Monday, July 10, 2023
Library Board Meeting

City Hall Council Chambers
3815 Sachse Road, Building B
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, July 10, 2023, 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. The public is invited to address the Board regarding any topic not already on the agenda. The time limit is 3 minutes per speaker. A Public Comment Card should be presented to the acting Secretary prior to the meeting. According to the Texas Open Meetings Act, the Board is prohibited from discussing any item not posted on the agenda but will take comments under advisement.

4. Consider approval of the June 12, 2023, meeting minutes.

5. Receive and discuss the Library Manager's monthly report.

6. Consider approval of a new Long-Range Plan for the Library

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

8. Adjournment.

I, the undersigned authority, do hereby certify that this notice of a public 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

Leah K Granger, City Secretary

Posted: 07/06/2023 by 5 pm 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 972-495-1212, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

A. Regular Meeting

Subject	**4. Consider approval of the June 12, 2023, meeting minutes.**
Meeting	Jul 10, 2023 - Library Board Meeting
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Jun 12, 2023 - Library Board Meeting

File Attachments
06.12.2023 Library Board Minutes.pdf (70 KB)

LIBRARY BOARD OF THE CITY OF SACHSE
JUNE 12, 2023, MEETING MINUTES

The Library Board of the City of Sachse held a regular meeting on Monday, June 12, 2023, at 7 p.m. at Sachse City Hall Council Chambers, 3815-B Sachse Road. Those present were Vice Chairperson John Morris; Secretary Marion Simpson; Board Members 'Dia Rhoden, Joshua Frick, Shanna Conde, and Susanna Cardwell; Library Services Manager Daniel Laney; Parks and Recreation Administrative Assistant Jennifer Hagood; and Councilmember Frank Millsap.

Members absent: Cindy Woodcock

1. Call to Order.
Vice Chairperson Morris called the meeting to order at 7:02 p.m.

2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.
Mr. Morris offered the invocation and led the pledges of allegiance to the U.S. and Texas flags.

3. Public Comment.
There were no comments from the public at this time.

4. Consider approval of the February 13, 2023, meeting minutes.
Ms. Rhoden made a motion to approve the minutes as presented. Ms. Simpson seconded the motion and it carried unanimously.

5. Receive and discuss the Library Manager's monthly report.
Mr. Laney presented the Library's monthly report for May 2023. Checkouts continue to be high, as well as usage of the 3D printer.

6. Discuss and consider approval of a new Long-Range Plan for the Library.
Mr. Laney presented a completed draft of a new Long-Range Plan for the Library. The Library is required by the Texas State Library and Archives Commission to have a Long-Range Plan approved every five years in order to maintain accreditation.

Several Board members had suggestions for items to add to the Long-Range Plan, including items for Interlibrary Loan services and the Library's Lit Loot boxes. Mr. Laney informed the Board that the Long-Range Plan draft would be updated to include these items and presented again at the July meeting.

7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Mr. Laney reminded the Board that the Library's annual Summer Reading Program is currently underway until July 29, 2023, and it is open to all ages.

8. Adjournment.
Vice Chairperson Morris adjourned the meeting at 8:18 p.m.

APPROVE:

_____
John Morris, Vice Chairperson

ATTEST:

_____
Marion Simpson, Secretary

A. Regular Meeting

Subject	**5. Receive and discuss the Library Manager's monthly report.**
Meeting	Jul 10, 2023 - Library Board Meeting
Access	Public
Type	Discussion, Reports

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.

File Attachments
June 2023 Library Manager's Report.pdf (94 KB)

City of Sachse Public Library

Departmental Report		June 2023	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	35,823		38,554	
Number of Items	37,078		39,670	
Number of New Items	494	3,053	320	3,699
Number of Items Removed	363	2,828	98	3,166
Donated Items Added	5	44	10	115
Number of E-Books	3,978		4,203	
Number of New E-Books	69	355	41	414

Patrons

Number of Patrons	9,304		11,094	
Number of New Patrons	265	1,117	297	1,353
Number of Patrons Removed	6	2,088	2	52

