



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, August 14, 2017

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, August 14, 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. [17-3924](#) Consider approval of the July 10, 2017 meeting minutes.

Attachments: [July 10, 2017 Minutes](#)

3. Receive and discuss presentation from Jackie Blair regarding recent library duties.

4. [17-3917](#) Consider changing Library hours of operation.

Attachments: [Proposed Library Hours](#)

[PatronCount_030617Graph](#)

[PatronCount_022017 Graph](#)

[PatronCount_Jan 2017 Graph](#)

5. [17-3918](#) Consider selling ear buds at the Library.

6. [17-3923](#) Receive and discuss the Library Manager's monthly report.

Attachments: [July 2017](#)

7. Discuss volunteer opportunities.

8. Request for future agenda items.

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

10. Adjournment.

Posted: August 10, 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 #: 17-3924 **Version:** 1 **Name:** Library Board Minutes - July 10, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 8/2/2017 **In control:** Library Board
On agenda: 8/14/2017 **Final action:**
Title: Consider approval of the July 10, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [July 10, 2017 Minutes](#)

Date	Ver.	Action By	Action	Result
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Title
July 10, 2017 meeting minutes.

Background
Minutes for the July 10, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the July 10, 2017 meeting.

**City of Sachse
Library Board Monthly Meeting
Sachse Public Library Meeting Room
Monday, July 10, 2017**

Attendees: Co-Chairman Ruth Glover, Acting Secretary Billy Ketner, Board Members Judith Lynch and Sean French, Sachse Public Library Manager Mignon Morse, and City of Sachse Council Liaison Charles Ross.

The Meeting was called to order at 07:00 P. M. by Co-Chairman Ruth Glover.

Acting Secretary Billy Ketner led the Invocation and Ruth Glover led the Pledges to the U. S. and Texas Flags.

17-3883 Consider Approval of the Meeting Minutes from the June 12, 2017 Meeting. Billy Ketner made a motion that these Minutes be approved as written. The motion was seconded by Sean French and passed unanimously.

17-3882 Receive and Discuss the Library Manager's Monthly Report. Mignon Morse gave her monthly report to the Board. Highlights are – 225 New Patrons signed up in June 2017, 15,000+ checkouts were achieved for the first time in the history of the Library (15,080), and there are a lot of Summer Programs and Events still to come.

Volunteer Opportunities:

July 25, 2017 In-and-Out Burger will provide meals with expected attendance more than 500, there will be a petting zoo, face painting, and a balloon artist at the 07/25/17 event. The annual Volunteer Appreciation Night will be on Monday, August 7, 2017 at 05:30 P. M. in the Public Library Meeting Room. Board Members are invited to attend this event. The Volunteers will also be recognized at the City of Sachse Council Meeting to be held in City Hall at 07:30 P. M. Board Members are also invited to this event. Recruiting for Fall Volunteers will begin in August – September 2017.

Receive and discuss Library Board announcements regarding special events, current activities, and local achievements. Board Member Judith Lynch

announced that she expects to move from Sachse to Jefferson, Texas in August 2017, so this will be her last Board Meeting.

Adjournment at 07:23 P. M.

Minutes taken and compiled by Acting Secretary Billy Ketner on Monday, July 10, 2017.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3917 **Version:** 1 **Name:** Library hours
Type: Agenda Item **Status:** Agenda Ready
File created: 7/28/2017 **In control:** Library Board
On agenda: 8/14/2017 **Final action:**
Title: Consider changing Library hours of operation.

Sponsors:

Indexes:

Code sections:

Attachments: [Proposed Library Hours](#)
[PatronCount_030617Graph](#)
[PatronCount_022017 Graph](#)
[PatronCount_Jan 2017 Graph](#)

Date	Ver.	Action By	Action	Result
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Title

Library Hours

Background

Staff would like to change the current library hours from three nights a week to two nights and add four hours to Tuesday and Friday. The new hours will be Monday, Wednesday, and Friday 10:00 a.m. to 6:00 p.m.; Tuesday and Thursday 11:00 a.m. to 8:00 p.m.; and Saturdays would remain 10:00 a.m. to 4:00 p.m. Current library hours are Monday, Tuesday, and Thursday from 12:00 p.m. to 8:00 p.m.; Wednesday 10:00 a.m. to 6:00 p.m.; Thursday 12:00 p.m. to 8:00 p.m.; Friday 12:00 p.m. to 6:00 p.m. and Saturday 10:00 a.m. to 4:00 p.m.

