



**Monday, August 8, 2022
Library Board Meeting**

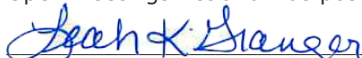
**Library Meeting Room
3815 Sachse Road, Building C
7:00 p.m.**

If you have any comments to submit regarding the agenda or other items related to the agenda, please e-mail those to dlaney@cityofsachse.com.

A. Regular Meeting

1. Call to Order: The Library Board of the City of Sachse will hold a Regular Meeting on Monday, August 8, 2022, at 7:00 p.m. to consider the following items of business:
2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
3. Consider approval of the June 13, 2022 meeting minutes.
4. Consider approval of the July 11, 2022, meeting minutes.
5. Receive and discuss the Library Manager's monthly report.
6. Receive and discuss a report on the results of Summer Reading 2022.
7. Receive an update regarding the introduction of a new Library Card design in September 2022 for Library Card Sign-Up Month.
8. Receive a report from Technical Services Librarian Matina Newsom regarding her job duties and responsibilities.
9. Discuss Library Board announcements regarding special events, current activities, and local achievements.
10. Request for future agenda items.
11. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open Meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.


Leah K Granger, City Secretary

Posted: 8/4/2022 10:30 a.m. Removed: _____

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Amanda Chi, ADA Coordinator, via phone at 975.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the June 13, 2022 meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Jun 13, 2022 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the June 13, 2022 Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes as presented.

[06.13.2022 Library Board Minutes.pdf \(114 KB\)](#)

LIBRARY BOARD OF THE CITY OF SACHSE
MEETING MINUTES
JUNE 13, 2022

The Library Board of the City of Sachse held a regular meeting on Monday, June 13, 2022, at 7 p.m. at Sachse Library, 3815-C Sachse Road. Those present were Chairperson Dashe Williams; Secretary Marion Simpson; Board Members Rhia Johnson and Cindy Woodcock; and Manager of Library Services, Daniel Laney.

Members Absent: Jim Mathis, John Morris, and Joshua Frick

Chairperson Williams called the meeting to order at 7:09 p.m.

Invocation and Pledges of Allegiance to the U.S. and Texas Flags.

Ms. Williams led the invocation and the Pledges of Allegiance to the U.S. and Texas flags.

Consider approval of the March 14, 2022 meeting minutes.

The minutes were approved unanimously on a motion by Ms. Johnson and seconded by Ms. Woodcock.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's reports for March, April, and May 2022. Library Manager Daniel Laney indicated that the Library is getting busy again, with an expectation of exceeding the record number of checkout numbers. Mr. Laney spoke of highlighted programs. Tech trucks did not show up and it turned into an impromptu game day. On May 7 the tech trucks did come out, but fewer people showed up. He also went over April gardening events and plant swap events.

Receive a presentation of the 2022 Summer Reading Program.

Mr. Laney provided the Board with a presentation of the 2022 Summer Reading Program. There was a kickoff party which was very successful. The program includes a 10 hour reading challenge, special events, and weekly programs and activities.

Discuss the creation of a new Library long-range plan.

Mr. Laney discussed how he was planning to go door-to-door to do a survey. He found out in May that the City was already doing a survey so he would not need to do this. Information surveyed would be "What services do we offer that are valuable?" and "What services would you like?" Once answers are received, the new long-term plan can be resumed. There is a July 2023 deadline. Mr. Laney informed the Board about two potential agenda items for upcoming meetings, including a presentation about the Library's 2022 Summer Reading Program, and a presentation from Matina Newsom, the Library's new Technical Services Librarian.

Discuss Library Board Announcements regarding special events, current activities, and local achievements.

Mr. Laney noted the summer reading program and how things are going.

Request for future agenda items.

Mr. Laney informed the Board that staff members will start attending the meetings to talk about their jobs and what they do starting in August.

Adjournment

Chairperson Williams adjourned the meeting at 8:09 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

Marion Simpson, Secretary



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. Consider approval of the July 11, 2022, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Jul 11, 2022 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the July 11, 2022, Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes as presented.

[07.11.2022 Library Board Minutes.pdf \(107 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
MEETING MINUTES
JULY 11, 2022**

The Library Board of the City of Sachse held a regular meeting on Monday, July 11, 2022, at 7 p.m. at Sachse Library, 3815-C Sachse Road. Those present were Chairperson Dashe Williams; Secretary Marion Simpson; Board Members Rhia Johnson, Cindy Woodcock, John Morris, and Joshua Frick; and Manager of Library Services, Daniel Laney.

Members Absent: Jim Mathis

Chairperson Williams called the meeting to order at 7:03 p.m.

Invocation and Pledges of Allegiance to the U.S. and Texas Flags.

