



**Monday, May 8, 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, May 8, 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 April 10, 2023, meeting minutes.
5. Receive and discuss the Library Manager's monthly report.
6. Receive a presentation on the 2023 Summer Reading Program.
7. Discuss the creation of a new long-range plan for the Library.
8. Discuss Library Board announcements regarding special events, current activities, and local achievements.
9. 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, City Secretary

Posted: 05/05/2023 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 April 10, 2023, meeting minutes.**

Meeting May 8, 2023 - Library Board Meeting

Access Public

Type Action, Minutes

Recommended Approve the minutes as presented.
Action

Minutes [View Minutes](#) for Apr 10, 2023 - Library Board Meeting

File Attachments

[04.10.2023 Library Board Minutes.pdf \(73 KB\)](#)

**LIBRARY BOARD OF THE CITY OF SACHSE
APRIL 10, 2023, MEETING MINUTES**

The Library Board of the City of Sachse held a regular meeting on Monday, April 10, 2023, at 7 p.m. at Sachse City Hall Council Chambers, 3815-B Sachse Road. Those present were Chairperson Dashe Williams; Vice Chairperson John Morris; Board Members 'Dia Rhoden, Cindy Woodcock, and Joshua Frick; Library Services Manager Daniel Laney; Parks and Recreation Administrative Assistant Jennifer Hagood; and Councilmember Frank Millsap.

Those absent: Marion Simpson

1. Call to Order.

Chairperson Williams called the meeting to order at 7:05 p.m.

2. Invocation and Pledges of Allegiance to the U.S. and Texas Flags.

Ms. Williams 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. Woodcock seconded the motion and it carried unanimously.

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

Mr. Laney presented the Library's monthly reports for February and March 2023. The Library continues to experience growth and is on-track to exceed the record number of checkouts by the end of the fiscal year.

Mr. Frick asked about the high number of items printed using the Library's 3D printer, and Mr. Laney indicated that for the previous month a resident had requested a large number of 3D printed items. Mr. Laney also indicated that with the high volume of use, the Library's current 3D printer would need to be replaced, and the Library will be requesting two new 3D printers in order to keep up with the demand.

6. Receive and discuss a report on the results of the 2022 City of Sachse Community Survey.

Mr. Laney presented the results of the 2022 City of Sachse Community Survey. The survey results indicated that residents most frequently use the Library to borrow physical and digital materials and access information. The results also showed that residents want the Library to prioritize programming with an emphasis on programs for all ages, convenient programs times, STEM, and ESL classes.

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

Mr. Laney presented the Board with an updated draft of the narrative portion for 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. The updated narrative portion included updated demographic and population statistics, as well as a summary of the results of the 2022 City of Sachse Community Survey.

Resident Marty Holboke asked Mr. Laney whether facilities' needs would be a part of the Long-Range Plan. Mr. Laney answered by stating that facilities' needs would be a large part of the Long-Range Plan, as the Library's current building will not be able to meet the needs of residents once the city reaches build-out population.

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

There were no announcements from Board members. Mr. Laney informed the Board that the Library's Summer Reading Program would take place from Saturday, June 3, through Saturday, July 29.

9. Adjournment.

Chairperson Williams adjourned the meeting at 8:08 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	May 8, 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

[April 2023 Library Manager's Report.pdf \(84 KB\)](#)



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

Collection

Number of Titles	35,618		37,962	
Number of Items	36,872		39,056	
Number of New Items	343	2,301	334	2,924
Number of Items Removed	496	2,255	141	2,882
Donated Items Added	1	35	12	114
Number of E-Books	3,958		4,187	
Number of New E-Books	47	284	33	343

Patrons

Number of Patrons	8,896		10,650	
Number of New Patrons	132	769	114	877
Number of Patrons Removed	4	2,076	0	35

