



Sachse, Texas

Sachse Public Library
3815 Sachse Road
Building C
Sachse, Texas 75048

Meeting Agenda Library Board

Monday, April 8, 2013

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, April 8, 2013, at 7:00 p.m. in the Library Meeting Room at the Sachse Public Library, 3815 Sachse Road, Building C, Sachse, Texas to consider the following items of business

1 Call to Order

2. Invocation

3. 13-1458 Consider approval of the minutes of the March 11, 2013 Library Board meeting

Executive Summary

Consider approval of the March 11, 2013 Library Board meeting minutes

Attachments: [library minutes 031113.pdf](#)

4 13-1482 Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy

Executive Summary

The Library Board will consider recommending to the City Council an amendment to the Library Circulation Policy

Attachments: [lib circulation policy rev040813.pdf](#)

5. Discuss Friends of the Sachse Public Library Monthly Report.

6. 13-1459 Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach

Executive Summary

Library Manager presents monthly report that includes statistics, upcoming projects for the board, events, community outreach and announcements.

Attachments: [lib March 2013 stats.pdf](#)

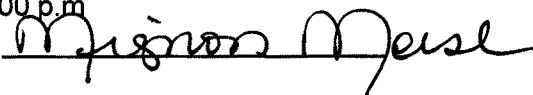
7 Discuss Library Board announcements regarding special events, current activities, and local achievements.

8. Adjournment

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time

Posted Friday, April 5, 2013, 5 00 p.m

Mignon Morse, Library Manager



If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse Texas 75048

Legislation Details (With Text)

File #	13-1458	Version	1	Name	Consider approval of the minutes of the March 11, 2013 Library Board meeting
Type	Agenda Item	Status			Agenda Ready
File created	3/27/2013	In control			Library Board
On agenda	4/8/2013	Final action			
Title	Consider approval of the minutes of the March 11, 2013 Library Board meeting				
	Executive Summary				
	Consider approval of the March 11, 2013 Library Board meeting minutes				
Sponsors:					
Indexes.					
Code sections:					
Attachments.	library minutes 031113.pdf				

Date	Ver	Action By	Action	Result
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Title

Consider approval of the minutes of the March 11, 2013 Library Board meeting

Executive Summary

Consider approval of the March 11, 2013 Library Board meeting minutes.

Background

Review and consider the minutes for the March 11, 2013 Library Board meeting

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approval of the minutes of the March 11, 2013 Library Board meeting

Library Advisory Board Minutes

March 11, 2013

Sachse Public Library
3815 Sachse Road Building C
Sachse, Texas 75048
Library Meeting Room

Present Board Members. Patrece King, Dia Rhoden, Dixie Scoggins, Mary Saathoff and Terry Bennett

Absent Board Members. Robert Rogers and Judith Lensch

Library Manager. Mignon Morse

Friends of the Library. Mary Saathoff

1 Call to Order

Patrece King called the meeting to order at 7:00 PM

2. Invocation Dia Rhoden

3. Approval of Minutes.

The February 11, 2013 minutes were reviewed by the members present. Mary Saathoff moved to accept the minutes as written, Terry Bennett seconded. The minutes were unanimously approved.

4. Discuss Friends of the Sachse Public Library Monthly Report.

Mad Hatter Tea Party updates

Purpose Fundraiser benefiting the Sachse Public Library and the Summer Reading Club program. The program will be Saturday May 4 from 12:00 p.m. to 2:00 p.m. at the Senior Center. Mayor Mike Felix will be the Mad Hatter. Tickets are \$20 for adults and \$15 for children. Board members made suggestions for the flyer to include the pre-registration requirements and information regarding the door prizes. Seating is limited to 110 participants. Teen volunteers are being recruited by Patrece King. Volunteer opportunities include, set-up the night before the event (Friday, May 3) and various duties throughout the event (Saturday, May 4). Approximately twenty (20) tickets to the Mad Hatter Tea Party have been sold.

Approximately \$700 was raised for the Love Your Library fundraiser. This fundraiser will be on-going because the Friends of the Sachse Public Library would like to raise \$3,000 to be used toward eBooks.

5. Library Manager's Report:

The Diary Cow program was successful! There were forty-eight (48) attendees.

Story time will be cancelled this Thursday, March 14 for the filming of the Summer Reading Club promotional video. Mignon, Toni, and Ruth will be working with several volunteers to create the video.

Mary Saathoff asked about the Council meeting on March 4 and the discussion about the equipment policy. She watched the meeting online. Mignon explained the discussion about the equipment use policy for the benefit of the other board members who had not watched the online video. Mignon explained that the Council gave direction to research the cost of adding a projector and screen to the library's meeting room. She asked the board where they would like the projector and screen if funding is approved.

