

# HEWITT TEXAS

## LIBRARY BOARD MEETING

October 28, 2024 at 6:00 PM

Hewitt Public Library, 200 Patriot Court, Hewitt, TX 76643

## AGENDA

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**Board Members:** Jerry Snider, Betty J. Smith, Julie Holcomb, Lydia Dashner, Jennifer Hunt, Delores K. Sincerney, Sally Goldman.

The Hewitt Public Library is a State Accredited Library that holds meetings on the 2nd Monday quarterly or otherwise posted. The Library Board presents recommendations to the City Council on the development, expansion, and operation of the Library System. This board meets quarterly as needed.

### CALL TO ORDER

### REGULAR AGENDA ITEMS

1. Consideration and approval of July 8, 2024 meeting minutes.
2. Receive Library Director's report.
3. Discussion of revisions to the Circulation Policy.
4. Consideration and approval of the revised Circulation Policy.
5. Discussion of revisions to the Library Publicity & Media Relations Policy.
6. Consideration and approval of Library Publicity & Media Relations Policy.

### ADJOURNMENT

I certify that the above notice of meeting was posted on the Public Notice Board located in front of City Hall by **October 25, 2024** by 5:00 PM.

### CITY OF HEWITT

**Matthew Glaser**

Matthew Glaser  
Library Director

In compliance with the Americans with Disabilities Act, the City of Hewitt will provide reasonable accommodations for persons attending and/or participating in City Council meetings. The facility is wheelchair accessible, with accessible parking available at the front of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting by contacting the Hewitt Public Library Director at 254-666-2442.



# MEETING MINUTES FOR THE HEWITT LIBRARY BOARD

HEWITT, TEXAS

July 8, 2024, 6:00 pm

## Members present

Sally Goldman, President  
Lydia Dashner, Vice President  
Julie Holcomb  
Jenny Hunt, Secretary  
Betty J. Smith  
Delores K. Sincerney  
Jerry Snider

## Members absent

## **Call to Order**

President Sally Goldman called the meeting to order at 6:01 pm.

## **Regular agenda items**

### **1. Receive Director's Report**

The \$3k Summer Reading Grant from the Dollar General Literacy Foundation is in progress and is covering 1200 books from Scholastic to be used for summer reading giveaways. The extra books will be given out throughout the rest of the year. Around 750 people have registered for the summer reading program, and summer event attendance has been 11k so far. Programming ends on July 31.

On July 1, special projects began, including funding (around \$45k) for "Full Steam Ahead" (an ages 3-18 STEAM program) from the Texas State Library and Archives Commission (TSLAC). Funds are being used to purchase supplies for STEAM-related activities (blocks, forensic tools, coding equipment, robots, etc.) and must be spent by May 31, 2025.

The library has received a recommendation for a "Texas Reads" \$10k grant that would go toward next year's summer theme of "Color Your World." Voting is on August 2, and the grant begins on September 1.

The library hopes to bring in authors such as Jason Platt (graphic novelist for middle school) and Houston rom-com author Katherine Center, who will soon appear at Fabled.

The RFID upgrade has initial approval from the city manager. The library hopes to start the project by October 1 with an end date of December 31.

The library may switch to a different provider for ebooks.

Other discussion: Julie Holcomb suggested that Art Center Waco could be possible partners. Sally Goldman mentioned that the Friends of the Library is planning to mount a plaque to feature life members.

July 31 is Director Glaser's one year anniversary at the library; the board is grateful for his contributions during this first year.

**2. Consideration and approval of minutes from the meeting held on April 22, 2024.**

President Sally Goldman entertained a motion to approve the minutes from the April 2024 meeting. Julie Holcomb motioned to accept and was seconded by Delores Sincerney. Motion passed.

**Adjournment**

President Sally Goldman then entertained a motion to adjourn at 6:31 pm. Lydia Dashner motioned to adjourn, and Betty Smith seconded.

