



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, March 13, 2017

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, March 13, 2017, 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.

A. Pledge of Allegiance to the Flag of the United States of America: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

B. Pledge of Allegiance to the Texas State Flag: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

2. [17-3721](#) Consider approval of the February 13, 2017 meeting minutes.

Attachments: [02.13.2017 Minutes](#)

3. [17-3720](#) Consider and make a recommendation to City Council for an amendment to the Library Circulation Policy.

Attachments: [Presentation](#)

[Current Library Policy](#)

[Library Circulation Policy -Proposed Changes](#)

4. [17-3718](#) Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Attachments: [February 2017](#)

5. Discuss volunteer opportunities.

6. Request for future agenda items.

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

8. Adjournment.

Posted: March 8, 2017; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Michelle Lewis Sirianni, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3721 **Version:** 1 **Name:** Library Board Minutes - February 13, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 3/3/2017 **In control:** Library Board
On agenda: 3/13/2017 **Final action:**
Title: Consider approval of the February 13, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [02.13.2017 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title
February 13, 2017 meeting minutes.

Background
Minutes for the February 13, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the February 13, 2017 meeting.

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, February 13, 2017 at 7:00 p.m.**

Attendees: Billy Ketner, Dixie Scogin, Ruth Glover, Sean French, Lauren A. McKinney, Judith Lynch, and Councilman Charlie Ross

Guest: Lance Whitworth, Director of Parks and Recreation

Absent: Mignon Morse, Library Manager

Meeting called to order at 7:03 p.m. by Dixie Scogin, Chairperson

1. Invocation and Pledge of Allegiance to the US Flag and Texas Flag.

2. 17-3682 Consider approval of the January 9, 2017 meeting minutes.

Billy Ketner noted a name that needed to be corrected on the minutes from the January 9, 2017 meeting. Item 17-3642 reads “Billie French” which needs to be corrected to “Sean French”. Dixie Scogin made a motion to accept the minutes as read with corrections. Sean French seconded the motion. A voice vote occurred and the motion passed.

3. 17-3681 Discuss the Library Managers Report including announcements, statistics, upcoming projects, events, and community outreach.

Lance Whitworth presented the Library Managers Report on behalf of Mignon Morse. Monthly statistics were presented for the month of January which included patron activity, material circulations, program and services updates, and door counts for events. The Star Wars Program (held on January 10, 2017) had a significant turn out (350 participants) and was the most attended event in the month. Upcoming events for the month of February and Board Member opportunities to volunteer were discussed. There will be a Dr. Seuss (March 7, 2017) and Bike Rodeo (March 14, 2017) community outreach events upcoming.

4. Discuss volunteer opportunities.

The Bike Rodeo is going to be held on March 14, 2017 and it is open for the public to attend. The Board has been urged to contact Mignon for opportunities to serve on that and other high needs dates.

5. Request for future agenda items.

There were no future agenda items suggested.

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

A new position is going to be posted for a full time employee at the Library. Several citizens and library clients have noted that the current e-Reader system is easier to navigate which is evidenced by the substantial increase (100%) increase in E-Book rentals as compared with the same month last year.

7. Adjournment

Meeting adjourned at 7:20 p.m.

Attest:

Approve:

Lauren A. McKinney
Secretary

Dixie Scogin
Chairman



City of Sachse, Texas

Legislation Details (With Text)

File #:	17-3720	Version:	1	Name:	Discuss, consider and make a recommendation to City Council for an amendment to the Library Circulation Policy to include E-books.
Type:	Agenda Item	Status:			Agenda Ready
File created:	3/3/2017	In control:			Library Board
On agenda:	3/13/2017	Final action:			
Title:	Consider and make a recommendation to City Council for an amendment to the Library Circulation Policy.				

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Current Library Policy](#)
[Library Circulation Policy -Proposed Changes](#)

Date	Ver.	Action By	Action	Result
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Title

Library Circulation Policy.

