

# Cultural Arts Commission

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September 26, 2024  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:30 p.m.

## AGENDA

### A. CALL TO ORDER

### B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

### C. ANNOUNCEMENTS

Announcements from the members

### D. PRESENTATION(S)

1. Short PP presentation given by Letitia Carter, Community and Cultural Events Manager, covering recent Art Projects and Events completed or currently working on.
2. Presentation on Peters Colony Memorial Park Project

### E. STAFF/DIRECTOR REPORT

1. Rachel Hadidi, Director of Library Services, and Letitia Carter, Manager of Community and Cultural Events, provide their Staff Reports.

### F. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or “housekeeping” items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Approve minutes 5/23/24 - Consider approval of the minutes from May 23, 2024.
2. Library Policy Manual 2024 - Consider the approval of changes to the Library Policy Manual.

**G. REGULAR ITEM(S)**

**H. FUTURE AGENDA ITEM(S)**

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

**I. COORDINATION OF CALENDARS**

**J. ADJOURN**

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Flower Mound, Texas, in a place convenient and readily accessible to the general public at all times and said Notice was also posted on the Town’s website in accordance with GC Section 551.056 on the following date and time: September 23, 2024, at 10:05 a.m., at least 72 hours prior to the scheduled time of said meeting.

**Rachel Hadidi, Staff Liaison**

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

# Cultural Arts Commission

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May 23, 2024  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028

6:30 p.m.

## DRAFT MINUTES

### A. CALL TO ORDER

Ron Miller, Chair, called the meeting to order at approximately 6:34 p.m.

The Cultural Arts Commission met in a regular meeting with the following members present:

Ron Miller, Chair, Place 1  
Elizabeth Brannon, Vice Chair, Place 2  
Vacant, Place 5  
Radha Sathe, Place 6  
Deb Fitzpatrick, Place 7, Alternate

with the following member(s) absent:

Beth Dilley, Place 3  
Laverne Amsterdam, Place 4  
Murthy Mantha, Place 8, Alternate

constituting a quorum with the following members of the Town Staff participating:

Rachel Hadidi, Director of Library Services  
Samantha Stansbery, Administrative Assistant  
Letitia Carter, Community and Cultural Arts Manager  
Travis Cuniff, Assistant Director of Parks and Recreation

### B. PUBLIC COMMENT

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- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.

- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

William Lucket of 6404 Prairie Brush Trail, Flower Mound, wishes to cede his 3 minutes of speaking time to Art McNeese. Art McNeese of 4100 Marbella Drive, Flower Mound, to speak about an item not on the agenda. Here to speak about a book that is offered at the library "The Hips on the Drag Queen Goes Swish, Swish, Swish", and the reasons he believes it should not be offered. Art went on to speak about why he disagrees with the book as well as the report he put together to back up his view.

### C. ANNOUNCEMENTS

Announcements from the members

Voices of Flower Mound, Flower Mound Symphony Orchestra, and Treitsch Church Choir will be presenting a patriotic concert the weekend before July 4th which will be Saturday, June 29th at 7pm and Sunday, June 30th at 2:30pm at Trietsch Memorial United Methodist Church of Flower Mound.

### D. PRESENTATION(S)

#### 1. Presentation of 2024 Arts Festival at Heritage Park

Letitia Carter, Community and Cultural Arts Manager, gave presentation of how successful the Annual Arts Festival was on May 11, 2024.

Presentation included:

- 34 Art Vendors
- 13 Sponsors -including the Texas Commission for the Arts
- 9 Performance Groups on 2 stages for a total of 160 Individual Performers
- 1 Community Arts Project that was designed by 4 Denton County Artists
- 3 Activities Tables
- LISD Art Show
- Chalk the Walk
- 2023 Mural plus Bubble Machine
- 3 Food Trucks

### E. STAFF/DIRECTOR REPORT

**Ron Miller, Chair**, Welcomed Dr. Rachel Hadidi to the Board prior to her giving her report.

**Rachel Hadidi, Director of Library Services**, gave her Director's report:

Excited about her first meeting. Sign up for Summer Reading Challenge opened enrollment as of May 20th. The challenge officially starts on June 1. Rachel listed a few events and upcoming plans: Crafternoons (K-5th grade), Cooking Up Culture:

Lebanese (Falafel & Fattoush Salad), etc. Also mentioned that the Indian Cuisine has been very popular and the Library will try to do it again. We are hoping to have a design contest for the new library card in the fall.

