



Sachse, Texas

Sachse City Hall
3815 Sachse Road
Building B
Sachse, Texas 75048

Meeting Agenda Library Board

Monday, June 11, 2012

7:00 PM

Library Meeting room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, June 11, 2012, at 7:00 p.m. in the Library Meeting Room 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

2. Call to Order

3. 12-0901 Consider approval of Library Board Minutes for May 14, 2012 meeting.

Executive Summary

Review and consider approval of Library Board meeting minutes for May 14, 2012.

Attachments: Library Minutes 051412.pdf

4. Friends Report

5. 12-0902 Discuss and consider approval of Exhibits and Display Policy.

Executive Summary

This item addresses the function of exhibits in the Library's program of public service.

Attachments: Library Exhibits Policy.pdf

6. 12-0903 Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary

This item allows for updates from the Library Manager.

Attachments: lib stats may2012.pdf

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

8. Adjournment

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time.

Posted: June 8, 2012; 5:00 p.m.

Mignon Morse, Library Manager

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #:	12-0901	Version:	1	Name:	Consider approval of Library Board Minutes for May 14, 2012 meeting.
Type:	Agenda Item	Status:			Agenda Ready
File created:	6/5/2012	In control:			Library Board
On agenda:	6/11/2012	Final action:			
Title:	Consider approval of Library Board Minutes for May 14, 2012 meeting.				
	Executive Summary				
	Review and consider approval of Library Board meeting minutes for May 14, 2012.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Library Minutes 051412.pdf				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Consider approval of Library Board Minutes for May 14, 2012 meeting.

Executive Summary

Review and consider approval of Library Board meeting minutes for May 14, 2012.

Background

Consider approval of Library Board meeting minutes for May 14, 2012.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approve Library Board Minutes for May 14, 2012 meeting.



**Library Board
Library Meeting Room
3815 Sachse Road, Building C**

**Regular Meeting Minutes
Monday, May 14, 2012**

Present

Board Members: Amos Pettis, Patrece King, Dia Rhoden, Dixie Scogin, Judith Lensch, and Diane Model

Library Manager: Mignon Morse

Friends of the Library: Kathy Cobb

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags

Amos Pettis gave the invocation. No pledges were done as no flags were present.

2. Call to Order

Judith Lensch called the meeting to order at 7:00 p.m.

3. Approval of Minutes

12-0855 Consider approval of minutes of the April 9, 2012 meeting

The minutes from the April 9, 2012 regular meeting were reviewed. Amos Pettis made a motion to approve the minutes as corrected (a minor wording correction), and Patrece King seconded. The April minutes were unanimously approved as corrected.

4. Friends Report

Kathy Cobb provided an update of the Friends' activities. The Library webinar was beneficial. The new Friends flyer looks good and will be included with the new Chamber of Commerce welcome letter. Tina Hager was a guest speaker and did a good job. Next Tuesday Dr. Edward Colbert will speak; he has traveled a lot and is a self-published author. Free storage for the next book sale has been generously donated by Advantage Storage in Sachse.

Kathy Cobb thanked the members who have attended Friends meetings and said the Friends are accepting donations.

5. 12-0856 Discuss and consider 2012 summer reading program.

Library Manager Mignon Morse provided an update of the upcoming Summer Reading Program. Nice flyers have been provided, with printing generously donated by Jeff Bickerstaff, with Librarian Ellen Ritchie doing the layout. June 2nd will be the kickoff with a scavenger hunt on

June 8th, and volunteers are needed for both events. Ms. Morse gave a video presentation, which was well-received. The goals of the Program will be for participants and family members to learn to use the Library and have fun. Ms. Morse gave kudos to the Library staff for their hard work. The Program should have appropriate activities for older and younger kids.

This is the last year for free graphics support from the state, but the funding has been a victim of the state budget cuts.

No items needed consideration or formal action by the Board on this matter.

6. **12-0857** Library Manager's Report including announcements, statistics, upcoming projects for the Board, events, and community outreach.

