



**Monday, March 11, 2019  
Library Board Meeting**

**Library Meeting Room  
3815 Sachse Road, Building C  
7:00 p.m.**

**A. Regular Meeting**

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1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, March 11, 2019 at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Consider approving the minutes of the November 12, 2018 Library Board meeting.
4. Consider approving the minutes of the January 14, 2019 Library Board meeting.
5. Consider approval of an amended Library Circulation Policy.
6. Discuss potential updates to the Master Fee Schedule as it pertains to new Library Services.
7. Receive and discuss the Library Manager's monthly report.
8. Request for future agenda items.
9. Discuss Library Board announcements regarding special events, current activities, and local achievements.
10. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.

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Michelle Lewis Sirianni, City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Lauren Rose, ADA Coordinator, via phone at 972.429.4770, via email at [lrose@cityofsachse.com](mailto:lrose@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Mar 11, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approving the minutes of the November 12, 2018 Library Board meeting.
Access	Public
Type	Action, Minutes
Preferred Date	Feb 11, 2019
Recommended Action	Approve the minutes of the November 12, 2018 Library Board meeting.
Minutes	View Minutes for Nov 12, 2018 - Library Board Meeting

**Public Content****BACKGROUND**

Minutes from the November 12, 2018 Library Board meeting.

**OVERVIEW**

Minutes from the November 12, 2018 Library Board meeting.

**POLICY CONSIDERATIONS**

N/A

**RECOMMENDATION**

Approve the minutes of the November 12, 2018 Library Board meeting.

**Library Board Meeting (Monday, November 12, 2018)**

Generated by Daniel Laney on Tuesday, January 15, 2019

**Members present**

Billy Ketner, Ruth Glover, Kyle Graves, Sean French

## A. Regular Meeting

**1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, November 12, 2018 at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:**

The meeting was called to order at 7:03 p.m.

**2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.**

Library Board Chairperson Billy Ketner led the invocation and Pledges of Allegiance to the U.S. and Texas Flags.

**3. Consider approving the minutes of the September 10, 2018 Library Board meeting.**

Approve the minutes of the September 10, 2018 Library Board meeting.

Motion by Kyle Graves, second by Sean French.

Final Resolution: Motion Carries

Yes: Billy Ketner, Ruth Glover, Kyle Graves, Sean French

**4. Receive and discuss the Library Manager's monthly report.**

Library Manager Daniel Laney presented a summary of Library activities for the months of September and October 2018.

**5. Receive and discuss the Library Manager's yearly summary for the 2017-2018 fiscal year.**

Library Manager Daniel Laney presented a summary of Library activities for the 2017-2018 fiscal year.

**6. Request for future agenda items.**

There were no requests for future agenda items.

**7. Discuss Library Board announcements regarding special events, current activities, and local achievements.**

There will be no December 2018 meeting of Library Board.

**8. Adjournment.**

The meeting was adjourned at 7:25 p.m.

**Agenda Item Details**

Meeting	Mar 11, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider approving the minutes of the January 14, 2019 Library Board meeting.
Access	Public
Type	Action, Minutes
Preferred Date	Feb 11, 2019
Recommended Action	Approve the minutes of the January 14, 2019 Library Board meeting.
Minutes	View Minutes for Jan 14, 2019 - Library Board Meeting

**Public Content****BACKGROUND**

Minutes from the January 14, 2019 Library Board meeting.

**OVERVIEW**

Minutes from the January 14, 2019 Library Board meeting.

**POLICY CONSIDERATIONS**

N/A

**RECOMMENDATION**

Approve the minutes of the January 14, 2019 Library Board meeting.

**Library Board Meeting (Monday, January 14, 2019)**  
Generated by Daniel Laney on Tuesday, January 15, 2019

**Members present**

Billy Ketner, Amy Brooks, Dixie Scogin, Ruth Glover, Marion Simpson

A. Regular Meeting

**1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, January 14, 2019 at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:**

The meeting was called to order at 7:02 p.m.

**2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.**

Library Board Chairman Billy Ketner led the invocation and the Pledges of Allegiance to the U.S. and Texas Flags.

**3. Discuss and consider election of officers.**

The board nominated new officers for 2019. Amy Brooks was nominated for the position of Chairperson. Marion Simpson was nominated for the position of Vice Chairperson. Kyle Graves was nominated for the position of Secretary. The new officers were elected unanimously by all members present.