**Letitia Carter, Community and Cultural Arts Manager**, gave her staff report: The new traffic boxes that will be near elementary schools are in the process of being installed. The art walls will switch out at Town Hall, Senior Center, and CAC at the beginning of the month of June. Will do "Meet the Artist" again soon. Thanked all the board members that helped with the festival. Elizabeth Brannon, Vice Chair, also spoke about the highlights from the presentation at the Town Council Workshop. Chalk the Walk will be on Saturday, June 1, from 9:00am-noon and would love for another if anyone would like to volunteer. Letitia also stated that July will be Parks and Rec month that they have events planned for.

**Travis Cuniff, Assistant Director of Parks and Recreation**, gave his staff report: Excited to be working with the Library for different coordination of events. Wanted to welcome the new director after being part of the search to fill the position. Kudos/Thanks to Liz on her presentation at the Council Workshop. Kudos to Tish (Letitia) for the Arts Festival and all those involved in making it happen.

**F. CONSENT ITEM(S)**

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. Minutes 3/28. - Consider approval of the minutes from March 28, 2024.

<b>ACTION:</b>	Elizabeth Brannon moved to approve F.1. as presented in the agenda caption. radha Sathe seconded the motion.
<b>AYES:</b>	Elizabeth Brannon, radha Sathe, Deb Fitzpatrick
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None
<b>RESULT:</b>	3 : 0

**G. REGULAR ITEM(S)**

**H. FUTURE AGENDA ITEM(S)**

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

- Public Arts project.
- Hopeful for permanent public art.
- Plan to discuss more what the status is of the park beside the library.
- Cultural Arts Center status? What is the status and what to tell the Public?
- Rachel will be updating the Library Policy Manual.

**I. COORDINATION OF CALENDARS**

The next meeting will occur at 6:30 p.m. on Thursday, July 25, 2024.

**J. ADJOURN**

Ron Miller, Chair, adjourned the meeting at 7:18pm.



# Policy Manual

~~May~~ July 2024

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## 1. CIRCULATION SERVICES

### 1.1. Library cards

- 1.1.1. Library cards are issued to any Flower Mound or Denton County resident. Library cards are also issued to people who work in Denton County upon presentation of identification and proof of employment by a business located in Denton County. Corporate cards are issued to any business located within Denton County. The owner or manager of the business or a person showing authorization on company letterhead to sign for the card may apply for a card by showing proof of business address. The user of the corporate card must present the Corporate Card at the time of check out.
- 1.1.2. Library cards are issued in person, at the library, upon presentation of identification and proof of address. A Library card application may be completed on the Library's website. The card may be picked up at the Library with ID and proof of address within 30 days of the application date.
- 1.1.3. Individuals under the age of 17 must have a parent or guardian present when applying for a library card. If the child is not present, parents or guardians applying for a child's card may be asked to show a copy of the child's birth certificate. Legal guardians must present proof of guardianship.
- 1.1.4. Individuals may have only one Library account.
- 1.1.5. Library cardholders are responsible for all items checked out on their cards.
- 1.1.6. "Digital Content Only" cards will be issued to students entering grade 9 or above without a parent or guardian present. This card may be upgraded to full access upon request of the parent or guardian.
- 1.1.7. The Library Director, in consultation with library staff, determines material checkout periods to best utilize limited library resources.

### 1.2. Fees

- 1.2.1. The library does not charge late fees, but cardholders are expected to pay for lost or damaged material. Additional items may not be checked out until overdue items are returned. Failure to return items or pay assessed fees may result in suspension of borrowing privileges or use of library services, including public computer usage.
- 1.2.2. Material checked out of the Library belongs to the Town of Flower Mound. The borrower is responsible for Town property while it is in their possession. If material is returned to the library damaged to the degree that it cannot be used again, the material will be withdrawn from the collection and the borrower charged as set by Town ordinances. If a lost item that was paid for is later found and returned in good condition a refund may be given, as determined by the Town of Flower Mound's Financial Services Division policies. The receipt is required for a refund to be processed, and a refund check will be mailed. Any damaged items are disposed of in accordance with Town of Flower Mound policies.
- 1.2.3. Replacements for lost cards may be obtained upon verification of identification and upon payment of the current replacement fee.

Commented [CW1]: I thought we weren't doing this anymore?

### **1.3. Holds**

- 1.3.1. Items may be placed on hold and the cardholder will be notified when the item is available to be picked up.
- 1.3.2. The card used to place the hold must be presented to check out the item.