Ms. Morse said she and the staff are trying to keep detailed numbers on Library usage in an effort to determine what is being used and what is working.

Amos Pettis asked about internet and computer usage increases and whether the Library's resources were sufficient. Ms. Morse said the computers stayed in use but were probably sufficient to meet the demand and that the City's IT staff was helpful.

Dixie Scoggin discussed a creative writing program offered through the Library.

Ms. Morse also discussed the next year's budget. The City is still on a flat budget, but she has asked for increased office supplies and for funds to replace NTLP money from the Lone Star program which has been cut by the state budget. This program actually saves money for the Library.

Ms. Morse said the survey is still going on as they need more community response.

Ms. Morse also discussed the upcoming Patriot Paws program.

Dia Rhoden asked about stats from the Barnes & Noble book sale. Ms. Morse thanked Barnes & Noble for the opportunity but said it only produced approximately \$45 for the Library.

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

Dia Rhoden had a Get A Clue (the theme of the Summer Reading Program) brochure with a magnifying glass and song lyrics she obtained directly from the author, Sally Mayers.

Ms. Morse said she booked the Sachse High School jazz band for September and thanked member Patrece King for her assistance in getting this booking.

Amos Pettis gave kudos to Ms. Morse for her weekly email re the Library that has been going out.

8. Adjournment

Diane Model made a motion to adjourn, seconded by Patrece King. The motion carried and the meeting was adjourned at 7:52 p.m.

ATTEST:

APPROVED:

LIBRARY BOARD SECRETARY

LIBRARY BOARD CHAIR



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #: 12-0902 **Version:** 1 **Name:** Discuss and consider approval of Exhibits and Display Policy
Type: Agenda Item **Status:** Agenda Ready
File created: 6/5/2012 **In control:** Library Board
On agenda: 6/11/2012 **Final action:**
Title: Discuss and consider approval of Exhibits and Display Policy.

Executive Summary

This item addresses the function of exhibits in the Library's program of public service.

Sponsors:

Indexes:

Code sections:

Attachments: [Library Exhibits Policy.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Discuss and consider approval of Exhibits and Display Policy.

Executive Summary

This item addresses the function of exhibits in the Library's program of public service.

Background

There is a need for a policy establishing guidelines regarding placement of exhibits and bulletin board notices in the Library. The attached policy establishes those guidelines.

Policy Considerations

Consider this policy as guidelines for placement of all public exhibits placed on bulletin boards within the Library.

Budgetary Considerations

N/A

Staff Recommendations

Consider approval of the Exhibits and Display Policy for the Sachse Public Library.

POLICY ON EXHIBITS AND BULLETIN BOARDS

PURPOSE

Exhibits function as an integral part of the Library's total program of public service and are planned to direct the attention of the public to the materials, services and aims of the library.

PLAN OF EXHIBITS

- A. The library shall control the content and arrangement of all exhibits. The library reserves the right to reject any part of an exhibit or to change the manner of display if the items to be exhibited are contrary to the library's community responsibility. Every item used must meet the library's standards of value and quality.
- B. Booklists, posters, signs, brochures, publicity and all materials relative to any exhibit shall be controlled by the library.
 - 1. The library will utilize materials from its own holdings whenever possible to publicize the collections and services of the library.
 - 2. Non-solicited requests for display space from outside exhibitors shall be directed to the Library manager, who will carefully evaluate the requests.
 - 3. Final authority regarding the acceptance or rejection of outside exhibits for the library display rests with the Library Manager.

CONDITIONS OF EXHIBITS

- A. The Library will provide no insurance of exhibits. However, all precautions will be taken to assure the safety of all exhibits. Locked exhibit cases will be used when practical.
- B. The Library shall in no way act as agent for the sale of items from an outside exhibit.
 - 1. Purchase prices shall not be posted, nor shall they be listed in exhibit brochures.
 - 2. Inquiries from visitors to the exhibit regarding purchase prices shall be referred to the outside exhibitor or his/her official agent.
 - 3. Transactions for the purchase of exhibit items shall be directly between the purchaser and the outside exhibitor or his/her official agent. Such transactions shall not be conducted in the Library.
 - 4. The library shall receive no fees, commissions or other remuneration in connection with the sale of material from outside exhibits.
 - 5. In accordance with items 1-4 under Conditions of Exhibit B of this policy, no exhibit material, which is sold during its display in the library, may be removed from the exhibit before the end of the exhibition period, unless the Librarian approves such removal and rearrangement of the display.
- C. Unclaimed exhibit materials may be discarded 6 months after the end of the exhibit period.

