



**Monday, February 13, 2023
Library Board Meeting**

**City Hall Council Chambers
3815 Sachse Road, Building B
7:00 p.m.**

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.

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, February 13, 2023, 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. Public Comment: The public is invited at this time to address the Board. Please come to the microphone and state your name and city of residence for the record. However, if your remarks pertain to a specific agenda item that will include action/vote, please hold them until that item, at which time the presiding officer will solicit your comments. The time limit is 3 minutes per speaker. The Board is prohibited by state law from discussing any item not posted on the agenda according to the Texas Open Meetings Act but may take comments under advisement. Issues raised may be referred to City staff for research and possible future action.
4. Consider approval of the January 9, 2023, meeting minutes.
5. Consider and elect a Chairperson, Vice Chairperson, and Secretary of the Library Board of Directors.
6. Receive and discuss the Library Manager's monthly report.
7. Consider approval of the updated Patron Behavior Policy.
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.


Leah K Granger, City Secretary

Posted: 02/10/2023 by 5 p.m. Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 975.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

A. Regular Meeting

Subject	4. Consider approval of the January 9, 2023, meeting minutes.
Meeting	Feb 13, 2023 - Library Board Meeting
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.

File Attachments

[01.09.2023 Library Board Minutes.pdf \(115 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
JANUARY 9, 2023, MEETING MINUTES**

The Library Board of the City of Sachse held a regular meeting on Monday, January 9, 2023, at 7 p.m. at Sachse City Hall Council Chambers, 3815-B Sachse Road. Those present were Chairperson Dashe Williams; Vice-Chairperson John Morris; Secretary Marion Simpson; Board Member ‘Dia Rhoden; Library Services Manager Daniel Laney; City Secretary Leah Granger; and Councilmember Frank Millsap.

Those absent: Rhia Johnson, Cindy Woodcock, and Joshua Frick

Chairperson Williams called the meeting to order at 7:02 p.m.

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

Ms. Williams led the pledges of allegiance to the U.S. and Texas flags.

Public Comment.

There were no comments from the public at this time.

Consider approval of the November 7, 2022, meeting minutes.

Ms. Williams made a motion to approve the minutes as presented. Ms. Rhoden seconded the motion and it carried unanimously.

Receive an overview from Senior Librarian – Programming Shelley Salcido regarding her job duties and responsibilities.

Ms. Salcido introduced herself and gave an overview of her daily tasks and duties as the Senior Librarian – Programming. Ms. Williams asked about ESL classes at the library. While staff is working on expanding the Spanish section and programs at the Library formal classes would need to be addressed through the Community Center. Ms. Salcido appreciated the input and encouraged patrons to keep providing feedback.

Mr. Frick arrived at 7:10 p.m.

Consider approval of the updated 3D Printing Service Policy.

Mr. Laney explained that the minor changes 3D Printer Service Policy. Primarily, the title of the document was changed from 3D Printer Use Policy since the patrons are not the ones using the printer and the Library is working to expand the number of machines. The pick-up process was also updated to reflect current practices.

After a few questions from the Board, a motion was made by Ms. Williams to approve the updated 3D Printing Service Policy as presented. Ms. Simpson seconded the motion and it carried unanimously.

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

Mr. Laney mentioned that children's story times resume after the holidays this week. A weekly family story time will begin on Tuesday nights at 6:30 p.m. A new program called "A Blind Date with a Book" will begin in February, in which staff will lend books to patrons that they do not know anything, or very little, about. It's a fun concept that he hopes people will like. The Long-Range plan and survey results will be presented at the next meeting.

Adjournment.

Chairperson Williams adjourned the meeting at 7:27 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

Marion Simpson, Secretary

A. Regular Meeting

Subject	5. Consider and elect a Chairperson, Vice Chairperson, and Secretary of the Library Board of Directors.
Meeting	Feb 13, 2023 - Library Board Meeting
Access	Public
Type	Action, Discussion
Recommended Action	Appoint _____ as the Chairperson of the Library Board of Directors. Appoint _____ as the Vice Chairperson of the Library Board of Directors. Appoint _____ as the Secretary of the Library Board of Directors.