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date	Items Added
Total	11,951	15,713	108,913	11,836	16,163	112,890	320
Adult Fiction	643	907	6,100	647	991	7,263	56
Adult Non-Fiction	285	445	3,709	331	552	3,807	21
Juvenile Fiction	4,333	6,301	42,616	4,448	6,701	44,498	99
YA materials	218	351	1,821	223	373	2,233	13
Manga / Graphic Novels	249	334	1,501	366	548	2,863	38
Interlibrary Loans	17	19	280	64	78	314	
Juvenile Non-Fiction	909	1,298	8,441	922	1,418	8,571	23
DVDs & Blu-Ray	763	1,506	10,183	622	1,271	8,519	4
Board Games, Card Games, & Puzzle	410	427	1,653	244	261	1,367	0
Literacy Kits	28	29	236	27	28	195	0
Hoopla	1,198	1,198	9,266	734	734	6,394	
CloudLibrary (Sachse Patrons)	1,145	1,145	9,940	1,379	1,379	11,665	
CloudLibrary (Other Patrons)	1,753	1,753	13,167	1,829	1,829	15,171	

Programs and Services

Number of Internet Sessions	221	1,373	220	1,484
Number of Programs	24	143	26	179
Program Attendance	2,877	5,319	2,364	7,850
Number of Volunteer Hours	89	278	85	274
Meeting Room Rentals	5	63	0	50
3D Print Requests	153	508	632	3,094
ILL Incoming Requests	16	246	78	296
ILL Incoming Received	17	251	66	272
ILL Outgoing Requests	92	809	102	792
ILL Outgoing Shipped	36	423	53	373
Literacy Computer Uses	1,621	6,286	1,374	8,057
Door Count	6,554	30,369	7,009	35,213

Programs	Date	Participation
Summer Reading Kick-Off Party	3-Jun	651
Crafternoon Kids	5-Jun	76
NASA Ambassador Presentation	6-Jun	85
All-Ages Story Time	7-Jun	57
After School Dungeons & Dragons	7-Jul	7
Adult Craft Night	8-Jul	18
Baby Bounce Story Time	9-Jul	13
Family Film Friday - "Lightyear"	9-Jun	35
Crafternoon Kids	12-Jun	67
Family Game Night	13-Jun	39
All-Ages Story Time	14-Jun	58
"All About Animals" Presentation	15-Jun	315
Baby Bounce Story Time	16-Jun	9
Family Film Friday - "Sing"	16-Jun	30
Family Game Night	20-Jun	53
All-Ages Story Time	21-Jun	53
Garland Symphony Orchestra - Kids Not	22-Jun	105
Adult/Teen Dungeons & Dragons	22-Jun	5
Baby Bounce Story Time	23-Jun	7
Family Film Friday - "Encanto"	23-Jun	27
Crafternoon Kids	26-Jun	54
Indoor Bubble Show	27-Jun	351
All-Ages Story Time	28-Jun	52
Baby Bounce Story Time	30-Jun	13
Family Film Friday - "Lilo & Stitch"	30-Jun	24
Library Scavenger Hunt	1-30 June	160
	Total	2,364

A. Regular Meeting

Subject	**6. Consider approval of a new Long-Range Plan for the Library**
Meeting	Jul 10, 2023 - Library Board Meeting
Access	Public
Type	Action, Discussion
Recommended Action	Approve the Long-Range Plan.

BACKGROUND
In order to be accredited by the Texas State Library and Archives Commission, Texas public libraries are required to have a long-range plan approved within the last five years. The Texas State Library and Archives Commission has extended the deadline for the creation of a new long-range plan through July 2023 to give the Sachse Public Library time to incorporate data from the 2022 City of Sachse Community Survey.

OVERVIEW
The Library Board will consider approving a new Long-Range Plan for the Library.

POLICY CONSIDERATIONS
There are no policy considerations affiliated with this item.

RECOMMENDATION
Approve the Long-Range Plan.

File Attachments
2023 Library Long-Range Plan FINAL 7-10-2023.pdf (487 KB)

SACHSE PUBLIC LIBRARY

Long Range Plan

FY 2023 to FY 2027

Library Mission Statement

We link people to the world by enriching lives, creating community, and inspiring curiosity.

Introduction

As a requirement for accreditation by the Texas State Library and Archives Commission, public libraries in the state of Texas must have a long-range plan that is approved by a governing board. This plan must be reviewed and updated a minimum of every five years.

The long-range plan required by the Texas State Library and Archives Commission provides goals and measurable objectives to guide the Library's future growth. Library staff will utilize this document in the planning and evaluation of Library services and programs, and to establish priorities for the allocation of resources.

History

When the Sachse Public Library was built in 2001, the it served a population of 10,000 residents. At that time, the Library building provided adequate space for library programs, activities, and a collection of 27,000 physical items, which equated to 2.7 items per capita.

The Sachse Public Library now serves a population of approximately 27,103 residents per the 2020 census, and the Library's collection contains approximately 38,874 physical items, in addition to approximately 4,176 electronic books and audiobooks in the digital collection as of March 2023.

