



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, June 12, 2017

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, June 12, 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. [17-3835](#) Consider approval of the May 14, 2017 meeting minutes.

Attachments: [Library Board Minutes 05 08 17](#)

3. [17-3834](#) Receive and discuss presentation from David Davila regarding recent library programs and duties.

4. [17-3847](#) Discuss the Library's Long Range Plan.

Attachments: [Presentation](#)
[Long Range Plan](#)

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

6. [17-3836](#) Receive and discuss the Library Manager's monthly report.

Attachments: [May 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: June 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 #: 17-3835 **Version:** 1 **Name:** Library Board Minutes - May 14, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 5/31/2017 **In control:** Library Board
On agenda: 6/12/2017 **Final action:**
Title: Consider approval of the May 14, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Library Board Minutes 05 08 17](#)

Date	Ver.	Action By	Action	Result
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Title
May 14, 2017 meeting minutes.

Background
Minutes for the May 14, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the May 14, 2017 meeting.

**Library Board
Library Meeting Room
3815 Sachse Road, Building C
Regular Meeting Minutes
Monday, May 8, 2017 at 7:00 p.m.**

Attendees: Ruth Glover, Lauren A. McKinney, Billy Ketner, Judith Lynch, Library Manager Mignon Morse, Toni Kelly (Library Assistant and Children's Programming), and Councilman Charlie Ross

Absent: Dixie Scogin and Sean French

Meeting called to order at 7:04 p.m. by Ruth Glover, Vice Chairperson

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

2. 17-3799 Consider approval of the April 10, 2017 meeting minutes.

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

3. 17-3798 Discuss the 2017 Summer Reading Club

Toni Kelly (Library Assistant and Children's Programming) facilitated a presentation which reviewed the current library programs, recent library program library patron attendance counts, library duties, and paraphernalia of upcoming initiatives (5 Loaves Food Pantry Food Drive and the 20 Hour Reading Challenge). Toni also unveiled the Summer Reading 2017 video which has been posted on the City and Library websites. The theme this year is "Building A Better World... One Reader At A Time". The event kick off is June 10, 2017 beginning at 10:00 am and concluding at 12:00 pm. The anticipated participant count is 800 with a check out goal of 1,500 items (virtual, hard copy, etc.).

4. 17-3800 Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Monthly statistics were presented for the month of April which included patron activity, material circulations, program and services updates, and door counts for events. Due to library patron request, an additional Wednesday "Summer Story Time" is being added to the schedule at 10:30 am. An opportunity to join a Consortium for eBooks and audio books is being finalized with more details to come at a later time. The next anticipated high attendance event will be the Summer Reading Kickoff which will take place on June 10, 2017.

5. Discuss volunteer opportunities.

Upcoming opportunities for Board Members to volunteer in the month of June were discussed. These included the following:

- Event: Summer Reading Kick-Off ○
Date: June 10, 2017
 - Time: 10:00 am – 12:00 pm (Volunteers are expected to arrive at 9:30 am.
- Event: Summer Story Time (Tween Program) ○ Date: Tuesdays, Summer 2017 ○ Time: 2:00 pm

Additional opportunities can be found in the Sachse Public Library summer pamphlet.

6. Request for future agenda items.

No future agenda item suggestions were made.

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

No announcements specific to the Library Board were discussed.

8. Adjournment

Meeting adjourned at 7:40 p.m.

Attest:

Approve:

Lauren A. McKinney
Secretary

Dixie Scogin
Chairman



City of Sachse, Texas

Legislation Details (With Text)

File #:	17-3834	Version:	1	Name:	Presentation--David Davila
Type:	Agenda Item	Status:		Status:	Agenda Ready
File created:	5/31/2017	In control:		In control:	City Council
On agenda:	6/12/2017	Final action:		Final action:	
Title:	Receive and discuss presentation from David Davila regarding recent library programs and duties.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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Title
Library Duties

Background
The Library Manager has requested that all staff do a presentation to the board on their duties. David Davila has been working for the library for two years. He became a full time employee in October 2017. David is responsible for volunteers and he assists with interlibrary loan and cataloging. David has a strength for remembering names of our patrons and building relationships with them.

