



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, July 10, 2017

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, June 10, 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. [17-3883](#) Consider approval of the June 12, 2017 meeting minutes.

Attachments: [Library Board Minutes 06 12 17](#)

3. [17-3882](#) Receive and discuss the Library Manager's monthly report.

Attachments: [June 2017](#)

4. Discuss volunteer opportunities.

5. Request for future agenda items.

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

7. Adjournment.

Posted: July 7, 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 #: 17-3883 **Version:** 1 **Name:** Library Board Minutes - June 12, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 7/5/2017 **In control:** Library Board
On agenda: 7/10/2017 **Final action:**
Title: Consider approval of the June 12, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Library Board Minutes 06 12 17](#)

Date	Ver.	Action By	Action	Result
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Title

June 12, 2017 meeting minutes.

Background

Minutes for the June 12, 2017 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approve the minutes of the June 12, 2017 meeting.

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, June 12, 2017 at 7:00 p.m.**

Attendees: Dixie Scogin, Ruth Glover, Lauren A. McKinney, Billy Ketner, Sean French, Library Manager Mignon Morse, David Davila (Library Assistant and Volunteer Programming), and Councilman Charlie Ross

Absent: Judith Lynch

Meeting called to order at 7:00 p.m. by Dixie Scogin, Chairperson

1. Invocation and Pledge of Allegiance to the US Flag and Texas Flag.

2. 17-3835 Consider approval of the May 14, 2017 meeting minutes.

Billy Ketner made a motion to accept the minutes as read. Ruth Glover seconded the motion. A voice vote occurred and the motion passed.

3. 17-3834 Receive and discuss presentation from David Davila regarding recent library programs and duties.

David Davila (Library Assistant and Volunteer Programming) delivered a presentation which provided a historical synopsis of the library volunteer program and recent library programs. Historically the library volunteer participant count has been below 10 and now the count is over 20. Retention has been the challenge in previous years with a 100% turnover rate of students from school year to school year. The goal the 2017-2018 year is to continue building relationships with the students and develop their professional development needs. Recently, with the assistance of the library volunteer associates, over 900 patrons were served at the June 10, 2017 Summer Reading Kick Off program.

4. 17-3847 Discuss the Library's Long Range Plan.

Mignon Morse reviewed the Library's Long Range Plan (LRP) that was passed the 2014 Fiscal Year (FY). The LRP had 4 goals which include, Marketing and Programming, Materials, Technology, and Staffing. As the majority of the goals have been met, the library staff began a comprehensive needs assessment to ascertain what previous needs have been met and what new needs the patrons and facility have. The LRP for the 2017 FY proposes 6 Goals (Space Needs, Community Gathering Place, Technology, Expansion of Services, Collections, and Staffing and Volunteers) that will be worked towards until the 2023 FY.

5. Receive demonstration and discuss the Library's consortium.

On May 15, 2017 the council approved the City of Sachse Library joining a statewide consortium. Currently, the consortium has about 10 other libraries as members and has increased Sachse patron access to over 35,000 eBooks and audio books. It is anticipated that an additional 35,000 resources (eBooks and audiobooks) will be added in the month of June. Sachse patrons virtually checked out over 272 items within the first four days of the library joining the consortium. Mignon concluded the presentation by providing a demonstration of how to access and check out items from the consortium.

6. 17-3836 Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Monthly statistics were presented for the month of May which included patron activity, material circulations, program and services updates, and door counts for events. The Summer Reading Kickoff occurred on June 10, 2017, hosted over 900 patrons, and featured face painters, a balloon artist, bounce house, and more.

7. Discuss volunteer opportunities.

Upcoming opportunities for Board Members to volunteer in the months of June and July were discussed. Currently, there is coverage for the standing events that are contained within the Sachse Public Library summer pamphlet, however, Board Members may always volunteer. The Summer Reading Program concludes on Thursday, July 27, 2017.

8. Request for future agenda items.

No future agenda item suggestions were made.

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

The Memorial Day Program was discussed and applauded. No additional announcements specific to the Library Board were discussed.

10. Adjournment

Meeting adjourned at 8:00 p.m.

Attest:

Approve:

Lauren A. McKinney
Secretary

Dixie Scogin
Chairman



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3882 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 7/5/2017 **In control:** Library Board
On agenda: 7/10/2017 **Final action:**
Title: Receive and discuss the Library Manager's monthly report.
Sponsors:
Indexes:
Code sections:
Attachments: [June 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		June (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Circulation

Number of Titles	41,731		42,096	
Number of Items	43,169		40,860	
Number of New Items	1,020		587	4,722
Number of Items Removed	176	6,210		3,091
Donated Items Added	200	716	67	435
Number of E-Books	2,159			
Number of New E-Books	62		28	330

Patrons

Number of Patrons	9,522		11,010	
Number of New Patrons	219	929	225	946
Number of Patrons Removed	5	3,209	5	21

Circulation

Total Circulation	14,894	94,932	15,080	97,919
Adult Fiction	999	7,226	961	6,960
Adult Non- Fiction	1,072	6,035	523	4,949
Juvenile Fiction	7,267	45,355	7,615	49,556
YA materials	575	2,720	531	2,168
Interlibrary Loans	72	472	40	473
Juvenile Non-Fiction	824	6,584	932	6,688
DVDs & Blu-Ray	3,418	21,773	3,026	21,271
E-Books	437	3,169	226	3,131
E-Book Consortium Checkout			1,365	1,912
Audio CDs	229	0	86	985

Programs and Services

Number of Internet Sessions	522	3,945	637	4,095
Number of Programs	15	101	14	116
Program Attendance	2,041	6,397	3,581	9,754
Number of Volunteer Hours	267	972	310	951
Door Count	7,856	47,620	8,147	50,219
Early Lit Computers			1,475	10,367
After school computers			791	4,995

Programs

Armstrong Elementary Visit	01-Jun	650
Luna Elementary Visit	01-Jun	95
Summer Kickoff	09-Jun	900
Teen Program--jumprope team	12-Jun	45
Wednesday Story Time	13-Jun	57
Wednesday Movie	13-Jun	65
David Chicken	14-Jun	153
Perler Beading Craft Program	20-Jun	35
Wednesday Story Time	21-Jun	61

Wednesday Movie		36
Val Oliver	22-Jun	130
Art Choopped Challenge	27-Jun	53
Rock Movie	28-Jun	34
Raptors program	29-Jun	267
Total		2581

ner Reading Program Statisti	FY 2015	FY 2016	FY 2017
Children	608	689	637
Teens	85	145	143
Adults	239	268	340
Total	932	1102	1120