Circulation

	Initial	Total	Year to Date	Initial	Total	Year to Date	Items Added
Total	8,370	11,703	81,435	7,650	10,799	84,354	334
Adult Fiction	429	661	4,529	424	662	5,457	55
Adult Non-Fiction	204	400	2,903	167	354	2,823	17
Juvenile Fiction	2,741	4,492	31,877	2,427	4,094	33,020	134
YA materials	94	185	1,274	95	203	1,609	15
Manga / Graphic Novels	85	154	1,001	170	275	2,008	55
Interlibrary Loans	27	28	225	16	17	203	
Juvenile Non-Fiction	585	1,061	6,197	398	887	6,165	29
DVDs & Blu-Ray	416	929	7,727	308	660	6,330	7
Board Games, Card Games, & Puzzle	192	196	1,066	95	97	960	0
Literacy Kits	26	26	176	23	23	139	0
Hoopla	996	996	6,998	588	588	5,036	
CloudLibrary (Sachse Patrons)	1,077	1,077	7,657	1,224	1,224	8,928	
CloudLibrary (Other Patrons)	1,498	1,498	9,865	1,715	1,715	11,646	

Programs and Services

Number of Internet Sessions	176	973	185	1,063
Number of Programs	20	111	17	144
Program Attendance	528	2,347	429	5,357
Number of Volunteer Hours	44	139	27	164
Meeting Room Rentals	10	50	7	50
3D Print Requests	42	328	185	1,431
ILL Incoming Requests	25	201	11	188
ILL Incoming Received	27	204	17	182
ILL Outgoing Requests	82	624	103	600
ILL Outgoing Shipped	42	350	41	277
Literacy Computer Uses	734	3,932	824	5,672
Door Count	3,619	20,369	3,361	24,270

Programs	Date	Participation
Teen Tuesday Earth Day Art	4-Apr	4
Toddler Story Time	5-Apr	54
After School Dungeons & Dragons	5-Apr	6
Preschool Story Time	6-Apr	32
Baby Bounce Story Time	7-Apr	7
Family Game Night	11-Apr	13
Come-and-go Easter craft	6-8 Apr	75
Come-and-go Ramadan craft	10-12 Apr	40
Toddler Story Time	12-Apr	36
Preschool Story Time	13-Apr	26
Baby Bounce Story Time	14-Apr	4
Family Game Night	25-Apr	14
Toddler Story Time	26-Apr	30
Preschool Story Time	27-Apr	40
Adult/Teen Dungeons & Dragons	27-Apr	4
Baby Bounce Story Time	28-Apr	15
Annual Library Plant Swap	29-Apr	29
Total		429

A. Regular Meeting

Subject	6. Receive a presentation on the 2023 Summer Reading Program.
Meeting	May 8, 2023 - Library Board Meeting
Access	Public
Type	Discussion, Information

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 "All Together Now." The Summer Reading Program will run from Saturday, June 3, through Saturday, July 29, 2022.

OVERVIEW

Library Manager Daniel Laney will present information on the 2023 Summer Reading Program.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Receive and discuss the presentation on the 2023 Summer Reading Program.

File Attachments 2023 Library Board SRP Presentation 5-8-2023.pdf (944 KB)

2023 Summer Reading Program

June 3 – July 29, 2023



2022 Summer Reading Theme



10-Hour Reading Challenge

Saturday, June 3 – Saturday, July 29

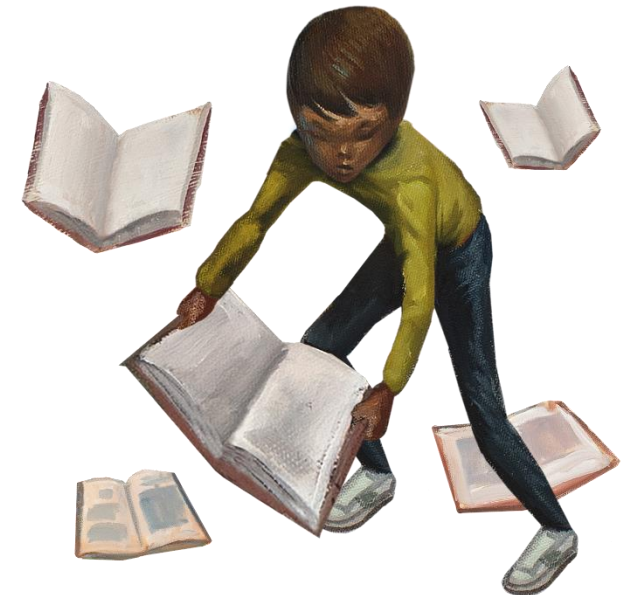
Challenge open to children, teens, and adults

