



City of Saginaw

Library Board
Meeting Agenda

Tuesday, July 14, 2026, 6:00 PM

Library Conference Room

304 W. McLeroy Blvd

Saginaw, Texas 76179

All meetings of the Saginaw Library Board are open to the public. Public participation and written comments are invited on all business items.

The Library is wheelchair accessible and special parking is available at the front of the building. If special accommodations are required, please contact the Library Director a minimum of 72 hours in advance at 817-230-0340

1. Call to Order

1.A. Roll Call and Recognition of Visitors

1.B. Minutes

1.C. Treasurer's Report

1.D. Library Director's Report

1.E. Committee Report

1.F. Communications

2. Old Business

3. New Business

3.A. Election of Officers

3.B. Discussion and Action on Policy Updates

Privacy

Confidentiality of Library Records

Library Membership

Hours of Operation

Circulation

Public Relations

3.C. Discussion and Action on Holiday Decorations

4. Presentations

4.A. Public Presentation to or with the Board

5. Adjournment

5.A. Adjournment

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____

Date Posted: July 8, 2026 05:45 pm

2026 05-12

SAGINAW LIBRARY BOARD

Meeting MINUTES

Tuesday, 12 May 2026

Saginaw Public Library

304 West McLeroy Blvd.

1. Call to Order - 6:08 PM

1.A. Roll Call and Recognition of Visitors -

Jean King, Ellen Ritchie, Belinda Henson, Ben Davila, Cara Cahalan, Trish Barbarick, Tabitha Meara, and Councilmember Nick Lawson. Absent: Mary Nichols, Joe DeLeon, Samuel Cowlshaw.

1.B. Minutes - Motion made by Trish Barbarick; Seconded by Jean King ; Passed

1.C. Treasurer's Report - Motion made to accept treasurer reports from October 2025 to April 2026: Cara Cahalan, Seconded by Ben Davila, Passed.

1.D. Library Director's Report -

Getting ready for the summer program; Wednesday programs will be at the library; Rec center may bring summer camp children to library or may do their own thing; Boosters had a very successful book sale in April—the best they have ever had with \$6384 total fundraising; and made a donation to the summer program of \$4500!!

1.E. Committee Reports - None

1.F. Communications - None

2. Old Business

2.A. Part time position is an internal candidate;

3. New Business

3.A. Policy Updates -

OLD POLICY TITLES:

- Mission Statement

- Objectives of the Library
- Organizational Structure
- Functions of the Library
- Cooperation
- 3D Printer Policy

NEW POLICY TITLES:

- Mission and Objectives
- Organizational Structure
- Cooperation policies MM by Ben Davila, Seconded Jean King, Passed
- 3D Printer Policy - Needs to be seen by a lawyer; MM by Tabitha Meara, Seconded by Cara Cahalon, Passed.

3.B. Discussion and Action on Proposed FY2027 Donations Fund Budget; MM Trish Barbarick, Seconded Tabitha Meara

3.C. Discussion and Action on Proposed FY2026 Budget adjustments; Requesting budget adjustment to add \$10,000 in supply line item for 3D printer, cutting machine, furniture, and general supplies. MM Trish Barbarick, Seconded Jean King, Passed.

3.D. Discussion and action on skateboarding. Memo to send to council regarding some kids that were disrupting and nearly running into people; concerned for Senior Citizens; MM Belinda Henson, Seconded Ben Davila, Passed

Note: Jean King is stepping down from board president; need a new board president.

4. Public Presentation to or with the Board - None

5. Adjournment

5.A. Motion to adjourn at 7:00 PM by Tabitha Meara; Seconded by Cara Calahan; Passed

Next Meeting: 14 July 2026

Treasurer's Report

May 2026

Beginning Balance

\$300,230.11

Disbursements

Seasonal Employees	\$0.00
Data Processing Expenses	\$0.00
Books, CD's, DVD's	\$2,438.56
Supplies	\$148.44
Contract Services	\$2,370.00
Dues & Subscriptions	\$0.00
Educational Training/Travel	\$0.00
Capital Outlay/Special Requests	\$0.00
fees & refunds	\$0.00
Disbursements Subtotal	\$4,957.00

Donations

Citizen Donations from Utility Bills	\$18,419.58
Texpool Interest	\$805.35
Donations Subtotal	\$19,224.93

