



**Monday, October 14, 2019**  
**Library Board Meeting**

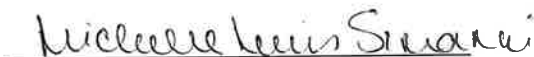
**Library Meeting Room**  
**3815 Sachse Road, Building C**  
**7:00 p.m.**

**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, October 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:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Consider approval of the September 9, 2019 meeting minutes.
4. Discuss and consider a facility rental policy for the Library meeting room.
5. Receive and discuss the Library Manager's monthly report.
6. Receive and discuss a statistical summary of Library services for FY 2019.
7. Request for future agenda items.
8. Discuss Library Board announcements regarding special events, current activities, and local achievements.
9. 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.

  
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.

## **Library Board Meeting (Monday, September 9, 2019)**

### **Members Present**

Marion Simpson  
Kyle Graves  
Jarvis Chambers  
Rhia Johnson  
Dixie Scogin

**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:**

The meeting was called to order at 7:06 p.m.

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

Marion Simpson led the invocation and the Pledges of Allegiance to the U.S. and Texas flags.

### **Consider approving the minutes of the August 12, 2019 Library Board Meeting.**

On the motion of Jarvis Chambers, seconded by Kyle Graves, the Board voted to approve the minutes of the August 12 meeting.

### **Consider approving changes to the Library Circulation Policy.**

On the motion of Rhia Johnson, seconded by Jarvis Chambers, the present members of the Board voted unanimously to approve the changes to the Library Circulation Policy.

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

The Board received and discussed the library manager's monthly report.

### **Request for future agenda items.**

No future agenda items were requested.

### **Discuss Library Board Announcements regarding special events, current activities, and local achievements.**

No announcements were discussed.

### **Adjournment**

The meeting was adjourned at 7:29 p.m.



### Agenda Item Details

Meeting	Oct 14, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Discuss and consider a facility rental policy for the Library meeting room.
Access	Public
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Approve the facility rental policy.

### Public Content

#### **BACKGROUND**

Parks and Recreation staff recently developed a revised facility rental policy for the Michael J. Felix Community Center and the Senior Center. Staff presented a draft at the September 12, 2019 Parks and Recreation Board meeting, and the October 7, 2019 City Council workshop. In order to ensure consistent policies across all of the City of Sachse's facility rental spaces, staff will present the policy to the Library Board for a recommendation to the City Council at a November meeting.

#### **OVERVIEW**

Parks and Recreation staff recently developed a revised facility rental policy for the Michael J. Felix Community Center and the Senior Center. Staff presented a draft at the September 12, 2019 Parks and Recreation Board meeting, and the October 7, 2019 City Council workshop. In order to ensure consistent policies across all of the City of Sachse's facility rental spaces, staff will present the policy to the Library Board for a recommendation to the City Council at a November meeting.

#### **POLICY CONSIDERATIONS**

This facility rental policy will replace existing facility rental policies for the Library meeting room.

#### **RECOMMENDATION**

Make a recommendation to City Council to approve the Facility Rental Policy.

Facility Rental Policies Library Board PROPOSED 10-14-19.pdf (550 KB)



**RENTAL POLICIES/FACILITY USE REGULATIONS**

	Operational Hours (Residents)	Operational Hours (Non-Residents)	Non-Operational Hours (Residents)	Non-Operational Hours (Non-Residents)	Operational Hours (Non-Profit, Resident)	Operational Hours (Non-Profit, Non-Resident)	Non-Operational Hours (Non-Profit, Resident)	Non-Operational Hours (Non-Profit, Non-Resident)
Room A	\$10/hour	\$25/hour	\$25/hour	\$50/hour	Free	\$10/hour	\$25/hour	\$35/hour
Room B	\$10/hour	\$25/hour	\$25/hour	\$50/hour	Free	\$10/hour	\$25/hour	\$35/hour
Room A+B	\$20/hour	Not Available	\$50/hour	Not Available	Free	Not Available	\$50/hour	Not Available
Gym Full Court	Not Available	Not Available	\$50/hour	Not Available	Not Available	Not Available	\$50/hour	Not Available
Gym Half Court	Not Available	Not Available	\$25/hour	\$50/hour	Not Available	Not Available	\$25/hour	Not Available
Senior Center	Not Available	Not Available	\$25/hour	\$50/hour	Not Available	Not Available	\$25/hour	\$35/hour
Library Meeting Room	\$10/hour	\$25/hour	\$10/hour	\$25/hour	Free	\$10/hour	Free	\$10/hour