The Library's current collection contains 1.59 items per capita, which meets the Texas State Library and Archives Commission's minimum standards for accreditation. However, the current building will not accommodate a collection large enough to meet the recommended standard of 1.95 items per capita. In order to meet this criterion, the Library would need to increase the space available for the collection to accommodate approximately 52,850 items at the city's 2020 population level, or 58,500 items at the city's estimated build-out population of 30,000 residents.

Since 2001, program attendance has grown from 1,389 to a peak of 13,379 in 2019. Circulation of Library materials also increased from 40,328 in 2001 and reached a peak of 152,996 checkouts in FY 2022. Currently, the majority of the Library's programs and special events take place in the Library Meeting Room, which has a maximum capacity of 50 people. Due to the popularity of many Library programs, staff must sometimes relocate programs and events to alternate locations, including the City Hall amphitheater and the public area inside the Library. This is especially true for special events during the Library's Summer Reading Program, which are often attended by 200-500 people.

Demographics

Sachse is considered a second-ring suburban community. Sachse is located approximately 20 miles from Dallas, and 32 miles from Dallas/Fort Worth International Airport, and is surrounded by the cities of Garland, Rowlett, Wylie, and Murphy. Sachse has primary access from SH 78 and President George Bush Turnpike (PGBT). Currently, the City is seeing a growth in development along the PGBT corridor, including The Station, a mixed-use entertainment district, and Trinity Regional Hospital Sachse, an acute care hospital and medical office complex.

As of July 2015, the Dallas/Fort Worth area had an estimated population of 7,089,888 people, according to the U.S. Census Bureau. By the 2020 Census, the population of Dallas/Fort Worth increased to 7,637,387, a net gain of 547,499 people, or a 7.72% increase over five years. The population of the City of Sachse also grew over the same period from an estimated 24,632 people in 2015 to 27,103 according to the 2020 Census, an increase of 10.03% over the same five-year period.

According to the most recent data from the U.S. Census Bureau, the average household size in the City of Sachse is 3.17 persons per household as of 2019, which is higher than the Dallas/Fort Worth average of 2.84 persons per household. The Median age for residents of Sachse is 37.1, which is higher than Dallas/Fort Worth at 35.1.

Educational Attainment

A large portion of Sachse residents have advanced educational attainment and work in a professional industry. Approximately 67.3% of Sachse residents over the age of 25 have at least some college, and approximately 34.1% have a Bachelor's Degree or higher.

Library Services

The Sachse Public Library is located adjacent to Sachse City Hall at 3815 Sachse Road Building C. As of March 2023, the Library's hours of operation are Monday, Wednesday and Friday from 10 a.m. to 6 p.m., Tuesday and Thursday from 11 a.m. to 8 p.m., and Saturday from 10 a.m. to 4 p.m. The Sachse Public Library provides services for all ages.

The Library offers a collection of over 38,000 physical items, including books, DVDs, board games, and literacy kits. The Library also provides cardholders with access to a collection of digital resources, including over 4,000 eBooks and audiobooks from CloudLibrary, as well as a collection of streaming video, access to digital magazines from CloudLibrary NewsStand, digital comics and graphic novels from Comics Plus, downloadable and streaming eBooks, audiobooks, music, movies, TV series, comic books from Hoopla, online tutoring and homework help services from Brianfuse HelpNow,

and business, marketing, and job-hunting resources from AtoZ Databases. All physical and digital materials offered by the Sachse Public Library are available with a Library card, which can be obtained free of charge by Texas residents.

Desktop computers with Microsoft Office software and internet access are available for use during the Library's hours of operation. Wireless internet access is provided for all visitors on the City of Sachse's public Wi-Fi network, and is accessible inside the Library and in the surrounding areas via outdoor Wi-Fi access points. The Library offers 3D printing services for cardholders, and Library staff host classes on 3D printing and basic 3D design. The Library also provides free interlibrary loan services for Library card holders, and offers TexShare cards and access to the TexShare databases through the Texas State Library and Archives Commission's TexShare program.

The Sachse Public Library offers a schedule of programs and events for children, teens, and adults. Programs include Story Times, craft events, informational seminars, and educational programs for adults. The Library also hosts special reading programs, including the annual Summer Reading Program, Adult Reading Challenge, and the 1,000 Books Before Kindergarten reading program.