Ms. Williams led the invocation and the Pledges of Allegiance to the U.S. and Texas flags.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's reports for June 2022. Library Manager Daniel Laney indicated that the library is getting busy again, with an expectation of exceeding the record number of checkout numbers.

Discuss Library Board Announcements regarding special events, current activities, and local achievements.

Mr. Laney discussed the summer reading program and how things are going.

Request for future agenda items.

Mr. Laney noted that a new technical services librarian has started, and she will be attending the next library board meeting to talk about what she does day-to-day.

Adjournment

Chairperson Williams adjourned the meeting at 7:45 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

Marion Simpson, Secretary



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive and discuss the Library Manager's monthly report.
Access	Public
Type	Discussion, Reports

Public Content

BACKGROUND

Staff will make announcements, present monthly statistics, discuss upcoming projects, events, and community outreach.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive and discuss the Library Manager's monthly report.

[July 2022 Library Manager's Report.pdf \(92 KB\)](#)



Departmental Report		July 2022	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,350		36,015	
Number of Items	36,701		37,266	
Number of New Items	386	3,957	572	3,625
Number of Items Removed	99	3,216	300	3,128
Donated Items Added	13	133	3	47
Number of E-Books	3,959		3,985	
Number of New E-Books	39	500	44	399

Patrons

Number of Patrons	9,986		9,443	
Number of New Patrons	121	779	186	1,303
Number of Patrons Removed	1	9	1	2,089

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	9,957	14,373	97,983	11,752	16,161	125,074
Adult Fiction	459	763	5,776	582	945	7,045
Adult Non-Fiction	321	575	3,728	269	568	4,277
Juvenile Fiction	3,728	6,111	35,345	3,992	6,086	48,702
YA materials	146	263	1,587	178	342	2,163
Manga / Graphic Novels	71	153	1,152	266	431	1,932
Interlibrary Loans	19	21	243	32	35	315
Juvenile Non-Fiction	710	1,159	6,762	918	1,398	9,839
DVDs & Blu-Ray	719	1,523	8,293	730	1,545	11,728
Board Games, Card Games, & Puzzle	155	172	125	367	391	2,044
Literacy Kits	32	32	401	26	28	264
Hoopla	952	952	7,153	1,114	1,114	10,380
CloudLibrary (Sachse Patrons)	1,132	1,132	10,326	1,361	1,361	11,301
CloudLibrary (Other Patrons)	1,506	1,506	17,044	1,917	1,917	15,084

Programs and Services

Number of Internet Sessions	102	921	261	1,634
Number of Programs	16	79	22	165
Program Attendance	690	3,311	1,799	7,118
Number of Volunteer Hours	30	39	74	352
Meeting Room Rentals			4	67
3D Print Requests	13	263	268	776
ILL Incoming Requests	22	207	40	286
ILL Incoming Received	19	219	32	283
ILL Outgoing Requests	122	1,079	99	908
ILL Outgoing Shipped	73	647	45	471
Literacy Computer Uses	840	2,957	1,328	7,614
Door Count	3,560	23,098	5,554	35,923

Programs	Date	Participation
Baby Bounce Story Time	1-Jul	12
Greta, the Reading Therapy Dog	5-Jul	8
After School Dungeons & Dragons	6-Jul	6
Monday Movie - "Finding Dory"	11-Jul	26
Creature Teacher	12-Jul	102
Family Story Time	13-Jul	55
Crafternoon Kids	14-Jul	40
Baby Bounce Story Time	15-Jul	2
Juggling with David Slick	19-Jul	96
Greta, the Reading Therapy Dog	19-Jul	3
Family Story Time	20-Jul	76
After School Dungeons & Dragons	20-Jul	5
Crafternoon Kids	21-Jul	55
Baby Bounce Story Time	22-Jul	20
Monday Movie - "Moana"	25-Jul	28
Free In-N-Out Burgers	26-Jul	600
Family Story Time	27-Jul	73
Crafternoon Kids	28-Jul	49
Adult/Teen Dungeons & Dragons	28-Jul	6
Baby Bounce Story Time	29-Jul	12
Summer Reading Finale Party	30-Jul	315
July I-Spy Challenge	1-30 Jul	210
Total		1,799

Programs by Type	Number	Participation
Story Times	7	250
Children's Programs & Events	6	365
Teen Programs & Events	2	11
Adult Programs & Events	1	6
Family Programs & Events	6	1,167
Total		1,799



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. Receive and discuss a report on the results of Summer Reading 2022.
Access	Public
Type	Discussion, Information, Reports

Public Content

BACKGROUND

The Library hosts an annual Summer Reading Program for children, teens, and adults. This year's program, Summer Reading 2022, ran from June 4 through July 30, and the theme was "Oceans of Possibilities." Summer Reading 2022 consisted of a reading challenge, special events and performers, and weekly programs.