The nomination are:

Amy Brooks as Chairperson.

Marion Simpson as Vice Chairperson.

Kyle Graves as Secretary.

Motion by Dixie Scogin, second by Ruth Glover.

Final Resolution: Motion Carries

Yes: Billy Ketner, Amy Brooks, Dixie Scogin, Ruth Glover, Marion Simpson

**4. Receive and discuss the Library Manager's monthly report.**

Library Manager Daniel Laney presented monthly Library statistics from the months of November and December 2018. Daniel Laney briefed the Library Board on recent trends in library circulation and program attendance, as well as recent technical issues experienced by the Library, and steps taken to resolve the technical issues. Daniel Laney informed the Library Board of upcoming events and programs, including Glow Night, Ask a Lawyer, and Blind Date with a Book.

**5. Discuss the Library's Circulation Policy and potential changes to fines and fees.**

Library Manager Daniel Laney brought several suggestions for changes and additions to Library services for the consideration of the Library Board. Daniel Laney will monitor the effectiveness of the Plano Public Library System's new fine free policy for potential consideration in the future. Daniel Laney sought feedback from the Library on potentially amending the Library's Circulation Policy and the schedule of fines and fees to allow for circulating Board Games and in-house use of the Library's button-maker. Both of these potential changes were well-received by the Library Board, and the Library Manager will prepare an amended Circulation Policy for discussion at an upcoming Library Board meeting.

**6. Request for future agenda items.**

There were no suggestions for future agenda items.

**7. Discuss Library Board announcements regarding special events, current activities, and local achievements.**

Library Board member Ruth Glover made an announcement about upcoming author events at Half Price Books.

**8. Adjournment.**

The meeting was adjourned at 7:50 p.m.

**Agenda Item Details**

Meeting	Mar 11, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Consider approval of an amended Library Circulation Policy.
Access	Public
Type	Action

**Public Content****BACKGROUND**

At the January 14, 2019, Library Board meeting, the Library Board discussed potential changes to the Library's Circulation Policy. The proposed changes would be to allow the circulation of board games, card games, puzzles, and future circulation of literacy or STEAM kits. Library Manager Daniel Laney agreed to prepare an updated Circulation Policy for the Library Board's consideration.

**OVERVIEW**

The Library Board will consider an amended Library Circulation Policy, which allows for circulation of board games, card games, puzzles, and kits.

**POLICY CONSIDERATIONS**

The Library Board will consider approving the amended Library Circulation Policy.

**RECOMMENDATION**

Approve the amended Library Circulation Policy.

Library Circulation Policy PROPOSED 3-11-2019.pdf (363 KB)

## *Sachse Public Library Circulation Policy*

### Library Cards

- Sachse Public Library (“Library”) patrons must have a valid Library card to check out materials. (current driver's license, state identification, or other photo identification, including a student identification card).
- To apply for a Library card:
  - Persons 16 years of age and older must present a valid photo I.D. (current driver’s license, state identification card, or student identification card) and proof of current address (current driver's license, state identification card, or utility bill).
  - Minors (persons under 16 years of age) must be accompanied by a parent or guardian. The parent or guardian shall present proper identification, and is responsible for any fees incurred by the minor.
- Each patron shall use his or her Library card when checking out Library materials. If the patron is not able to present their Library card, they must provide a valid photo I.D. in order to check out library materials.
- Each patron shall be responsible for materials checked out on his or her card, including fines for late returns, lost items, and damaged items.
- Library cards expire annually so that patron information may be updated on an annual basis. Any fines and fees in excess of \$5.00 must be paid prior to renewing the Library card.
- Parents and/or legal guardians shall be responsible for supervising the materials viewed and selected by their minor children. The Library staff are not responsible for determining age-appropriate materials for children.
- The Library assumes no responsibility for damage caused to a patron's audiovisual or computer equipment, or for personal injuries sustained due to the use of Library materials.
- Violations of any of the foregoing regulations may result in the patron’s Library privileges being limited or revoked.

