

Memorandum

To: City of Seguin Mayor and City Council
From: Silvia Christy, Library Director
To: Steve Parker, City Manager
Mark Kennedy, City Attorney
Date: August 3, 2026
Subject: Ordinance on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 66-Library; providing for a severability clause; declaring an effective date; preparing this ordinance for publication; and authorizing City staff to submit this ordinance as a supplement to the Seguin Code of Ordinances.

Historical Background

In conjunction with the 2026/2027 fiscal year budget process, library staff reviewed existing fees and are requesting the removal of the faxing service fee and sale of incidentals.

The previous fax service provider announced a fee increase at renewal time. Staff sought an alternate solution and found a new provider that does not charge a fee for the equipment and service. Faxing service is now provided by the 3rd party vendor and payments and service are not handled by the library or the City. We also need to clean the fee schedule of the sale of incidentals.

Recommendations were presented to the Library Board. The Board recommends adoption of the changes.

Action Requested

Removal of the faxing service fee and sale of incidentals from the schedule.

Procurement Methodology & Funding Source

N/A

Staff Recommendation

Staff recommends approval on first reading amending the Seguin Code of Ordinances, Appendix C - Fee Schedule, relevant portions of Chapter 66-Library; providing for a severability clause; declaring an effective date; preparing this ordinance for publication; and authorizing City staff to submit this ordinance as a supplement to the Seguin Code of Ordinances as presented and written herein.

ATTACHMENTS

- Seguin Code of Ordinances, Appendix C - Fee Schedule, Chapter 66-Seguin Public Library