



**Monday, May 9, 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, May 9, 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 March 14, 2022, meeting minutes.
4. Receive and discuss the Library Manager's monthly report.
5. Receive a presentation on the 2022 Summer Reading Program.
6. Discuss the creation of a new Library long-range plan.
7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
8. Request for future agenda items.
9. 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

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 972.429.4770, via email at achi@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.



Agenda Item Details

Meeting	May 09, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the March 14, 2022, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes as presented.
Minutes	View Minutes for Mar 14, 2022 - Library Board Meeting

Public Content

OVERVIEW

Minutes from the March 14, 2022, Library Board meeting.

POLICY CONSIDERATIONS

There are no policy considerations with this item.

RECOMMENDATION

Approve the minutes as presented.

[03.14.2022 Library Board Minutes.pdf \(116 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
MEETING MINUTES
MARCH 14, 2022**

The Library Board of the City of Sachse held a regular meeting on Monday, March 14, 2022, at 7 p.m. at Sachse Library, 3815-C Sachse Road. Those present were Chairperson Dashe Williams; Vice-Chairperson John Morris; Board Members Rhia Johnson, Cindy Woodcock, and Joshua Frick; and Manager of Library Services, Daniel Laney.

Members Absent: Marion Simpson and Cindy Gaspar

Chairperson Williams called the meeting to order at 7:07 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 January 24, 2022 meeting minutes.

The minutes were approved unanimously on a motion by Mr. Morris, seconded by Ms. Johnson.

Introduce new board members.

Mr. Laney introduced the two new Library Board members: Cindy Woodcock and Joshua Frick.

Receive and discuss the Library Manager's monthly report.

The Board received and discussed the library manager's reports for January and February 2022. Mr. Laney indicated that the Library's service statistics were up across the board from the previous year, although January is normally a slow month for Library services. Additionally, the Library was closed for several days during the month of February due to winter storms. Mr. Laney noted that the Library introduced a new series of monthly adult craft night programs starting in January, which have been well-attended.

Several Board Members had questions about specific items in the statistical report, and Mr. Laney clarified the questions regarding the statistics for "Number of Patrons" and "Door Count."

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

Mr. Laney provided the Board with a draft narrative for inclusion in the Long-Range Plan, which contained updated historical, statistical, and demographic information for the Library and for the City of Sachse, as well as updated information on Library services and programs. Mr. Laney informed the Board that staff is planning to do a survey of Sachse residents for use in the creation of the Long-Range Plan, as well as gain input from local business owners on ways the Library can

better serve small businesses. Mr. Frick stated that he had experience with conducting surveys and offered to help Mr. Laney with this process.

Request for future agenda items.

Mr. Frick asked for information on how the Library chooses materials to add to the collection. Mr. Laney provided information on the Library's Collection Development Policy, which guides purchasing decisions for the Library. Mr. Frick followed up with a question regarding the process for patron complaints about Library materials, and Mr. Laney provided information on the Library's material review process as described in the Collection Development Policy.

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 Erica Arena, the Library's new Senior Librarian.

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

Ms. Williams informed the Board of an Easter event at City Line Richardson on Saturday, March 26, hosted by DallasMoms.com.

Adjournment

Chairperson Williams adjourned the meeting at 8:34 p.m.

APPROVE:

Dashe Williams, Chairperson

ATTEST:

John Morris, Vice-Chairperson



Agenda Item Details

Meeting	May 09, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	4. 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.

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

[April 2022 Library Manager's Report.pdf \(99 KB\)](#)



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

Collection

Number of Titles	34,112		35,716	
Number of Items	35,382		36,980	
Number of New Items	467	2,526	435	1,958
Number of Items Removed	1,463	2,572	351	1,759
Donated Items Added	13	91	7	34
Number of E-Books	3,862		3,927	
Number of New E-Books	84	336	67	237

Patrons

Number of Patrons	9,536		8,782	
Number of New Patrons	56	320	125	637
Number of Patrons Removed	0	2	0	2,072

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	6,517	7,897	49,651	9,396	13,193	69,732
Adult Fiction	267	398	2,991	482	755	3,868
Adult Non-Fiction	169	246	2,033	218	467	2,503
Juvenile Fiction	1,683	2,401	15,950	3,183	5,080	27,385
YA materials	154	238	1,378	200	447	1,936
Interlibrary Loans	19	21	114	25	30	197
Juvenile Non-Fiction	386	551	3,232	654	1,083	5,136
DVDs & Blu-Ray	307	504	3,381	662	1,339	6,798
Board Games, Card Games, & Puzzle	6	6	6	168	185	810
Literacy Kits				29	32	150
Hoopla	733	733	3,839	1,083	1,083	6,002
CloudLibrary (Sachse Patrons)	1,092	1,092	5,968	1,066	1,066	6,580
CloudLibrary (Other Patrons)	1,679	1,679	10,688	1,626	1,626	8,367