OVERVIEW

The Library Board will elect officers for 2023.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Nominate and elect Library Board officers for 2023.

A. Regular Meeting

Subject **6. Receive and discuss the Library Manager's monthly report.**

Meeting Feb 13, 2023 - Library Board Meeting

Access Public

Type Discussion, Reports

BACKGROUND

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

Receive and discuss the Library Manager's monthly report.

File Attachments

[November 2022 Library Manager's Report.pdf \(94 KB\)](#)

[December 2022 Library Manager's Report.pdf \(83 KB\)](#)

[January 2023 Library Manager's Report.pdf \(83 KB\)](#)



Departmental Report		November 2022	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,156		34,848	
Number of Items	36,434		36,126	
Number of New Items	232	521	621	966
Number of Items Removed	1,035	1,089	953	1,062
Donated Items Added	10	12	24	53
Number of E-Books	3,902		4,090	
Number of New E-Books	7	89	48	122

Patrons

Number of Patrons	10,437		10,542	
Number of New Patrons	87	241	105	259
Number of Patrons Removed	0	0	0	2

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date	Items Added
Total	6,996	9,966	23,044	8,291	12,448	25,883	621
Adult Fiction	320	568	1,291	384	694	1,543	68
Adult Non-Fiction	166	353	775	203	434	868	28
Juvenile Fiction	2,146	3,753	9,144	2,819	5,246	10,704	286
YA materials	68	122	275	122	251	490	50
Manga / Graphic Novels	53	90	253	148	295	642	84
Interlibrary Loans	24	32	70	17	18	54	
Juvenile Non-Fiction	310	636	1,648	544	936	1,763	53
DVDs & Blu-Ray	412	910	2,358	450	954	1,946	26
Board Games, Card Games, & Puzzle	78	81	261	120	136	302	0
Literacy Kits	17	18	52	24	24	47	0
Hoopla	995	995	1,906	659	659	1,840	
CloudLibrary (Sachse Patrons)	1,091	1,091	2,268	1,289	1,289	2,567	
CloudLibrary (Other Patrons)	1,316	1,316	2,743	1,512	1,512	3,117	

Programs and Services

Number of Internet Sessions	102	234	102	239
Number of Programs	10	24	22	46
Program Attendance	220	497	349	838
Number of Volunteer Hours	4	21	22	33
Meeting Room Rentals	7	12	8	16
3D Print Requests	38	129	22	290
ILL Incoming Requests	34	71	16	55
ILL Incoming Received	24	59	20	52
ILL Outgoing Requests	85	180	69	146
ILL Outgoing Shipped	39	90	33	71
Literacy Computer Uses	311	1,074	736	1,572
Door Count	1,875	5,357	3,282	7,271

Programs	Date	Participation
Family Game Night	1-Nov	12
Greta the Reading Therapy Dog	1-Nov	3
Toddler Story Time	2-Nov	45
After School Dungeons & Dragons	2-Nov	6
Preschool Story Time	3-Nov	24
Medicare Workshop	3-Nov	2
Baby Bounce Story Time	4-Nov	5
National Novel Writing Month Write-In E	5-Nov	9
Toddler Story Time	9-Nov	44
Preschool Story Time	10-Nov	14
Adult Craft Night	10-Nov	9
Baby Bounce Story Time	11-Nov	2
Heard Museum Fossil Presentation	15-Nov	25
Family Game Night	15-Nov	8
Greta the Reading Therapy Dog	15-Nov	1
Toddler Story Time	16-Nov	41
After School Dungeons & Dragons	16-Nov	6
Preschool Story Time	17-Nov	23
Baby Bounce Story Time	18-Nov	3
National Novel Writing Month Write-In E	22-Nov	4
Family Literacy Night	29-Nov	15
Toddler Story Time	30-Nov	48
Total		349



