



**Monday, October 10, 2022  
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](mailto:dlaney@cityofsachse.com).**

**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 10, 2022, 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 address for the record. However, if your remarks pertain to a specific agenda item, 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. Receive and discuss the Library Manager's monthly report.
5. Receive and discuss a statistical summary of Library services for FY 2022.
6. Consider approval of an amended Unattended Children Policy.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. Request for future agenda items.
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: 10/04/2022 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](mailto:achi@cityofsachse.com), or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



### **Agenda Item Details**

Meeting	Oct 10, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. 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.

#### **POLICY CONSIDERATIONS**

There are no policy considerations affiliated with this item.

#### **RECOMMENDATION**

Receive and discuss the Library Manager's monthly report.

[September 2022 Library Manager's Report.pdf \(92 KB\)](#)



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

**Collection**

Number of Titles	35,852		36,411	
Number of Items	37,179		37,668	
Number of New Items	238	4,803	373	4,393
Number of Items Removed	91	3,480	120	3,366
Donated Items Added	5	123	7	62
Number of E-Books	3,905		4,032	
Number of New E-Books	5	559	54	516

**Patrons**

Number of Patrons	10,221		9,777	
Number of New Patrons	97	904	191	1,658
Number of Patrons Removed	2	11	18	2,108

**Circulation**

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	8,991	12,293	123,535	9,903	13,353	152,996
Adult Fiction	463	719	7,270	473	784	8,717
Adult Non-Fiction	218	432	4,726	203	370	5,097
Juvenile Fiction	3,347	5,204	46,071	3,560	5,405	59,546
YA materials	81	153	1,937	89	185	2,669
Manga / Graphic Novels	78	128	1,440	157	259	2,584
Interlibrary Loans	23	27	298	29	34	407
Juvenile Non-Fiction	649	944	8,604	627	982	11,960
DVDs & Blu-Ray	521	1,057	10,621	489	1,043	13,920
Board Games, Card Games, & Puzzle	119	129	712	198	213	2,588
Literacy Kits	30	33	119	27	27	311
Hoopla	943	943	9,105	1,245	1,245	12,879
CloudLibrary (Sachse Patrons)	1,098	1,098	12,486	1,193	1,193	13,817
CloudLibrary (Other Patrons)	1,408	1,408	20,002	1,613	1,613	18,501

**Programs and Services**

Number of Internet Sessions	132	1,207	224	2,100
Number of Programs	13	101	23	197
Program Attendance	192	3,668	423	7,632
Number of Volunteer Hours	21	101	17	414
Meeting Room Rentals			5	78
3D Print Requests	212	495	381	1,674
ILL Incoming Requests	19	250	21	350
ILL Incoming Received	24	267	29	360
ILL Outgoing Requests	124	1,325	101	1,139
ILL Outgoing Shipped	66	779	33	572
Literacy Computer Uses	374	2,853	919	9,543
Door Count	3,090	29,068	4,097	44,136

**Programs**

	Date	Participation
Preschool Story Time	1-Sep	5
Baby Bounce	2-Sep	7
Family Game Night	6-Sep	12
Greta the Reading Therapy Dog	6-Sep	4
Toddler Story Time	7-Sep	36
After School Dungeons & Dragons	7-Sep	6
Preschool Story Time	8-Sep	24
Adult Craft Night	8-Sep	13
Baby Bounce	9-Sep	10
Toddler Story Time	14-Sep	65
Preschool Story Time	15-Sep	14
Baby Bounce	16-Sep	7
Family Game Night	20-Sep	35
Greta the Reading Therapy Dog	20-Sep	14
Toddler Story Time	21-Sep	34
After School Dungeons & Dragons	21-Sep	6
Preschool Story Time	22-Sep	24
Adult/Teen Dungeons & Dragons	22-Sep	5
Baby Bounce	23-Sep	10
Hispanic Heritage Month Family Story Ti	27-Sep	20
Toddler Story Time	28-Sep	46
Preschool Story Time	29-Sep	17
Baby Bounce	30-Sep	9
<b>Total</b>		<b>423</b>

