



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, August 13, 2018

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, August 13, 2018 at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business:

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
2. [18-4358](#) Consider approving the minutes of the July 9, 2018 Library Board meeting.

Attachments: [Library Board Minutes - July 9, 2018](#)
3. [18-4361](#) Discuss the results of the 2018 Summer Reading Program.

Attachments: [2018 Summer Reading Program Statistics](#)
4. [18-4359](#) Consider making a recommendation to City Council for a new Library 3D Printer Use Policy.

Attachments: [3D Printer Use Policy](#)
[3D Printing Charges by City](#)
5. [18-4360](#) Discuss the Library Manager's Monthly Report.

Attachments: [July 2018](#)
6. Requests for future agenda items.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. Adjournment.

Posted: August 6, 2018; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

Accommodation requests for person 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@cityofachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4358 **Version:** 1 **Name:** Library Board Minutes - July 9, 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 8/6/2018 **In control:** Library Board
On agenda: 8/13/2018 **Final action:**
Title: Consider approving the minutes of the July 9, 2018 Library Board meeting.

Sponsors:

Indexes:

Code sections:

Attachments: [Library Board Minutes - July 9, 2018](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

July 9, 2018 meeting minutes.

Background

Minutes for the July 9, 2018 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approve the minutes of the July 9, 2018 meeting.

City of Sachse – Library Board Monthly Meeting Meeting Minutes

July 9, 2018 7:00 p.m.

I. Call to order

Billy Ketner called to order the regular meeting of the Library Board at 7:00 p.m. on July 9, 2018 at the Sachse Public Library meeting room.

II. Roll call

The following persons were present: Billy Ketner (Chairman), Ruth Glover (Co-Chairwoman), Amy R. Brooks (Secretary), Dixie Scogin (Board Member), Michelle Howarth (City of Sachse Council Liaison to the Library Board), and Daniel Laney (Library Manager). Absent were Lauren McKinney (Board Member), Kyle Graves (Board Member), and Sean French (Board Member).

III. Approval of Minutes from Previous Meetings

- a) 18-4322 Consider approval of the June 11, 2018 meeting minutes
 - i) Minutes from June 11, 2018 meeting reviewed and approved as written.

IV. Open issues

- a) 18-4323 Receive and discuss the Library Manager's monthly report
 - i) June 2018 Monthly Report
 - 1. Over 800 reading logs submitted in the summer reading program
 - 2. Juvenile fiction had a drop in circulation – reason unknown
 - 3. Program attendance overall shows a drop because in 2017 school visits were included in the numbers.
 - 4. July 5th – Mini encounters had an estimated 1200 people in attendance. Programs typically have 300 attendees. The library issued rain checks for make up days.

V. Upcoming events/Announcements

- a) A full time library assistant resigned. There is an option position which will be filled.
- b) Ruth Glover's e-book "Doors of the Danube" will be releasing soon.

VI. New business

- a) None

VII. Adjournment

Billy Ketner adjourned the meeting at 7:19 p.m.

Minutes submitted by: Amy R Brooks



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4361 **Version:** 1 **Name:** Presentation on the 2018 Summer Reading Program
Type: Agenda Item **Status:** Agenda Ready
File created: 8/6/2018 **In control:** Library Board
On agenda: 8/13/2018 **Final action:**
Title: Discuss the results of the 2018 Summer Reading Program.
Sponsors:
Indexes:
Code sections:
Attachments: [2018 Summer Reading Program Statistics](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Presentation on the 2018 Summer Reading Program

Background

Library Manager Daniel Laney and Library Assistant Patrice Grant will present a summary of the Library's 2018 Summer Reading Program activities.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Discussion only.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4359 **Version:** 1 **Name:** Library 3D Printer Use Policy
Type: Agenda Item **Status:** Agenda Ready
File created: 8/6/2018 **In control:** Library Board
On agenda: 8/13/2018 **Final action:**
Title: Consider making a recommendation to City Council for a new Library 3D Printer Use Policy.
Sponsors:
Indexes:
Code sections:
Attachments: [3D Printer Use Policy](#)
[3D Printing Charges by City](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Library 3D Printer Use Policy

Background

The Friends of the Sachse Public Library has offered to purchase a new 3D printer for the Library at their July 2018 meeting. This policy includes information on who may submit digital files to be printed using the Library's 3D printer, specifies the types of objects that may be printed, and includes instructions for retrieving completed prints.

Policy Considerations

If approved by the Library Board, this new policy will be recommended to City Council for their consideration and approval at a future Council meeting.

Budgetary Considerations

The fee schedule will be upated in conjunction with the upcoming FY 2018-2019 budget process.

Staff Recommendations

Approve and make a recommendation to City Council for a new Library 3D Printer Use Policy.

