

The BDL Public Services Committee met at 6:00pm on February 4, 2026. Present were all three committee members: Susie Brooks, Bob Hostetler, and Sue Smith. Also present were Kimberly Feltner, John Rucker, and Jessica Tefft.

## **Cell Phone Policy**

A year ago when we majorly updated our [Code of Conduct Policy](#) to include, among other things:

Courteous use of cell phones is allowed in designated areas. Headphones must be used when viewing or listening to media. Headphones are available for a small fee at the service desk, if needed.

We neglected to recommend rescinding our [Cell Phone Policy](#) from 2005, which reads in its entirety:

So as not to disturb others in the Library, cell phones must be set on silent or vibrate mode. Cell phone calls may be made in designated areas only, as selected by the Director or Branch Manager, and at an appropriate volume.

This policy shall be posted at each entrance and on the Library's web site.

The Committee recommends that we rescind the redundant Cell Phone Policy.

## **Monetary Threshold for Suspending Borrowing Privileges**

Our [Borrowing and Lending Policy](#) (last modified in August 2025), allows for patrons to continue to check out library materials if they have unpaid fees of up to \$20. Something we have noticed in the months since we restarted services with Unique for materials and debt collection is that it's becoming common for patrons to return the long overdue items that Unique contacted them about and then not pay for the referral fee of \$12 that we pass on.

With a threshold of \$20, there are essentially no consequences for patrons who drag out this process until Unique has to get involved. The effect is that the library is paying for the referrals instead of the patron. We as a library can either accept this as the new reality, budget for the extra expense, or we could lower the monetary threshold for suspension of borrowing privileges.

As of February 4, there were 404 patrons with bills  $\geq$  \$20, and 631 patrons with bills  $\geq$  \$10.

The Committee recommends that we lower the amount of bills that results in suspension of borrowing privileges from \$20 down to \$10.

## **Public Meeting Space Policy**

Our [Public Meeting Space Policy](#) was last updated in 2012. John, Jessica, and Kimberly raised a number of issues we might want to consider as part of an update to the policy.

The Committee recommends revising the Public Meeting Space Policy to read as follows:

The Branch District Library provides public meeting space, when available, for use by non-profit groups and clubs. Public meeting space is not available for commercial interests such as insurance agents, for-profit tutors, attorneys, or salespeople to meet with clients.

Groups wishing to use the meeting room should check with library staff to make a reservation. In the event of a conflict, library-sponsored uses will take precedence. Reservations may be made no more than 3 months in advance. Recurring reservations are not permitted.

Individuals may reserve the meeting room for no more than 2 hours per day.

Fines, including but not limited to cleanup costs, may be assessed if there is any damage the meeting space or library equipment.

## **Guest Passes for Computer Use**

Our [Computer and Internet Acceptable Use Policy](#) (last modified July 2021) states in part:

Users must sign in before using a public Internet-access computer. Users will be allowed a limited amount of time each day to use the computers and must stop using the computer immediately upon completion of their session.

The Committee recommends that this section be changed to:

Users must sign in with a library card to use library-provided computers. Guest passes are available only for those who reside outside our service area. Users will be allowed a limited amount of time each day to use the computers and must stop using the computer immediately upon completion of their session.

The meeting ended at 6:51pm.

Submitted by John Rucker