



**Monday, September 9, 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, September 9, 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 August 12, 2019, meeting minutes.
4. Consider approving changes to the Library Circulation Policy.
5. Receive and discuss the Library Manager's monthly report.
6. Request for future agenda items.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. 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.

A handwritten signature in black ink that reads "Michelle Lewis Sirianni".

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	Sep 09, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approving the August 12, 2019, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Aug 12, 2019 - Library Board Meeting

**Public Content****BACKGROUND**

Minutes from the August 12, 2019, Library Board meeting.

**OVERVIEW**

Minutes from the August 12, 2019, Library Board meeting.

**POLICY CONSIDERATIONS**

There are no policy considerations affiliated with this item.

**RECOMMENDATION**

Approve the August 12, 2019, meeting minutes.

**Agenda Item Details**

Meeting	Sep 09, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider approving changes to the Library Circulation Policy.
Access	Public
Type	Action
Recommended Action	Approve the proposed changes to the Library Circulation Policy.

**Public Content****BACKGROUND**

At the August 12, 2019 board meeting, the Library Board made a recommendation to the City Council to eliminate fines for overdue library materials. At the September 3, 2019 City Council meeting, the Council approved the Library Board's recommendation to eliminate overdue fines. The Library Board will consider changes to the Library Circulation Policy as a result of eliminating overdue fines.

**OVERVIEW**

The Library Manager will present an amended Library Circulation Policy as a result of eliminating overdue fines.

**POLICY CONSIDERATIONS**

The Library Board will consider changes to the Library Circulation Policy as a result of eliminating overdue fines.

**RECOMMENDATION**

Approve the changes to the Library Circulation Policy.

Library Circulation Policy UPDATE PROPOSED 9-9-2019.pdf (411 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	Hold Limit
Books and Audio	21 days	10 hold requests
DVDs – limit 7 per card	7 days	3 hold requests
e-Books & e-Audio	21 days	3 hold requests
Board Games, Card Games, and Puzzles – limit 2 per card	7 days	1 hold request
Kits – limit 1 per card	21 days	1 hold request

- **Renewals.** All items may be renewed twice unless another patron has placed a hold on the item. Kits, board games, card games, and puzzles 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. Hold items shall be held on the hold shelf for 3 days.
- **Overdues.** Effective October 1, 2019, the Sachse Public Library does not charge daily late fines for overdue items. Patrons with overdue items will be blocked from checking out materials until all overdue items are checked in. Patrons may still be charged overdue fines from the lending library for items borrowed through Interlibrary Loan, and patrons will be responsible for any overdue fines assessed by the lending library.
- **Suspension of Borrowing Privileges.** Patron accounts must not have any overdue items or have fines or fees greater than \$5.00 to be in good standing. Borrowing privileges shall be suspended if a patron has any overdue items or fines or fees exceeding \$5.00. If a minor’s card has any overdue items or has exceeded the fine limit, the parent or guardian associated with the minor’s account shall be responsible for returning the overdue items, as well as for any fines or fees, 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.

- **Forgiveness of Library Fines and/or Fees.** The Library Manager or his/her designee shall have the authority to authorize the forgiveness of library fines and/or fees. The forgiveness of library fines and/or fees may occur in conjunction with an organized event, such as a “Food for Fines” food drive event, or individually on a case-by-case basis at the discretion of the Library Manager or his/her designee.

### **Lost and Damaged Items**

- Materials more than 30 days overdue shall be automatically marked lost.
- Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost plus a \$5.00 processing fee. If the lost item is found and returned to the Library by the patron, the replacement cost of the item and the processing fee will be waived. However, the processing fee will not be waived if the Library has already purchased a replacement copy of the item.
- 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.
- 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.
- 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.
- No refunds shall be offered once a replacement has been made, or if the item is returned after the patron has paid the replacement cost or processing fee.

### **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 **no overdue items and no outstanding fines or fees over \$5.00**)
- Neither the cardholder nor a family member linked to the account can have any **overdue items or outstanding fines or fees over \$5.00.**
- 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).

Presented to Library Board 9/9/2019

**Agenda Item Details**

Meeting	Sep 09, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive and discuss the Library Manager's monthly report.
Access	Public
Type	Discussion, Reports

**Public Content****BACKGROUND**

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

**OVERVIEW**

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

**POLICY CONSIDERATIONS**

There are no policy considerations affiliated with this item.

**RECOMMENDATION**

Discussion only.

August 2019 Library Manager's Report.pdf (147 KB)



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

**Collection**

Number of Titles	41,449		42,975	
Number of Items	42,682		44,369	
Number of New Items	675	5,435	348	4,696
Number of Items Removed	882	4,369	90	2,836
Donated Items Added	36	265	101	530
Number of E-Books	2,736		3,206	
Number of New E-Books	52	270	1	409

**Patrons**

Number of Patrons	11,051		9,338	
Number of New Patrons	120	1,129	99	1,673
Number of Patrons Removed	1	1,482	0	3,161

**Circulation**

Total Circulation	11,997	127,008	11,804	127,489
Adult Fiction	739	7,844	798	7,758
Adult Non- Fiction	516	5,615	474	5,401
Juvenile Fiction	5,524	56,706	5,492	57,730
YA materials	302	3,345	324	3,365
Interlibrary Loans	67	559	54	473
Juvenile Non-Fiction	688	7,696	768	8,609
DVDs & Blu-Ray	2,299	26,209	1,870	22,211
E-Books (Sachse Patron Checkouts)	783	8,749	889	9,266
E-Books (Other Patron Checkouts)	993	9,532	1,077	12,101
Audio CDs	86	753	58	575

**Programs and Services**

Number of Internet Sessions	591	5,498	467	5,360
Number of Programs	17	204	13	211
Program Attendance	714	10,243	405	12,371
Number of Volunteer Hours	77	1,165	118	1,374
3D Print Requests			3	86
ILL Incoming Requests	59	519	32	400
ILL Incoming Received	62	510	50	449
ILL Outgoing Requests	172	1,548	182	1,744
ILL Outgoing Shipped	117	843	110	984
Literacy Computer Uses	1,799	15,733	1,395	16,791
Door Count	5,603	61,906	*5958	62,014

*\*estimated*

Programs	Date	Attendance
Bulbs for North Texas	3-Aug	7
Family Game Night	6-Aug	20
Greta the Reading Therapy Dog	6-Aug	4
Movie - "The Kid Who Would Be King"	7-Aug	3
Sachse Wylie Authors Group	7-Aug	4
Tummy Time & Rhyme	21-Aug	10
Preschool Read & Play	21-Aug	40
Toddler Tales	22-Aug	45
Greta the Reading Therapy Dog	27-Aug	8
Tummy Time & Rhyme	28-Aug	10
Preschool Read & Play	28-Aug	47
Toddler Tales	29-Aug	44
August Guessing Game	1-30 Aug	163
<b>Total</b>		<b>405</b>

Programs by Type	Number	Attendance
Story Times	6	196
Childrens Programs	2	12
Teen Programs	0	0
Adult Programs	2	11
Family Programs	3	186
<b>Total</b>		<b>405</b>