Policy Considerations
None

Budgetary Considerations
None

Staff Recommendations
Discussion only.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3847 **Version:** 1 **Name:** Library Long Range Plan
Type: Agenda Item **Status:** Agenda Ready
File created: 6/5/2017 **In control:** Library Board
On agenda: 6/12/2017 **Final action:**
Title: Discuss the Library's Long Range Plan.
Sponsors:
Indexes:
Code sections:
Attachments: [Presentation](#)
[Long Range Plan](#)

Date	Ver.	Action By	Action	Result
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Title

Library's Long Range Plan.

Background

The Long Range Plan is a document required by the Texas State Library and Archives Commission. The Long Range Plan contains the following goals and action items: Space Needs, establishment of a community gathering place, technology, services, collection, and staffing and volunteers.

The Long Range Plan should be the foundation of operations for the Sachse Public Library. The plan gives staff an opportunity to examine the library's role in the community and establish goals to keep the library on task. It serves as a framework for how business is conducted.

Policy Considerations

N/A

Budgetary Considerations

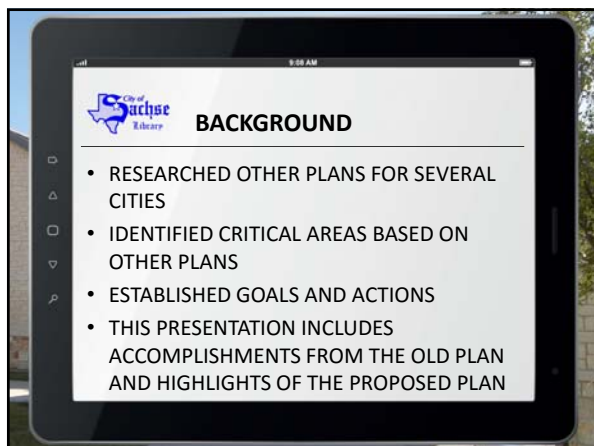
N/A

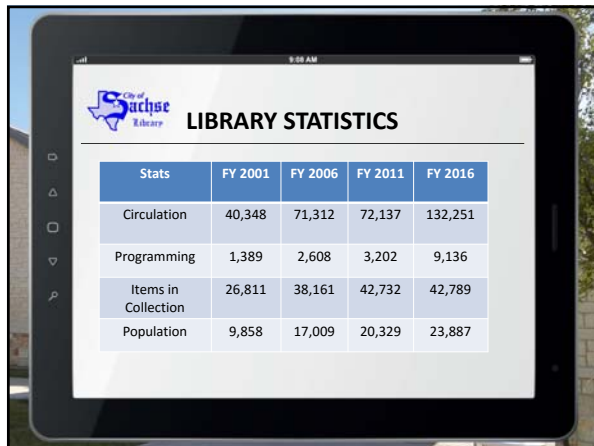
Staff Recommendations

Discuss and provide any feedback and direction to staff.