Respectfully submitted:

Jenny Hunt, *Secretary, Hewitt Library Board*



## CIRCULATION POLICY

The purpose of the Circulation Policy is to support the individual's right to have access to ideas and information representing all points of view. The Library Advisory Board ("the Board") has adopted the American Library Association's statements regarding the following: Library Bill of Rights, Freedom to Read, Freedom to View, and Access to Electronic Information, Services, and Networks.

It is the policy of the Hewitt Public Library not to forbid or impede the circulation of items from the Library collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, religion, or other personal criteria.

### The Community

The City of Hewitt is characterized by a large number of organizations, a growing business community, a long tradition of interest in art and culture, and several notable colleges and universities within McLennan County. The individuals in the community reflect varying economic, racial, ethnic, religious, and educational backgrounds. Knowledge of the community enables the Library to better serve its users.

### Registration & Issuance of Library Cards

Any person ~~over the age of 16~~ is eligible to apply for a Library card. Applicants must present photo identification and ~~verification of~~ verify their current ~~Texas~~ address by bringing a piece of mail dated to the person applying for the card within the past 30 days. Applicants under the age of 18 must have a responsible party authorize and co-sign the Library account. All cardholders must agree to adhere to the Library's Circulation Policy.

### Access to Library Materials by Minors

It is the policy of the Hewitt Public Library that parents or guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians, and only those, who may restrict their children, and only their children, from access to Library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should advise their children. ~~The~~ Library staff cannot and do not act *in loco parentis* (in place of parents).

Parents or guardians wishing to restrict online access for a cardholder they are directly responsible for may request and sign an *Opt-Out of Online Services* form, which will be active until the affected cardholder turns 18 or the form is revoked, whichever comes first.



Verification of the person applying:	Verification of address:
<ul style="list-style-type: none"> <li>▪ <del>Texas</del> State-Issued Driver's license</li> <li>▪ <del>Texas</del> State-issued photo ID</li> <li>▪ Passport</li> <li>▪ School ID with picture (<del>over 16</del>)</li> <li>▪ Military ID</li> </ul>	<ul style="list-style-type: none"> <li>▪ Envelope of mail with current address, postmarked within the last 30 days</li> <li>▪ Current lease with person's name and address, <del>signed within the last 30 days</del></li> <li>▪ Business mail, such as a utility bill or account statement, showing dates of service within the last 30 days</li> </ul>

**I. Standard Card**

A Standard Card allows access to all Library services, including borrowing Library books; technology use; and downloading e-audiobooks, e-books, music, and movies. This card is valid for one year and may be renewed.

Non-Residents of McLennan County may obtain a ~~full-access Standard Hewitt Public Library card~~ Card with upon payment of an annual fee of \$40 or a quarterly fee of \$10, payable by cash, check, or debit/credit card.

Property Owners of McLennan County who otherwise reside outside of the County may obtain a Standard Card upon proof of ownership or lease of eligible property in addition to a valid primary address.

Students attending an eligible college or university within McLennan County may obtain a Standard Card upon the presentation of a valid student ID card or an equivalent proof of enrollment and/or campus dwelling.

**II. Technology Card**

A Technology Card only allows for the use of ~~on-site~~ public computers, on-site laptops, study rooms, and content available through the Library's online databases and services. ~~A Technology Card may be issued to any patron over the age of 16 who only wants to use computer services.~~ This card is free, valid for one year ~~from the date of issuance~~, and renewable. ~~If under 18, a parent or guardian must sign the acceptable use policy.~~

**III. ~~Provisional Card~~**

~~A Provisional Card is available for one year to temporary residents and people who do not have a Texas driver's license or Texas ID. A provisional card may be~~



~~transferred to a regular card at any time they acquire Texas identification, but it will not be renewed.~~

#### IV. Midway Independent School District Card

Students enrolled at a Midway ISD campus may obtain a library card with a reduced borrowing limit. Students must have a parent, guardian, or authorized school sponsor grant permission to receive this card and accept responsibility for all materials borrowed, damaged, and/or lost.