Background

The City Council approved a Library Circulation Policy in March, 2012. In April, 2013 the policy was amended to provide for DVD renewals and again in October, 2013 to amend the policy to add e-books and assigned checkout periods. The proposed amendment includes several changes. The policy is more detailed and includes information on Texshare cards, copyright laws, patron confidentiality, library theft, a detailed interlibrary loan procedure, Texshare procedure, and definitions of misdemeanors and theft. The policy also updates the Library fees which include the Interlibrary loan processing fee, failed pickups (\$5.00), late fees of \$1.00 a day for Interlibrary loans, and damaged fees of \$5.00 an item. These fees are necessary with the significant increases in usage and in line with area libraries.

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

The fee schedule will be updated in conjunction with the upcoming 2017-2018 budget process.

Staff Recommendations

Approve and make a recommendation to City Council for an amendment to the Library Circulation Policy regarding proposed changes.



Sachse Public Library

Circulation Policy Update 2017

Purpose of Circulation Policy Revisions

- Last revision October 2013 (to include eBooks)
- Update policy terminology
- Clarify library procedures
- Adjust fee schedule

Renewals

- New release DVDs cannot be renewed.
- Two renewals are allowed on all other items as long as there are no hold requests.
- Books and audiobooks are renewed for 21 days.
- DVDs are renewed for 7 days.

Hold Requests

- Hold requests can be made online, in person, or by phone.
- Up to 10 items may be placed on hold.
- DVDs cannot be placed on hold.
- Holds will now be held up to 4 days.

Borrowing Privileges

- Fines exceeding \$5.00 must be paid before checking out more items.
- Parents/guardians are responsible for minor's account balances.
- All family members must be in good standing to avoid disruption of privileges.

Lost and Damaged Items

- Current policy does not address damaged items or charge a processing fee.
- \$5.00 processing fee for each lost item
- \$5.00 processing fee for damaged items not requiring a complete replacement
- No refunds once a replacement has been made
- Missing components of multi-part sets

TexShare Cards

- Allows patrons to check out materials from other public and academic libraries
- Requirements
- Responsibilities

Patron Confidentiality

- Patron information is shared only with the patron, and with the parents/guardians of minors if requested.
- Sharing of library records for any other reason will follow state guidelines and the USA Patriot Act.

Theft

- New policy outlines definition of theft

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 Loans

- Service which allows patrons to request items free of charge from other libraries
- Service has increased from 111 requests in 2012 to 649 in 2016.
- ILL procedures are outlined in the policy to clarify procedures and ensure patron understanding of this service.
- No fees are incurred when items are picked up & returned on time and free from any damage.

Fee Schedule

Fee	Amount
Late Fee – Books and Audio	\$0.15 cents a day per item Maximum of \$5.00 per item
Late Fee - DVDs	\$1.00 a day per item Maximum of \$5.00 per item
Late Fee – Interlibrary loan (ILL)	\$1.00 a day per item Maximum of \$5.00 per item
Replacement Card	\$1.00
Processing Fee for damaged/lost items.	\$5.00
ILL Processing Fee	\$5.00 (only incurred when items are not claimed within 7 days)
Lost Items	Full replacement cost of new item, plus processing fee

Fee Schedule Changes

- Books & Audio late fee increase from \$0.10/day to \$0.15/day per item
- Processing Fee for lost/damaged items - \$5.00
- ILL Late fee - \$1.00/day per item (Maximum \$5.00 fine)
- ILL Processing fee - \$5.00 (only when not claimed)

New Circulation Policy will:

- Utilize current terminology
- Clarify procedures
- Align our fee schedule more closely with neighboring cities

Sachse Public Library Circulation Policy

Approved by City Council March 19, 2012, amended April 8, 2013

Recommended changes from the Library Board are marked in red

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
E-BOOKS	14 DAYS (LIMIT OF 3 E-BOOKS)
ALL OTHER MEDIA	21 DAYS

6. Items 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. DVD's may be renewed one time. **Once the loan period is over, the e-book file(s) will no longer work. Patrons may renew an e-book one time unless another patron has placed a hold on it.**
7. A hold may be placed on any item that is able to be checked out (excluding videos & DVD's). **E-books have a limit of three holds. Patrons will receive a message when their e-book is available. They will have three days from that date to download the e-book.**
8. Reference materials, newspapers and magazines may not be checked out.
9. 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.
10. The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.
11. 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.
12. Overdue material: Any item kept after the return date is overdue and is subject to fines.
13. 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.
14. 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.

