



City of Sachse, Texas

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

Meeting Agenda Library Board

Monday, November 9, 2015

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, November 9, 2015, at 7:00 p.m. at the Sachse Public Library Meeting Room, 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. Regular Agenda Items:
 - [15-3111](#) Consider approval of the minutes of the October 12, 2015 meeting.

Attachments: [October 12 2015 library board minutes](#)
 - [15-3109](#) Discuss, consider, and make a recommendation regarding a Computer Use Policy.

Attachments: [Presentation](#)
[Internet Use Policy 2007](#)
[Computer Use Policy 2015](#)
 - [15-3110](#) Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.
3. Receive and discuss Library Board announcements regarding special events, current activities, and local achievements.
4. 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: November 5, 2015; 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. Reasonable accommodations will be made to assist your needs.



City of Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Legislation Details (With Text)

File #:	15-3111	Version:	1	Name:	Consider approval of the minutes of the October 12, 2015 meeting.
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	10/29/2015	In control:		In control:	Library Board
On agenda:	11/9/2015	Final action:		Final action:	
Title:	Consider approval of the minutes of the October 12, 2015 meeting.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	October 12 2015 library board minutes				

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

Title

Consider approval of the minutes of the October 12, 2015 meeting.

Background

Consider approval of the Library Board minutes for the October 12, 2015 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approve the minutes of the October 12, 2015 meeting.

**Library Board
Library Meeting Room
3815 Sachse Road, Building C**

**Regular Meeting Minutes
Monday, October 12, 2015 at 7:00 p.m.**

Attendance: Billy Ketner, Dia Rhoden, Ruth Glover, Sean French, and Mignon Morse, Library Manager

Absent Board Members: Robert Rodgers, Sean Hunt, Dixie Scogin

Meeting called to order 7:00 PM by Library Board Vice Chair Billy Ketner

- 1. Invocation and Pledge of Allegiance to U.S. Flag and Texas flag.**
- 2. Regular Agenda Items**

AGENDA ITEM Consider approval of the minutes of the September 12, 2015 meeting.

Sean French made a motion to accept the minutes as corrected to show Sean French was present at the September meeting. Ruth Glover seconded. The minutes were unanimously approved.

AGENDA ITEM Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

- Mignon Morse, Library Manager, presented the library's annual report. The report included events, statistics, and photos. There was an increase in circulation every month in FY 14-15 which is significant. There was a 15% increase in circulation for the fiscal year compared to FY 13-14.
- Bibliotheca purchased 3M's library division. 3M has assured its customers that business will continue as usual. RFID tagging has begun. Staff is continuing to weed the collection.
- E-audio books have been added to the 3M e-content.
- The City Manager has done a reorganization, and the library will be under Parks and Recreation Department. Lance Whitworth is now the Director of Parks, Recreation, and Library. Mignon will continue managing the library operations.
- The current patron counter will be replaced with the counter in the RFID software. The software allows for more accurate numbers.
- National Novel Writing Month kicks off on November 3 with Taylor Stevens, bestselling author.

3. Library board announcements regarding special events, current events, and local achievements.

4. Adjournment.

Meeting adjourned at 7:32 p.m.

Attest:

Approve:

Secretary

Chairman



Legislation Details (With Text)

File #: 15-3109 **Version:** 1 **Name:** Discuss, consider and make a recommendation to City Council for a Computer Use Policy.
Type: Agenda Item **Status:** Agenda Ready
File created: 10/29/2015 **In control:** Library Board
On agenda: 11/9/2015 **Final action:**
Title: Discuss, consider, and make a recommendation regarding a Computer Use Policy.

Sponsors:

Indexes:

Code sections:

Attachments: [Presentation](#)
[Internet Use Policy 2007](#)
[Computer Use Policy 2015](#)

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

Title

Discuss, consider, and make a recommendation regarding a Computer Use Policy.