After a brief discussion, it was agreed the best location is next to the white board in front of the window. This location will accommodate most groups

Mignon is diligently working on the budget, which includes funds for eBooks. Mignon researched numerous eBook vendors. Annual fees range from \$1,000 - \$3,000 and platform fees are up to \$10,000. Area libraries (Rowlett, Rockwall, Garland, Wylie, Plano, and McKinney) offer eBooks and Mignon would like to extend this service to patrons of the Sachse Public Library.

Mignon will be presented with the 2012 Excellence in Library Award from the Texas Municipal League on Monday, April 1, 2013 at City Hall. City Council meetings begin at 7 30 PM at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, TX 75048

Patrece King volunteered to establish a Teen Library Council for the Sachse Public Library.

Dixie Scoggins volunteered to host an Art program for the Sachse Public Library

Board Members complimented Mignon on a well-organized and structured Library Board meeting

Dia Rhoden thanked Mignon for including the Library Board in the budget process. Mignon encouraged Library Board Members to attend the upcoming budget meetings. Also, Council Meetings can be viewed online at www.cityofsachse.com/mediacenter.

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

Mary asked if the Board meetings would be moved to the Council chambers and recorded. Mignon said there had been some discussion of eventually recording all the board meetings. When that happens, the Board will be asked to meet in City Hall.

7. Adjournment:

Mary Saathoff motioned to adjourn the Library Board Meeting for Monday, March 11, 2013 at 8 20 PM. Terry Bennett seconded. The motion carried and the meeting was adjourned at 8 20 PM.

ATTEST SECRETARY

APPROVED CHAIRMAN



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse Texas 75048

Legislation Details (With Text)

File #	13-1482	Version	1	Name	Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy
Type	Agenda Item	Status			Agenda Ready
File created	4/3/2013	In control			Library Board
On agenda	4/8/2013	Final action			
Title	Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy				
	Executive Summary The Library Board will consider recommending to the City Council an amendment to the Library Circulation Policy				
Sponsors					
Indexes					
Code sections					
Attachments	lib circulation policy rev040813.pdf				

Date	Ver	Action By	Action	Result
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Title

Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy

Executive Summary

The Library Board will consider recommending to the City Council an amendment to the Library Circulation Policy

Background

The City Council approved the Library Circulation Policy on March 19, 2012. Recent changes in the Library's items available for checkout have made it necessary to consider amending the Library Circulation Policy. There are two changes to consider. The first proposed change is in Item 5, Loan Periods. The last line of the table lists *Videocassettes*. The Library no longer has videocassettes available for checkout. It is recommended that this item be deleted from the Loan Periods table. The second proposed change is in Item 6, *Items (excluding videos and DVD's) may be renewed for the same length of time as the original checkout unless another patron has placed a hold on it. Items may be renewed through the library website, by presenting them at the circulation desk, or by phone.* The suggested change is to remove the exclusion in parenthesis entirely. The Library will allow patrons to renew DVDs one time per patron, the same as all other Library items.

Policy Considerations

If approved by the Library Board, this amended policy will be recommended to City Council.

for their consideration and approval at a future Council meeting

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends the Library Board consider these changes to the Library Circulation Policy and recommend that an amended policy be considered by the Sachse City Council for approval

Sachse Public Library Circulation Policy

Approved by City Council March 19, 2012

- 1 Borrowers must have a valid library card to check out materials. (A driver's license or other appropriate identification may be used on occasion if the card is forgotten, but should not be used as a permanent substitute for the actual library card.)
2. To apply for a library card.
 - a. Persons 16 and older are to present a photo I.D and proof of current address – e g. current driver's license, student I.D., employment identification card, printed personal check, recent utility bill, car registration, etc
 - b. Persons under 16 are to be accompanied by a parent or guardian who must present proper identification and sign the application form at the time of registration. This parent or guardian is responsible for any fees incurred by the minor
 - c. First time borrowers may only check out a maximum of 5 items.
- 3 There is no charge to apply for a library card, a replacement card will cost \$1 00
Identification will be requested before a replacement card is issued.
- 4 Each patron should use his/her own library card when checking out library material.
- 5 Loan Periods.