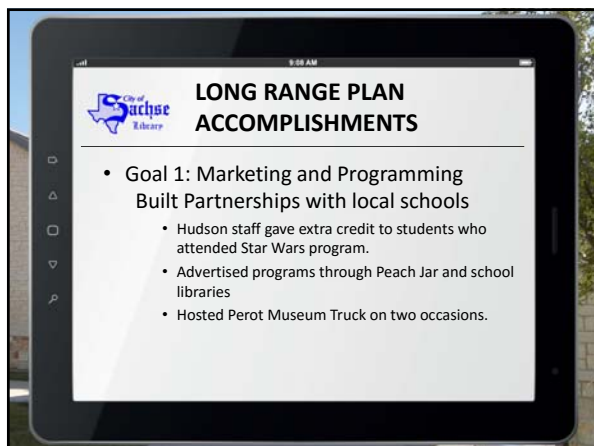


City of Sachse Library

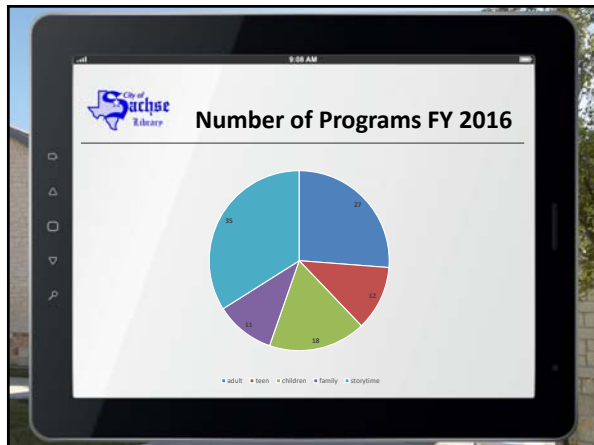
LIBRARY STATISTICS

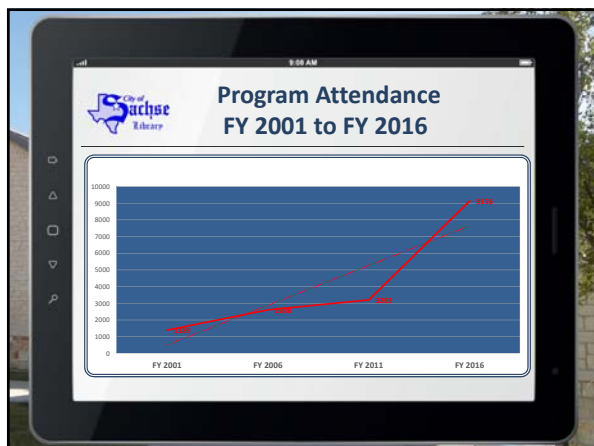
Stats	FY 2001	FY 2006	FY 2011	FY 2016
Circulation	40,348	71,312	72,137	132,251
Programming	1,389	2,608	3,202	9,136
Items in Collection	26,811	38,161	42,732	42,789
Population	9,858	17,009	20,329	23,887

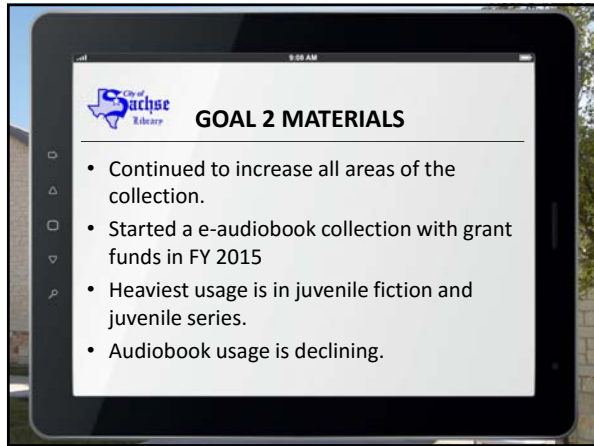


- 
- City of Sachse Library**
- ### LONG RANGE PLAN ACCOMPLISHMENTS
- **Goal 1: Marketing and Programming**
Built Partnerships with local schools
 - Hudson staff gave extra credit to students who attended Star Wars program.
 - Advertised programs through Peach Jar and school libraries
 - Hosted Perot Museum Truck on two occasions.