Programs and Services

Number of Internet Sessions	62	539	215	797
Number of Programs	5	31	25	91
Program Attendance	142	790	559	1,819
Number of Volunteer Hours			43	95
Meeting Room Rentals			9	40
3D Print Requests	6	188	55	286
ILL Incoming Requests	22	90	25	176
ILL Incoming Received	20	95	28	177
ILL Outgoing Requests	112	638	90	542
ILL Outgoing Shipped	81	394	50	308
Literacy Computer Uses	293	293	526	3,198
Door Count	1,790	11,559	3,661	16,750

Programs	Date	Participation
Toddler Story Time	2-Mar	44
After School Dungeons & Dragons	2-Mar	5
Preschool Story Time	3-Mar	26
Baby Bounce Story Time	4-Mar	12
Perot Museum TECH Truck - NO SHOW	5-Mar	51
Family Game Night	8-Mar	10
Greta the Reading Therapy Dog	8-Mar	1
Adult/Teen Dungeons & Dragons	8-Mar	4
Toddler Story Time	9-Mar	66
Preschool Story Time	10-Mar	16
Adult Craft Night - Bath Bombs	10-Mar	16
Baby Bounce Story Time	11-Mar	4
Movie Matinee (Encanto)	14-Mar	26
Toddler Story Time	16-Mar	38
Preschool Story Time	17-Mar	24
Baby Bounce Story Time	18-Mar	10
Greta the Reading Therapy Dog	22-Mar	4
Family Game Night	22-Mar	8
Toddler Story Time	23-Mar	55
After School Dungeons & Dragons	23-Mar	5
Preschool Story Time	24-Mar	42
Adult/Teen Dungeons & Dragons	24-Mar	5
Baby Bounce Story Time	25-Mar	14
Toddler Story Time	30-Mar	40
Preschool Story Time	31-Mar	33
Total		559

Programs by Type	Number	Participation
Story Times	14	424
Children's Programs & Events	3	56
Teen Programs & Events	2	10
Adult Programs & Events	3	25
Family Programs & Events	3	44
Total		559



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

Collection

Number of Titles	34,628		35,618	
Number of Items	35,941		36,872	
Number of New Items	402	2,928	343	2,301
Number of Items Removed	407	2,979	496	2,255
Donated Items Added	15	106	1	35
Number of E-Books	3,853		3,958	
Number of New E-Books	6	342	47	284

Patrons

Number of Patrons	9,618		8,896	
Number of New Patrons	74	394	132	769
Number of Patrons Removed	0	2	4	2,076

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date
Total Circulation	6,582	9,154	58,805	8,370	11,703	81,435
Adult Fiction	391	536	3,527	429	661	4,529
Adult Non-Fiction	177	310	2,343	204	400	2,903
Juvenile Fiction	1,829	3,193	19,143	2,741	4,492	31,877
YA materials	131	247	1,625	179	339	2,275
Interlibrary Loans	29	33	147	27	28	225
Juvenile Non-Fiction	332	658	3,890	585	1,061	6,197
DVDs & Blu-Ray	455	925	4,306	416	929	7,727
Board Games, Card Games, & Puzzle	2	5	11	192	196	1,006
Literacy Kits				26	26	176
Hoopla	641	641	4,480	996	996	6,998
CloudLibrary (Sachse Patrons)	988	988	6,956	1,077	1,077	7,657
CloudLibrary (Other Patrons)	1,599	1,599	12,287	1,498	1,498	9,865

Programs and Services

Number of Internet Sessions	75	614	176	973
Number of Programs	4	35	20	111
Program Attendance	283	1,073	528	2,347
Number of Volunteer Hours			44	139
Meeting Room Rentals			10	50
3D Print Requests	24	212	42	328
ILL Incoming Requests	20	110	25	201
ILL Incoming Received	29	124	27	204
ILL Outgoing Requests	106	744	82	624
ILL Outgoing Shipped	71	465	42	350
Literacy Computer Uses	323	616	734	3,932
Door Count	1,937	13,496	3,619	20,369