Statistics indicate that Monday evenings are the slowest evening of the week. Graphs were generated to show that Mondays are the slowest night, most people leave the library between 6:00 p.m. and 7:00 p.m. on Monday, and the busiest nights are Tuesday and Thursday. This data is consistent through the 2017 calendar year. Wednesday mornings have become popular with young Mom's and older citizens. Staff would like to provide additional morning hours and make our library hours more consistent and easier for our library users to remember. The changes will allow for consistent opening times, morning hours, and more hours to serve the public. All programs would be on Tuesday evenings.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Discussion item only.

New Hours

Monday	10 – 6
Tuesday	11 – 8
Wednesday	10 – 6
Thursday	11 – 8
Friday	10 – 6
Saturday	10 – 4

Total Hours	48
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Current Hours

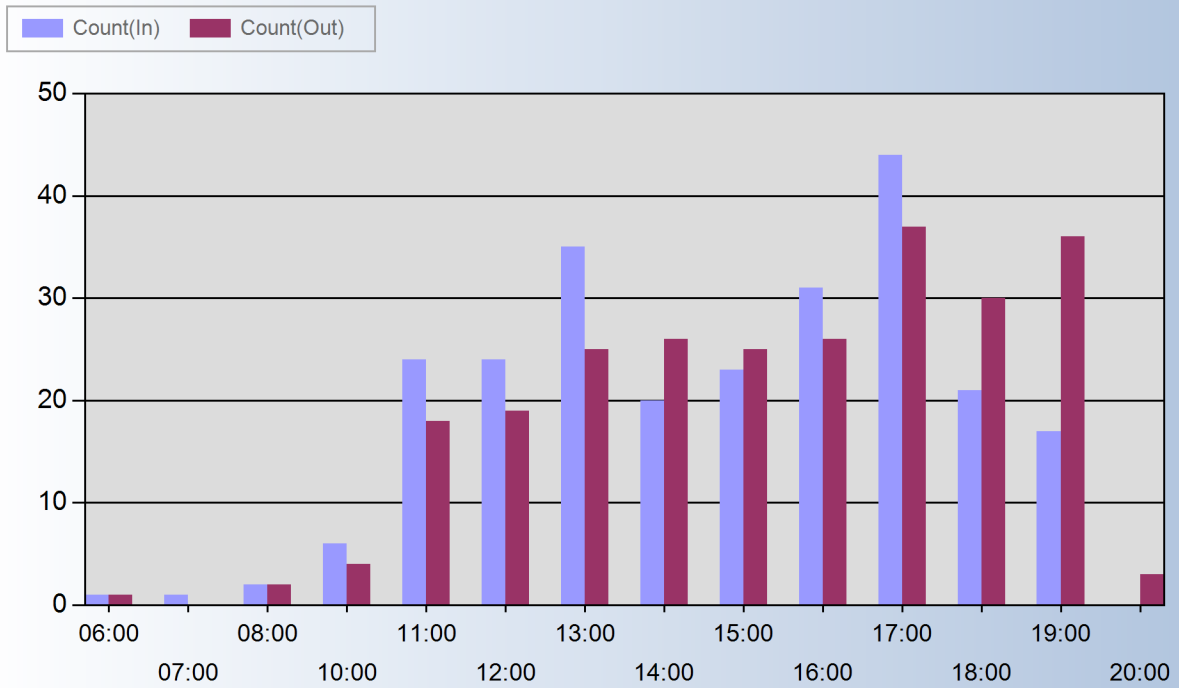
Monday	12 - 8
Tuesday	12 - 8
Wednesday	10 - 6
Thursday	12 - 8
Friday	12 - 6
Saturday	10 - 4

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Patron counts by Time of Day(1 Hour)