- Refundable Deposit - \$100
- Kitchen Use Fee - \$50

## **RENTAL POLICIES/FACILITY USE REGULATIONS**

### **GENERAL**

- The gymnasium, meeting rooms, and kitchen are available for reservations outside of scheduled programming. Admission to these areas is prohibited outside of attendance in a registered or scheduled activity or rental. The multipurpose room is only for registered activities and is not available for reservation.
- Reservations must be made, by individuals over the age of 18, in person or by telephone at least 2 weeks prior to the desired date. Proof of residency is required to receive the resident rate and proof of non-profit status is required to receive the non-profit rate.
- Reservations can be made a maximum of 3 months in advance.
- The individual placing the reservation request must be an authorized representative of the organization/event and must be present during the rental.
- Non-profit organizations may reserve rooms for a maximum of once per month and a maximum of 6 hours per use. Other reservations are allowed for a maximum of 8 hours per use.
- City staff has the final approval in granting facility use for activities and reserves the right, after review, to refuse future use to any group, organization, or individual exhibiting a lack of regard for the policies stated within this agreement. Special issues may be addressed on a case-by-case basis.
- All reservations must be completed and the facility vacated by 10:00 PM.
- Only City employees shall operate thermostats and AV equipment. Approval to use AV equipment must be noted on the facility use rental agreement.
- Any exception to the rules in this policy must be designated on the facility use rental agreement and must be approved by staff.

### **PAYMENTS AND DEPOSITS**

- A deposit must be paid within 7 business days of the time the reservation is made.
- All payments and deposits must be paid at least 2 weeks prior to the reservation.
- Deposits will be refunded if:
  - Rooms are vacuumed and/or swept and tables/counters are wiped down.
  - Trash is taken to dumpster.
  - Tables and chairs are stored and placed in their original location.
  - The reservation abides by the times specified on the individual's Rental Agreement.

### **CANCELLATIONS**

- In order to receive a full refund (deposit included) for a facility rental, notice must be given at least 7 days prior to the date of the rental.
- Refunds may be given under special circumstances at the discretion of City staff.

### **DECORATIONS**

- Confetti, glitter, rice, and silly string are not permitted.
- Nothing may be hung, or taped to the walls or ceiling without prior approval.
- Nothing may be tacked on the walls and ceiling.
- Open flame candles and sparklers are prohibited.
- Bubbles and birdseed are only permitted outdoors.

## **RENTAL POLICIES/FACILITY USE REGULATIONS**

### **KITCHEN USE**

- You must bring your own utensils, plates, napkins, cups, etc. The use of the facility's kitchen supplies is prohibited.
- The use of the stovetop is prohibited without prior approval from City staff.
- The oven may only be used as a warmer.
- All counters and appliances used during the rental must be wiped down with the provided cleaning supplies. Spills must be cleaned up before exiting the rental space.
- All liquids, other than grease, must be poured down the sink before disposing the containers in the trash can. All food and personal items must be removed before exiting the rental space.

### **SETUP AND CLEANUP**

- Reservation times must include setup and cleanup times. Each reservation group is required to set up the tables and/or chairs and return them to their original location.
- Staff does not assist in set up, takedown or clean up.
- Cleaning supplies and trash bags will be provided. Each reservation group must vacuum, sweep, and dispose of all trash in the dumpster located in the facility parking lot. All tables and countertops must be wiped down with the provided cleaning supplies before exiting the rental space. The kitchen, if used, must be cleaned according to the kitchen use policy.

### **MUSIC AND NOISE LEVELS**

- Activities generating a level of noise that interferes with other areas will not be permitted.
- Music and amplified sounds should not be heard in other rooms within the building.

### **ALCOHOL AND TOBACCO USE**

- The City of Sachse does not permit alcohol on or inside City property.
- Smoking and the use of other tobacco or vaping products is prohibited on or inside City property.

### **CHILDREN AND YOUTH**

- Adult supervision must be maintained throughout the reservation.
- All activities involving minors require a ratio of 1 adult to every 10 children.

### **LIABILITY**

- The responsible party is required to be at the event at all times and is liable for any damages occurring during their use of the room. All damages or costs associated with repair, replacement, and cleanup of the facility and equipment may result in the City holding the deposit and requesting additional fees.
- The City of Sachse accepts no liability for any damage to persons or property arising from the use of the facility.

**Agenda Item Details**

Meeting	Oct 14, 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**

Staff will make announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

**OVERVIEW**

Staff 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.