Programs	Date	Participation
Baby Bounce Story Time	1-Apr	13
Greta the Reading Therapy Dog	5-Apr	3
Family Game Night	5-Apr	13
Toddler Story Time	6-Apr	51
After School Dungeons & Dragons	6-Apr	5
Preschool Story Time	7-Apr	46
Baby Bounce Story Time	8-Apr	18
"Edible Herbs of Texas" - Master Gardeners	9-Apr	7
National Library Week Come and Go Craft	9-Apr	16
Come and Go Easter Scavenger Hunt	11-14 Apr	85
Toddler Story Time	13-Apr	48
Preschool Story Time	14-Apr	27
Adult Craft Night	14-Apr	8
Greta the Reading Therapy Dog	19-Apr	8
Family Game Night	19-Apr	18
Toddler Story Time	20-Apr	70
Preschool Story Time	21-Apr	28
Baby Bounce Story Time	22-Apr	13
Plant Swap Event	23-Apr	38
Baby Bounce Story Time	29-Apr	13
Total		528

Programs by Type	Number	Participation
Story Times	10	327
Children's Programs & Events	4	112
Teen Programs & Events	1	5
Adult Programs & Events	3	53
Family Programs & Events	2	31
Total		528



Agenda Item Details

Meeting	May 09, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	5. Receive a presentation on the 2022 Summer Reading Program.
Access	Public
Type	Discussion, Information

Public Content

BACKGROUND

Each year, the Library hosts a Summer Reading Program with activities for children, teens, and adults. This year's Summer Reading Program theme is "Oceans of Possibilities." The Summer Reading Program will run from Saturday, June 4 through Saturday, July 30, 2022.

OVERVIEW

Library Manager Daniel Laney will present information on the 2022 Summer Reading Program.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive and discuss the presentation on the 2022 Summer Reading Program.

[2022 Library Board SRP Presentation 5-9-2022.pdf \(1,169 KB\)](#)

2022 Summer Reading Program

JUNE 4 – JULY 30, 2022

2022 Summer Reading Theme



10-Hour Reading Challenge

Saturday, June 4 – Saturday, July 30

Challenge open to children, teens, and adults

Reading time entered using Beanstack site or app

1 prize drawing entry per 10 hours read
(Limit of 20 entries / 200 hours)

This year's prizes include:

- Dallas World Aquarium Family Membership
- Perot Museum Basic Family Membership
- 4 Kindle Tablets and more!



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Summer Reading Kick-Off Party

Saturday, June 4
10 a.m. – 12 p.m.

Attractions:

- Petting zoo
- Inflatables
- Outdoor games

First day to enter reading time
online using Beanstack site/app



Summer Reading Special Events

Baba Kwasi African Drums

Tuesday, June 7 at 7 p.m.

Blackland Prairie Raptor Center

Tuesday, June 14 at 7 p.m.

Bubble Magic with Brett Roberts

Tuesday, June 21 at 7 p.m.

Professor Brainius

Tuesday, June 28 at 7 p.m.

Creature Teacher

Tuesday, July 12 at 7 p.m.

Juggling with David Slick

Tuesday, July 19 at 7 p.m.

Free In-N-Out Burgers

Tuesday, July 26 at 12 p.m.

Weekly Programs and Activities



Monday Movies

2nd and 4th Mondays at 2 p.m.

Family Story Time

Wednesdays at 10:30 a.m.

Crafternoon Kids

Thursdays at 2 p.m.

Baby Bounce Story Time

Fridays at 10:30 a.m.

Summer Reading Finale Party

Saturday, July 30
10 a.m. – 12 p.m.

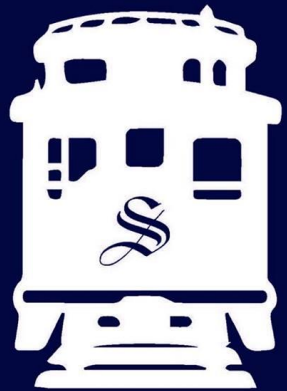
Attractions:

- Free Bahama Bucks Shaved Ice
- Inflatables
- Outdoor games

Last day to enter reading time
online using Beanstack site/app



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Library Board Discussion



Agenda Item Details

Meeting	May 09, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	6. Discuss the creation of a new Library long-range plan.
Access	Public
Type	Discussion

Public Content

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.

OVERVIEW

The Library Board will receive and discuss an update on a new Library long-range plan.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive and discuss an update on a new Library long-range plan.



Agenda Item Details

Meeting	May 09, 2022 - Library Board Meeting
Category	A. Regular Meeting
Subject	7. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Access	Public
Type	Discussion, Information

Public Content