



# City of Sachse, Texas

## Meeting Agenda

### Library Board

---

**Monday, April 10, 2017**

**7:00 PM**

**Library Meeting Room**

---

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, April 10, 2017, at 7:00 p.m. at the Sachse Public Library, 3815 Sachse Road, Building B, 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. [17-3756](#) Consider approval of the March 13, 2017 meeting minutes.

Attachments: [03.13.17 Minutes](#)

3. [17-3758](#) Receive and discuss presentation regarding library programs and duties.

Attachments: [Presentation](#)

4. [17-3757](#) Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.

Attachments: [March 2017](#)

5. Discuss volunteer opportunities.

6. Request for future agenda items.

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

8. Adjournment.

Posted: April 6, 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 #:** 17-3756      **Version:** 1      **Name:** Library Board Minutes - March 13, 2017  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 4/5/2017      **In control:** Library Board  
**On agenda:** 4/10/2017      **Final action:**  
**Title:** Consider approval of the March 13, 2017 meeting minutes.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [03.13.17 Minutes](#)

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

Title  
March 13, 2017 meeting minutes.

Background  
Minutes for the March 13, 2017 meeting.

Policy Considerations  
N/A

Budgetary Considerations  
N/A

Staff Recommendations  
Approve the minutes of the March 13, 2017 meeting.

**Library Board  
Library Meeting Room  
3815 Sachse Road, Building C  
Regular Meeting Minutes  
Monday, March 13, 2017 at 7:00 p.m.**

Attendees: Billy Ketner, Ruth Glover, Sean French, Lauren A. McKinney, Library Manager Mignon Morse, and Councilman Charlie Ross

Absent: Dixie Scogin and Judith Lynch

Meeting called to order at 7:00 p.m. by Ruth Glover, Vice-Chairperson

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

**2. 17-3721 Consider approval of the February 13, 2017 meeting minutes.**

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

**3. 17-3720 Consider and make a recommendation to City Council for an amendment to the Library Circulation Policy.**

Tammy VanBuskrik (Technical Services Librarian) facilitated a presentation which reviewed the current Library Circulation Policy and provided proposed changes to the Library Circulation Policy. A discussion occurred and after a few suggestions for consideration were provided. The suggestions were as follows:

- Interlibrary Loan, Fines and Fees:
  - Currently States:
    - *Patrons who fail to return materials borrowed on their behalf will be charged a processing fee of \$10.00, as well as any other feed requested by the lending library.*
  - Suggestion for Consideration:
    - *Patrons who fail to return materials borrowed on their behalf will be charged a processing fee of \$5.00, as well as any other feed requested by the lending library.*
- Interlibrary Loan, Fines and Fees:
  - Currently there is not a policy that addresses lost and/or damaged Interlibrary Loan items.
  - Suggestion for Consideration:
    - *Patrons with lost items or materials damaged beyond repair shall be charged the actual replacement cost plus a \$5.00 processing fee.*

The Board voted to present the amendments to the Library Circulation Policy to the City Council. The motion was made by Billy Ketner and seconded by Ruth Glover. A voice vote occurred. The motion passed.

**4. 17-3718 Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach.**

Monthly statistics were presented for the month of February which included patron activity, material circulations, program and services updates, and door counts for events. The next scheduled event is the Bicycle and Scooter Rodeo which will take place on March 14, 2017.

**5. Discuss volunteer opportunities.**

Upcoming events for the month of March and Board Member opportunities to volunteer were discussed.

**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.**

The City of Sachse Annual Boards and Commissions Appreciation Dinner will be held on Thursday, March 23, 2017. Board members were reminded to RSVP if they will be attending. The deadline to do so is Friday, March 17, 2017.

**8. Adjournment**

Meeting adjourned at 7:36 p.m.

Attest:

Approve:

---

Lauren A. McKinney  
Secretary

---

Dixie Scogin  
Chairman



# City of Sachse, Texas

## Legislation Details (With Text)

---

**File #:** 17-3758      **Version:** 1      **Name:** Presentation--Katie Saturnino  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 4/5/2017      **In control:** City Council  
**On agenda:** 4/10/2017      **Final action:**  
**Title:** Receive and discuss presentation regarding library programs and duties.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Presentation](#)

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

### Title

Library Duties

### Background

The Library Manager has requested that all staff do a presentation to the board on their duties. Katie Saturmino, Library Assistant, will be presenting information on the story time for older children and on the TMLDA book. Katie has been an employee with the City for two years. The library offers two story times simultaneously on Thursdays. One story time is in the children's area for ages 3 and under. Katie leads the story time in the meeting room for ages 3 and under. Parents are encouraged to make decisions on which story time their child will attend based on maturity level. Additional story times have been added this fiscal year on Wednesdays at 10:30 and every third Saturday at 10:30.

### Policy Considerations

None

### Budgetary Considerations

None

### Staff Recommendations

Discussion only.

