



**Monday, August 12, 2019
Library Board Meeting**

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

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, August 12, 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 June 10, 2019 Library Board meeting.
4. Consider making a recommendation regarding a proposal to eliminate Library overdue fines.
5. Discuss the results of the 2019 Summer Reading Program.
6. Receive and discuss the Library Manager's monthly report.
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, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Aug 12, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approving the minutes of the June 10, 2019 Library Board meeting.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Jun 10, 2019 - Library Board Meeting

Public Content**BACKGROUND**

Minutes from the June 10, 2019 Library Board meeting.

OVERVIEW

Minutes from the June 10, 2019 Library Board meeting.

POLICY CONSIDERATIONS

N/A

RECOMMENDATION

Approve the minutes of the June 10, 2019 Library Board meeting.

[Library Board Meeting Minutes - June 10, 2019.pdf \(206 KB\)](#)

Library Board Meeting (Monday, June 10, 2019)

Members Present

Amy Brooks
Kyle Graves
Jarvis Chambers
Rhia Johnson

Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, June 10, 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 7:01 PM

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

Amy Brooks led the invocation and the Pledges of Allegiance to the U.S. and Texas flags.

Consider approving the minutes of the March 11, 2019 Library Board Meeting.

On the motion of Kyle Graves, seconded by Rhia Johnson, the board voted to approve the minutes of the March 11, 2019 meeting.

Receive a presentation on the 2019 Summer Reading Program.

Library Manager – Daniel Laney presented a summary of activities for the 2019 Summer Reading Program.

Consider amendments to the Library Circulation Policy.

The Board discussed amendments to the library circulation policy. On the motion of Kyle Graves, seconded by Jarvis Chambers, the board voted to approve the amendments to the Library Circulation Policy.

Discuss a report regarding the trends in Public Libraries of eliminating overdue fines.

The Board received a report from Library Manager – Daniel Laney regarding the effects of eliminating overdue fines at other libraries. The Board instructed Library Manager – Daniel Laney to bring a draft proposal for eliminating overdue fines for the next Board meeting.

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 given.

Adjournment

The meeting was adjourned at 7:53 PM

**Agenda Item Details**

Meeting	Aug 12, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider making a recommendation regarding a proposal to eliminate Library overdue fines.
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	4,500.00
Budgeted	Yes
Recommended Action	Recommend the proposal to eliminate Library overdue fines.

Public Content**BACKGROUND**

At the March 11, 2019 meeting, the Library Board requested that the Library Manager present a report on the effects of eliminating overdue fines. At the June 10, 2019 meeting, the Library manager presented the report requested by the Library Board. At the June 10, 2019 meeting, the Library Board requested that the Library Manager prepare and present a proposal to eliminate Library overdue fines.

OVERVIEW

The Library Manager will present a proposal for eliminating Library overdue fines, including potential policy changes and a recommendation for the handling of existing overdue fines.

POLICY CONSIDERATIONS

The Library Manager's proposal will include potential changes to the Library's Circulation Policy and the Master Fee Schedule.

RECOMMENDATION

Recommend the proposal to eliminate Library overdue fines.

Library Circulation Policy FINE FREE PROPOSAL.pdf (412 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.
- **Collection of Library Fines and/or Fees.** Accounts which accumulate fines and/or fees in excess of \$50 may be turned over to a collections agency. An additional collections fee may be incurred by accounts which have been turned over to collections.

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.
- 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.

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 7/8/2019

**Agenda Item Details**

Meeting	Aug 12, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Discuss the results of the 2019 Summer Reading Program.
Access	Public
Type	Discussion, Reports

Public Content**BACKGROUND**

Library Manager Daniel Laney will present a statistical summary of the Library's 2019 Summer Reading Program.

OVERVIEW

Library Manager Daniel Laney will present a statistical summary of the Library's 2019 Summer Reading Program.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discussion only.