Ending Balance

\$314,498.04

Treasurer's Report

June 2026

Beginning Balance

\$314,498.04

Disbursements

Seasonal Employees	\$0.00
Data Processing Expenses	\$0.00
Books, CD's, DVD's	\$3,050.45
Supplies	\$2,935.73
Contract Services	\$575.00
Dues & Subscriptions	\$0.00
Educational Training/Travel	\$0.00
Capital Outlay/Special Requests	\$0.00
fees & refunds	\$0.00
Disbursements Subtotal	\$6,561.18

Donations

Citizen Donations from Utility Bills	\$13,917.36
Texpool Interest	\$819.48
Donations Subtotal	\$14,736.84

Ending Balance

\$322,673.70



Library Board Memorandum

A. Election of Officers

Meeting	Agenda Group
Tuesday, July 14, 2026, 6:00 PM	New Business Item: 3A.
Reference File	
Community Goals	

Election of officers for two-year terms, as stated in the Library Board bylaws:

- Chair
- Vice-Chair
- Secretary
- Treasurer



B. Discussion and Action on Policy Updates

Privacy
Confidentiality of Library Records
Library Membership
Hours of Operation
Circulation
Public Relations

Meeting	Agenda Group
Tuesday, July 14, 2026, 6:00 PM	New Business Item: 3B.
Reference File	
Community Goals	

Continuing our year-long project to bring all Library policies up to date.

Find the current complete policy manual here:

<https://cms2.revize.com/revize/saginawlibrary/Document%20Center/About/Policies/Policy%20Manual%20Updated.pdf>

Or go to "About-->Policies" on the Library's website.

Attachments

[Old Policies: Privacy-Confidentiality-Membership-Hours-Circulation-PR.pdf](#)

PRIVACY

Regardless of the circumstances, The John Ed Keeter Public Library of Saginaw will strive to protect the right to privacy of each Library patron and user.

In accordance with accepted standards of library ethics, the Library keeps minimal records as needed for Library operations; these records will be treated as confidential and will not be disclosed to others or to law enforcement authorities without proper legal procedure.

*Approved by Library Board
8 November 2016*

CONFIDENTIALITY OF LIBRARY RECORDS

As of September 1, 1993, TEXAS OPEN RECORDS ACT protects the confidentiality of the records of any library systems which is supported whole or in part by public funds that identify a person who requested, or used library material or service.

The John Ed Keeter Public Library of Saginaw recognizes that THE TEXAS OPEN RECORDS ACT is a law that protects the privacy of library users. The record of this library which show materials you borrow or use, the information you seek in the library, or the library services you use cannot be disclosed to anyone except:

- 1) If the Library or library system determines that disclosure is reasonably necessary for the operation of the library or library system, and the records are not confidential under other state or federal law,
- 2) Persons authorized, in writing, by the individual named in the records, or
- 3) To a law enforcement agency or prosecutor under a court order or subpoena obtained after a showing to a district court that,
 - a. disclosure of the records is necessary to protect the public safety, or
 - b. the records are evidence of any offense or constitute evidence that a particular person committed an offense.

Approved by Library Board

12 September 1995

Approved by Library Board

9 August 2016

LIBRARY MEMBERSHIP

Getting a Library Card

Anyone may apply for a library card in person at the Saginaw Library.

Saginaw residents (persons living within the city limits) may have one card per person in the family.

Nonresidents may have one card per family. This card gives them all privileges of the Library *except* Interlibrary Loan from non-consortium libraries and issuance of a TexShare card.

Adults 18 years of age or older must have a current driver's license or government photo identification. If the ID does not show their current address, then they must show a valid ID **and** proof of residence, like a lease, bill, or piece of mail addressed and sent to their current address.

Children under age 18 must have a parent or legal guardian present to obtain a library card. Parent or legal guardian must have the same home address as the child. The parent or legal guardian is fully responsible for what is checked out on a child's card.

Patrons cannot obtain a new library card if there are fines, fees, or overdue items on the accounts of existing patrons in the family.

New patrons will be issued a temporary library card with limited privileges for the first two weeks. Patrons may return to the Library after two weeks for their permanent card.

North Texas Library Consortium

Reciprocal borrowing privileges are in effect with libraries within the North Texas Library Consortium. Library cards issued by NTLC member libraries are valid at the Saginaw Library. Saginaw patrons using other consortium libraries will follow rules and regulations set by each individual library.