### **1.4. Temporary Library Cards**

- 1.4.1. Non-resident temporary library cards are available for people who are residing within Denton County on a temporary basis.
- 1.4.2. The Flower Mound Public Library will issue a non-resident, temporary card for a six-month period. Renewals may be allowed at the discretion of a library manager. A photo ID with a permanent home address, such as a driver's license, passport, etc., must be presented to obtain a Flower Mound Public Library card.
- 1.4.3. Temporary cards will not be issued to anyone under the age of 17.
- 1.4.4. All non-resident, temporary library cards issued will be subject to the same policies and procedures as regular Flower Mound Public Library cardholders.

### **1.5. Texshare Card Program**

- 1.5.1. The library participates in the Texas State Library Texshare program. Texshare cards are issued to any Flower Mound library cardholder who has had a Flower Mound Library card for three months or longer, is in good standing at the Flower Mound Public Library and is 17 years of age or older.
- 1.5.2. Texshare cardholders from other libraries will be issued a Flower Mound Public Library card if they present a valid Texshare card issued from their home library and show a photo I.D. with their correct mailing address or another item with their correct mailing address. The card will expire on the date the Texshare card from the home library expires.
- 1.5.3. Texshare card borrowers are limited to 5 items checked out on their card at one time.
- 1.5.4. Texshare cards may not be used to borrow e-books, e-audiobooks, STEM KITS, items from special collections, or to request Interlibrary Loan services
- 1.5.5. All other policies for Texshare borrowers are the same as for Flower Mound residents.

*Rev. October 2022*

## **2. INTERLIBRARY LOAN AND INTERLIBRARY LENDING**

- 2.1. The library participates in a nation-wide Interlibrary Loan System. Requests for items not owned by the Library may be in person, by telephone or through the Library website. Some interlibrary loan requests require the payment of a postage fee.
- 2.2. Interlibrary loan materials cannot be renewed. Interlibrary loan service is available to all adult Flower Mound Library cardholders who are in good standing. Borrowing items through ILL is subject to the policies of the lending library. Members are responsible for any fees or fines assessed by the lending library. Individuals may borrow no more than three items at one time.
- 2.3. Flower Mound Public Library will loan materials to other Texas libraries which are participating members of the Texpress Courier service. Individuals must initiate an interlibrary loan request through their home library and must be a member in good standing at that library. Requests must be submitted through the home library.
- 2.4. The Library does not loan reference materials, audio-visual materials, newspapers, periodicals or anything with a publication date less than six months old. The Library does not provide photocopies of materials.
- 2.5. The Library will not borrow textbooks through interlibrary loan.
- 2.6. The loan period for Interlibrary Loan items is set by the lending library. Renewals are at the discretion of the lending library. Borrowers are responsible for reimbursement for lost or damaged items.

*Rev. October 2018*

### **3. INFORMATION SERVICES**

- 3.1. Information services are provided to all library customers without discrimination. These services include quick reference; in-depth assistance in locating information; reader advisory; referrals; and basic technical assistance with computer hardware, software and online services offered at the Library. In-person queries will be given priority, followed by telephone, written and online queries. Requests for Information Services from outside the Library's service area will be answered at the discretion of the Library Director, as time permits.
- 3.2. Information service will be provided using materials from the collection, electronic resources, and through access or referral to sources outside the Library. The reference collection of the Library is maintained to meet the information needs of the general public, elementary and secondary students, the business community and the Town staff within budget constraints. It is not intended to provide information of a highly specialized or technical nature or to support college level curricula.
- 3.3. Library staff serves as a link between Library users and Library resources but does not offer personal advice or opinion on legal, medical, consumer or tax matters, or in any other area where their advice or opinion might be viewed as authoritative or is prohibited from being offered by law.