Background

The Computer Use Policy was originally written in 2007 and needs to be updated to enforce laws regarding internet usage. The new policy has been rewritten to establish computer access rules and define illegal activity that will be prohibited on the library's computers. The new policy requires people who have a library card to be in good standing with the library and not have fines of over \$5.00 on their library cards. The policy sets privacy and security requirements and prohibits tampering with the library computer's software. In addition, the policy gives staff the authority to restrict time limits on users to allow more citizens access of the library's computers.

Policy Considerations

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

Budgetary Considerations

N/A

Staff Recommendations

Recommend approval of the policy to be considered by the City Council and provide any additional feedback.

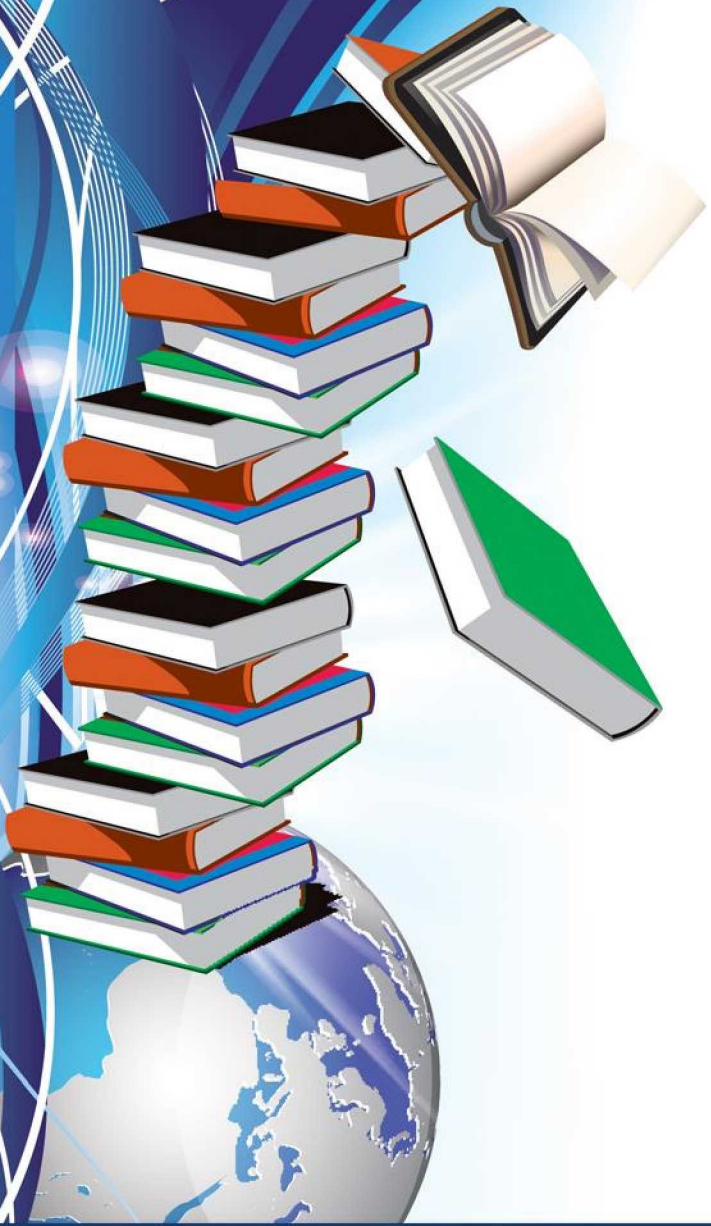
A graphic illustration on the left side of the slide. It features a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a small globe showing the Americas. A computer mouse cursor with a green arrow points towards the stack of books. Above the stack, an open book is shown with pages flying out, suggesting digital content or information. The background has blue and white abstract lines and a bright light source from the top right.