Renewal of Library Cards

Library cards expire after 2 years. An adult patron must visit the library in person to renew his or her individual library card. A parent or guardian who visits the library in person can renew a child's account without the child being present.

Patrons cannot renew expired library cards if there are fines, fees, or overdue items on the accounts of existing patrons in the family.

Revised by Library Board

8 April 2003

Revised by Library Board

9 March 2010

Revised by Library Board

12 April 2016

Revised by Library Board

12 July 2016

Revised by Library Board

14 August 2018

Revised by Library Board

9 April 2019

HOURS OF OPERATION

It is the policy of this library, in regard to hours of operation, that the library be open as many hours in 24 and as many days in the week as possible. The hours of operation shall be determined by the convenience of all parts of the population, including working people, and the ability of the staff to cover the hours of operation, within the limits of established work week. When it is impossible for the staff, within the prescribed limits of their work week, to keep the library open at all convenient hours for the public, consideration shall be given to increasing the number of staff.

Approved by Library Board

12 September 1995

12 April 2016

CIRCULATION

Checkout Procedure

Patrons must provide their library card or proof of identification to check out materials from the library. Patrons must have a prior arrangement noted in our computer system in order to use another family member's library account.

Checkout Period

All items check out for 21 calendar days (three weeks).

Checkout Limits

Patrons may check out up to **50 items total**. Limits on certain types of items may apply, as set by the Library Director or the MetroShare consortium. Video items (DVDs, Blu-Ray, games, etc.) may only be checked out on adult accounts.

Renewals

Materials may be renewed two times only. Items on hold for another patron may **not** be renewed. Patrons may renew items by bringing the materials into the Library, by contacting the Library by phone during operating hours, or by logging into their account on the Library's website.

Hold Requests

Hold/Reserve requests will be accepted on all items. Patrons will be notified by email, text, or phone when the item is available. Holds will be kept on the holds shelf for 10 calendar days, and then returned to general circulation.

Consortium Loans

The Library is a member of the MetroShare Consortium. Membership in MetroShare makes a larger collection of materials available for our patrons to use, as well as allowing reciprocal membership for our patrons with other MetroShare libraries.

Materials from other MetroShare libraries may be requested by the patron via the shared MetroShare catalog, or by request over the phone or at the Library. All requests are subject to guidelines and restrictions set by the lending library. Patrons will be notified by phone or email when the item is available at the Saginaw Library. Requested items will be held for 72 hours after notification, and then returned to the lending library. Circulation of MetroShare items will conform to current MetroShare circulation policies.

Returns

The outside/night drops for books and audiovisual materials are located on the east side of the Library building. Books and magazines may be returned in the book drop. Audios, videos, and other fragile materials must be returned in the audiovisual drop. Materials may also be

returned inside the Library during operating hours.

Fines

The Saginaw Library does not charge per-day overdue fines or late fees. Instead, the account of a patron with overdue items will be **frozen**, meaning that he or she **cannot check out more items until the overdue items have been returned**. We encourage patrons to use renewals to extend their checkout periods and to return items by the due date so that they are available for other community members to use.

Lost or Damaged Items

Item damage will be assessed by library staff at the time of check in. Materials will be considered lost when **overdue for 30 days** or more, or when the patron notifies the Library that the item has been lost.

The original cost of the item will be charged to the patron for material that has been lost or damaged. If the patron replaces the item with an identical copy, the cost of the item will be waived.

If an item that has been marked as lost is later returned to the library, the cost of the item will be refunded to the patron (if already paid), or removed from the patron's account.

Fees for lost or damaged item components:

- Replacement cost of a lost or damaged library card is \$2.00
- Replacement cost of a video or audio case is \$3.00
- Replacement cost of a plastic hanging bag (kit) is \$1.00
- Replacement cost of a barcode sticker is \$1.00
- Replacement cost of a magazine is the library's cost of purchase

No checkouts will be made within 15 minutes of closing time.

No new library card applications will be made within 30 minutes of closing time.