*Rev. October 2018*

#### 4. LIBRARY PROGRAMMING

- 4.1. Library programs are provided as a service to Flower Mound residents based on the goals of the Library's Strategic Plan. Responsibility for programming rests with the Director of Library Services, who delegates planning and coordinating of library programs to the Library managers. Programs may be planned and presented by Library staff, or outside presenters may be used. Professional performers and presenters that reflect specialized or unique expertise may be scheduled for Library programs. Presenters who can present at no charge will be given preference, but professional presenters may be hired as needed.
- 4.2. All Library programs are open to the public. Some programs may be limited to cardholders or have age limits or other attendance restrictions. Programs are free, except in cases where a small materials fee may be charged. Registration may be required for planning purposes or when space is limited. Any sales of products at Library programs must be approved by the Library. Programs may not be commercial, religious, or partisan in nature. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants.
- 4.3. The Library staff uses the following criteria in making decisions about program topics and providers:
  - Community needs and interests
  - Relevance to community issues
  - Availability of program space
  - Appropriate for intended audience
  - Presentation quality
  - Presenter background/qualifications in content area
  - Budget
  - Historical or educational significance
  - Connection to other community programs, exhibitions or events
  - Relation to Library collections, resources, exhibits and programs
- 4.4. Individuals or organizations wishing to present a library-sponsored program must submit a Flower Mound Public Library Program Proposal. External presenters must coordinate marketing efforts with the Library staff.

*Rev. October 2019*

## 5. COMPUTER AND INTERNET USE

- 5.1. All Internet resources accessible from the Library are offered equally to all users. Parents and guardians, not the library staff, are responsible for the Internet material selected and accessed by their children. Per the Library's interlocal service agreement with Denton County, internet access is filtered.
- 5.2. Due to the limited resources available for provision of public access to computers and the Internet, such as bandwidth issues, the Library may set limits on the use of these services. This may include time limits, number of sessions per day and use of large files. Anyone using the Library's Internet access must comply with all applicable federal, state
- 5.3. The quality of information on the Internet varies greatly and must be evaluated critically by the user. The Flower Mound Public Library disclaims warranty as to any information's accuracy, authoritativeness, timeliness or usefulness.
- 5.4. Information downloaded from the Internet may contain computer viruses. Flower Mound Public Library is not responsible for any virus inadvertently downloaded and transferred to a personal computer. The Library's computers are configured to prevent saving any material to the computer in any format.
- 5.5. The library staff will provide basic Internet assistance. Users are responsible for learning how to use specific programs.
- 5.6. Computing resources may not be used for illegal purposes. Examples of unacceptable uses include:
  - Accessing or distributing material that is harmful to minors (TX Penal Code 43.21);
  - Harassment or libeling;
  - Destruction of, or damage to equipment, software or data belonging to the Library or others;
  - Disruption or unauthorized monitoring of electronic communications;
  - Unauthorized copying of copyright-protected materials;
  - Attempting to modify or gain unauthorized access to files, password or data belonging to others;
  - Violation of software licensing agreements.
- 5.7. Any violation of Library policy may result in loss of library-provided access to the Internet. When and where applicable, law enforcement agencies may be involved.

*Rev. October 2015*

## 6. CONFIDENTIALITY OF LIBRARY RECORDS

- 6.1. The confidentiality of library records is specifically addressed in the Texas Government Code, Chapter 552. This policy insures the Flower Mound Public Library's compliance with Texas Government Code, Chapter 552, Public Information Act.
- 6.2. Any record that serves to identify a person or link a person with a request of use of library material or services is considered confidential and may only be released under a court order or subpoena. Information from library records may be used by library staff when reasonably necessary for library business, such as notification of overdue materials or a hold request for materials, and the record is not confidential under other state or federal law.
- 6.3. Information from a library record may only be given to the person to whom the information directly relates or to the parent or guardian who has been designated as the one responsible for a child's library use.
- 6.4. Library members should be aware Section 215 of the USA Patriot Act gives Federal agents the ability to seek a secret search warrant to obtain access to library records. Under the Patriot Act an agent does not have to demonstrate "probable cause," the existence of specific facts to support the belief a crime has been committed or the items sought are evidence of a crime. Instead, the agent only needs to claim he or she believes the records sought may be related to an ongoing investigation related to terrorism or intelligence activities. The Federal Act overrides state confidentiality laws.
- 6.5. The Patriot Act also prohibits libraries or librarians served with a search warrant issued under FISA (Foreign Intelligence Surveillance Act) rules from disclosing the existence of the warrant or the fact records were produced as a result of the warrant, under penalty of law. Members cannot be informed their records were given to the FBI or they are the subject of an FBI investigation.