Teachers employed at a Midway ISD campus or administrative office may obtain a library card with an extended borrowing limit. Teachers must accept responsibility for all materials borrowed, damaged, and/or lost.

#### V. Business Community Card

Businesses and community organizations located in ~~the City of Hewitt~~ McLennan County are eligible for a Business Community Card. Library cards will be issued in the name of an organization ~~or business~~ upon request by the executive director, ~~or owner~~, or other authorized official. The request must be made in person, and the ~~executive director or owner~~ official must provide proof of position in the ~~company or~~ organization. The responsibility for this account rests with the ~~applicant~~ organization. Business Community Cards are valid for one year and may be renewed.

#### VI. TexShare Card

The TexShare Card allows patrons from participating libraries to access ~~to~~ over 500 other public and academic libraries in Texas. Usage policies vary by the issuing library.

- A. Hewitt Public Library cardholders may obtain a TexShare card provided that their Standard ~~Library~~ Card is in good standing (no fines or fees) for at least six months.
- B. Visiting TexShare cardholders may obtain a Hewitt Public Library card provided that they present a current, unedited TexShare card from their home library and a valid form of photo identification. The cardholder may check out ~~one print book~~ three (3) items and use online databases and services.



TexShare cards for HPL cardholders and visiting cardholders are valid for six months or until the expiration date listed, whichever date is sooner, and may be renewed. **Patrons Cardholders** will be responsible for all materials borrowed from other libraries as well as any fees assessed by the lending library. **Patrons Cardholders** will be blocked from using the Hewitt Public Library until fees are cleared at the lending library.

**TexShare privileges may be revoked at any time if HPL or other libraries' policies are violated.**

## Loan Periods & Fees

Library cardholders should present a Library card in order to check out materials. If the Library card is not in their possession, materials may be checked out with photo identification. Items that are returned late, returned damaged, or not returned at all are subject to late fees and/or replacement fees.

### I. Borrowing Items

- A. Standard cardholders may check out up to 50 items, with the exception of up to five of any multimedia items (e.g. DVDs, Audiobooks, Playaways). Other item limits may apply.
- B. Standard cardholders in good standing may borrow most materials for three weeks (21 days). Other loan periods may apply.
- C. Standard cardholders may place hold requests on up to 20 circulating items. Once available, items are held for seven days. If the items are not picked up within the hold period, the hold is canceled and either returned to circulation or held for the next cardholder in line.
- D. Materials may be returned to the Hewitt Public Library in any designated book drop. All materials are checked for damage and/or missing pieces before they are checked in and removed from a cardholder's account. Materials checked in after the due date will assess applicable late fees.
- E. Materials may be renewed in person, online, or over the phone up to one time. **Materials that reach their due date and have not been renewed or returned will automatically be renewed.** Materials that are either on hold for other cardholders or have already been extended once will not be renewed. Overdue materials ~~may be renewed, but any late fees~~ will ~~remain~~ accrue late fees that will be charged to the cardholder's account.



## II. Late Fees

Late fees are assessed if an item is not returned by the close of business on the due date or placed in the outside book drop before the Library reopens. The fees are calculated at a defined rate per item, per day overdue.

Material Type	Fee
Book	\$0.25
Audiobook	\$1.00
Video/DVD	\$1.00
Other Multimedia	\$1.00

- A. Late fees will accrue each day the item is overdue. The maximum fee per item is equal to the total cost of the item. Payment of the maximum late fee does not constitute cardholder ownership of the item.
- B. The Library, as a courtesy, will notify cardholders by phone, email, or text message of upcoming due dates for items checked out. Not receiving a courtesy notice does not exempt the cardholder from any overdue fees.
- C. Cardholders with outstanding fees exceeding \$10 will not be able to check out print or digital items or use any Library services until such fees are resolved.

