



**Monday, October 12, 2020  
Library Board Meeting**

**This meeting will begin at 7:00 p.m.**

**MEETING HELD AS A TELEPHONE CONFERENCE CALL**

**Because of the Dallas County, Collin County and City of Sachse disaster declarations we are practicing social distancing in order to prevent the spread of COVID-19.**

**We encourage members of the public to listen to the telephone conference meeting.**

**If you have any comments to submit regarding the agenda or other items related to the agenda, please e-mail those to [dlaney@cityofsachse.com](mailto:dlaney@cityofsachse.com).**

**INSTRUCTIONS FOR ACCESSING THE TELEPHONE CONFERENCE CALL:**

**Dial this Phone Number: US: 1-346-248-7799**

**Enter Meeting ID: 97587920526**

**Meeting Link: <https://zoom.us/j/97587920526>**

**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 12, 2020 at 7:00 p.m. 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 14, 2020 meeting minutes.
4. Consider changes to the Library Circulation Policy.
5. Receive and discuss the Library Manager's 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.

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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	Oct 12, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the September 14, 2020 meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes of the September 14, 2020 Library Board meeting.
Minutes	<a href="#">View Minutes for Sep 14, 2020 - Library Board Meeting</a>

### **Public Content**

#### **BACKGROUND**

Minutes from the September 14, 2020 Library Board meeting.

#### **OVERVIEW**

Minutes from the September 14, 2020 Library Board meeting.

#### **POLICY CONSIDERATIONS**

There are no policy considerations with this item.

#### **RECOMMENDATION**

Approve the minutes of the September 14, 2020 Library Board meeting.

[09.14.20 Library Minutes.pdf \(130 KB\)](#)

**Library Board Meeting (Monday, September 14, 2020)**

**MEETING HELD VIRTUALLY VIA ZOOM**

**Members Present**

Jarvis Chambers  
Rhia Johnson  
Jason Thompson  
Leslie Williams  
Cindy Gaspar

**Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, September 14, 2020 at 7:00 P.M. at the Sachse Public Library 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:**

Jarvis Chambers called the meeting to order at 7:03 PM.

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

Jarvis Chambers led the invocation and the Pledges of Allegiance to the U.S. flag and Texas flag.

**Consider approval of the August 10, 2020 meeting minutes.**

The minutes were approved unanimously on a motion by Jarvis Chambers, seconded by Rhia Johnson.

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

The board received and discussed the library manager's report. Board members offered suggestions for advertising the Library's 3D printing services and increasing awareness of the Library's Virtual Story Times.

**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**

Jarvis Chambers adjourned the meeting at 7:36 PM



### **Agenda Item Details**

Meeting	Oct 12, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider changes to the Library Circulation Policy.
Access	Public
Type	Action, Discussion, Information

### **Public Content**

#### **BACKGROUND**

In March 2020, the Sachse Public Library began offering Virtual Library Cards as a temporary measure while the Library was closed due to the COVID-19 pandemic. Virtual Library Cards allow patrons without a traditional Library card to access the Library's collection of online resources. Due to the extended length of the COVID-19 crisis, staff anticipates that the Library will continue to offer Virtual Library Cards for the foreseeable future.

#### **OVERVIEW**

The Library Manager will present an updated version of the Library Circulation Policy to include Virtual Library Cards.

#### **POLICY CONSIDERATIONS**

The Library Board will consider changes to the Library Circulation Policy.

#### **RECOMMENDATION**

Approve the changes to the Library Circulation Policy.

Library Circulation Policy PRESENTED 10-12-2020.pdf (197 KB)

## *Sachse Public Library Circulation Policy*

### **Library Cards**

- Sachse Public Library (“Library”) patrons must present a valid Library Card or photo ID to check out materials. (acceptable forms of ID include a 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 Texas 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 Library 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.

### **Digital Library Cards**

- Sachse Public Library offers a Digital Library Card that allows access to the Library’s collection of electronic resources.
- Residents of Texas ages 16 and older may apply for a Digital Library Card through an online form provided on the Library website. The Digital Library Card will be issued by email to the email address included on the Digital Library Card application.
- Digital Library Cards are valid for one year and may be renewed annually.