Resident Priorities

During the summer of 2022, the City of Sachse funded a citywide community survey to determine Sachse residents' satisfaction with the quality of life offered by the City of Sachse, as well as usage and satisfaction of residents regarding the Sachse Public Library and the Michael J. Felix Community Center. The survey was conducted by Polco, and the results were included in the National Community Survey.

The results of the survey indicated that Sachse residents place a high priority on parks and recreation services, including library services. Although 6 in 10 residents rated Sachse's recreation and library facilities as excellent or good, and 5 in 10 residents felt similarly about recreation and library programs, only 40% of residents rated the opportunities for recreation in the City of Sachse as excellent or good, which is below the national average.

As part of the community survey, residents were asked to evaluate the current offerings of the Sachse Public Library. The survey results indicated that residents most frequently utilize the following library services: browsing library shelves (17% of respondents at least once per month), borrowing physical library materials (16% of respondents at least once per month), borrowing digital materials (10% of respondents at least once per month), and using the Library's online services (10% of respondents at least once per month).

Survey respondents were also asked for feedback on potential additions and improvements to library services and programs. The survey results indicated that residents place a high priority on additional programming for all ages, including: children's programming (89%), programs on Saturdays (80%), STEM programs (79%), programs

for teens (76%), programs in the evenings (72%), Story Times (69%), programs for adults (67%), in-person computer classes (66%), and in-person ESL classes (66%). In addition, residents placed a high priority on the addition of a children's play area (72%).

The results of the community survey were referenced frequently during the creation of this Long-Range Plan. Staff and the Library Board place agreed that the responses of residents who completed the survey serve to indicate the priorities of Sachse residents as a whole.

Goal 1: Programs

Sachse residents place a high priority on programming for all ages. The Sachse Public Library will provide educational, cultural, and recreational programs for children, teens, adults, and families.

- Children's Programming
    - Encourage literacy, curiosity, and reading among the youngest readers in the community
        - Increase participation in the 1000 Books Before Kindergarten program by 10% annually.
    - Provide programming for children of all developmental levels and abilities that focuses on teaching literacy skills and pre-literacy skills
        - Increase participation in Story Times and other early-literacy programs by 5% each year, with the goal of reaching an average attendance of 50 people for all Story Times, excluding Baby Bounce Story Times.
    - Collaborate with parents, schools, and community organizations to develop new and innovative programs for children
        - Increase outreach activities and school visits to an average of two per month by FY 2028.
        - Collaborate with local homeschool groups to identify opportunities for programming for homeschool families. Implement a biweekly homeschool program by FY 2025.
    - Encourage participation in the Summer Reading Program and increase children's engagement with the Library and library resources
        - Increase participation in the Summer Reading Program by children ages 0-12 by 5% annually.

- Teen Programming
    - Encourage teens to explore new ideas, genres, and formats to create lifelong readers
    - Provide engaging programs for teens that incorporate STEM, gaming, crafts, and other tools for hands-on learning
        - Increase participation and attendance at programs for teens by 5% annually.

        - Increase the number of teen programs to an average of one teen program per week by FY 2025
    - Keep up with current trends to keep teens engaged with new and innovative library programs
        - Increase participation and circulation of Lit/Loot kits for teens to 18 kits per month by FY 2025
        - Establish a Teen Advisory Board to guide the development of new programs for teens by FY 2025

- Adult Programming
    - Encourage adult readers to discover new authors and genres through participation in an annual Adult Reading Challenge
        - Increase participation in the Adult Reading Challenge by 10% annually, with the goal of 200 participants completing the challenge annually by FY 2028
    - Provide a variety of educational and informational programs and seminars on topics such as ESL, Medicare, nutrition, hobbies, and crafts
        - Increase the number of educational and informational adult programs to an average of two per month by FY 2025
        - Collaborate with community organizations to host ESL classes for non-native English speakers by FY 2025

- Family Programming
    - Encourage families to participate in hands-on activities and programs, such as Family Story Times and Family Game Nights
        - Provide programs and activities for families with children of all ages at times convenient for residents.
        - Establish a weekly Family Story Time by FY 2025.