Departmental Report		December 2022	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,357		34,437	
Number of Items	36,623		35,715	
Number of New Items	442	963	430	1,396
Number of Items Removed	114	1,203	336	1,398
Donated Items Added	2	14	9	62
Number of E-Books	3,852		4,112	
Number of New E-Books	0	89	50	172

Patrons

Number of Patrons	8,519		10,635	
Number of New Patrons	82	323	93	352
Number of Patrons Removed	2,042	2,042	0	2

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date	Items Added
Total	7,517	11,021	34,063	8,034	11,138	37,021	430
Adult Fiction	263	438	1,727	476	740	2,283	92
Adult Non-Fiction	188	374	1,149	176	325	1,193	27
Juvenile Fiction	2,515	4,570	13,714	2,646	4,337	15,041	100
YA materials	94	157	432	126	203	693	32
Manga / Graphic Novels	63	135	388	203	308	950	104
Interlibrary Loans	33	38	108	15	18	72	
Juvenile Non-Fiction	370	711	2,359	435	777	2,540	36
DVDs & Blu-Ray	481	1,068	3,426	447	903	2,849	17
Board Games, Card Games, & Puzzle	114	134	395	121	137	439	0
Literacy Kits	17	17	69	12	13	60	0
Hoopla	939	939	2,845	638	638	2,478	
CloudLibrary (Sachse Patrons)	1,105	1,105	3,373	1,191	1,191	3,758	
CloudLibrary (Other Patrons)	1,335	1,335	4,078	1,548	1,548	4,665	

Programs and Services

Number of Internet Sessions	113	347	113	352
Number of Programs	12	36	12	58
Program Attendance	267	764	2,205	3,043
Number of Volunteer Hours	10	31	26	59
Meeting Room Rentals	8	20	5	21
3D Print Requests	20	149	20	310
ILL Incoming Requests	16	87	19	74
ILL Incoming Received	35	94	16	68
ILL Outgoing Requests	83	263	56	202
ILL Outgoing Shipped	58	148	28	99
Literacy Computer Uses	572	1,646	758	2,330
Door Count	2,733	8,090	2,937	10,208

Programs	Date	Participation
Preschool Story Time	1-Dec	23
Baby Bounce Story Time	2-Dec	4
Teen Tuesday - Pop-Tart Gingerbread Ho	6-Dec	11
Toddler Story Time	7-Dec	38
Sachse Christmas Extravaganza	7-Dec	2,000
Preschool Story Time	8-Dec	16
Baby Bounce Story Time	9-Dec	7
"Spelljammer" Dungeons & Dragons One	9-Dec	7
Family Game Night	13-Dec	8
All Ages Story Time	15-Dec	19
"Elf" Interactive Movie	20-Dec	18
December Scavenger Hunt	1-27 Dec	54
Total		2,205



Departmental Report		January 2023	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,618		37,436	
Number of Items	36,888		38,573	
Number of New Items	196	1,159	497	1,893
Number of Items Removed	143	1,346	917	2,315
Donated Items Added	6	20	29	91
Number of E-Books	3,917		4,134	
Number of New E-Books	72	161	42	214

Patrons

Number of Patrons	8,566		10,297	
Number of New Patrons	101	424	131	483
Number of Patrons Removed	29	2,071	0	2