*Rev. January 2013*

## 7. COLLECTION DEVELOPMENT

- 7.1. The foundation of any public library is a broad and varied collection of information resources including print, media and electronic resources, which meet the educational, informational, recreational and cultural needs of the community it serves. The Flower Mound Public Library was established to serve everyone within the Library's service area and recognizes individuals and groups within the community have diverse interests, backgrounds and needs.
- 7.2. The purpose of the library selection process is to acquire materials in accordance with the mission and goals of this library within budgetary constraints. The Library's mission states: "The Flower Mound Public Library supports education in our community by providing access to information, creating young readers, fostering success in school, and facilitating lifelong learning. The Library contributes to the quality of life in Flower Mound by stimulating imagination, celebrating diversity, and encouraging creativity in a space that meets the needs of the community." Flower Mound Public Library utilizes the [Library Bill of Rights](#) and the [Freedom to Read Statement](#), created by the American Library Association, as a foundation for public library services and as a guide to best practices. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials in the library present a diversity of view points, enabling citizens to make the informed choices necessary in a democracy.
- 7.3. Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies approved by the Cultural Arts Commission. The Library Director delegates the task of collection development to professional staff.
- 7.4. The Library strives to collect materials offering differing points of view. The primary criteria used in selecting material include: popular demand, quality, accuracy, authority, timeliness, enduring value, social significance, cost and availability of material on the topic. Other criteria may apply in certain circumstances. Materials are judged on the basis of the content and style of the work as a whole.
- 7.5. Materials are selected for the Library using a variety of sources, including professional journals, trade journals, subject and genre bibliographies, publisher catalogs, reviews in the popular press, and suggestions from patrons. Materials must meet one or more of the following criteria to be selected.  
Criteria:
  - Reviews from professional library resources/journals
  - Authoritativeness and/or reputation of the author
  - Relevance to interests and needs of the community
  - Price, availability, and Library materials budget
  - Extent of publicity, critical review, and current or anticipated demand
  - Currency and accuracy of information
  - Level of need within the existing collection
  - Impartiality or absence of bias

- Aesthetic qualities or literary merit
- Technical aspects such as illustrations, sound, and clarity
- Suitability of the physical form for library use
- Online resources are also evaluated based on accessibility and availability of library licensing

In most cases, the Library will not purchase self-published materials that are not reviewed in established review journals. The Library will accept self-published materials from local authors that will be considered based on the above criteria.

Flower Mound Public Library does not attempt to meet curriculum needs of educational programs at any level.

- 7.6. Materials are selected in the most appropriate format for the conditions under which they will be used, with consideration given for cost and length of use. E-content will be selected using the same criteria as other materials.
- 7.7. Multiple copies will be purchased for titles that have high demand. Multiple copies of classics and required reading for the school district will be purchased as appropriate and within budget considerations.
- 7.8. In order to maintain an up-to-date collection, worn and outdated materials are continuously reviewed and withdrawn from the collection as needed. Materials may also be withdrawn if they are seldom used or are superseded by a new edition or better work on the same subject. The CREW method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, published by the Texas State Library, is used as a guideline for collection maintenance.
- 7.9. Requests to reconsider library materials must be made in writing, using the "Request for Reconsideration of Library Materials" form. Requests will only be accepted from adults who are Flower Mound residents and Flower Mound Public Library cardholders in good standing. The Director, in conjunction with the Library's department managers, will consider requests and communicate the decision in writing to the requestor. The Director will inform the Cultural Arts Commission of all requests for removal. Requests that have been denied may be appealed by making a written request to the Cultural Arts Commission. An item may only be reconsidered once. Once an item goes through the review process, it may not be reconsidered again.

*Rev. May 2024*

## **8. GIFTS, MEMORIALS AND OTHER DONATIONS**

- 8.1. The Library accepts gifts and donations in the form of money, books and other materials to enhance library services.
- 8.2. Major gifts, such as land; buildings; art objects or other materials with significant monetary, historical or literary value, must be accepted by the Town Council upon the recommendation of the Cultural Arts Commission.
- 8.3. Donations of books and other items are accepted with the understanding the Library will make all decisions as to their use. Items may be added to the library collection based upon the Library's Collection Development Policy or donated to the Friends of the Library for their use. The Library cannot accept donations with stipulations.
- 8.4. Donations in memory or honor of someone are accepted through the Library's Honor with Books – Give-a-Book Program.
- 8.5. Monetary donations will be directed to the Library Donation account or to the Friends of the Flower Mound Public Library, according to the wishes of the donor and will be used to enhance Library services. A donor's specific request for use of the monetary donation will be honored if practically possible, but cannot be guaranteed.