## III. Lost & Damaged Items

Fees for lost and damaged items will be charged equal to the replacement cost of the item(s) and/or in accordance with the City of Hewitt Master Fee Schedule (Appendix A).

- A. Items damaged beyond the normal wear and tear, including purposefully defacing or destroying Library materials, will be the responsibility of the cardholder. The cardholder will be charged a fee equal to the replacement cost of the item(s) plus a \$5 processing fee.
- B. Items checked out and not returned 45 days after the due date are considered lost. The patron will be billed for the cost of the item(s) plus a \$5 processing fee.



- C. Cardholders may not replace or substitute any lost or damaged item with another item without approval from the Library Director.
- D. In the event a lost item that has been paid for is found and returned within 30 days of payment, the patron may present the printed receipt to receive a refund. The \$5 processing fee is non-refundable.

## Interlibrary Loan (ILL)

The Hewitt Public Library participates in the state-sponsored Interlibrary Loan (ILL) program. The Library will request from another Library materials that are not available to its cardholders locally. ~~Only print items will be requested.~~ Only Standard cardholders in good standing may request titles through ILL, ~~and only print items may be requested.~~

### I. Eligibility

- A. Cardholders may have no more than five (5) ILL titles on their account at any given time.
- B. Cardholders are responsible for any charges assessed by the lending library, including postage fees. HPL charges \$2 per ILL processed that must be paid before a cardholder may check out the item.
- C. Requested titles must have been published at least one year before they can be borrowed through the ILL program. Newer titles will be considered for purchase by the Hewitt Public Library if they are determined to be of general interest to HPL cardholders.
- D. Items available for ILL are determined by the lending library. Reference, Genealogy, or other special collections may not be available.

### II. Loan Period & Fees

- A. Loan periods for ILL items are determined by the lending library. ILL items may only be renewed with the permission of the lending library. Any requests for renewal must be made to HPL staff at least three days prior to the item's due date.
- B. Overdue ILL items will be charged at a rate of \$0.25 per day. There is no grace period for ILL items. **In the case that a request is not picked up during the holding period, the cardholder remains responsible for applicable fees.**



- C. Lost or damaged ILL items are the cardholder's responsibility. Any replacement costs and/or processing fees charged must be made to the lending library in addition to any fines assessed by HPL.

Hewitt Public Library reserves the right to suspend or refuse ILL privileges to cardholders who repeatedly accrue ILL-related charges or otherwise abuse the ILL program.

*Endorsed by the Library Advisory Board on January 29, 2024*  
*Revised & Endorsed 10/28/2024*

# HEWITT PUBLIC LIBRARY

## MINOR OPT-OUT OF ONLINE SERVICES

By default, all Hewitt Public Library (HPL) cardholders have access to the Library's entire physical and digital collections. A minor's access to these materials is the responsibility of their parent or legal guardian. Only a parent or legal guardian may restrict their child, and only their child, from access to resources available through the library.

Parents or legal guardians wishing to restrict online access for a child cardholder they are directly responsible for must have the *Minor Opt-Out of Online Services* form on file with the Library. This restriction designates the specified child's Standard Card as ineligible for access to online resources that require an HPL card number to log on. This designation does not apply to In-Library use of physical materials, public computers, public Wi-Fi, or State-provided databases.

Once signed, this form will remain on file, and the account restricted, until the child turns 18 years of age or an opt-in addendum is submitted.

**CHILD'S NAME (PRINT):** \_\_\_\_\_

**DATE OF BIRTH (MM/DD/YYYY):** \_\_\_\_\_

**LIBRARY CARD #:** \_\_\_\_\_

*Please initial one option below.*

<input type="checkbox"/>	I, the undersigned, as the parent/legal guardian of the above-named child, hereby <b>OPT OUT</b> of my child's access to online services through their library card.
<input type="checkbox"/>	I, the undersigned, as the parent/legal guardian of the above-named child, hereby rescind my opt-out request and <b>OPT IN</b> to my child's access to online services through their library card.