Reading time entered using Beanstack site or app

1 prize drawing entry per 10 hours read
(Limit of 10 entries / 100 hours)

This year's prizes include:

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



Summer Reading Kick-Off Party

Saturday, June 3
10 a.m. – 12 p.m.

Attractions:

- Petting zoo
- Bubble Foam Party
- Inflatables
- Outdoor games

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



Summer Reading Special Events

**NASA Ambassador Max
Corneau**

Tuesday, June 6 at 6:30 p.m.

All About Animals

Thursday, June 15 at 11 a.m.

**Garland Symphony Kids
Notes**

Thursday, June 22 at 11 a.m.

Indoor Bubble Show

Tuesday, June 27 at 6:30 p.m.

“The Unhuggables”

Tuesday, July 11 at 6:30 p.m.

**Baba Kwasi African
Storytelling**

Tuesday, July 18 at 6:30 p.m.

Free In-N-Out Burgers

Thursday, July 27 at 12 p.m.



Weekly Programs and Activities



Kids Crafternoon

Mondays at 2 p.m.

Family Story Time

Wednesdays at 10:30 a.m.

Baby Bounce Story Time

Fridays at 10:30 a.m.

Family Film Friday

Fridays at 2 p.m.



Summer Reading Finale Party

Saturday, July 29
10 a.m. – 12 p.m.

Attractions:

- Inflatables
- Outdoor games
- Friends of the Library book sale

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



Library Board Discussion



A. Regular Meeting

Subject	7. Discuss the creation of a new long-range plan for the Library.
Meeting	May 8, 2023 - Library Board Meeting
Access	Public
Type	Discussion

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 have 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 discuss the draft of the narrative portion of the long-range plan.

POLICY CONSIDERATIONS

There are no policy considerations affiliated with this item.

RECOMMENDATION

Discuss the draft of the narrative portion of the long-range plan.

File Attachments

[2023 Library Long-Range Plan DRAFT Bullet Points 5-4-2023.pdf \(476 KB\)](#)

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 Brainfuse 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 reference 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
 - Provide programming for children of all developmental levels and abilities that focuses on teaching literacy skills and pre-literacy skills
 - Collaborate with parents, schools, and community organizations to develop new and innovative programs for children
 - Encourage participation in the Summer Reading Program and increase children's engagement with the Library and library resources
- **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
 - Keep up with current trends to keep teens engaged with new and innovative library programs
- **Adult Programming**
 - Encourage adult readers to discover new authors and genres through participation in an annual Adult Reading Challenge
 - Provide a variety of educational and informational programs and seminars on topics such as Medicare, nutrition, hobbies, and crafts
- **Family Programming**
 - Encourage families to participate in hands-on activities and programs, such as Family Story Times and Family Game Nights

Goal 2: Services

- Provide residents with high quality customer service at all times
 - Ensure staff are always visible, available, and approachable for visitors
 - Provide opportunities for staff training in customer service, de-escalation, and other topics appropriate for front-line staff
 - 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
- Examine the collection on a regular basis to ensure that the collection reflects the diverse needs and wants of the community
- Expand the library's collection of electronic resources to meet patron demand for new titles and evolving formats
- 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

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 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 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
 - If appropriate, research funding options for a new Library facility
 - 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 library staff to attend conferences, including the annual Texas Library Association conference or other regional conferences
- 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
- 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	8. Discuss Library Board announcements regarding special events, current activities, and local achievements.
Meeting	May 8, 2023 - Library Board Meeting
Access	Public
Type	Discussion, Information