*Rev. October 2015*

## 9. PHYSICAL FACILITY

- 9.1. The building housing the Flower Mound Public Library is provided in support of the mission and goals of the Library.
- 9.2. Smoking, including the use of electronic vaping devices, is prohibited in any area of the Library and within 25 feet of any entrance. Food and drink may be consumed in areas designated by the Library for that purpose. It is unlawful to injure, deface or otherwise damage property or buildings of the Flower Mound Public Library.
- 9.3. The hours of operation for the library will be set by the Library Director with approval of the Town Manager and Cultural Arts Commission. The hours of operation are determined based on budget, staffing levels and usage patterns. The Library is closed for all official Town holidays and may be closed for other days, as needed, with approval of the Town Manager.
- 9.4. Library patios are available for patrons to use. The patios may have access hours that differ from the rest of the building. Exit from the patios to the outside is prohibited, except in case of emergency - patio visitors must re-enter the building and exit through regular exits.
- 9.5. Any printed or electronic publicity or marketing materials that list the Flower Mound Public Library as a location for a meeting, event, or activity must include the disclaimer: "This event is not sponsored by the Flower Mound Public Library or the Town of Flower Mound." The Library's phone number may not be listed as a contact number on any such materials.

*Rev. October 2022*

## **10. CONDUCT IN THE LIBRARY**

- 10.1. It is the policy of the Flower Mound Public Library to provide a pleasant, safe and appropriate environment for library members and staff. Conduct that interferes unreasonably with any members' ability to use the Library is not permitted. Conduct that is disrespectful or abusive toward staff or other library users may result in loss of privileges.
- 10.2. Only animals assisting the disabled or as a part of a Library-sponsored event are permitted in the Library. Service dogs-in-training may be allowed with the permission of the Library Director.
- 10.3. Any continuous, prolonged or serious violation of this policy may result in expulsion from the Library.

*Rev. October 2022*

## 11. MINOR CHILDREN AND VULNERABLE ADULTS

- 11.1. The Library is a public building and care must be taken by parents and guardians to ensure the safety of children and vulnerable adults under their care. Library staff cannot provide supervision. Responsibility for the behavior and well-being of minor children and vulnerable adults using the Library rests with the parents or designated caregiver.
- 11.2. Children under the age of 10 must be accompanied by a parent or caregiver while in the Library. If a parent or caregiver cannot be located, Library staff will contact the Flower Mound Police Department for guidance.
- 11.3. If at any time an unattended child or vulnerable adult becomes disruptive or distraught in the Library, staff will attempt to locate a parent or caregiver to pick up the child. If a parent or caregiver cannot be contacted, the Flower Mound Police Department will be contacted for guidance.
- 11.4. Minor children or vulnerable adults who do not have transportation when the Library closes may be supervised by two Library staff members if staff deems it necessary for their safety. The Flower Mound Police Department may be contacted if a parent or guardian does not pick up the child in a reasonable amount of time.

*Rev. January 2018*

## 12. POSTERS, FLYERS AND DISTRIBUTION OF FREE LITERATURE

- 12.1. The Library has limited space available for posters, flyers and the distribution of free literature. Only space designated by the library may be used. Items larger than 8.5" x 11" cannot be displayed due to space limitations. Items may be displayed until the date of the event or for 30 days, whichever comes first. When items are removed they will be discarded by Library staff. All materials must be submitted for consideration through the Community Posters and Flyers form on the library's website.
- 12.2. First priority will be given to Library and Town of Flower Mound materials. If space is available the Library will display posters, flyers and free literature for non-profit organizations that serve the citizens of Flower Mound. Items of a personal, commercial, political or religious nature may not be posted or displayed.
- 12.3. As a service to the public the library will provide space for a limited number of free magazines, directories, shoppers' guides, and similar types of literature. The decision to provide free literature will be made by Library staff based on appropriate available space and the relationship of the literature's contents to the mission and goals of the Library and the Town of Flower Mound.
- 12.4. The display of any item does not imply advocacy or endorsement by the Library or the Town of Flower Mound. All items for display must first be approved by the Director or his/her designee. Items posted without approval will be removed and discarded by Library staff.

Rev. October 2022

Commented [CW2]: I'm worried this is going to be more work and not less :( And that people will find it very...governmenty (negative) if we ask them to do this.

### 13. DISPLAYS AND EXHIBITS

- 13.1. The library has limited available space for displays and exhibits. Only those areas designated by the Library may be used. Only displays and exhibits co-sponsored by the library will be permitted.
- 13.2. Co-sponsorship of displays and exhibits will be determined by Library administrative staff based on appropriate available space and relationship of the display or exhibit to the mission and goals of the Library and the Town of Flower Mound.
- 13.3. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. Items placed in the Library are done so at the owner's risk.