## Borrowing Privileges

Item	Loan Period
Books and Audio	21 days
DVDs – limit 7 per card	7 days
e-Books & e-Audio	14 days
Board Games, Card Games, and Puzzles – limit 2 per card	7 days
Kits – limit 1 per card	21 days

- **Renewals.** All items (excluding newly released DVDs) may be renewed twice unless another patron has placed a hold on the item. Kits, board games, card games, puzzles and newly released DVDs cannot be renewed. Renewals can be made by self-service checkout, by phone, or at the circulation desk during regular Library hours; and, through the Library's online catalog that is available 24 hours a day.
- **Hold Requests.** A hold may be placed on any item that is able to be checked out. Holds cannot be placed on newspapers, magazines, or reference materials. Hold requests can be made through the Library's online catalog, by phone, or at the circulation desk during Library hours. Each patron is limited to 10 hold requests at one time. Hold items shall be held on the hold shelf for 3 days.
- **Overdues.** Any item kept after the return date is overdue and subject to fines. A patron may not check out any additional materials until all overdue items are either returned or renewed. Overdue fines will not be charged for days when the Library is closed.
- **Suspension of Borrowing Privileges.** Patron accounts must not have fines greater than \$5.00 to be in good standing. Borrowing privileges shall be suspended if a patron has fines exceeding \$5.00. If a minor's card has exceeded the fine limit, the parent or guardian associated with the minor's account shall be responsible for the fines and shall be blocked from checking out or accessing computers. Borrowing privileges shall also be suspended for all family members until all accounts are in good standing.

## Lost and Damaged Items

- Materials more than 120 days overdue shall be automatically be marked lost.
- Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost plus a \$5.00 processing fee.



- In lieu of paying the replacement cost, patrons may choose to replace a lost or damaged item with an exact, new copy of same. The replacement item must be new and in the same format as the original (*i.e.*, hardcover, Blu-ray, etc.). Patrons shall still be assessed a \$5.00 processing fee.
- Damaged items, not requiring a complete replacement, shall be charged a minimum of a \$5.00 processing fee. An additional fee shall be charged if a case or container is damaged.
- No refunds shall be offered once a replacement has been made.
- Lost and damaged individual components such as board or card game components, puzzle pieces, kit components, audio discs or DVDs from multi-part sets, shall be charged at the supplier's replacement fee plus shipping cost, if available for purchase. The full replacement cost of the item, plus a \$5.00 processing fee will be charged if individual components cannot be purchased.

### **Texshare Cards**

- A TexShare card allows patrons to use public and academic libraries across Texas without a fee. These cards shall be issued at the circulation desk. Library patrons may apply for a TexShare card during regular hours of operation and must be 16 years of age or older.
- **Eligibility for TexShare Card Use.** The patron must present a valid TexShare card and photo identification (a current driver's license with current address or other document with current address).
- **Borrowing from other TexShare Libraries.** Patrons borrowing items from other participating TexShare libraries are responsible for adhering to all policies of the lending library. Any fines or fees incurred are the responsibility of the TexShare card user. Patrons owing fines greater than \$5.00 to a TexShare library shall no longer be in good standing with the Sachse Public Library and all borrowing privileges shall be suspended.

### **Copyright Laws**

All Library materials are subject to copyright laws. DVD's are for home viewing only and cannot be duplicated. Copyright laws also protect most books, magazines, and other Library media. Do not copy, reproduce, rebroadcast, tamper with, or alter any copyrighted materials in any manner.

### **Patron Confidentiality**

The Sachse Public Library is committed to the protection of all Library customers' rights to privacy in the use of Library resources and discloses customer information to the customer only. In regard to minors, information may also be disclosed to the registered parent/guardian listed on the account.

Library records will only be disclosed under court order, subpoena, or warrant as outlined in the state statute, Texas Government Code, Section 552.124 and the surveillance provisions included in the USA PATRIOT ACT (Public Law 107-56).

**Library Theft**

A person commits the offense of Library theft when he does any of the following acts:

- (1) Knowingly and intentionally removes any Library material from the premises of a Library facility without the authority to do so; or
- (2) Knowingly and intentionally conceals any Library material upon his person or among his belongings, while still in the premises of a Library facility and in such a manner that the Library material is not visible through ordinary observation, and removes such Library material beyond the premises of the Library at which Library material may be borrowed in accordance with procedures established by the Library for the borrowing of Library material; or,
- (3) With the intent to deceive, borrows or attempts to borrow any Library material from the Library by:
  - a. Use of a Library card issued to another without the other's consent, or
  - b. Use of a Library card knowing that it is revoked, canceled or expired, or
  - c. Use of a Library card knowing that it is falsely made, counterfeit or materially altered.
- (4) Borrows Library material from the Library and knowingly and willfully fails to return such Library material within 120 days after the due date.