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date	Items Added
Total	8,629	12,242	46,305	8,524	12,455	49,476	497
Adult Fiction	502	779	2,506	515	879	3,162	73
Adult Non-Fiction	266	458	1,607	217	418	1,611	16
Juvenile Fiction	2,788	4,758	18,472	2,554	4,563	19,604	166
YA materials	113	205		145	294	987	18
Manga / Graphic Novels	89	153		101	296	1,246	90
Interlibrary Loans	22	22	130	41	43	115	
Juvenile Non-Fiction	604	895	3,254	447	868	3,408	58
DVDs & Blu-Ray	500	1,208	4,634	422	996	3,845	35
Board Games, Card Games, & Puzzle	113	131	526	124	139	578	0
Literacy Kits	23	24	93	14	15	75	0
Hoopla	1,050	1,050	3,895	643	643	3,121	
CloudLibrary (Sachse Patrons)	1,163	1,163	4,536	1,450	1,450	5,208	
CloudLibrary (Other Patrons)	1,396	1,396	5,474	1,851	1,851	6,516	

Programs and Services

Number of Internet Sessions	134	481	134	486
Number of Programs	15	51	15	73
Program Attendance	242	1,006	297	3,340
Number of Volunteer Hours	12	43	18	77
Meeting Room Rentals	5	25	6	27
3D Print Requests	34	183	79	389
ILL Incoming Requests	28	115	44	118
ILL Incoming Received	24	118	42	110
ILL Outgoing Requests	109	372	124	326
ILL Outgoing Shipped	58	206	56	155
Literacy Computer Uses	548	2,193	787	3,117
Door Count	2,595	10,685	3,287	13,495

Programs	Date	Participation
Mug Meals for Teens	10-Jan	23
Family Game Night	10-Jan	12
Greta the Reading Therapy Dog	10-Jan	5
Toddler Story Time	11-Jan	27
Preschool Story Time	12-Jan	41
Baby Bounce Story Time	13-Jan	9
Kids "Block Party"	17-Jan	47
Toddler Story Time	18-Jan	28
After School Dungeons & Dragons	18-Jan	4
Preschool Story Time	19-Jan	36
Baby Bounce Story Time	20-Jan	5
Family Story Time	24-Jan	4
Toddler Story Time	25-Jan	23
Preschool Story Time	26-Jan	30
Baby Bounce Story Time	27-Jan	3
Total		297

A. Regular Meeting

Subject 7. Consider approval of the updated Patron Behavior Policy.

Meeting Feb 13, 2023 - Library Board Meeting

Access Public

Type Action, Discussion

Recommended Action Approve the updated Patron Behavior Policy.

OVERVIEW

The Patron Behavior Policy outlines both appropriate and inappropriate behaviors for patrons inside the Library and on the grounds surrounding the Library building, as well as guidelines for enforcement of the policy.

POLICY CONSIDERATIONS

The Library Board will consider the updated Patron Behavior Policy.

RECOMMENDATION

Approve the updated Patron Behavior Policy.

File Attachments

[Patron Behavior Policy 2023.pdf \(202 KB\)](#)



Sachse Public Library

Patron Behavior Policy 2023

INTRODUCTION

The Sachse Public Library's facilities are created for the specific purpose of providing an enjoyable and educational environment where the public can access the Library's collection of books and other items, as well as multimedia and technology resources. It is expected that patrons shall be engaged in activities associated with use of a public library while in the building. As the Library is a facility owned and operated by the City, each Library user is expected to exercise reasonable care in his/her use of the facilities.

The Library has established this Patron Behavior Policy to ensure that Library facilities are safe, welcoming, and provide equitable access to materials and services for all library users. Appropriate Library conduct includes activities such as reading, studying, using library materials or computers properly, and other similar conduct normally associated with a public library.

GENERAL RULES

Property

- All Patrons shall use the Library's facilities, materials, and furnishings as intended.
- Patrons may not distribute or post printed material in the Library, with the following exception:
 - Patrons may post a single copy of a printed flyer on the Community Bulletin Board, when space is available. Items posted on the Community Bulletin Board may remain posted up to 30 days.

Animals

- Animals are not allowed in the Library, with the exception of service animals on-duty or in training and animals that are part of Library-approved events.

Restrooms

- Library restrooms shall be used as intended. They are not to be used for: bathing, shaving, washing hair, or doing laundry.