September 2019 Library Manager's Report.pdf (126 KB)



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

**Collection**

Number of Titles	41,105		43,134	
Number of Items	42,750		44,524	
Number of New Items	575	6,010	375	5,071
Number of Items Removed	475	4,844	3,325	6,161
Donated Items Added	61	530	36	566
Number of E-Books	2,812		4,264	
Number of New E-Books	32	302	109	518

**Patrons**

Number of Patrons	11,173		9,472	
Number of New Patrons	124	1,253	126	1,799
Number of Patrons Removed	1	1,483	0	3,161

**Circulation**

Total Circulation	10,843	137,851	11,006	138,495
Adult Fiction	576	8,420	671	8,429
Adult Non- Fiction	455	6,070	491	5,892
Juvenile Fiction	5,020	61,726	5,008	62,738
YA materials	222	3,567	294	3,659
Interlibrary Loans	47	606	30	503
Juvenile Non-Fiction	613	8,309	708	9,317
DVDs & Blu-Ray	2,217	28,426	1,831	24,042
E-Books (Sachse Patron Checkouts)	755	9,504	872	10,138
E-Books (Other Patron Checkouts)	862	10,394	1,032	13,133
Audio CDs	76	829	69	644

**Programs and Services**

Number of Internet Sessions	628	6,126	468	5,828
Number of Programs	20	224	22	233
Program Attendance	643	10,886	1,008	13,379
Number of Volunteer Hours	82	1,247	163	1,537
3D Print Requests			2	88
ILL Incoming Requests	47	566	18	418
ILL Incoming Received	43	553	22	471
ILL Outgoing Requests	151	1,699	177	1,921
ILL Outgoing Shipped	69	912	93	1,077
Literacy Computer Uses	1,412	17,145	1,582	18,373
Door Count	5,537	67,443	7,531	69,545

Programs	Date	Attendance
Kiwanis Parent Ed. - "Stop the Bleed"	3-Sep	15
Tummy Time & Rhyme	4-Sep	20
Preschool Read & Play	4-Sep	40
Sachse/Wylie Authors Group	4-Sep	8
Toddler Tales	5-Sep	52
Sewing 101	7-Sep	22
Grandparents Day Card Table	3-Sep - 7-Sep	117
Unicorn Extravaganza	10-Sep	243
Tummy Time & Rhyme	11-Sep	23
Preschool Read & Play	11-Sep	30
Tummy Time & Rhyme	18-Sep	18
Preschool Read & Play	18-Sep	21
Sachse/Wylie Authors Group	18-Sep	1
Toddler Tales	19-Sep	47
Family Game Night	24-Sep	38
Greta the Reading Therapy Dog	24-Sep	9
Tummy Time & Rhyme	25-Sep	13
Preschool Read & Play	25-Sep	39
Toddler Tales	26-Sep	45
Sachse Gaming Adventures	28-Sep	10
September Bookmark Contest	1-30 Sep	22
September Guessing Game	1-30 Sep	175
<b>Total</b>		<b>1008</b>

Programs by Type	Number	Attendance
Story Times	11	348
Childrens Programs	4	323
Teen Programs	0	0
Adult Programs	5	56
Family Programs	2	281
<b>Total</b>		<b>1,008</b>



**Agenda Item Details**

Meeting	Oct 14, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. Receive and discuss a statistical summary of Library services for FY 2019.
Access	Public
Type	Discussion, Reports

**Public Content****BACKGROUND**

Staff will present a statistical summary of Library services for the previous fiscal year.

**OVERVIEW**

Staff will present a statistical summary of Library services for the previous fiscal year.

**POLICY CONSIDERATIONS**

There are no policy considerations affiliated with this item.

**RECOMMENDATION**

Discussion only.

FY 2019 Summary Stats.pdf (105 KB)



<b>Fiscal Year Summary</b> <b>October 2018 - September 2019</b>
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	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2020</b>
Number of Items	39,849	42,732	41,948	42,750	44,524
% Change		7.23%	-1.83%	1.91%	4.15%
Number of Patrons	11,975	10,087	11,415	11,173	9,472
% Change		-15.77%	13.17%	-2.12%	-15.22%
Total Circulation	116,031	132,251	136,585	137,851	138,495
% Change		13.98%	3.28%	0.93%	0.47%
Number of Internet Sessions	6,105	6,028	5,984	6,126	5,828
% Change		-1.26%	-0.73%	2.37%	-4.86%
Number of Programs	125	143	166	224	233
% Change		14.40%	16.08%	34.94%	4.02%
Program Attendance	7,100	9,136	12,713	10,886	13,379
% Change		28.68%	39.15%	-14.37%	22.90%
Number of Volunteer Hours	1,060	1,392	1,249	1,247	1,537
% Change		31.32%	-10.27%	-0.16%	23.26%
Total ILLs Shipped/Received	665	1,036	1,494	1,465	1,548
% Change		55.79%	44.21%	-1.94%	5.67%
Literacy Computer Uses			20,764	17,145	18,373
% Change				-17.43%	7.16%
Door Count	46,724	65,838	69,645	67,443	69,545
% Change		40.91%	5.78%	-3.16%	3.12%