Sachse Public Library COMPUTER USE POLICY

NOVEMBER 9, 2015

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

BACKGROUND

- 
- An illustration on the left side of the slide depicts a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a small globe showing the Americas. A single book is shown in mid-air, having just jumped out of the top of the stack, with its pages fanned out. The background features abstract blue and white curved lines and glowing dots, suggesting a digital or global theme.
- Original policy was an Internet Use Policy written in 2007
 - Expanded this to a computer use policy.
 - New Computers will be in the lab soon with Hancher grant funds.
 - Library usage is increasing and this could result in an increase in computer usage.
 - Fiscal Year 2015 average is 500 sessions a month.

“Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.” – Melissa Graves

A stack of approximately 15 books of various colors (white, orange, blue, green) is positioned on top of a globe showing the Americas. Above the stack, a computer monitor with a green screen and a white open book are floating. The background features abstract blue and white curved lines and glowing dots.

Policy Highlights

Access Rules

- Guest Passes for out of state residents
- Customers with fines over \$5.00 can not use the computers until their record is clear.
- Computers are available first come first serve with a three hour a day limit
- Minor's use of the computer is the responsibility of the parent

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

Illegal Activity

- Users may not use the Internet or library computers for any illegal activity or to access illegal materials.
- Policy clearly states the laws with displaying obscene materials and copyright laws.

A graphic illustration on the left side of the slide. It features a stack of approximately 15 books of various colors (white, orange, blue, green) resting on a small globe showing the Americas. A computer mouse with a green cord is positioned to the right of the book stack. The background consists of abstract blue and white swirling lines and dots, suggesting a digital or networked environment.

“Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.” – Melissa Graves

Software & Summary Statement

- Installation, downloading or modification of software is prohibited.
- Users may not disrupt or interfere with the library's network.
- Violation of the computer policy may result in ending computer usage for the day or indefinitely as determined by the library manager.

A stack of approximately 15 books in various colors (white, orange, blue, green) is positioned on top of a globe showing the Americas. Above the stack, a computer monitor with a green screen and an open book with white pages are floating. The background features blue and white abstract lines and a bright light source.

"Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves." – Melissa Graves

Summary

- Library usage is increasing.
- Computer usage will potentially increase with new computers.
- Policy needs to include all computer use rather than Internet.

Internet Use Policy

Mission Statement

The mission of the Sachse Public Library is to provide an easily available collection of information and artistic expression for everyone.

Responsibilities of the library

In order for the library to be eligible for certain types of federal funding, the Children's Internet Protection Act (CIPA) requires software filtering to be installed on Internet accessible library computers. This software protects against obscenity and child pornography materials that are "harmful to minors".

The Internet has no single governing body and filtering software is unreliable, therefore the Sachse Public Library cannot control the content of materials available on the Internet. Also, library staff will only monitor a user's length of time on the Internet. This will ensure everyone's opportunity to access the Internet. If the user is a minor, the parent or guardian is responsible for his or her Internet session.

Responsibilities of users

The Internet provides users an excellent array of information, however some content is inaccurate. Therefore, library customers use it at their own risk. Internet users are responsible for evaluating the quality of materials they access. The Sachse Public Library does not endorse information available on the Internet. Internet users in the library are also responsible for dissemination of information. If the user is a minor, it is the responsibility of the parent or guardian.

Internet and computer use guidelines

The following guidelines have been established to maximize fair usage of the Sachse Public Library.

Users Must

- Be a registered Sachse Public Library card holder
- Use the Internet to make authorized entry into other computer networks or communication services or resources
- Not invade the privacy of others
- Not distribute unsolicited advertising
- Not attempt to damage computer equipment or software
- Use the Internet only for legal activity
- Not use their own software programs on the library's computer

While exploring the Internet, please remember

- Customers may not always be able to access all the sites they wish because the host computer may be out temporarily of service.
- Often the specific information customers need is available in the library's print or electronic databases.