Sachse Public Library 3D Printer Use Policy

- Patrons 18 years of age and older who have a Sachse Public Library card in good standing may submit a design in the form of an .stl file to be printed using the Library's 3D printer. Patrons with expired library cards or owing fines greater than \$5.00 will not be permitted to use the Library's 3D printing services until such time as they have an active Sachse Public Library card with a balance of less than \$5.00.
- Patrons may not use the 3D printer to create objects that are:
 - Prohibited by local, state, or federal law
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
 - Obscene or otherwise inappropriate for the library environment
 - In violation of another's intellectual property rights, including materials that are subject to copyright, patent, or trademark protection
 - Too large or too detailed to be completed during hours in which the Library is open
- The Sachse Public Library reserves the right to refuse any 3D print request.
- Patrons are responsible for the design of objects to be printed, and staff will not modify designs for any reason. Library staff will notify patrons if a design is unprintable.
- Library staff will notify patrons once their print has been completed and the item is ready for pick-up. Items not picked-up by the patron within seven days will become property of the Library, and the printing fees will be added to the patron's library card account.

3D Printing Charges for Public Libraries in the Metroplex
--

City	Cost per gram	Min. charge
Wylie	\$0.15	\$1.50
Plano	\$0.20	\$1.00
Richardson	\$0.10	\$1.00
Addison	\$0.10	N/A
Frisco	\$0.15	\$1.50
The Colony	\$0.10	\$1.00
Farmers Branch	\$0.15	\$1.50
Lewisville	\$0.10	N/A
Grapevine	\$0.10	N/A
North Richland Hills	\$0.20	N/A
DeSoto	\$0.10	N/A
Benbrook	\$0.10	N/A
Burleson	\$0.10	\$1.00

Proposed 3D Printing Fee: \$.15 per gram of material, with a \$1.50 minimum charge



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4360 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 8/6/2018 **In control:** Library Board
On agenda: 8/13/2018 **Final action:**
Title: Discuss the Library Manager's Monthly Report.
Sponsors:
Indexes:
Code sections:
Attachments: [July 2018](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title
Library Manager's Report

Background
Library Manager Daniel Laney will make Library announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Discussion Only



Departmental Report		July 2018	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,973		41,656	
Number of Items	42,175		42,889	
Number of New Items	406	5,128	402	4,760
Number of Items Removed	332	3,755	221	3,487
Donated Items Added	23	458	47	229
Number of E-Books			1,556	
Number of New E-Books	30	360	44	218

Patrons

Number of Patrons	11,167		10,932	
Number of New Patrons	164	1,110	189	1,009
Number of Patrons Removed	2	23	2	1,481

Circulation

Total Circulation	14,592	112,511	14,470	115,047
Adult Fiction	970	7,930	874	7,105
Adult Non- Fiction	609	5,558	622	5,099
Juvenile Fiction	6,691	56,247	6,757	51,182
YA materials	526	2,694	372	3,043
Interlibrary Loans	51	524	51	492
Juvenile Non-Fiction	865	7,553	871	7,008
DVDs & Blu-Ray	3,199	24,470	3,061	23,910
E-Books (Sachse Patron Checkouts)	779	4,317	900	7,966
E-Books (Other Patron Checkouts)	881	1,856	890	8,539
Audio CDs	97	1,082	72	667

Programs and Services

Number of Internet Sessions	577	4,672	610	4,907
Number of Programs	14	130	21	187
Program Attendance	2,253	10,513	2,783	9,529
Number of Volunteer Hours	153	1,104	206	1,088
ILL Incoming Requests	56	522	45	460
ILL Incoming Received	51	457	51	448
ILL Outgoing Requests	170	1,463	119	1,376
ILL Outgoing Shipped	89	743	69	726
Literacy Computer Uses	1,894	17,256	1,485	13,934
Door Count	8,013	58,232	8,658	56,303

Programs	Date	Attendance	
Miniature Therapy Horses	5-Jul	1000	*Estimated 1,000 - 1,200 attendees
Teen Papier-Mache Orbs	10-Jul	11	
Story Time 10:30	11-Jul	37	
Story Time 1:30	11-Jul	16	
Family Movie-"Smurfs: The Lost Village"	11-Jul	25	
Caribbean Music and Movement Show	12-Jul	133	
Southwest Dairy Farmers	13-Jul	73	
Family Game Night	17-Jul	68	
Story Time 10:30	18-Jul	30	
Story Time 1:30	18-Jul	25	
Family Movie - "Son of Bigfoot"	18-Jul	19	
Wildlife on the Move	19-Jul	309	
Saturday Family Story Time	21-Jul	0	
Saturday Matinee - "Tomb Raider"	21-Jul	10	
IN & OUT Burger Truck	24-Jul	644	
Story Time 10:30	25-Jul	13	
Story Time 1:30	25-Jul	19	
Family Movie - "	25-Jul	12	
Summer Reading Finale Party	26-Jul	304	
Kids Minecraft Yoga Adventure	27-Jul	29	
Teen Foodie Pop-Art Craft	31-Jul	6	
Total		2783	

Programs by Type	Number	Attendance
Story Times	7	140
Childrens Programs	1	29
Teen Programs	2	17
Adult Programs	0	0
Family Programs	11	2,597
Total		2,783