Date Range: 3/6/2017 12:00:00 AM - 3/6/2017 11:59:59 PM

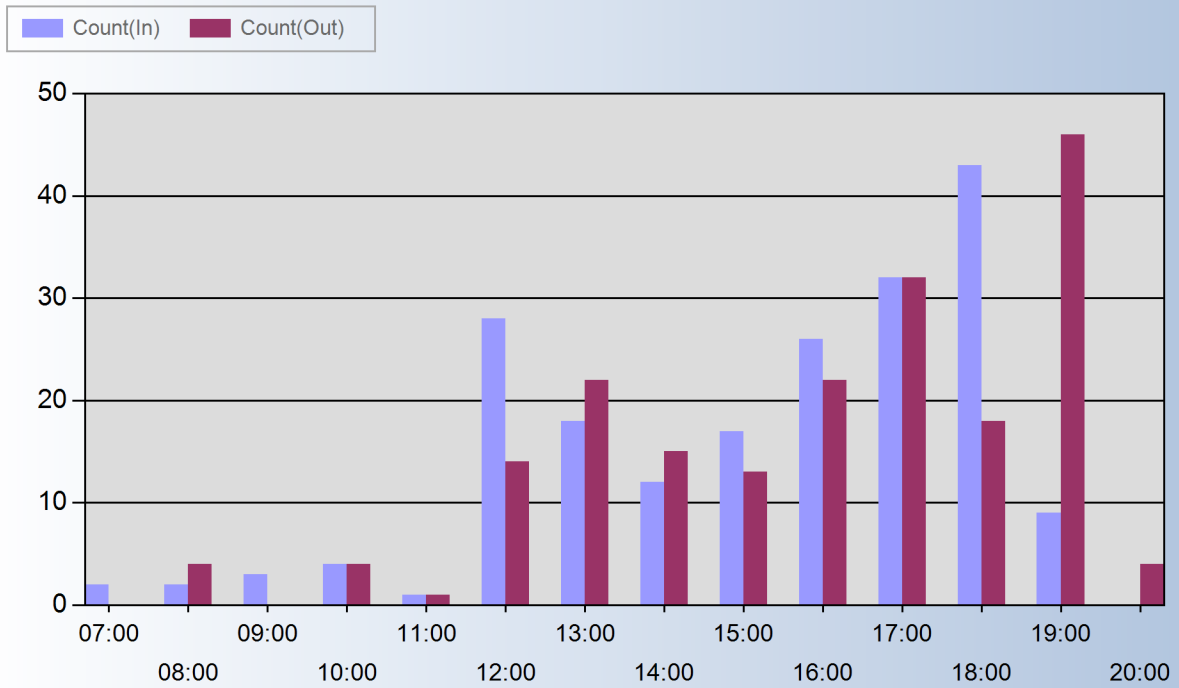
Locations:Sachse Public Library



Patron counts by Time of Day(1 Hour)