### Acknowledgement

I understand that by opting out, my child will not have access to any online services through their library card but will retain all In-Library access. I also acknowledge that it is my responsibility to inform my child of this restriction and to monitor their access accordingly.

**PARENT/GUARDIAN NAME (PRINT):** \_\_\_\_\_

**LIBRARY CARD #:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LIBRARY USE ONLY:**

Received On: \_\_\_\_\_

Staff Initials: \_\_\_\_\_



## PUBLICITY & MEDIA RELATIONS

The Library cannot succeed in its mission and vision without a prominent promotional presence around the community. The Library will take an active role in promoting its objectives and services across a variety of formats for the general education of government officials, civic leaders, and the general public. All promotional materials will present the Library and the City of Hewitt positively and through an educational lens.

### Publicity

The Library may release information via social media, the City of Hewitt webpages, and e-newsletters, as well as all other available channels of communication (newspapers, local radio and cable stations, magazine publications, etc). Publicity may include:

- Widest possible dissemination of information about books, magazines, newspapers, recordings, and other available materials;
- Descriptions of the range of facilities, services, and programs relating to the needs of the community;
- Acquainting the public with the physical location of service points, hours of service, conveniences, etc.;
- Background information to familiarize the public with library processes, rules, and policies;
- Feature articles describing particular aspects of library service, highlights of the past, and features of a commemorative nature to familiarize the community with the breadth and continuity of service;
- ~~Full utilization of all available channels of communication including newspapers, local radio and cable stations, email broadcasts, the library's web page, and other social media sites;~~
- Appearance at community locations via a table or booth, HPL on the Go!, or other means.

The Library reserves the right to take photos and video at library-sponsored programs and events to be used for promotional purposes. Attendees to the library and its sponsored programs and events may be captured in any photos or video taken with the understanding that the photos may be distributed across any medium or platform. It is the responsibility of Library visitors to inform a Library staff member if they do not wish to appear in any promotional materials.

### Social Media



The Hewitt Public Library recognizes the importance of communicating with its shareholders online. The public is encouraged to share thoughts and engage with the Library via online channels. However, the Library's Code of Conduct (see *Use of Facilities*) extends to the Library's presence on the Internet in addition to any privacy policies and terms of service issued by the third-party host of the social network being used.

All content posted both by the Library and public users may constitute public information according to the Public Information Act. Public information requests will be handled according to applicable Texas law. All content posted to the Library's social media pages are saved and archived. The Library shall not delete or otherwise un-post any content or message from its pages, though it does reserve the right to moderate and hide comments that:

- Contain obscene, indecent, or profane language;
- Contain threats or defamatory statements;
- Contain personal attacks or insulting statements directed toward an individual;
- Contain hate speech directed at race, color, sex, national origin, ethnicity, age, religion, or disability;
- Are unrelated to the topic being discussed;
- Are of a repetitive "spamming" nature (the same comment posted multiple times);
- Include copyright violations;
- Suggest or encourage illegal activity;
- Contain information that is confidential under Texas public information law.

Users who repeatedly violate one or more of the Library's social media guidelines may be blocked from posting to or following the Library's pages.

## Notice of Electronic Communication

The Library uses e-newsletters to communicate with its registered cardholders and other subscribers. All registered cardholders are opted into email communications upon completion of the cardholder application. Recipients are able to unsubscribe from promotional messages or edit their subscription preferences.

Registered cardholders are unable to unsubscribe from e-mails, text messages, and/or phone calls relating directly to a cardholder's account status.

## Media Relations

The Library seeks to provide the community with consistent, accurate, and timely information as it occurs. Media outlets are encouraged to direct any questions about



Library programs or services to the Library Director. Library staff contacted by the media should refer all requests for comment to the Library Director.

*Endorsed by the Library Advisory Board on January 29, 2024*  
*Revised & Endorsed 10/18/2024*