Food and Drink

- Food and uncovered drinks are not permitted near Library computers. Any damage resulting from these drinks are the responsibility of the user. Responsible and limited food consumption is permissible in the Library at the discretion of staff.
- All drinks must be secured with a lid.

Personal Items

- Patrons should keep personal items with them at all times. Library staff may remove unattended items at their discretion.
- Lost or unattended items may be held or discarded at the discretion of Library staff.
- The Library is not responsible for lost or stolen personal items in the Library. Patrons are responsible for monitoring their personal items while in the Library.

ENVIRONMENTAL RULES

- Patrons shall keep noise levels down to avoid disturbing others by:
 - Lowering voices
 - Using headphones on low volume
 - Silencing ringing or other sounds created by cell phones and other electronic devices and talking on such devices in outdoor areas only
 - Refraining from talking on cell phones in the Library (text messaging is permitted)
- Patrons shall behave in a manner that does not interfere with another person's ability to use and enjoy the Library or prohibit staff from providing services:
 - Unacceptable behaviors include, but are not limited to:
 - Monopolizing library equipment, resources, or staff time
 - Selling, panhandling, or soliciting inside the building, on the grounds, or in the parking lot
 - Petition signing is limited to outside areas as designated by the Library Manager or designee
- Parents or caregivers are responsible for their children's behavior.
- Patrons should reference the Library's Unattended Children's Policy requiring all children under 12 years of age to be attended and adequately supervised by a parent, guardian, or caregiver who is a responsible person of at least 12 years of age at all times.
- Parents or caregivers should assist children in selecting books from the shelves.

SAFETY RULES

- Patrons shall follow staff instructions including, but not limited to the following:
 - Stay in public areas of the Library unless accompanied by staff
 - Vacate the Library at closing time and during emergency situations
- Patrons shall follow all laws, including, but not limited to, the prohibition of:
 - Theft, defacement, or destruction of Library property
 - Unlawful carrying of weapons
 - Sexual activity in public places
 - Harassment or behaving in a threatening or abusive manner (including, but not limited to, assault, verbal threats, stalking, or fighting)
 - Possession of illegal items, controlled substances, or alcohol
 - Being under the influence of illegal drugs and alcohol
 - The display or dissemination of child pornography or material that is harmful to minors.
- Patrons shall follow all Library policies.
- Patrons shall make certain that children do not engage in unsafe activities, including, but not limited to, swinging, climbing, or standing on furniture and equipment or roaming unattended.
- Patrons may not use tobacco products (including e-cigarettes or other devices) inside the Library.
- Wheeled devices (i.e. razor scooters, hoverboards, skateboards, wheeled shoes, etc.) may not be used in the Library.
 - Patrons with disabilities may use assistive devices including, but not limited to, wheelchairs or walkers, and caregivers may use strollers for children in the Library.
- For personal safety, all patrons must be fully clothed, including shirt and shoes, at all times.

ENFORCEMENT OF BEHAVIOR POLICY

- The Library Manager and his/her designated staff are responsible for interpreting these rules in accordance with applicable law and for ensuring appropriate behavior in the library.
- Any and all illegal activity will be reported to the Sachse Police Department.
- Violation of the foregoing may result in the patron's Library privileges being limited or revoked, removal of the patron from the building, the issuance of a criminal trespass warning, or criminal prosecution if the conduct constitutes a violation of Federal law, State law, or the Sachse Code of Ordinances.
- Library privileges may be revoked for a period of up to one (1) year. This action may be taken by the Library Manager or designee. A library patron whose Library privilege has been revoked may appeal this action to the City Manager by submitting a written appeal to the Library Manager or designee within ten (10) days from the date of the determination letter. The City Manager shall render a written decision within five (5) days after receiving the information submitted by the library patron. The decision of the City Manager is final.

A. Regular Meeting

Subject	8. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Meeting	Feb 13, 2023 - Library Board Meeting
Access	Public
Type	Discussion, Information