*Approved by Library Board
11 July 1995*

*Revised by Library Board
14 September 1999*

*Revised by Library Board
10 September 2002*

*Revised by Library Board
14 September 2010*

*Revised by Library Board
8 May 2012*

*Revised by Library Board
11 September 2012*

*Revised by Library Board
17 May 2016*

*Revised by Library Board
10 January 2017*

*Revised by Library Board
29 July 2018*

*Revised by Library Board
14 August 2018*

*Revised by Library Board
14 May 2019*

*Revised by Library Board
13 September 2022*

*Revised by Library Board
11 October 2022*

*Revised by Library Board
14 May 2024*

PUBLIC RELATIONS

The goal of public relations at the John Ed Keeter Public Library of Saginaw is to promote an understanding among governing officials, civic leaders, and the general public of the mission, services, and programs of the Library.

The Library will use various means of publicity to promote use of the Library, awareness of the Library's services, and enrichment of the community.

The Library Board recognizes that public relations involve more than simply publicity, and that they involve every person who has any connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact, and that good service is the foundation of good public relations.

The Library Director and other professional staff will be expected to prepare talks, to represent the Library at events, and to participate in community activities. A reasonable amount of work time will be allowed staff members for preparation and speaking. Materials to be used by the press or media will be approved by the Library Director.

Approved by Library Board

11 July 1995

Revised by Library Board

12 July 2016



Library Board Memorandum

C. Discussion and Action on Holiday Decorations

Meeting	Agenda Group
Tuesday, July 14, 2026, 6:00 PM	New Business Item: 3C.
Reference File	
Community Goals	

The Library Board previously approved \$10,000 for new holiday decorations (a large, decorated tree for the lobby) in the upcoming 2027 budget. However, the vendor needs us to purchase it this month, so that they can have it ready for installation for the holidays.

This item seeks approval to move up that purchase.

This item will also need to be approved by the City Council.

Please note: On attached estimate, it is only the "Purchase of Decor" item (\$9,500) that is being considered. Any installation costs will be paid out of the 2027 budget.

Attachments

[estimate_5514.pdf](#)



First Choice Christmas Lights | PO Box 1103 | Roanoke, TX 76262
817-682-5262 | nicole@firstchoicelights.com | FirstChoiceLights.com

RECIPIENT:

City of Saginaw

333 W McLeroy
Saginaw, Tx

SERVICE ADDRESS:

304 West McLeroy Boulevard
LIBRARY
Saginaw, Texas 76179

Estimate #5514

Sent on 11/18/2025

Total \$12,700.00

Product/Service	Description	Total
Purchase of Decor	- 15' WW LED Tree, Tree Decor, Tree Skirt. - Gold & Blue Ornaments Tree to be installed in front of the windows at the new Library.	\$9,500.00
CL - Interior Installation Labor	Installation, Removal, and Storage of Customer Owned Christmas Decor: - 15' WW Interior Tree - Blue & Gold Ornaments	\$3,200.00

A deposit of \$6,350.00 will be required to begin.

Total \$12,700.00

**** TERMS LISTED ABOVE SUPERSEDE TERMS BELOW ****

GENERAL WAIVER

The failure of any party at any time to require performance of any provision or to resort to any remedy provided under this Agreement shall in no way affect the right of that party to require performance or to resort to a remedy at any time thereafter, nor shall the waiver by any party of a breach be deemed to be a waiver of any subsequent breach. A waiver shall not be effective unless it is in writing and signed by the party against whom the waiver is being enforced.

Neither of us shall be liable to the other for indirect, incidental, special, punitive or exemplary damages that result from the performance or the failure to perform any duties under this Agreement.

You hereby acknowledge and agree that in any and all events, our liability to you for any damages that you may incur as a result of our acts or omissions or negligence shall not exceed the greater of available insurance or the fee charged for the service under this Agreement.

ENTIRE AGREEMENT & EFFECT

This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of the Agreement shall be binding unless in writing and signed by both parties. This Agreement shall be binding upon and shall inure to the benefit of First Choice Christmas Lights, LLC ("Consultant or "The Company") and the Client and to the Consultant's successors and assigns, if any. This Agreement shall be construed to permit the assignment by Consultant of its rights or obligations arising under this Agreement.

ENFORCEABILITY, SEVERABILITY AND/OR REFORMATION

In the event that any covenant, provision and/or restriction is found by a court of competent jurisdiction to be unenforceable, such provision shall be modified, rewritten or interpreted to include as much of its nature and scope as will render it enforceable. In the event it cannot be so modified, rewritten or interpreted to be enforceable in any respect, it will not be given



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817-682-5262 | nicole@firstchoicelights.com | FirstChoiceLights.com

effect, and the remainder of the Agreement shall be enforced as if such provision was not included.