**Refusing to Pay Overdue Fine: Misdemeanor.**

Every person who is assessed a penalty pursuant to Library policy for failure to return any item lent them by the Library and who refuses to pay the penalty shall be deemed guilty of a misdemeanor.

**Interlibrary Loan**

Interlibrary Loan is a service provided to obtain materials which are not available at the Sachse Public Library. Materials from the collections of other public, academic, and special libraries may be requested through Interlibrary Loan (ILL) through the Texas State Library and Archives Commission Network.

Materials that are borrowed from other libraries through Interlibrary Loan (ILL) have specific loan and renewal periods and possible use restrictions.

***Requirements & Guidelines***

- Cardholder must be in good standing. (“Good standing” means not charged for a

- lost or damaged item.)
- Neither the cardholder nor a family member linked to the account can have any outstanding fines.
  - Books borrowed by a minor fall under the responsibility of the minor's parent or legal guardian.
  - There is a limit of 3 open requests at one time per patron.
  - Requested items that are not picked up cannot be requested again for 3 months.
  - Failure to adhere to the ILL policy or to the lending library's policy shall result in the patron being subjected to all fees outlined in the ILL policy and/or revoking of Interlibrary loan privileges.

### ***Material Which May Be Borrowed***

- Patrons may request books, CDs, DVDs, audiobooks, or any item listed in the OCLC WorldCat database.
- The lending library shall decide in each case whether or not a particular item will be provided and the loan conditions.

### ***Restricted Materials***

- Occasionally the material requested may be designated by the lending library as restricted. This means that the material must be viewed in the library and cannot be checked out.
- When restricted materials are picked up from the circulation desk, the patron shall be asked to relinquish a state issued ID card. (driver's license or state identification card) which shall be held until the material is returned to the circulation desk.

### ***ILL Requests***

- Requests can be made online through the Library's website, by phone, or in person.
- It typically takes 10 days to 2 weeks to receive materials from other libraries.
- The requestor shall be contacted by phone or email when the material arrives.
- The length of the loan is determined by the lending library, not the Sachse Public Library, and shall vary accordingly. The due date is noted on the attached ILL label.
- Items shall be held and picked up at the circulation desk.

### ***Returning Materials***

- Borrowed material should be returned by the designated due date.
- Items may be returned to any of the Sachse Public Library book drops as long as the ILL label is still attached.
- Borrowed material not picked up within 7 days shall be returned to the lending library.
- Borrowed material is subject to recall by the lending library and immediate return is expected.

### ***Renewing ILL Materials***

- A patron should pick up ILL items when notified in order to maximize the loan period. The ILL loan period begins on the date the item is received by the borrowing library.
- Renewal requests must be made by the borrower at least (3) business days prior to the due date to provide the lending library sufficient time to either approve or deny the request.
- Please note many lending libraries do not allow renewals for ILL items.

### ***Fines and Fees***

- Sachse Public Library offers ILL services for free when items are picked up and returned on time and free of damage.
- Patrons who request an item through ILL and fail to pick it up within 7 days of notification shall be assessed a fee of \$5.00 for each unclaimed title.
- Materials returned late shall be assessed a fine of \$1.00 per day per item.
- Patrons who fail to return materials borrowed on their behalf will be charged a processing fee of \$5.00, as well as any other fees requested by the lending library.
- Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost as well as a \$5.00 processing fee.

### ***Interlibrary Loan Borrowers Shall Be***

- Responsible for any charges assessed in connection with ILLs, whether or not they choose to use the material, including overdue fines, lost or damaged items, and any additional charges/fines/fees imposed by the lending institution.
- Responsible for compliance with the Copyright Laws of the United States (Title 17, United States Code).

**Agenda Item Details**

Meeting	Mar 11, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. Discuss potential updates to the Master Fee Schedule as it pertains to new Library Services.
Access	Public
Type	Discussion

**Public Content****BACKGROUND**

At the January 14, 2019, Library Board meeting, the Library Board discussed potential updates to the Master Fee Schedule as it pertains to several proposed new Library services. The proposed changes would allow for assessing fines and fees for overdue, damaged, or lost board games, card games, puzzles, and kits. In addition, the proposed changes would allow for the Library to sell pin-back button materials to Library patrons to use with the Library's button-maker.

