue fines on City of Wolfforth Library materials with the exception of the Library of Things collection.
- C. Overdue notices are sent 3 days after the materials are due, in your preferred notification format (email or text). A second overdue notice is emailed and/or texted 7 days after the due date. A third overdue notice is emailed and/or texted 14 days after the due date. A fourth overdue notice is mailed 28 days after the due date.
- D. Materials that have not been returned after 30 days past the due-date are considered lost. Members will receive a phone call notifying them that items are overdue, and now considered lost. Accounts are assessed a replacement fee for materials that are more than 30 days overdue.
- E. You are responsible for taking care of the items checked out on your account. You may be charged replacement costs if materials are returned damaged, or if you do not report a lost or stolen card. You will not be charged for materials stolen from you if you provide a police report documenting the theft.
- F. Total damage will be assessed if the material is no longer suitable for circulation. This includes materials that need to be re-bound, or that have been chewed; wet; warped; infested; broken; scratched; severely torn, marked, or stained; or that are missing essential pieces or components. Partial damage will be assessed if the item can be easily repaired by staff in-house.
- G. Damaged items are held for 60 days unless they show evidence of fluid, mildew, filth, mold, or infestation. These items are disposed of immediately so as not to endanger staff or the rest of the collection.
- H. The replacement cost for lost and damaged items will be the price in the item record, the supplier’s current price, or the Amazon.com cost of a new copy in the same format, whichever is lower. If new copies are no longer available, the default price will be used. Costs for used copies are not used to determine replacement costs. The library will accept replacement copies for lost or damaged materials. See Library Fines and Fees Policy
- I. Borrowing and digital access privileges will be suspended if you owe more than \$5.00 in fees
- J. Youth under 18 can read off the item replacement fees on their accounts by participating in our Read Away Your Fees Program. For every hour spent reading, \$7.25 in fees will be removed from the account. Youth 12 years and older can also work off fees at the rate of \$7.25 an hour as a Library Volunteer.

## Claims Returned or Claims Never Had


- A. If you believe you have returned materials that show overdue on your account, you can have staff place a Claims Returned note on your record. Items stay on Claims Returned for 60 days from the due date. While staff search for the materials during this period, you may check out as normal. Items that are not found after 60 days will be considered lost. The Library will send you a notice indicating the amount due.

## Refunds

- A. The Library does not refund payments for lost materials that are later found if they are returned more than 60 days late. Borrowers are urged to place items on Claims Returned and search thoroughly for such items before paying for them.

## Collection Agency

- A. Adult accounts owing \$50.00 or more will be sent to the Library's collection agency 30 days after the total owed reaches \$50. A \$10 collection fee will be added to the account.
- B. Accounts sent to the collection agency must be cleared to \$0 before borrowing, auto-renew, and online privileges are restored.
- C. The collection agency sends the collection notices, but payments should be made directly to the Fort Worth Public Library, not the collection agency. A "paid in full" letter can be generated when the account is cleared.
- D. Library accounts sent to the collection agency are not reported to credit bureaus.

<p><b>Library of Things Policy</b></p> <p><i>Approved by Library Advisory Board: [DATE]</i></p> <p><i>Updated and approved by Library Advisory Board: [DATE]</i></p> <hr/> <p><i>Review Date: [DATE]</i></p>	
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## Definition and Purpose of Library of Things

In keeping with the City of Wolfforth Library's mission to "provide innovative Library services," the City of Wolfforth Library offers a Library of Things (LoT): a collection of items that expands the boundaries of traditional library materials. The LoT represents a variety of types of items and is designed to help City of Wolfforth Library patrons achieve their personal, professional, and recreational goals.

## Collection Types

- **Circulating.** Items include crafting tools, smaller tech items, games and kits, etc.
- **Library Use Only.** These items include larger or unwieldy items that are likely to be damaged in transit, or items that require supervision.

## Borrower Responsibilities

For LoT items valued at \$100.00 or more, patrons wishing to borrow these items will be required to review and sign an agreement form that lists replacement costs of the entire item and/or its individual components. Patrons will be given a copy of this agreement form for their reference, and staff will maintain the signed copies.

Any damage to or loss of LoT items or components is the responsibility of the borrower. Patrons will be billed according to the replacement costs outlined in each LoT agreement form (if parts), or the total item cost as listed in the Library Catalog, depending on the nature of the item and the extent of the damage.

LoT items can be requested through the Library Catalog. Items will be held for seven (7) days, upon which the hold will be canceled, and the item will be held for the next person in line or returned to the shelf. Repeated no-shows may result in the loss of the right to make advance reservations for items.