In the event that any court determines any of the covenants, provisions or restrictions to be excessive in duration or scope or to be unreasonable or unenforceable under the laws of The State of Texas, it is the intention of the parties that such restriction may be modified or amended by the court to render it enforceable to the maximum extent permitted by the laws of The State of Texas.

MODIFICATION OF AGREEMENT

This Agreement may be supplemented, amended, extended and/or modified only by and through the mutual agreement of all parties. No supplement, amendment, extension, or modification of this Agreement shall be binding unless done so in writing and signed by all parties to this Agreement.

ELECTRONIC SIGNATURES

The facsimile, email or other electronically delivered signatures of the parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.

STORAGE

Lights purchased through (this pertains to lights only, not large decor pieces) First Choice Lights, storage is free to all returning residential customers. If customer doesn't return the following year a 10% storage fee will be added to final bill. In the event storage is not paid in full, stored material will become property of First Choice Lights.

CHRISTMAS/HOLIDAY LIGHTING & DECOR TERM(S)

COLORS/DESIGN

Carefully review the colors and design listed in the estimate above/attached. The installation crew will use the details on the form to install the lights and decorations at your event. Once you have accepted/signed, any errors or changes in color/design will incur an additional fee if a change is requested.

ALL INCLUSIVE LEASE/RENTAL

If you are leasing/renting the lights then the agreement includes all materials, clips, timers, extension cords, decorations, etc. First Choice Lights will service and maintain the lights and decorations for the contracted time-frame including repairs, maintenance, replacements of parts, decorations, and accessories during the lease term in the event that the item(s) fail to light. As an all-inclusive lease/rental, the materials remain property of First Choice Lights. The client is renting the lights and/or decorations for the agreed upon term. Customer is responsible for maintaining and providing adequate electrical outlets adjacent to the proposed locations for its lit decorations and building lights.

WARRANTY, SERVICE, MAINTENANCE

We warrant all materials, lights, and decorations for the entire lease term. All service calls and materials are covered for the duration of the lease term EXCEPT for theft, vandalism, or Acts of God, including but not limited to: squirrel/rodent damage, wind and hail, ice/freeze. The Company is not responsible for any products damaged or lost due to vandalism, extreme weather conditions, or acts of God and will make efforts to replace any damaged product. In the event items are stolen or damaged beyond repair, First Choice Lights will make every attempt to replace, but cannot make guarantees for replacement due to product availability. The Company is not responsible for any client-supplied lights or materials. The manufacturer, not The Company, warrants any and all purchased materials. Replacement materials may be purchased/leased and added to your order upon your approval. *We do not guarantee that each individual bulb will light for the entire installation period.*

DEPOSIT/PAYMENT TERMS

A minimum deposit of 50% must be received before work will begin. The balance must be paid in full on or before completion of the installation. Customer acknowledges that The Company fills their schedule well in advance, and all cancellations will be charged 50% of the total cost. All deposits and/or down payments are non-refundable.

REPRESENTATION ON AUTHORITY OF PARTIES/SIGNATORIES

Each party signing this Agreement represents and warrants that s/he is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.



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MATERIAL CHANGE(S) TO PROPERTY, SCOPE OF WORK, INSURANCE REQUIREMENTS, ETC.

Any material change(s) to the physical property location, scope of work, insurance requirements, federal/state/or local laws, will grant. The Company cannot and will not be held liable for failure to fulfill contractual obligations due to any of the above changes.

TARIFFS AND TAXES

All prices included in the quote are inclusive of the "now current" tariffs and taxes. Tariffs and taxes may or may not be listed as a line item on the estimate. The absence of a tax or tariff line item does not absolve or remove the client's obligation to pay/remit any applicable tariffs or taxes as required by law. Any increase in tariffs may be added to subsequent years of the contract at the discretion of The Company. Any changes in applicable taxes will be added at the "then current" rate.

THE SIGNER(S) HAVE READ, UNDERSTAND and ACCEPT THIS AGREEMENT, and by signing this Agreement, all parties agree to all of the aforementioned terms, conditions and policies.

Signature: _____ **Date:** _____