OVERVIEW

Library Manager Daniel Laney will present a statistical summary of Summer Reading 2022.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discussion only.

[2022 SRP Statistics Library Board.pdf \(153 KB\)](#)

Sachse Public Library
2022 Summer Reading Program Statistics

	2022	2021	2020	2019	2018	2017	2016	2015
Total Participants	860	574	544	1,476	1,261	1,276	1,172	1,003
% Change	49.83%	5.51%	-63.14%	17.05%	-1.18%	8.87%	16.85%	
Children (ages 0-12)	557	381	331	850	769	736	XXXX	662
Teens (ages 13-17)	64	39	36	197	150	164	XXXX	96
Adults (ages 18+)	238	159	177	429	342	376	XXXX	259
Total Logs Turned-In	1,631	477	369	754	653	651	746	445
<i>Reading Log Type</i>	<i>10 Hours</i>	<i>20 Hours</i>	-----	-----	-----	-----	-----	-----
% Change (adjusted for time)	70.96%	29.27%	-51.06%	15.47%	0.31%	-12.73%	67.64%	
Total Hours Read	18,135	12,182	8,994	15,080	13,060	13,020	14,920	8,900
% Change	48.87%	35.45%	-40.36%	15.47%	0.31%	-12.73%	67.64%	
Total Program Attendance	4,676	1,940	XXXX	4,381	4,858	4,243	3,602	3,085
% Change	141.03%	XXXX	XXXX	-9.82%	14.49%	17.80%	16.76%	
Library Cards Issued (June-July)	451	287	141	416	366	389	360	301
% Change	57.14%	103.54%	-66.10%	13.66%	-5.91%	8.06%	19.60%	
Total Checkouts (June-July)	31,874	28,519	21,337	29,612	28,597	29,672	27,736	25,495
% Change	11.76%	33.66%	-27.94%	3.55%	-3.62%	6.98%	8.79%	



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	7. Receive an update regarding the introduction of a new Library Card design in September 2022 for Library Card Sign-Up Month.
Access	Public
Type	Discussion, Reports

Public Content

BACKGROUND

September is Library Card Sign-Up Month, and the Library plans to introduce a new Library card design featuring the current City of Sachse logo and branding, as well as new eye-catching images of the Library building. Currently, the Library charges a \$1.00 fee for replacement Library cards, which does not apply to new Library card applicants. During the month of September 2022, the Library will waive the \$1.00 Library card replacement fee in order to allow current Library card holders to replace their existing Library cards with the new design featuring the updated City of Sachse logo and branding.

OVERVIEW

Library Manager Daniel Laney will update the Board on a new Library card design to be introduced in September 2022 as part of Library Card Sign-Up Month, as well as plans to waive the \$1.00 card replacement fee during the month of September 2022.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive an update from Library Manager Daniel Laney regarding the introduction of a new Library card design.



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	8. Receive a report from Technical Services Librarian Matina Newsom regarding her job duties and responsibilities.
Access	Public
Type	Information, Reports

Public Content

BACKGROUND

Matina Newsom, the Library's new Technical Services Librarian, joined the Sachse Public Library in May 2022. In her role as Technical Services Librarian, Matina is responsible for developing the Library's collection of physical and digital resources, cataloging and classifying library materials, and administering the Library's automation system.

OVERVIEW

Matina Newsom will give a presentation about her duties as Technical Services Librarian.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive the report from Technical Services Librarian Matina Newsom.

[Technical Services Librarian Duties Presentation 8-8-2022.pdf \(610 KB\)](#)

Matina Newsom

TECHNICAL SERVICES LIBRARIAN

Technical Services Librarian

Technical services librarians are in charge of a variety of elements in the library. The main three are:

- Collection Development
- Cataloging and Processing
- Collection Maintenance



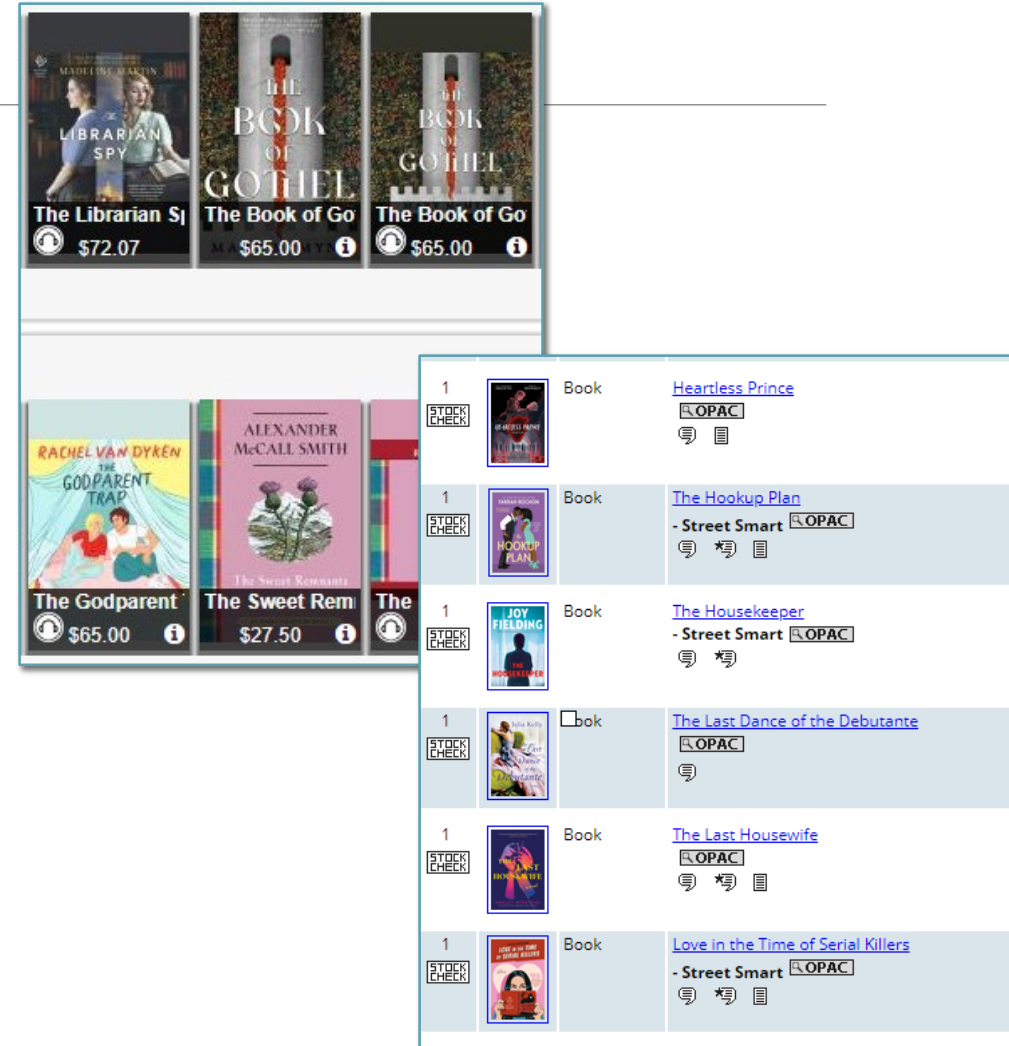
Collection Development: Ordering and Budget

Materials Budget

- Total: \$97,300
- Physical Items: \$57,700
- Ebooks
 - CloudLibrary: \$22,000
 - Hoopla: \$17,600

Ordering

- Focused on supporting the Sachse community
- Keeping the collection current



Cataloging and Processing

Cataloging Books

- Importing/Writing Records
- Discoverability

Processing Materials

- Labels
- Barcodes and other library information

Extended Title: *The perfect crimes of Marian Hayes : a novel / Cat Sebastian.*

Title:

This Is A Brief Record: ☐ Remove Record After Check In: ☐

Active Holdings (1)

Barcode	00126822	Call Number	F SEB
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Core

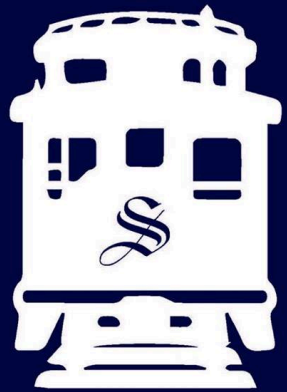
Age Group:	Adult	RDA Content:	text
Material Type:	Book	RDA Media:	unmediated
Author Type:	Personal Name	RDA Carrier:	volume
Author's Name:	Sebastian, Cat,		
Author Dates:			
Source:	YDX		
Publisher:	Avon, an imprint of HarperCollins Publishers,		
Place of Pub.:	New York, NY :		
Edition:	First edition.		
Copyright Date:	[2022]		
Pub. Date:			
LCCN:			
ISBN:	9780063026254 0063026252	Price / Availability:	
UPC:		Lexile:	
Number Of Part:			
Name Of Part:			
Medium:			
Statement Of Responsibility:	Cat Sebastian.		

[Display Edit History](#)

Other Duties

- Collection maintenance
- Maintaining & developing policies and procedures
- Reader's advisory
- Atrium
- Vendor relations
- Manning the service desk
- And many more!





Thank you!

Any questions?



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	9. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Access	Public
Type	Discussion, Information

Public Content



Agenda Item Details

Meeting	Aug 08, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	10. Request for future agenda items.
Access	Public
Type	Discussion, Information

Public Content