## Circulating Collection Policy

LoT circulating items may be reviewed and placed on hold via the City of Wolfforth Library website or via a public display in the library. Patrons may also borrow items on a walk-in basis as long as there is no conflicting reservation. Items may be borrowed by patrons with a City of Wolfforth Library membership in good standing for at least three (3) months. Some items may have age restrictions.

The City of Wolfforth Library is a fine-free Library with the exception of the Library of Things collection. The overdue fines for these items will be \$3 (three dollars) per day, per item.

Pick up and check out will be available at the City of Wolfforth Library only. Due to the delicate and/or bulky nature of many of the items, they will not be sent through Interlibrary Loan. All circulating LoT

items must be returned inside the library and handed to a staff member to be checked for damage and to ensure that all parts are present.

The checkout period for LoT circulating items will be one week with one (1) renewal. Checkout frequency is limited to five (5) items at one time in order to give the greatest number of residents the opportunity to use the items. If checkouts per household exceed these amounts (or will exceed these amounts if there is an existing future reservation), City of Wolfforth Library staff reserve the right to refuse additional checkouts.

Staff will confirm that all item components are present and in working order prior to checking items out to patrons, as well as upon return.

Instructions on how to use each item are not offered unless stated otherwise. Patrons are encouraged to leverage the LoT to create a learning experience for themselves and their families and are welcome to refer to the instructions and guides that accompany each circulating item. Staff are available to help patrons find books or other resources that may aid them in their learning.

### **In Library Use Only Collection Policy**

Non-circulating items may be borrowed by patrons with a City of Wolfforth Library membership in good standing. These items may have age restrictions and/or location restrictions within the library.

Instruction by designated staff may be required prior to use of these LoT non-circulating items. These items will be clearly labeled as such.

At the end of the use session, patrons are responsible for returning the item to the designated staff to remove the item from their library account.

Designated staff will check the item upon its return to ensure that all components are present and in working order for the next person.

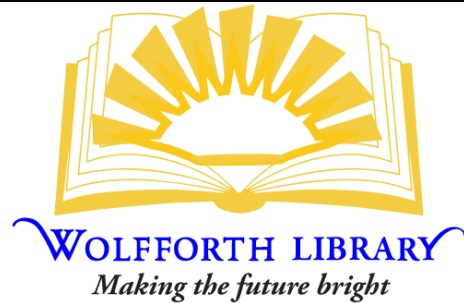
**City of Wolfforth Library  
Library of Things  
Borrower's Agreement & Use Policy**

1. Patrons must be aged 18 or over and be a patron in good standing for at least three (3) months to borrow certain equipment from City of Wolfforth's ("Library") Library of Things.
2. Prior to borrowing LoT items, all patrons must (a) sign the Borrower's Agreement & Use Policy, and (b) provide picture id and proof of address. Additional agreements may be required depending on the type of item borrowed.
3. By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the patron is authorized to use LoT items, unless by the express permission of the library.
5. Patrons may borrow up to five (5) LoT items per household at a time.
6. All items borrowed are to be returned to the library by the close of business on their due date during the library's open hours, inside the library.
7. The library may replace severely delinquent (i.e. unreturned) items, holding the patron responsible for the full replacement cost.
8. The patron agrees that the library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed items.
9. The patron agrees that if any borrowed item becomes unsafe or in a state of disrepair, patron must immediately discontinue use of the item and notify the library of the issue on return, or earlier.
10. All items are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All items must be returned clean.
11. The patron agrees to report any damage to the library immediately. The patron also agrees to pay for the loss of or damage to any item and to accept the library's assessment of condition of items and to further agree to the library's assessment of fair restitution for damage, dirtiness, and/or loss of items in part or in total.
12. The library reserves the right to refuse the loan of any item at its discretion.
13. This agreement shall be in effect for one (1) year.

I state that I have read and fully understand the Library of Things Borrower's Agreement and Use Policy of the City of Wolfforth Library, and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by the City of Wolfforth Library Advisory Board [DATE]

**Patron Code of Conduct Policy***Approved by Library Advisory Board: [DATE]**Updated and approved by Library Advisory Board: [DATE]**Review Date: [DATE]***Purpose**

The City of Wolfforth Library provides equal and open access to all users regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age, disability, political affiliation and/or housing/socioeconomic standing. No person has the right to interfere with other users' ability to use and enjoy library resources, services, and facilities.

The patron conduct policy is designed to promote a courteous and respectful atmosphere among users and staff, so that all visitors can use and enjoy the library and staff are able to do their jobs. The City of Wolfforth Library maintains the right to expel and/or suspend an individual from a library facility who contributes to a disruptive, unsafe, or unwelcoming environment, interferes with another user's ability to use and enjoy the library, or impedes a staff member's ability to do their job.