2019 SRP Statistics Library Board.pdf (416 KB)

Sachse Public Library
2019 Summer Reading Program Statistics

	2019	2018	2017	2016	2015
Total Participants	1476	1261	1276	1172	1003
% Change	17.05%	-1.18%	8.87%	16.85%	
Children	850	769	736	XXXX	662
Teens	197	150	164	XXXX	96
Adults	429	342	376	XXXX	259
Total Logs Turned-In	754	653	651	746	445
Total Hours Read	15080	13060	13020	14920	8900
% Change	15.47%	0.31%	-12.73%	67.64%	
Total Program Attendance	4381	4858	4243	3602	3085
% Change	-9.82%	14.49%	17.80%	16.76%	
Library Cards Issued (June-July)	416	366	389	360	301
% Change	13.66%	-5.91%	8.06%	19.60%	
Total Checkouts (June-July)	29612	28597	29672	27736	25495
% Change	3.55%	-3.62%	6.98%	8.79%	

**Agenda Item Details**

Meeting	Aug 12, 2019 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. 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.

[June 2019 Library Manager's Report.pdf \(126 KB\)](#)

[July 2019 Library Manager's Report.pdf \(154 KB\)](#)



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

Collection

Number of Titles	41,513		42,592	
Number of Items	42,743		43,935	
Number of New Items	452	4,358	380	3,823
Number of Items Removed	79	3,266	145	2,372
Donated Items Added	14	182	28	300
Number of E-Books	2,713		3,128	
Number of New E-Books	1	174	51	400

Patrons

Number of Patrons	10,748		9,065	
Number of New Patrons	177	820	254	1,012
Number of Patrons Removed	0	1,479	4	3,161

Circulation

Total Circulation	14,127	100,577	15,337	101,410
Adult Fiction	855	6,231	947	6,059
Adult Non- Fiction	680	4,477	632	4,404
Juvenile Fiction	6,444	44,425	7,292	45,639
YA materials	434	2,671	627	2,662
Interlibrary Loans	40	441	35	371
Juvenile Non-Fiction	858	6,173	1,356	6,773
DVDs & Blu-Ray	3,067	20,849	2,342	17,831
E-Books (Sachse Patron Checkouts)	857	7,066	923	7,418
E-Books (Other Patron Checkouts)	807	7,649	1,128	9,796
Audio CDs	85	595	55	457

Programs and Services

Number of Internet Sessions	524	4,297	489	4,355
Number of Programs	19	166	27	175
Program Attendance	2,054	6,746	2,379	9,994
Number of Volunteer Hours	124	882	204	1,040
3D Print Requests			12	60
ILL Incoming Requests	66	415	49	316
ILL Incoming Received	40	397	42	351
ILL Outgoing Requests	140	1,257	179	1,389
ILL Outgoing Shipped	82	657	93	781
Literacy Computer Uses	2,130	12,449	2,323	13,230
Door Count	8,364	47,645	8,515	48,188

Programs	Date	Attendance
Summer Reading Kick-Off Party	1-Jun	851
Teen Tuesday - Perot TECH Truck	4-Jun	32
10:30 All-Ages Story Time	5-Jun	35
1:30 All-Ages Story Time	5-Jun	32
Movie - "The LEGO Movie 2"	5-Jun	33
Sachse Wylie Authors Group	5-Jun	10
Marty the Magician	6-Jun	310
Nutrition & Heart Health Seminar	6-Jun	3
Library Plant Exchange	8-Jun	26
Family Game Night	11-Jun	69
Greta the Reading Therapy Dog	11-Jun	10
10:30 All-Ages Story Time	12-Jun	27
GSO Instrument Petting Zoo	12-Jun	144
Movie - "How to Train Your Dragon 3"	12-Jun	14
Professor Brainius	13-Jun	155
Teen Tuesday - NASA Ambassador	18-Jun	11
10:30 All-Ages Story Time	19-Jun	45
1:30 All-Ages Story Time	19-Jun	28
Movie - "Star Wars: The Last Jedi"	19-Jun	0
Baba Kwasi African Drums & Storytelling	20-Jun	189
Sachse Gaming Adventures	22-Jun	11
Parenting Workshop	25-Jun	2
Greta the Reading Therapy Dog	25-Jun	6
10:30 All-Ages Story Time	26-Jun	43
1:30 All-Ages Story Time	26-Jun	32
Movie - "Into the Spider-Verse"	26-Jun	6
Juggling with David Slick	27-Jun	255
Total		2379