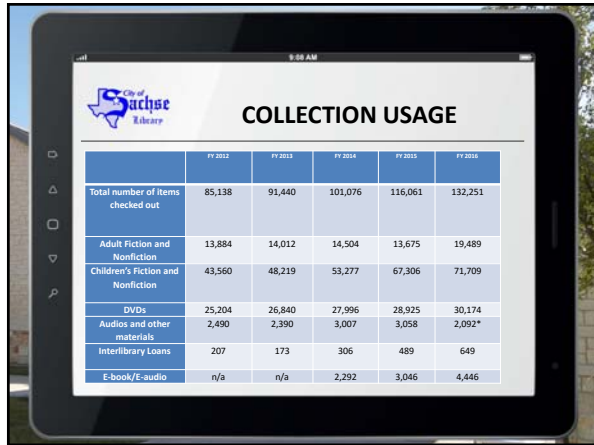






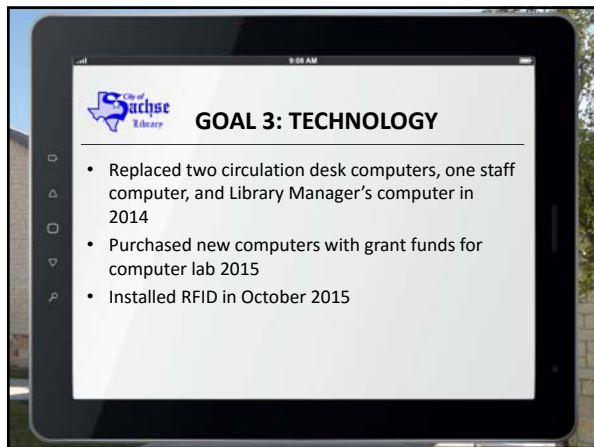
GOAL 2 MATERIALS

- Continued to increase all areas of the collection.
- Started a e-audiobook collection with grant funds in FY 2015
- Heaviest usage is in juvenile fiction and juvenile series.
- Audiobook usage is declining.



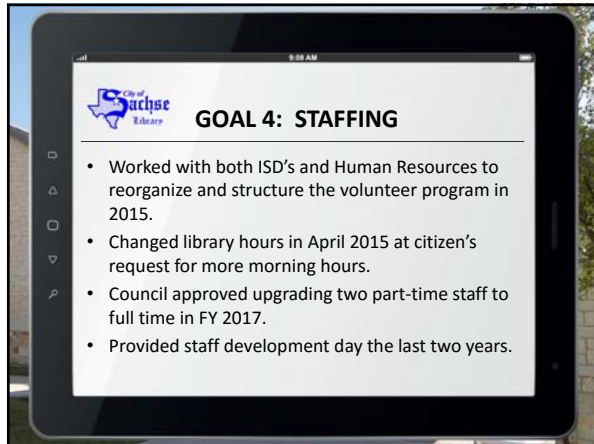
COLLECTION USAGE

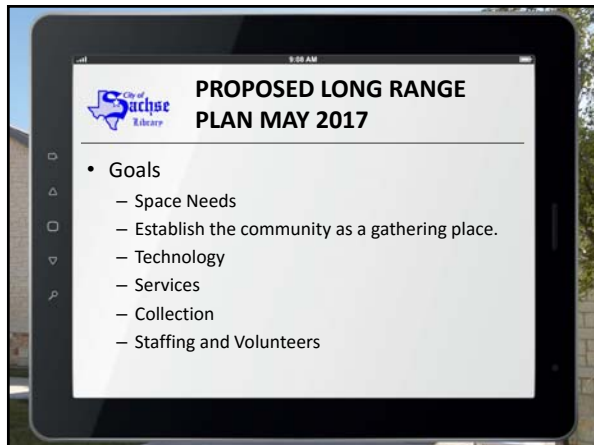
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Total number of items checked out	85,138	91,440	101,076	116,061	132,251
Adult Fiction and Nonfiction	13,884	14,012	14,504	13,675	19,489
Children's Fiction and Nonfiction	43,560	48,219	53,277	67,306	71,709
DVDs	25,204	26,840	27,996	28,925	30,174
Audios and other materials	2,490	2,390	3,007	3,058	2,092*
Interlibrary Loans	207	173	306	489	649
E-book/E-audio	n/a	n/a	2,292	3,046	4,446