**Definitions**

<b>Term</b>	<b>Definition</b>
<b>Acceptable Bodily Hygiene</b>	Maintaining one's body and clothing so as not to impede others' use of the library through strong smell, unclean belongings, or the potential spread of disease by not following health guidelines.
<b>Intended Use of Public Restrooms</b>	Urination and defecation in proper receptacles, washing and drying of hands, and discarding used sanitary supplies in provided disposal receptacles; use of changing tables to change clothing or diapers.
<b>Library Grounds</b>	Property surrounding library facilities which are operated by the City of Wolfforth Library.
<b>Library Locations</b>	Sites where library services are being provided whether permanently or temporarily, in person or virtually.
<b>Library Staff</b>	Those employed by the City of Wolfforth Library or those employed by the City of Wolfforth conducting work at the library or on behalf of the library, those contracted to work for the City of Wolfforth Library, and those who officially volunteer for the City of Wolfforth Library.
<b>Library User</b>	Persons who utilize library services or visit library facilities, including library grounds; a patron of the City of Wolfforth Library
<b>Non-Public Areas</b>	Areas of a library facility which are not open to public access including staff-only work rooms,

	private offices, supply closets, and mechanical rooms.
<b>Patron Conduct</b>	Behavior expected by library users while on library property.
<b>Suspension</b>	Temporary timeframe during which a library user may not enter library property.

## Guidelines

### A. Expected Behavior

To build a reasonable, safe and welcoming library environment for all customers, library users are expected to:

1. Attend to their personal belongings. The library is not responsible for personal belongings left in or on library property.
2. Please refrain from bringing food and drinks into the main area library.
  - a. If you, or your children, need water during your visit, please use a re-closable, spill resistant container.
  - b. Food and drink are allowed by those utilizing the Large Meeting Room only. Please refer to the Meeting Room Policy.
3. Wear footwear and appropriate clothing that is needed to cover private areas as well as for safety and public health reasons.
4. Use public restrooms for intended purposes only.
5. Maintain acceptable bodily hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, the customer may be asked to leave the building.
6. Stay out of non-public areas, such as offices, workrooms and storage areas, unless authorized by staff to enter.
7. Follow verbal and written instruction provided by staff and/or public safety personnel during an emergency, including situations of safety, public health, and evacuations.
8. Adhere to all relevant City of Wolfforth Library policies, regulations, and federal, state, and local laws.
9. Refrain from intentional loud, unsafe, or disruptive behaviors that affect the use and enjoyment of library services, resources, and facilities by other users.

### B. Prohibited Behavior

In addition to illegal activity, the following library users' actions and behaviors are considered inappropriate and disruptive of library operations and thus prohibited:

1. Disruptive or unsafe behavior including, but not limited to, creating excessive noise, invading another's personal space, blocking walkways, aisles or staff areas, using vulgar or profane language or gestures, running or rough-housing, harming oneself or others, and accessing staff-only areas without permission.
2. Possession of weapons, other than handguns carried in accordance with state law.
3. Possession of any illegal substance.
4. Use of alcohol or any other mind-altering substances.



5. Intoxication, whether by alcohol or other substance, that is deemed unsafe by staff to point of impairment of one's mental or physical abilities and/or resulting in disruptive behavior. Such disruptive behavior include: being unaware of surroundings, placing anyone at risk of injury, invading others' personal space, and the inability to follow simple instructions.
6. Intentional physical damage to library property or to the personal property of any other user.
7. Use of library technology devices or network for illegal activity.
8. Sleeping in the library or on library grounds.
9. Smoking in library facilities, near library entrances, or in any other prohibited areas on library grounds.
10. Bringing animals, other than service animals, into the library buildings or outreach vehicles. All service animals must be attended, controlled, and be on a leash. Pets are not allowed into library buildings or outreach vehicles, with specific exceptions for certain library programs.
11. Solicitation of business.
12. Taking photographs or videos of library users without their permission.
13. Bringing items into the library locations or onto library grounds that present a safety hazard or security concern. Such items include, but are not limited to, hazardous materials, large items that impede safe access to walkways or other areas, and items that are loose and not self-contained.
14. Bullying, harassment and cyber-bullying or the abuse and mistreatment of someone vulnerable by someone stronger or more powerful is prohibited.
15. Harassment, sexual harassment, intimidation, or unwelcomed behavior toward staff or users of a verbal, nonverbal, electronic, or physical nature including but not limited to physical and/or digital stalking, touching staff, making inappropriate comments about clothing/body, asking personal questions, using pet names, asking staff for personal liaisons, and/or not respecting requests to discontinue unwelcome behaviors.