**Programs by Type**

	Number	Participation
Story Times	15	328
Children's Programs & Events	2	18
Teen Programs & Events	2	12
Adult Programs & Events	2	18
Family Programs & Events	2	47
<b>Total</b>		<b>423</b>



### **Agenda Item Details**

Meeting	Oct 10, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive and discuss a statistical summary of Library services for FY 2022.
Access	Public
Type	Discussion, Reports

### **Public Content**

#### **BACKGROUND**

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**

Receive and discuss a statistical summary of Library services for FY 2022.

[FY 2022 Summary Stats.pdf \(77 KB\)](#)



**Fiscal Year Summary**  
**October 2021 - September 2022**

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Number of Items	39,849	42,732	41,948	42,750	44,524	36,124	37,179	37,668
% Change		7.23%	-1.83%	1.91%	4.15%	-18.87%	2.92%	1.32%
Number of Patrons	11,975	10,087	11,415	11,173	9,472	9,220	10,221	9,777
% Change		-15.77%	13.17%	-2.12%	-15.22%	-2.70%	10.86%	-4.34%
Total Circulation	116,031	132,251	136,585	137,851	138,495	105,639	123,535	152,996
% Change		13.98%	3.28%	0.93%	0.47%	-23.72%	16.94%	23.85%
Number of Internet Sessions	6,105	6,028	5,984	6,126	5,828	2,560	1,207	2,100
% Change		-1.26%	-0.73%	2.37%	-4.86%	-56.07%	-52.85%	73.99%
Number of Programs	125	143	166	224	233	126	101	197
% Change		14.40%	16.08%	34.94%	4.02%	-45.92%	-19.84%	95.05%
Program Attendance	7,100	9,136	12,713	10,886	13,379	6,167	3,668	7,632
% Change		28.68%	39.15%	-14.37%	22.90%	-53.91%	-40.52%	108.07%
Number of Volunteer Hours	1,060	1,392	1,249	1,247	1,537	866	101	414
% Change		31.32%	-10.27%	-0.16%	23.26%	-43.66%	-88.34%	309.90%
Total ILLs Shipped/Received	665	1,036	1,494	1,465	1,548	454	1,046	932
% Change		55.79%	44.21%	-1.94%	5.67%	-70.67%	230.40%	-10.90%
Literacy Computer Uses			20,764	17,145	18,373	7,020	3,853	9,543
% Change				-17.43%	7.16%	-61.79%	-45.11%	147.68%
Door Count	46,724	65,838	69,645	67,443	69,545	36,855	29,068	44,136
% Change		40.91%	5.78%	-3.16%	3.12%	-47.01%	-21.13%	51.84%



### **Agenda Item Details**

Meeting	Oct 10, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. Consider approval of an amended Unattended Children Policy.
Access	Public
Type	Action, Discussion
Recommended Action	Approve the amended Unattended Children Policy.

### **Public Content**

#### **BACKGROUND**

The Unattended Children Policy defines the Library's policies and procedures regarding when children may be permitted to remain in the Library without a parent, guardian, or caregiver present, as well as procedures for dealing with unattended children left in the Library.

#### **OVERVIEW**

The Library Manager will present an amended Unattended Children Policy.

#### **POLICY CONSIDERATIONS**

The Library Board will consider the amended Unattended Children Policy.

#### **RECOMMENDATION**

Approve the amended Unattended Children Policy.

[Unattended Children Policy 2022 10-10-2022.pdf \(148 KB\)](#)



# Sachse Public Library

## Unattended Children Policy 2022

### 1. INTRODUCTION

This Unattended Children Policy defines the Library's policies and procedures regarding when children may be permitted to remain in the Library without a parent, guardian, or caregiver present, as well as procedures for dealing with unattended children left in the Library.

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.