15. 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.
16. 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.

Sachse Public Library Circulation Policy

Library Cards

- Sachse Public Library (“Library”) patrons must have a valid Library card to check out materials. There is no charge to apply for a Library card; a replacement card shall cost \$1.00.
- 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.
- 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.
- Violations of any of the foregoing regulations may result in the patron’s Library privileges being limited or revoked.

Borrowing Privileges

Item	Loan Period
Books and Audio	21 days
DVDs – limit 7 per card	7 days
e-Books & e-Audio	14 days

- **Renewals.** All items (excluding newly released DVDs) may be renewed twice unless another patron has placed a hold on the item. Newly released DVDs 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 DVDs, 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. Each patron is limited to 10 hold requests at one time. Hold items shall be held on the hold shelf for 4 days.
- **Overdues.** Any item kept after the return date is overdue and subject to fines. A patron may not check out any additional materials until all overdue items are either returned or renewed. Overdue fines will not be charged for days when the Library is closed.
- **Suspension of Borrowing Privileges.** Patron accounts must not have fines greater than \$5.00 to be in good standing. Borrowing privileges shall be suspended if a patron has fines exceeding \$5.00. If a minor's card has exceeded the fine limit, the parent or guardian associated with the minor's account shall be responsible for the fines 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.

Lost and Damaged Items

- Materials more than 120 days overdue shall be automatically be marked lost.
- Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost plus a \$5.00 processing fee.
- 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.

- 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.
- No refunds shall be offered once a replacement has been made.
- Lost and damaged individual components such as 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 will be charged if individual components cannot be purchased.

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 (this whole section is new)

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 ILL have specific loan and renewal periods and possible use restrictions.

Requirements & Guidelines

- Cardholder must be in good standing. (“Good standing” means not charged for a lost or damaged item.)
- Neither the cardholder nor a family member linked to the account can have any outstanding fines.
- 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 \$10.00, as well as any other fees requested by the lending library.

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).



City of Sachse, Texas

Legislation Details (With Text)

File #:	17-3718	Version:	1	Name:	Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.
Type:	Agenda Item	Status:			Agenda Ready
File created:	3/2/2017	In control:			Library Board
On agenda:	3/13/2017	Final action:			
Title:	Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	February 2017				

Date	Ver.	Action By	Action	Result
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Title
Library Manager's Report

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

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
This is a discussion item only. No action is necessary.



Departmental Report		February (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,467		42,344	
Number of Items	41,887		41,118	
Number of New Items	456	1,635	335	2,164
Number of Items Removed	428	4,940	182	2,711
Donated Items Added	82	328	33	262
Number of E-Books	1,860		2,430	
Number of New E-Books	119		30	185

Patrons

Number of Patrons	9,085		10,496	
Number of New Patrons	101	442	84	420
Number of Patrons Removed	3,197	3,202	2	9

Circulation

Total Circulation	10,095	49,210	9,606	51,288
Adult Fiction	818	3,736	757	3,718
Adult Non- Fiction	659	2,664	534	2,803
Juvenile Fiction	4,940	23,698	4,857	26,306
YA materials	275	1,229	203	843
Interlibrary Loans	63	262	39	236
Juvenile Non-Fiction	785	3,645	678	3,482
DVDs & Blu-Ray	2,088	11,463	2,097	11,351
E-Books	318	1,692	328	1,885
Audio CDs	149	821	113	633

Programs and Services

Number of Internet Sessions	491	1,714	564	2,219
Number of Programs	8	30	12	71
Program Attendance	441	1,865	505	3,305
Number of Volunteer Hours	109	338	59	520
Early Lit Computers			1,119	4,486
After school computers			492	2,071

Door Count	4,637	4,439	5,065
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Programs

	Date	Attendance
STORY TIME	01-Feb	17
story time	02-Feb	63
story time	08-Feb	20
story time	09-Feb	70
craft program	14-Feb	59
story time	15-Feb	18
story time	16-Feb	102
Saturday story time	18-Feb	27
story time	21-Feb	25
story time	23-Feb	84
Princess the Reading Dog (2)		11
Crochet	27-Feb	9
Total		505