### **C. Unattended Children**

The City of Wolfforth Library welcomes children of all ages to use and enjoy the facilities, collections, and programs offered by the library. However, the safety of children in the Library is a serious concern. Unattended children can become frightened or anxious. An unattended child might encounter hazards or dangers that could be circumvented with adult supervision. An unattended child might also become bored or frustrated and act inappropriately in the Library.

The library does not provide care or supervision of children and does not accept responsibility for children in the Library. Parents or legal guardians are responsible for their children's safety and behavior in the Library. Parents should not use the Library as an alternative to daycare. For safety's sake, parents should make sure that their children are sufficiently mature before allowing them to visit the Library by themselves. Parents should also realize that, even in their absence, they are legally responsible for their children's behavior. To ensure a positive experience for children visiting the Library, the following rules have been developed.

1. Children eleven (11) years old and younger must be accompanied by a parent, a responsible adult, or a designated caregiver of sixteen (16) years or older.

- a. Young children seven (7) years old and younger should not be left alone in a different area of the library from their parent, adult, or caregiver. Close proximity is required.
2. Children of any age with mental, physical, emotional or behavioral problems which necessitate supervision must be accompanied by a parent or adult (18+ years) caregiver at all times.
3. Children habitually left unattended for long periods of time are an unacceptable use of the Library. The Library is not a daycare facility. Children of any age should not be left in the Library to the extent that they are missing meals, have no responsible adult to contact, or have no means of getting home independently.
4. Children of all ages must adhere to the same standards of conduct as required of all patrons. Refusal to follow Patron Code of Conduct will result in individuals being asked to leave, whether or not parents or caregivers are present. Staff members reserve the right to notify parents, guardians or the Wolfforth Police Department as they deem necessary.
  - a. The Library is not responsible for the supervision of children but will intervene if aware of a problem. Children who are disruptive will be asked by library staff to behave. If the disruptive behavior continues, the parent or guardian will be called and asked to come to the library to pick up their child. When a parent or guardian is telephoned and unavailable, the Wolfforth Police Department will be contacted.
  - b. The Library is also not responsible for children outside the building who await transportation or who are socializing
5. Parents and guardians should be aware of Library hours and make arrangements to meet or transport children under the age of fifteen (15) by closing time and severe weather events that may cause an early closing.
  - a. All children should have the telephone number of someone who can assist them in an emergency.
  - b. All children should have the telephone number of someone who can assist them in an emergency.
  - c. Staff will not transport children under any circumstances, ever.
  - d. If a child's parent or caregiver cannot be reached or has not picked up the child within fifteen (15) minutes of closing time, Library staff will turn the child over to the custody of the Wolfforth Police Department. A note will be left on the library door stating, "Unattended child is in the custody of the Wolfforth Police Department". Names will not be noted on the sign.
6. Parents or guardians in violation of this policy may receive a copy of this policy or a letter from the Library Director. Repeated offenses of this policy can lead to a report to Child Protective Services.

#### **D. Disruptive Behavior**

The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, continual disruptive behavior will not be permitted. Disruptive behavior is considered to be behavior that represents physical danger to the child or others, or behavior that interferes with other library users or staff. Disruptive behavior is behavior

that is inappropriate in a library setting. Disruptive behavior that is unacceptable in the Library includes, but is not limited to:

1. Running, chasing, horseplay
2. Screaming, shouting, yelling
3. Pushing, hitting, fighting, biting
4. Throwing books or other objects
5. Bullying or bothering other people
6. Jumping on furniture
7. Dangerous use of toys

Library staff will approach disruptive children in the following manner:

1. Give a verbal warning to the child indicating that such behavior is disruptive to other library users and is unacceptable
2. If the disruptive behavior continues, approach the parent or guardian with the same warning. If the child is unattended, give the child a second warning.
3. If the disruptive behavior continues, request the parent or guardian to escort the child from the library premises. Unattended disruptive children, older than eleven (11) years may be asked to leave the library after one warning. In such instances, parents will be contacted or, if the parent is unavailable, police assistance will be utilized.

#### **E. Library response to policy violations**

Any person who violates the Patron Code of Conduct Policy may be asked to leave the library building and grounds for the rest of the day, and up to three years. The length of suspension is at the discretion of the Library Director or person in charge at the time and will be appropriate to the infraction.

1. The person suspended shall be provided with a copy of the Patron Code of Conduct Policy and supplemental documents, if necessary.
2. The person suspended may appeal the suspension to the Library Director by contacting the Library via phone or email. In an appeal, the person suspended shall have an opportunity to present evidence that may support retraction of the suspension.
3. If the suspended person returns to the library before the defined time period has expired, or if they refuse to leave the library when asked to do so, library staff may call the police to have the person removed and prosecuted for criminal trespass.