### 2. GENERAL POLICIES

- a. The Sachse Public Library is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages. The Library welcomes children of all ages to use and enjoy the facilities, collections, and programs.
- b. The Library is not able to provide childcare services. Library staff cannot supervise children at the Library or prevent children from interacting with or leaving the Library with persons who are not their parents, guardians, or appropriate caregivers. Furthermore, the Library cannot prevent unattended children from coming and going from the Library.
- c. Responsibility for the welfare, safety, and behavior of children using the Library rests with the child's parent, guardian, or caregiver. Though Library staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.
- d. All children under 12 years of age must 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. Children who are 12 years of age and older may use the Library unsupervised, provided that they are able to behave in an appropriate manner.

### 3. UNATTENDED CHILDREN UNDER 12 YEARS OF AGE DURING OPEN HOURS

- a. Parents, guardians and caregivers are responsible for being aware of the Library's policies regarding unattended children.
- b. If Library staff becomes aware that an unattended child under 12 years of age is present in the Library during open hours, staff will assist the child in calling their parent or guardian.

- c. If a parent, guardian, or caregiver is unable to be reached within fifteen (15) minutes, or if a parent, guardian, or caregiver does not arrive within fifteen (15) minutes of being notified, the Sachse Police Department or Child Protective Services will be contacted. The child will be allowed to remain at the Library until a parent, guardian, or caregiver arrives to monitor or pick up the child, or until the Sachse Police Department or Child Protective Services arrives. Library staff will not attempt to prevent the child from leaving the Library.
- d. A follow-up letter will be sent to the parent or guardian explaining the Library's policies on unattended children and the parent or guardian's responsibility for the child's safety.

#### **4. UNATTENDED CHILDREN UNDER 12 YEARS OF AGE AFTER HOURS**

- a. Parents, guardians, and caregivers are responsible for being aware of the hours of operation of the Library and the Library's policies regarding unattended children.
- b. If a parent, guardian, or caregiver has not arrived to pick up an unattended child under 12 years of age at closing and the child has no means of transportation, Library staff will assist the child in calling a parent or guardian. Library staff cannot transport any children after the Library has closed for any reason.
- c. After the Library closes, two (2) staff members will remain with the unattended child for a period of fifteen (15) minutes.
- d. If a parent, guardian, or caregiver has not arrived to pick up the child within fifteen (15) minutes after closing time, the Sachse Police Department or Child Protective Services will be contacted. The child will be allowed to remain at the Library until a parent, guardian, or caregiver arrives to pick up the child, or until the Sachse Police Department or Child Protective Services arrives. Library staff will not attempt to prevent the child from leaving the Library.
- e. A follow-up letter will be sent to the parent or guardian explaining the Library's hours of operation, the Library's policies on unattended children, and the parent or guardian's responsibility for the child's safety.

#### **5. DISRUPTIVE BEHAVIOR OF CHILDREN**

- a. All children under 18 years of age must keep noise levels down to avoid disturbing others and 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.
- b. Library staff will verbally warn any child causing a disturbance. If the disruptive behavior continues after a warning is given, the child's parents or guardians will be contacted. Any child who has caused a disturbance (based on the judgment of Library staff) must be picked up immediately or be immediately and directly supervised by a parent or guardian while in the Library.



## **6. CONSEQUENCES / FAILURE TO FOLLOW POLICIES**

- a. Violation of this policy may result in the patron's library privileges being limited or revoked, removal of the patron from the Library building, or criminal prosecution if the conduct constitutes a violation of Federal law, State law, or the Code of Ordinances. Library privileges may be revoked for a period of up to one year.
- b. Actions to limit or revoke a patron's library privileges may be taken by the Library Manager or his/her designated staff. The Library Manager or his/her designee will send a determination letter within ten (10) days regarding limitation or revocation of the patron's library privileges.
- c. A Library patron whose library privileges have been revoked may appeal this action to the City Manager by submitting a written appeal to the Library Manager or his/her designated staff 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.



**Agenda Item Details**

Meeting	Oct 10, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Access	Public
Type	Discussion, Information

**Public Content**