Goal 2: Services

- Provide residents with high quality customer service at all times
    - Ensure staff are always visible, available, and approachable for visitors
        - Increase staffing levels to allow for two staff members scheduled at the front desk during 100% of the Library's hours of operation by FY 2025.
    - Provide opportunities for staff training in customer service, de-escalation, and other topics appropriate for front-line staff
        - Schedule an annual Staff Development Day for all library staff to receive training and professional development.
    - Create a new handbook for Library staff with instructions on assisting visitors with common tasks, including:
        - Locating items using the online catalog
        - Use of the library's online resources
        - Circulation of materials
        - Paying fines and/or fees

        - Printing/scanning/faxing
        - 3D printing
        - Applying to volunteer
        - Meeting room reservations
- Ensure that library resources are accessible and easy-to-use
    - Utilize tutorial services such as Niche Academy to provide instructional videos for patrons on the use of library resources
    - Perform an annual review of the Library's web site and social media to ensure that content is easily accessible for all users
    - Expand patron's ability to access materials outside of the Library's hours of operation by providing automated materials lockers or another, similar solution.

Goal 3: Collections

- Ensure that the collection is updated on a regular basis with an emphasis on acquisitions of high-demand materials and replacement of outdated and deteriorating materials
    - Make selections and purchases of physical materials on at least a monthly basis.
    - Utilize the Library Collection Development Policy as a guide for selecting library materials for purchase.
- Examine the collection on a regular basis to ensure that the collection reflects the diverse needs and wants of the community
    - Analyze reports and circulation statistics to identify areas of high interest within the collection, and take patron requests into account when selecting materials.
        - Utilize Interlibrary Loan services to obtain requested materials for patrons that may not otherwise be available or selected for purchase by the Library.
    - Develop a schedule for an inventory of the Library's collection by FY 2025, and increase to an annual inventory by FY 2028.
- Expand the library's collection of electronic resources to meet patron demand for new titles and evolving formats
    - Make selections and purchases of electronic resources on at least a monthly basis.
- Evaluate each collection on an annual basis and weed as needed
    - Use space create through weeding for expanding high-use collections or creating new collections when needed
- Introduce new formats and collections that promote STEM and early literacy education
    - Research funding opportunities for a new collection of STEM kits and introduce this new collection by FY 2028.

Goal 4: Facilities

- Evaluate the Library's hours of operation on a regular basis and make recommendations to the City Council regarding any changes needed
    - Expand the Library's hours of operation to 60 hours per week, including 4 evenings per week by FY 2025.
- Expand the Library's role of being a community hub for activities and resources
- Ensure that the Library is a comforting, inviting, and accessible space that facilitates lifelong learning and civic engagement
    - Evaluate Library furniture and fixtures and determine a replacement schedule for items such as chairs, tables, and desks.
- Evaluate the long-term space needs for the Library and plan accordingly
    - Complete a building needs assessment to identify recommended changes and additions to Library facilities by FY 2026
    - If appropriate, research funding options for a new Library facility by FY 2028
    - Incorporate specific-use spaces that are expected and frequently requested by Library patrons, including:
        - Study rooms
        - Makerspace
        - Computer lab
        - Teen room
        - Children's play area
        - Dedicated Story Time room

Goal 5: Staffing

- Ensure staffing levels are appropriate for the Library's hours of operation, programming levels, and service levels, and request new positions as needed
- Encourage all staff to attend training sessions, webinars, and continuing education classes and ensure these training opportunities are financially supported
    - Provide opportunities for all full-time and part-time staff to participate in at least one training session or continuing education class per year.
- Provide opportunities for library staff to attend conferences, including the annual Texas Library Association conference or other regional conferences
    - Provide opportunities for all full-time staff to attend the annual Texas Library Association Conference on a rotating basis by FY 2025.
- Foster growth of the Library's volunteer program:
    - Provide volunteer opportunities for both teens and adult volunteers
    - Advertise, interview, and select volunteers on an as-needed basis
    - Ensure library volunteers are adequately trained for the tasks required
    - Recognize and reward volunteers for their service to the Library

Goal 6: Technology

- Evaluate the Library's collection of online databases on an annual basis and add/remove resources to benefit Library users
- Evaluate the Library's website on a regular basis and ensure that content and information is current and up-to-date
    - Establish a web-site review schedule on at least a monthly schedule by FY 2025.
- Maintain the Library's technology infrastructure and replace and upgrade items as needed
    - Public PCs
    - Printers and printing services
    - Scanning/faxing services
    - 3D printing services
    - RFID system, including pads, scanners, and gates
    - Self-check stations
    - AWE stations
    - Public access catalog terminals
    - Staff PCs
    - Public-area audio system
    - Meeting room A/V system
- Evaluate trends in library technology and implement new technologies when available and as appropriate

A. Regular Meeting

Subject	**7. Discuss Library Board announcements regarding special events, current activities, and local achievements.**
Meeting	Jul 10, 2023 - Library Board Meeting
Access	Public
Type	Discussion, Information