13.4. The purpose in displaying artwork at the Flower Mound Public Library is to provide library users with the opportunity to see and experience works of original art created by artists, mainly from within their own community; provide a community space for local artists to show their work; enhance the public use and enjoyment of their library facility.

13.5. Structure/Guidance:

The Director of Library Services will appoint a librarian to serve as "exhibit coordinator".

The Librarian will use the following criteria for selection:

- Breadth of appeal
- Educational, cultural or civic nature• Appropriateness for all ages
- Suitability of subject matter for the full range of library users
- Items must be nonpartisan, non-commercial and non-religious in nature
- Serve as a complement to library programming or initiatives
- Tied to Flower Mound community standards
- Demonstrate quality and aesthetic value
- Timeliness to the community and special events

The librarian shall determine whether proposed material is appropriate for a library exhibit. The library does not endorse nor take a position on any of the views presented in the artwork and may refuse any pieces deemed inappropriate for an exhibition. The library reserves the right to refuse any exhibit or display proposal or remove any material deemed unsuitable. The library's need for exhibit space takes precedence over the public's request to use such areas.

13.6. Exhibitor Information

- Exhibitor is required to meet with the exhibit coordinator prior to any agreement to exhibit materials. Exhibitors will provide the coordinator with a complete list of items being displayed. After an exhibit has been placed in an exhibit case or on the public floor, no changes will be made to the exhibit without the exhibit coordinator's permission. The exhibitor must notify the library in advance who has been authorized to remove any item. If the person removing any item is not known to the library staff, they will be asked to show photo ID. Each item from the current exhibit will be

signed out on the Display and Exhibit Release form on the library's website.

- Artworks will be displayed on walls and in spaces as designated by the library for a period of up to two months, but the library reserves the right to remove an exhibit without prior notice.
- The exhibitor agrees to hold the library and the Town of Flower Mound harmless for any loss or damage that may occur to exhibits.
- Framed artwork should arrive prepared by the exhibitor, including appropriate means to hang the artwork. This includes a durable wire mounted to the back of the artwork that will support the weight of the piece for the duration of the exhibit.
- An individual, group, organization or association may display exhibits at the library up to twice a year, at the discretion of the exhibit coordinator. Artwork not approved during the meeting between the exhibitor and exhibit coordinator may not be displayed. Letters of intent/email of intent, which shall include photos and descriptions of the material to be displayed, is required in advance of the anticipated exhibition.
- The library does not reschedule previously scheduled exhibits to accommodate another exhibitor who is interested in using the exhibit space.
- Each individual/group is responsible for hanging or displaying their material in the designated areas. Exhibit removal shall be completed by the librarian so that the next exhibit can be hung on time. Installing exhibits must be scheduled and agreed to in advance. Library staff is not available for assistance. Displays must conform to the space restrictions of the areas provided. Individual/groups should arrange a time to pick up their artwork, once their exhibit concludes, with the librarian.
- Exhibitors are responsible for any damage to the library. Space must be returned to the original state and the library is not responsible for any damage to artwork. Exhibitors understand the artwork is loaned to the Flower Mound Public Library for exhibit purposes only.
- Prices may not be displayed on items exhibited, nor may "for sale" signs be posted in exhibits. An exhibitor may post his or her name, business or organization, and contact information.
- Flower Mound Public Library will provide an exhibit label, free of charge, to be hung by staff near each artwork on display. The label will consist of the artist's name, title of the work, date(s) of the work, dimension of the work, and medium of the work. Displaying this information is contingent upon the artist providing said information.
- The library does not insure any of the artworks on display against damage, loss or theft and will not be held liable for any such damage, loss or theft of artworks.
- Permission to photograph any work in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. Little Elm Public Library may submit article to local newspapers, put information on the library website, or make social media posts to publicize the exhibit.
- Each exhibitor must read and sign a copy of the library exhibit policy,