DVDS	7 DAYS (LIMIT SEVEN PER CARD)
BOOKS	21 DAYS
BOOKS ON CD/MP3	21 DAYS
E-BOOK READERS (NOTE. THERE IS AN E-BOOK READER POLICY THAT DEFINES THESE GUIDELINES)	14 DAYS
ALL OTHER MEDIA	21 DAYS
VIDEOCASSETTES	7 DAYS DELETE THIS/NO LONGER HAVE

- 6 **Items (excluding videos & DVD's) may be renewed for the same length of time as the original check-out unless another patron has placed a hold on it. Items may be renewed through the library website, by presenting them at the circulation desk, or by phone. Suggested change: renew DVDs one time per customer.**
- 7 A hold may be placed on any item that is able to be checked out (excluding videos & DVD's) Reference materials, newspapers and magazines may not be checked out.
- 8 Any type of item or particular subject area may be placed on in-house reserve or limited in number of checked out items in a particular subject at the discretion of the library staff
- 9 The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.
- 10 Copyright laws limit videocassettes, CDs, MP3 audio materials and DVDs to home viewing only and prohibit their duplication. 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
- 11 Overdue material. Any item kept after the return date is overdue and is subject to fines.
12. Overdue Fines shall be set by City Council Resolution.
 - a. 10 cents per day per item – includes all items except videos and DVDs which are \$1 00 per day
 - b The maximum fine per item is \$5 00
 - c E-book readers \$5 00 a day (Patrons are asked to sign an agreement before checking out an e-book reader)
 - d. Overdue fines will not be charged for days when the library is closed.
 - e. Materials more than 120 days overdue will be deemed lost.
 - f. A patron may not check out any additional materials until all overdue items are returned or replaced.
- 13 Each patron will be responsible for materials checked out on his/her card as well as fines for late returns, lost items, and items damaged beyond repair For lost and damaged items, the actual cost of a new or an exact replacement item will be charged. A lost or damaged item may also be replaced with an exact, new copy of the item unless the item had special value above a new item.
- 14 The Sachse Public Library will make every reasonable attempt to obtain interlibrary loan (ILL) requests. Usually this service is free of charge, though some libraries will charge for ILL loans. The borrower is responsible for any charges.

- 15 Parents and/or legal guardians are responsible for supervising the materials viewed and selected by their minor children. The Library will not be responsible to determine what materials may or may not be appropriate for children based on their individual circumstances.

Approved by the Library Board February 13, 2012



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Sachse Texas 75048

Legislation Details (With Text)

File #:	13-1459	Version	1	Name:	Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach
Type	Agenda Item	Status:			Agenda Ready
File created	3/27/2013	In control			Library Board
On agenda.	4/8/2013	Final action			
Title	Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach				
	Executive Summary				
	Library Manager presents monthly report that includes statistics, upcoming projects for the board, events, community outreach and announcements				
Sponsors.					
Indexes.					
Code sections.					
Attachments.	lib March 2013 stats.pdf				

Date	Ver	Action By	Action	Result
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Title

Discuss Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach

Executive Summary

Library Manager presents monthly report that includes statistics, upcoming projects for the board, events, community outreach and announcements

Background

Library Manager presents monthly report including statistics, announcements, upcoming projects, events, and community outreach

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

No action is necessary on this item



Departmental Report

March 2013

Current Month/2012	Year to Date/2012	Current Month/2013	Year to Date/2013
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Collection

Number of Titles	38,752	n/a	39,428	n/a
Number of Copies	39,090	n/a	39,872	n/a
Number of New Copies	419	2,124	338	2,373
Number of Items Removed	348	1,057	886	1,396
Donated Items Added	n/a	n/a	59	651

Patrons

Number of Patrons	15,664	n/a	9,078	n/a
Number of New Patrons	73	403	61	443
Number of Patrons Removed	3	22	5	19

Circulation

Total Circulation	7,441	39,748	6,974	38,980
Books	5,159	27,190	4,738	26,400
DVDs & Blu-Ray	2,053	11,467	2,058	11,641
E-Book Readers	1	19	0	2
Audio CDs	198	812	133	750
Digital Audio (Playaway)	6	19	0	2
Music CDs	18	114	5	35
Business Library	6	81	22	111

Programs and Services

Number of Internet Sessions	758	4,000	615	4,489
Number of Programs	13	46	10	52
Program Attendance	443	1,446	249	1,758
Interlibrary Loans	12	124	18	68
Number of Volunteer Hours	97	257	81	507

Door Count	4,508	13,924	3,288	20,264
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Programs

	Date	Attendance
Computer Class	05-Mar	0
History of Sachse	05-Mar	28
Storytime	07-Mar	41
Paws & Read	07-Mar	7
Dairy Cows	11-Mar	48
Texas Folktales	12-Mar	20
Storytime	21-Mar	37
Paws & Read	21-Mar	8
Cub Scout Tour	27-Mar	8
Easter Storytime	28-Mar	52
Total		249