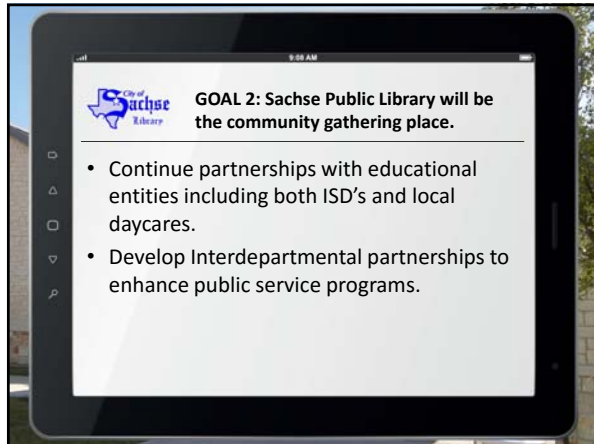
GOAL 3: TECHNOLOGY

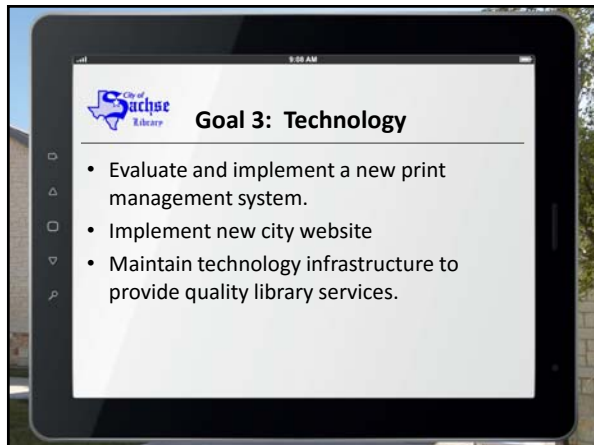
- Replaced two circulation desk computers, one staff computer, and Library Manager's computer in 2014
- Purchased new computers with grant funds for computer lab 2015
- Installed RFID in October 2015



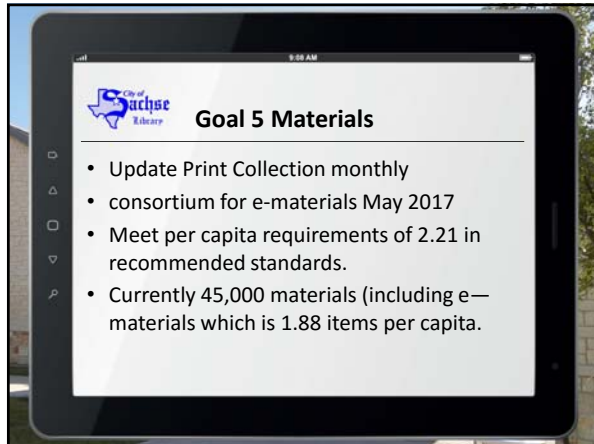


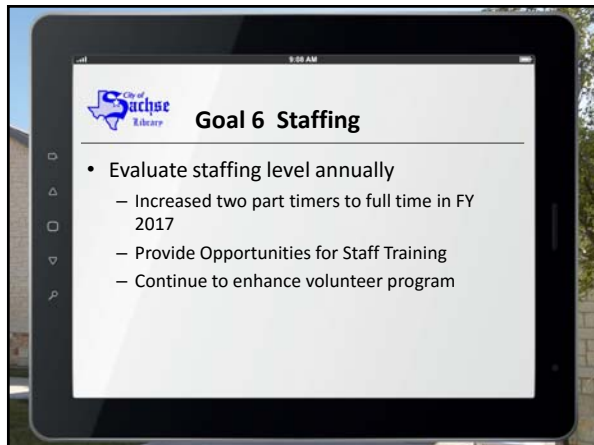












SACHSE PUBLIC LIBRARY

Long Range Plan

FY 2017 to FY 2023



Library Mission Statement

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

Introduction

The long range plan required by the Texas State Library and Archives Commission sets forth the goals and objectives for the library's future growth and services.

History

The Sachse Public Library was built in 2001 when the city's population was serving a population of 10,000. The building was spacious for the population, programs and activities, with a collection size of 27,000. Currently, the library houses approximately 45,000 (2,500 e-books and e-audio books) with a goal to meet 2.21 items per capita at the City's estimated build out population of 30,000 which would be approximately 66,000 items. The building will not accommodate that collection size and programming crowds. Program attendance has grown from 1389 in 2001 to 9136 in FY 2016. Circulation has increased from 40,328 in 2001 to 132,251 in FY 2016.