- The Digital Library Card can not be used to check out physical items from the Library's collection, and can not be used to access the Library's public computer stations. Digital Library Card holders may upgrade their Digital Library Card to a traditional Library Card in order to access these services.
- Digital Library Cards are for use by patrons without a traditional Library Card. Patrons with a traditional Library Card from the Sachse Public Library will not be issued a Digital Library Card, as the traditional Library Card already provides access to the Library's online resources.

### **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).

### **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.
- 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 the Library Board 10/8/2020



### **Agenda Item Details**

Meeting	Oct 12, 2020 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive and discuss the Library Manager's 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 2020 Library Manager's Report.pdf \(107 KB\)](#)



Departmental Report		September 2020	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

**Collection**

Number of Titles	43,134		34,810	
Number of Items	44,524		36,124	
Number of New Items	375	5,071	514	4,642
Number of Items Removed	3,325	6,161	89	12,993
Donated Items Added	36	566	14	231
Number of E-Books	3,264		3,767	
Number of New E-Books	109	518	234	746

**Patrons**

Number of Patrons	9,472		9,220	
Number of New Patrons	126	1,799	80	972
Number of Patrons Removed	0	3,161	0	1,246

**Circulation**

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	8,819	11,006	138,495	7,664	9,433	105,639
Adult Fiction	514	671	8,429	452	615	6,359
Adult Non-Fiction	305	491	5,892	240	363	4,463
Juvenile Fiction	3,853	5,008	62,738	2,561	3,638	38,425
YA materials	207	294	3,659	143	186	2,423
Interlibrary Loans	22	30	503	19	21	217
Juvenile Non-Fiction	518	708	9,317	411	614	6,176
DVDs & Blu-Ray	1,444	1,831	24,042	406	551	12,238
Audio CDs	52	69	644	18	31	307
Board Games, Card Games, & Puzzle				0	0	475
Hoopla				509	509	3,713
CloudLibrary (Sachse Patrons)	872	872	10,138	1,114	1,114	12,648
CloudLibrary (Other Patrons)	1,032	1,032	13,133	1,791	1,791	18,195

**Programs and Services**

Number of Internet Sessions	468	5,828	97	2,560
Number of Programs	22	233	6	126
Program Attendance	1,008	13,379	141	6,167
Number of Virtual Programs			9	86
Virtual Program Attendance			870	15610*
Number of Volunteer Hours	163	1,537	0	866
3D Print Requests	2	88	66	244
ILL Incoming Requests	18	418	19	197
ILL Incoming Received	22	471	22	210
ILL Outgoing Requests	177	1,921	111	299
ILL Outgoing Shipped	93	1,077	60	244
Literacy Computer Uses	1,582	18,373	0	No data**
Curbside Pickup / Home Delivery			102	607
Door Count	7,531	69,545	3,158	36,855

**Programs**

**Participation**

Bug craft kits (leftover from August)	1-4 Sep	8
Mad Libs Post	2-Sep	13
Virtual Story Time	3-Sep	164
Home-Made Rocket post	4-Sep	32
Rocket craft kits	4-10 Sep	15
Boredom Buster packets	8-11 Sep	12
Virtual Story Time	10-Sep	134
Melted Crayon Art post	11-Sep	80
Crayon art craft kit	11-17 Sep	12
Virtual Story Time	17-Sep	119
Story Time At-Home kit	17-30 Sep	59
Seed House post	18-Sep	45
Seed House craft kit	18-30 Sep	35
Story Time Kit post	22-Sep	146
Virtual Story Time	24-Sep	137
<b>Total</b>		<b>1,011</b>

\* Virtual Program Attendance total will likely change

\*\* Literacy Computers are in storage

**Programs by Type**

**Number**

**Participation**

Virtual Story Times	4	554
Craft Videos/Posts	5	316
Take-Home Crafts	6	141
<b>Total</b>		<b>1,011</b>