Programs by Type	Number	Attendance
Story Times	7	242
Childrens Programs	7	1,069
Teen Programs	2	43
Adult Programs	5	52
Family Programs	6	973
Total		2,379



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

Collection

Number of Titles	41,656		44,065	
Number of Items	42,889		42,728	
Number of New Items	402	4,760	525	4,348
Number of Items Removed	221	3,487	374	2,746
Donated Items Added	47	229	129	429
Number of E-Books	1,556		3,117	
Number of New E-Books	44	218	8	408

Patrons

Number of Patrons	10,932		9,227	
Number of New Patrons	189	1,009	162	1,574
Number of Patrons Removed	2	1,481	0	3,161

Circulation

Total Circulation	14,470	115,047	14,275	15,685
Adult Fiction	874	7,105	901	6,960
Adult Non- Fiction	622	5,099	523	4,927
Juvenile Fiction	6,757	51,182	6,599	52,238
YA materials	372	3,043	379	3,041
Interlibrary Loans	51	492	48	419
Juvenile Non-Fiction	871	7,008	1,068	7,841
DVDs & Blu-Ray	3,061	23,910	2,510	20,341
E-Books (Sachse Patron Checkouts)	900	7,966	959	8,377
E-Books (Other Patron Checkouts)	890	8,539	1,228	11,024
Audio CDs	72	667	60	517

Programs and Services

Number of Internet Sessions	610	4,907	538	4,893
Number of Programs	21	187	23	198
Program Attendance	2,783	9,529	2,002	11,996
Number of Volunteer Hours	206	1,088	216	1,256
3D Print Requests			23	83
ILL Incoming Requests	45	460	52	368
ILL Incoming Received	51	448	48	399
ILL Outgoing Requests	119	1,376	173	1,562
ILL Outgoing Shipped	69	726	93	874
Literacy Computer Uses	1,485	13,934	2,166	15,396
Door Count	8,658	56,303	7,868	56,056

Programs	Date	Attendance
Teen 3D Design Workshop	2-Jul	4
10:30 All-Ages Story Time	3-Jul	25
1:30 All-Ages Story Time	3-Jul	22
Mid-Week Movie - "Incredibles 2"	3-Jul	16
Family Game Night	9-Jul	21
Greta the Reading Therapy Dog	9-Jul	3
10:30 All-Ages Story Time	10-Jul	58
1:30 All-Ages Story Time	10-Jul	24
Mid-Week Movie - "Captain Marvel"	10-Jul	15
Sachse Wylie Authors Group	3-Jul	10
Space Magic with Brett Roberts	11-Jul	229
Adult 3D Design Workshop	11-Jul	8
Sachse Gaming Adventures	13-Jul	3
Teen YA Author Sarah MacTavish	16-Jul	5
10:30 All-Ages Story Time	17-Jul	27
1:30 All-Ages Story Time	17-Jul	36
Mid-Week Movie - "Apollo 11"	17-Jul	19
Wildlife on the Move	18-Jul	312
Free In-N-Out Burgers	23-Jul	746
Greta the Reading Therapy Dog	23-Jul	4
10:30 All-Ages Story Time	24-Jul	Cancelled
1:30 All-Ages Story Time	24-Jul	Cancelled
Mid-Week Movie - "Dumbo"	24-Jul	19
Summer Reading Finale Party	27-Jul	383
Mid-Week Movie - "Norm of the North 2"	31-Jul	13
Total		2002

Programs by Type	Number	Attendance
Story Times	6	192
Childrens Programs	4	548
Teen Programs	2	9
Adult Programs	3	21
Family Programs	8	1,232
Total		2,002