	FY 2001	FY 2016
Collection Size	26,811	42,732
Circulation	40,328	132,251
Program Attendance	1,389	9,136
Door Count	39,548	65,838
Population	10,000	25,000

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, and Wylie. Sachse has primary access from SH 78 and PGBT (President George Bush Turnpike). As of the 2010 Census, Dallas/Fort Worth had 6,817,483 people. As of April 2015, the Dallas/Fort Worth area had 7,504,362 people, a net gain of over 686,879 people in less than five years. According to the US Census, Dallas/Fort Worth added over 144,000 people from 2015-2016 alone, which is the second highest population increase in the US. Sachse's population growth is in parallel with the Dallas/Fort Worth metro area. Sachse has a base of approximately 7,767 households, with a population of over 23,887. The City of Sachse is projected to grow by 12.9% from 2016 to 2017. The average household size is approximately three persons per household, which is slightly higher than Dallas/Fort Worth at 2.8 persons per household. Median age in Sachse is 37.6 slightly higher than

Dallas/Fort Worth at 36.4. Sachse's young and affluent population has a stronger inclination for spending and housing demand but is also more mobile and requires higher quality services. (Source: City of Sachse Comprehensive Plan)

Educational Attainment

A large portion of Sachse residents have advanced educational attainment and work in a professional industry. Nearly 67% of the population over the age of 25 have at least some college, and over 33% of the population have a Bachelor's Degree or higher. This is both consistent with higher incomes and attractive to fostering innovation and attraction of higher quality corporate employers. (Source: City of Sachse Comprehensive Plan)

Library Services

The Sachse Public Library is located adjacent to Sachse City Hall at 3815 Sachse Road Building C. Library hours are Monday, Tuesday and Thursday from 12 p.m. to 8 p.m., Wednesday 10 a.m. to 6 p.m. ; Friday from 12 p.m. to 6 p.m. and Saturday from 10 a.m. to 4 p.m. The Sachse Public Library provides services to all ages. The Library offers over 43,000 materials which include books for children and adults, over 5,000 DVDs to choose from, audio books, free internet access, and programs for all ages throughout the year. Books and audio visual materials can check out for three weeks and DVDs checkout for seven days. E-books are available for a two week checkout and can be accessed by anyone with a library card. Computers with Microsoft Office and internet access are available for library users during library hours along with wireless access. The library also provides interlibrary loan services, TexShare cards and Texshare databases through the Texas State Library.

Goal 1: Space Needs

Task/Actions

- Expand the library's role of being a community hub for activities and resources.
 - Patrons will experience inviting, comfortable spaces that facilitate lifelong learning and civic engagement.
 - Increase the number of library cards issued by 2% each year with a goal of 75% of the residents having and using a library card.
- Design specific use spaces that are functional and separate which incorporates sound management.
 - Budget for a consultant to do a library facility study in the FY 2019 budget. The study will include an analysis of needs for space, staffing, and library hours.
 - Research funding options for a new facility.

Goal 2: Sachse Public Library will be the community gathering place.

Task/Actions

- Facilitate partnerships with educational entities including both ISD's and local daycares.
 - Weekly distribution of library programs
 - School visits to promote Summer programs
 - Distribute copies of summer reading brochure to schools annually
 - Collaborate with ISD librarians and request they distribute program information throughout the school year.
 - Advertise on Peach Jar (Wylie ISD software for event promotion) on a monthly basis
- Develop interdepartmental partnerships to enhance public service programs.
 - Collaborate with other city departments such as Parks, Senior Center, Animal Control, Police and Fire to provide public programs.
 - Host a local hero story time to kick off fall story times.
 - Collaborate with the Parks department to provide a recycling themed story time in November.
 - Increase program attendance by 10% each fiscal year.
 - Continue collaborations to support the food shelter and animal shelter with fine waiving programs.

Goal 3: Technology

Technology in libraries allows for the provision of a multitude of library services and is of critical importance in providing resources that meet the community's needs. The library must continue to integrate innovative technology to enhance library services while being mindful of the benefits, costs, and staff training required.

Tasks /Action Items

- Evaluate and implement a new print management system
 - Request funds for print management system upgrade in FY 2018 budget.
 - Install new system in October 2018 if funds are approved.
- Implement new city website
 - Attend training July 2017
 - Train staff and implement website under the City's timeline
 - Research options to enhance the library's website using videos and slides in fall 2017.
 - Create "how to" videos for using library services in FY 2018
- Maintain technology infrastructure to provide quality library services.

- Evaluate the need for additional AWE computers based to determine needs for the FY 2019 budget.
- Request a PA system in the FY 2018 budget.
- Evaluate new library technology as it becomes available.