SACHSE PUBLIC LIBRARY

COMPUTER USE POLICY

Regulations for Computer Lab Use

1. Access Rules:

- a. A Sachse Public Library card or guest pass issued to the User is required to use the computer lab. Card sharing is prohibited, including sharing amongst family members. Guest passes will be issued to persons 18 and over. Identification is required for a guest pass and be issued to out of state residents only. Texas residents will be required to get a library card.
- b. Patrons with overdue items or a fine over \$5.00 cannot use the computer lab until all overdue items are returned and there is a balance less than \$5.00 on their account.
- c. The computers are available on a first-come, first-served basis. Sessions are one hour long with a maximum of up to three hours per day. Users must close all programs and leave the workstation immediately at the end of their allotted time. Time limits may be limited depending on availability of computers.
- d. The computers will log off automatically at fifteen minutes before closing. Because of our software, any documents saved to the computers will be automatically deleted whenever the computers restart or the User logs off.
- e. No food or drinks are permitted in the computer lab.
- f. A minor's use of the computers is the responsibility of the minor's parents or legal guardians
- g. Users must comply with the Library's general rules of conduct when using the computer lab.

2. Illegal Activity Prohibited:

- a. Users may not use the Internet or Library computers for any illegal activity or to access illegal materials. This includes, but is not limited to, the following:
 - i. Texas Penal Code, §43.22, as amended: A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.
 - ii. Texas Penal Code, §43.23, as amended: A person commits an offense if, knowing its content and character, he wholesale promotes or possesses with intent to wholesale promote any obscene material or obscene device.
 - iii. Texas Penal Code, §43.24, as amended: A person commits an offense if, knowing that the material is harmful: (1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or

exhibition to a minor harmful material; (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or (3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in (1) or (2) above.

- iv. Texas Penal Code, §43.26, as amended: A person commits an offense if the person knowingly or intentionally possesses, or knowingly or intentionally accesses with intent to view, visual material that visually depicts a child younger than 18 years of age at the time the image of the child was made who is engaging in sexual conduct [...], and the person knows that the material depicts the child as described above.
- v. U.S. Copyright Law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials except as permitted by principles of "fair use." Responsibility for copyright infringement lies solely with the User.
- vi. Federal Law (18 U.S Code 1030) or state law (Texas Penal Code, Chapter 33) regarding computer crimes.

3. Privacy/Security:

- a. Users may not disrupt or disturb other computer users, and should respect the privacy and sensibilities of other Library patrons. This includes, but is not limited to, refraining from the following behavior: talking with other patrons, disruptive cell phone usage, loud music, or displaying text or graphics that may be reasonably construed as offensive.
- b. The Library does maintain internet filters. However, Users are responsible for what they access on the computers.
- c. Library staff can monitor computer usage and reserves the right to do so when a violation of its policies or regulations is suspected.
- d. Users shall be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding their activities. The Library will only release information on the use of specific resources by members of the public when required to do so by law or as may be necessary for the proper operation of the Library.

4. Installation/Modification of Software/Programs Prohibited:

- a. Installation, downloading, and modification of any software applications from the Internet or from USB, CDROM, or any other application on the hard drive of any computer in the Library's computer lab are prohibited.
- b. Users may not reconfigure any files of any hardware or software on the computers.

- c. Users may not disrupt or interfere with the Library's network services. This includes, but is not limited to: attempts to add, modify, or remove system software or other system elements. Thumb or USB drives and similar storage devices may be used with the computers for the purposes of saving documents and information.

5. Violations of Sachse Public Library Computer Use Policy:

Violation of any part of this Computer Use Policy, failure to use the computer workstations appropriately or responsibly, or failure to comply with Library staff directives regarding usage may result in termination of a User's online session by Library staff and/or the revocation of all computer privileges, as determined by the Library Manager. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.



Legislation Details (With Text)

File #:	15-3110	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:	10/29/2015	In control:			Library Board
On agenda:	11/9/2015	Final action:			
Title:	Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

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

Title

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

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.