Date Range: 2/20/2017 12:00:00 AM - 2/20/2017 11:59:59 PM

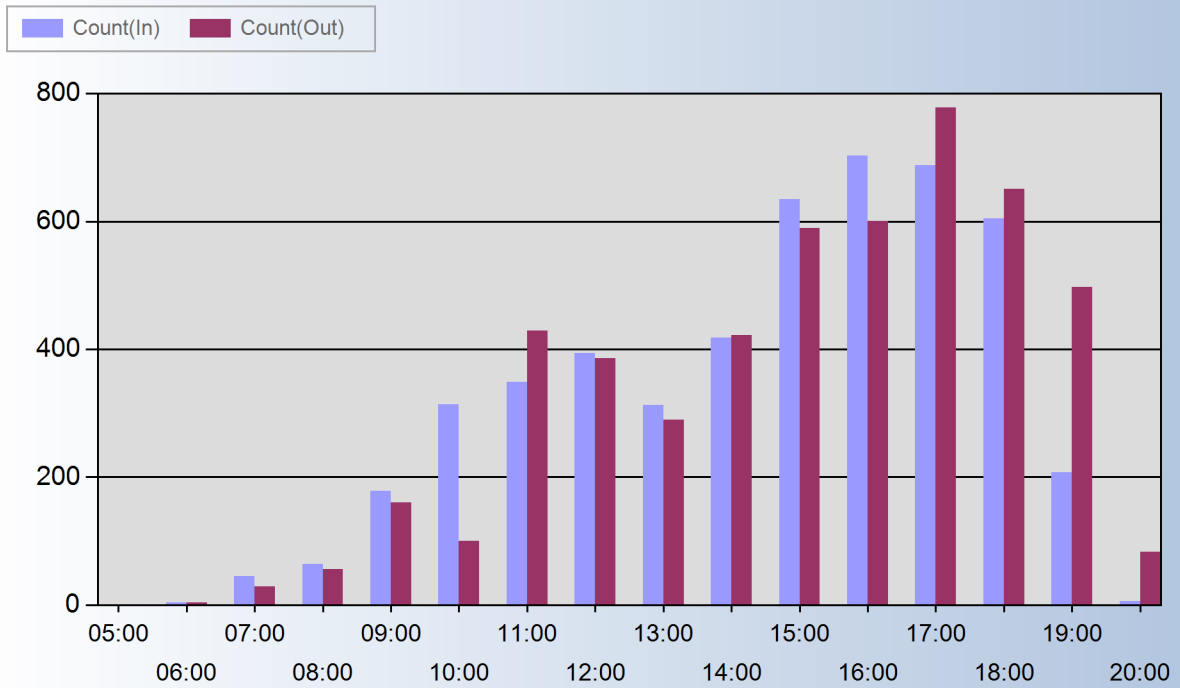
Locations:Sachse Public Library



Patron counts by Time of Day(1 Hour)

Date Range: 1/2/2017 12:00:00 AM - 1/31/2017 11:59:59 PM

Locations:Sachse Public Library





City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3918 **Version:** 1 **Name:** Discuss selling ear buds at the Library
Type: Agenda Item **Status:** Agenda Ready
File created: 7/28/2017 **In control:** Library Board
On agenda: 8/14/2017 **Final action:**
Title: Consider selling ear buds at the Library.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

Discuss selling ear buds at the Library

Background

The Library has offered a free computer lab for the public for several years. The lab is used an average of 580 hours per month in 2017. There were 6,287 hours of usage in Fiscal Year 2016. Patrons often inquire about ear buds being available for them so they can listen to media on the internet. Staff reserached area libraries and found that a few offer ear buds for sale. The cost to the patron will reimburse the library for the funds spent on the ear buds.

Policy Considerations

N/A

Budgetary Considerations

Funds collected will be deposited into the library's supply account to compensate for cost of ear buds.

Staff Recommendations

Discussion item only



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3923 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 8/2/2017 **In control:** Library Board
On agenda: 8/14/2017 **Final action:**
Title: Receive and discuss the Library Manager's monthly report.
Sponsors:
Indexes:
Code sections:
Attachments: [July 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
Discussion only.



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

Collection

Number of Titles	41,755		40,973	
Number of Items	43,206		42,175	
Number of New Items	750	4,833	406	5,128
Number of Items Removed	735	6,945	332	3,755
Donated Items Added	115	831	23	458
Number of E-Books	2,284			
Number of New E-Books	144		30	360

Patrons

Number of Patrons	9,833		11,167	
Number of New Patrons	141	1,070	164	1,110
Number of Patrons Removed	0	3,209	2	23

Circulation

Total Circulation	12,842	107,774	14,592	112,511
Adult Fiction	1,052	8,278	970	7,930
Adult Non- Fiction	996	7,031	609	5,558
Juvenile Fiction	5,943	51,298	6,691	56,247
YA materials	395	3,115	526	2,694
Interlibrary Loans	43	515	51	524
Juvenile Non-Fiction	680	7,264	865	7,553
DVDs & Blu-Ray	3,132	24,905	3,199	24,470
E-Books	440	3,609	484	3,615
Ebook Consortium			1,100	3,012
Audio CDs	161	0	97	1,082

Programs and Services

Number of Internet Sessions	968	4,913	577	4,672
Number of Programs	15	116	14	130
Program Attendance	1,625	8,022	2,253	12,007
Number of Volunteer Hours	250	1,222	153	1,104
Door Count	6,991	54,611	8,013	58,232
Early Lit Computers			1,348	11,715
After school computers			546	5,541

Programs

	Date	Attendance
Story Time	05-Jul	55
Mark Shelton--musician	06-Jul	125
story time	12-Jul	76
movie	13-Jul	26
mad science	14-Jul	252
Scratch Art	19-Jul	21
Story Time	19-Jul	62
Movie	19-Jul	32
Todd Mckinney	20-Jul	137
IN-n-Out Burger	25-Jul	496
Cookie Decorating	25-Jul	33
Story Time	26-Jul	56
movie	26-Jul	76
petting zoo	27-Jul	806
Total		2253

Summer Reading Statistics FY 2017

	Registered	Hours Read
Children	736	6860
Teens	164	2660
Adults	376	3500
Total	1276	13020

Summer Reading Summary	2017	2016	2015
Hours Read	13020	14920	8900
Registrations	1276	1172	1003
Program Attendance	5834	3666	3185
Library Cards Issued June & July	389	360	301