Exhibits-The Library provides for the public educational and cultural exhibits as possible within the restricted space. Exhibits must be approved by the Library Manager and sponsored by the Library in order to be displayed.

BULLETIN BOARDS

All items must be dated.

Unsolicited brochures and notices of meetings, sales, cultural activities and other events may be posted on the community bulletin board in the library, space permitting, with the following exceptions:

Materials that are obscene or promote illegal activity, or which have not been approved by the Library Manager will not be permitted.

EXHIBIT LOAN AGREEMENT FORM

This certifies that I have read, understand, and will honor all sections of the POLICY ON EXHIBITS of the Sachse Public Library.

Signature	Date
:	
Name <i>(please print)</i>	:
:	
Organization	:
:	
Address City ZIP	:
:	
Phone: Home Work/Cell	:
:	
Title of Exhibit	:
:	
Place of Exhibit	:
:	
Dates of Exhibit	:
:	
Description <i>(include condition of items)</i>	:
:	
Library Manager signature	Date



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #: 12-0903 **Version:** 1 **Name:** Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Type: Agenda Item **Status:** Agenda Ready

File created: 6/5/2012 **In control:** Library Board

On agenda: 6/11/2012 **Final action:**

Title: Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary

This item allows for updates from the Library Manager.

Sponsors:

Indexes:

Code sections:

Attachments: [lib stats may2012.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Library Manager's Report including announcements, statistics, upcoming projects for the board, events, and community outreach.

Executive Summary

This item allows for updates from the Library Manager.

Background

Library statistics, events, community outreach, and other announcements will be presented and reviewed by the Library Manager.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

This item is for discussion only. No action is necessary.



Departmental Report

May 2012

May-11	Year to Date/2011	May-12	Year to Date/2012
--------	-------------------	--------	-------------------

Collection

Number of Titles	38,747	n/a	38,398	n/a
Number of Copies	36,868	n/a	38,609	n/a
Number of New Copies	257	2,168	448	2,895
Number of Items Removed	16	2,276	38	2,130

Patrons

Number of Patrons	14,820	n/a	15,803	n/a
Number of New Patrons	92	514	81	547
Number of Patrons Removed	2	7	1	26

Circulation

Total Circulation	5,764	38,810	7,492	53,552
Books	4,042	26,755	5,160	36,715
DVDs & Blu-Ray	1,669	10,942	2,130	15,407
E-Book Readers	2	5	3	22
Audio CDs	142	850	180	1,004
Digital Audio (Playaway)	6	46	7	29
Music CDs	28	196	9	135
Business Library	3	13	3	87

Programs and Services

Number of Internet Sessions	676	4,542	15,724	20,365
Number of Wireless Users	125	597	175	937
Number of Programs	11	66	10	70
Program Attendance	159	864	186	1,977
Interlibrary Loans	7	61	25	156
Number of Volunteer Hours	30	140	162	553
Reference USA #of searches	73	677	0	603
Tumble Books	n/a	n/a	0	39
Texshare	n/a	n/a	0	177
Newspaper database	n/a	n/a	0	8

Door Count	n/a	2253	4,408	20,689
-------------------	-----	------	-------	--------

Programs	Date	Attendance
Creative Writing	2-May	5
Storytime	3-May	39
Creative Writing	9-May	5
Storytime	10-May	33
Creative Writing	16-May	7
Storytime	17-May	32
Patriot Paws	22-May	12
Speaker at Friends Meeting	22-May	22
Creative Writing	23-May	5
Storytime	24-May	26
		186