**OVERVIEW**

The Library Board will discuss the proposed changes and make recommendations to staff. An updated Master Fee Schedule will be considered by City Council at a future meeting.

**POLICY CONSIDERATIONS**

The Library Board will discuss the proposed changes and make recommendations to staff. An updated Master Fee Schedule will be considered by City Council at a future meeting.

**RECOMMENDATION**

Discuss the proposed changes and make recommendations to staff.

Potential Updates to the Master Fee Schedule 3-11-2019.pdf (393 KB)

**Potential Updates to the Master Fee Schedule  
as it Pertains to New Library Services**

Non-timely return of materials

1. Book/ CD (per day)	\$ .15
2. DVD (per day)	\$1.00
3. Board Game/ Card Game/ Puzzle (per day)	\$1.00
4. Kit (per day)	\$1.00

Pin-back button materials	\$ .25
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**Agenda Item Details**

Meeting	Mar 11, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	7. Receive and discuss the Library Manager's monthly report.
Access	Public
Type	Discussion, Reports

**Public Content****BACKGROUND**

Library Manager Daniel Laney will make Library announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

**OVERVIEW**

Library Manager Daniel Laney will make Library announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

**POLICY CONSIDERATIONS**

N/A

**RECOMMENDATION**

Discussion only.

January 2019 Library Manager's Report.pdf (125 KB)





Departmental Report		January 2019	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

**Collection**

Number of Titles	41,355		42,197	
Number of Items	42,540		43,454	
Number of New Items	621	1,732	347	2,035
Number of Items Removed	806	1,171	54	1,306
Donated Items Added	28	59	15	212
Number of E-Books	2,732		3,000	
Number of New E-Books	23	84	43	220

**Patrons**

Number of Patrons	11,728		11,530	
Number of New Patrons	108	314	81	359
Number of Patrons Removed	0	1	0	2

**Circulation**

Total Circulation	10,867	42,866	10,770	43,862
Adult Fiction	657	2,750	676	2,463
Adult Non- Fiction	512	1,667	462	2,064
Juvenile Fiction	4,732	19,280	4,514	20,108
YA materials	274	1,120	268	905
Interlibrary Loans	39	190	37	148
Juvenile Non-Fiction	605	2,270	637	2,508
DVDs & Blu-Ray	2,252	8,634	2,060	8,275
E-Books (Sachse Patron Checkouts)	920	3,167	814	2,982
E-Books (Other Patron Checkouts)	806	3,515	1,255	4,224
Audio CDs	70	273	47	185

**Programs and Services**

Number of Internet Sessions	544	1,700	541	2,132
Number of Programs	19	65	20	67
Program Attendance	632	2,498	707	4,942
Number of Volunteer Hours	61	219	132	390
3D Print Requests			4	20
ILL Incoming Requests	54	182	49	116
ILL Incoming Received	40	178	39	144
ILL Outgoing Requests	156	548	170	584
ILL Outgoing Shipped	81	288	100	334
Literacy Computer Uses	1,426	4,487	1,398	5,337
Door Count	4,476	18,471	4,581	20,799

Programs	Date	Attendance
Greta the Reading Therapy Dog	8-Jan	0
Tummy Time & Rhyme	9-Jan	0
Preschool Read & Play	9-Jan	28
Toddler Tales	10-Jan	44
Glow Night	15-Jan	145
Tummy Time & Rhyme	16-Jan	2
Preschool Read & Play	16-Jan	41
Toddler Tales	17-Jan	33
Family Movie - "Smallfoot"	19-Jan	9
Family Game Night	22-Jan	28
Greta the Reading Therapy Dog	22-Jan	8
Tummy Time & Rhyme	23-Jan	11
Preschool Read & Play	23-Jan	42
Stuffie Camp	23-31 Jan	18
Toddler Tales	24-Jan	53
Ask a Lawyer	26-Jan	13
Tummy Time & Rhyme	30-Jan	7
Preschool Read & Play	30-Jan	33
Toddler Tales	31-Jan	64
January Guessing Game	1-31 Jan	128
<b>Total</b>		<b>707</b>

Programs by Type	Number	Attendance
Story Times	12	358
Childrens Programs	3	26
Teen Programs	0	0
Adult Programs	1	13
Family Programs	4	310
<b>Total</b>		<b>707</b>