thereby agreeing to terms.  
*Rev. July 2024*

## 14. STUDY ROOMS

- 14.1. The library has study rooms available for quiet study. Study rooms are available on a first come, first served basis. There is a maximum time limit for each group of two hours per room, if others are waiting.
- 14.2. Each study room has a limited amount of attendees listed on the reservation system on the library's website. The library reserves the right to remove people in violation of the room capacity.
- 14.3. Study Rooms can be reserved up to one week in advance on the Library's website. A Flower Mound Public Library card in good standing is required to make a reservation. Staff-assisted reservations can be made in person or over the phone. Walk-in booking will be accepted at the Library on a first-come, first-served basis if a study room is available.
- 14.4. Individuals and groups using the study rooms are responsible for maintaining and leaving the rooms in their original order.
- 14.5. The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual or group using the study rooms. The individual who signed in for the study room will be held liable for any willful or accidental damage to the library building, grounds, or equipment caused by the individual or groups.
- 14.6. Study rooms are intended to accommodate quiet individual or group activities. Noise that would disturb those in adjacent study rooms or elsewhere in the Library is not permitted.
- 14.7. Failure to abide by the library's study room policies and rules may result in loss of study room privileges.
- 14.8. No monetary transactions, including but not limited to buying, selling, or exchanging goods or services for money, are permitted on library property without explicit authorization from library management.

*Rev. July 2024*

## 15. TEEN ROOM

- 15.1 Use of the Teen Room is restricted to students in grades 6-12. Staff may make exceptions to this policy for special circumstances.
- 15.2 Behavior that is deemed inappropriate or in violation of Library policy may result in loss of Teen Room privileges for a specified period.

*Rev. October 2022*

## **16. CREATION LAB**

- 16.1 The Creation Lab is a space to explore creativity and learn new skills. Patrons may reserve machines in the Creation Lab in advance using a valid Flower Mound Public Library card.
- 16.2 Creation Lab users must sign a Use Agreement before being allowed to work in the Lab. Safety training is required for some of the Creation Lab machines.
- 16.3 Patrons under the age of 13 must be accompanied by an adult while in the Creation Lab.
- 16.4 Staff is available during Lab hours to provide basic assistance. Responsibility for learning to use Creation Lab equipment lies with the user.

*Rev. October 2022*

## 17. **COMMUNITY PROGRAM ROOMS**

- 17.1 The Community Program Room and Community Multipurpose Program Room are intended to support the administrative and programming needs of the Library and the Town of Flower Mound. The Community Room may be booked at no cost to Flower Mound Public Library card holders through representing non-profit or civic groups
- 18 Audio visual equipment is available in the room: XXXX. It is the responsibility of the person making the reservation to see that the equipment is used in the correct and proper manner. Arrangements for instructions on using the equipment should be made when reserving the room. Groups are encouraged to inquire whether specific types of connectors are available, and to make arrangements to test equipment in advance. Staff is not available to assist at the time of the meeting or program. Internet access is wi-fi only.
- 19 Groups must provide all supplies needed. The Library cannot provide office supplies, scissors, staplers or copy services. The room does not have a dry-erase board, and nothing may be posted on the walls.
- 20 Refreshments may be served at meetings in the Community Program Room, not the Community Multipurpose Room. Refreshment supplies are not provided by the Library. No open flames
- 21 Groups using the Program/Community Room must accomplish set-up and clean-up within the reservation time. Due to heavy use of the room, groups will not be able to access the room early to set up, and must restore the room to its original condition by the time the reservation ends. The last group of the day must be out of the room 30 minutes before library closing time.
- 22 The use of all alcohol, e-cigarettes and tobacco products is prohibited.
- 23 Sales, admission fees, and fundraising are prohibited.
- 24 The Library Program Room may be used only when the Library is open to the public. The Program room is only available for meetings and approved programs; it may not be used for social functions (i.e., birthdays, showers, receptions, or similar celebrations), exercise classes, dance classes, or similar type functions.
- 25 Reservations may be made up to 30 days in advance and at least 5 days prior. Reservation requests will be responded to within 72 hours. If you are a HOA and need to book more than 30 days in advance please contact the library to set up an HOA account.
- 26 Groups are subject to the Patron Code of Conduct

~~17.1 The Library Program Room and Multipurpose Program Room is intended to support the administrative and programming needs of the Library and the Town of Flower Mound. The Program Room may be booked at no cost by Flower Mound Public Library card holders through the library's website.~~

- ~~17.226.1 The Library Program Room may be used only when the Library is open to the public. The Program room is only available for meetings and~~

~~approved programs; it may not be used for social functions (i.e., birthdays, showers, receptions, or similar celebrations), exercise classes, dance classes, or similar type functions.~~

*Rev. July 2024*

**18. Display Policy**