Goal 4: Services

Tasks /Action Items

Library services is focused on the youth population as a result of Sachse demographics and high demand for youth materials and services.

- Programs
 - Encourage literacy, curiosity and reading among the youngest readers of the community
 - Increase participation in 1000 books before kindergarten by 5% in FY 2018
 - Promote AWE computers and increase usage by 5% in FY 2018.
 - Increase Story time attendance by 5% in FY 2017.
 - Increase the number of children participating in the summer reading program by 10% each year for the next three years.
- Enhance young adult programs each year by adding more programs for ages 9 to 19.
- Start providing summer story times in the summer of 2017 to meet patron demand.
- Incorporate STEM teaching into story times.
- Facilitate community-based programs and events that promote community awareness and cultural interaction.
 - Provide meaningful and relevant programs for ages 9 and up that appeal to a large demographic i.e. crafts, art, photography
 - Expand adult and teen programs as demand and population increase.
- Customer Service
 - Raise the overall quality of existing customer service.
 - Create instructional videos on library services for the newly update City Website in FY 2018.
 - Ensure that all self-checks are working properly. Provide assistance for self-checks during busy times.
 - Orient new library card holders when they get a card and provide information on services.
 - Update social media (website and Facebook) weekly and ensure all information is correct.

Goal 5: Collections

Tasks /Action Items

- Ensure that the collection is updated on a monthly basis with emphasis on acquisitions of high demand materials and replacement of outdated and deteriorating materials.
- Expand the local e-material collection to meet patron demand.
- Meet per capita state standards of 2.21 items per capita with local print and e-materials by 2020.
- Evaluate the audio book collection each fiscal year and weed the collection as needed. Utilize this space to expand the Large Print and Fiction areas.

Goal 6: Staffing and volunteers

- Evaluate level of staffing and services annually with an in-depth analysis at the time of a building study.
- Provide opportunities for staff to attend conferences, trainings, and staff development days are encouraged and financially supported.
- Continue to grow a volunteer program.
 - Advertise, interview and select volunteers each quarter.
 - Enhance the volunteer program with rewards for participants.



City of Sachse, Texas

Legislation Details (With Text)

File #: 17-3836 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 5/31/2017 **In control:** Library Board
On agenda: 6/12/2017 **Final action:**
Title: Receive and discuss the Library Manager's monthly report.
Sponsors:
Indexes:
Code sections:
Attachments: [May 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		May (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,882		42,612	
Number of Items	42,292		43,871	
Number of New Items	200	3,063	612	4,135
Number of Items Removed	159	6,034	82	3,091
Donated Items Added	50	516	42	368
Number of E-Books	2,116			
Number of New E-Books	172		12	302

Patrons

Number of Patrons	9,479		10,791	
Number of New Patrons	94	710	122	721
Number of Patrons Removed	1		5	16

Circulation

Total Circulation	10,298	80,038	10,320	82,490
Adult Fiction	764	6,227	742	5,999
Adult Non- Fiction	851	4,963	473	4,426
Juvenile Fiction	4,993	38,088	5,232	41,941
YA materials	245	2,145	282	1,637
Interlibrary Loans	42	400	50	433
Juvenile Non-Fiction	632	5,760	695	5,756
DVDs & Blu-Ray	2,260	18,355	2,216	18,245
E-Books	346	2,732	275	2,829
E-book Consortium (5/26 to 5/31)			272	272
Audio CDs	165	1,370	81	899

Programs and Services

Number of Internet Sessions	532	3,423	601	3,458
Number of Programs	13	86	15	102
Program Attendance	728	4,356	1,196	6,173
Number of Volunteer Hours	143	705	64	641
Door Count	5,075	39,764	5,820	42,072
Early Lit Computers			1,080	9,001
After school computers			473	4,191

Programs

	Date	Attendance
Knight & Princess Academy	02-May	212
Story Time	03-May	67
Story time	04-May	104
story time	09-May	47
story time	10-May	58
princess (two visits)		16
story time	11-May	110
crochet (two classes)		15
story time	17-May	54
story time	18-May	87
story time & movie	20-May	31
Sewell School Visits (may 15 & 22)		226
story time	24-May	81
story time	25-May	88
Total		1196