# Story Time

BABIES TO PRE-K



# Schedule

storytime



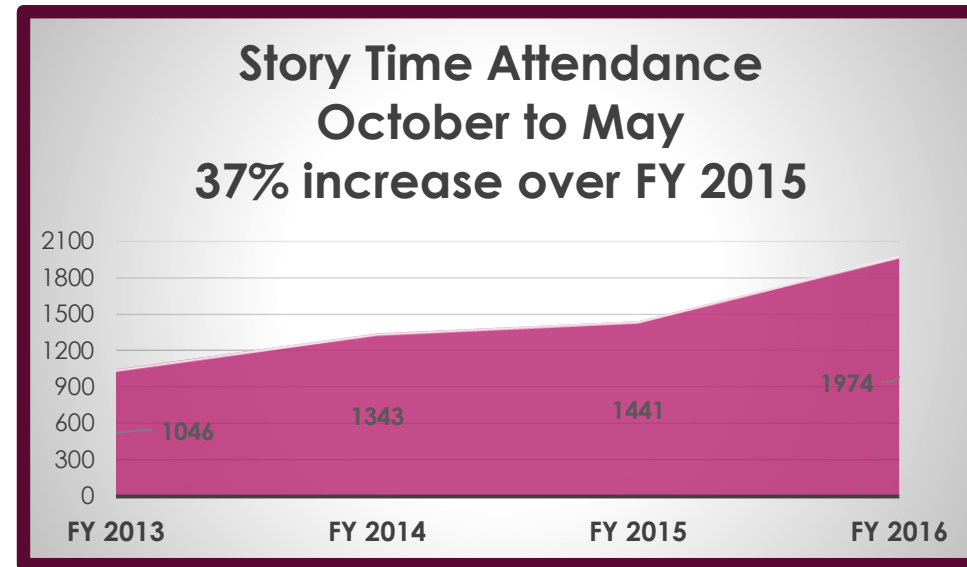
Wednesday's at  
10:30 a.m. **NEW!**

Thursday's at  
11:00 a.m.

3rd Saturday at  
10:30 a.m. **NEW!**

# Statistics

|         |      |
|---------|------|
| FY 2013 | 1046 |
| FY 2014 | 1343 |
| FY 2015 | 1441 |
| FY 2016 | 1974 |



# Goals

In Story Time, our goal is to help expand the world of knowledge for children through:

- ▶ Age appropriate stories to build literacy knowledge.
- ▶ Music with motion.
- ▶ Crafts to focus on fine and gross motor skills.
- ▶ All while being fun for the child and parent.



# Story Time

Stories, Music, Arts & Crafts.



# TMLDA Book

YEAR IN REVIEW



**Texas Municipal Library  
Directors Association**

**Sachse Public Library  
2016**

The Texas Municipal Library Director's Association Book is one that offers the ability to showcase the achievements and highlights of the local libraries of Texas.

Throughout the fiscal year, we document everything that happens in the library. We take photographs of the programs, save newspaper articles, and our in-house flyers for promotion. Once all has been obtained for the year, it is assembled. Once completed, we then mail it off to the board.



**Harry Potter**

Hogwart's Own Professor Moon's  
Magic Class  
August 18th, at 11:00 am

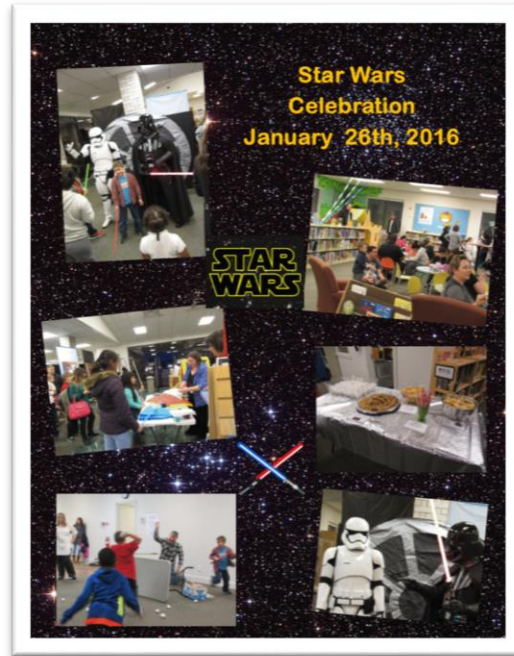
Wizard's and Muggles Welcome!

Learn about Transfigurations, Potions, and Much More!!

A Part of the **Harry Potter** Celebration.

**Sachse Public Library | 972-530-8966 | www.cityofsachse.com/library**





Parts of the  
TMLDA 2016  
Book.

Fiscal Year  
October to  
September.





# City of Sachse, Texas

## Legislation Details (With Text)

|                       |                                                                                                                          |                      |   |              |                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------|---|--------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>File #:</b>        | 17-3757                                                                                                                  | <b>Version:</b>      | 1 | <b>Name:</b> | Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach. |
| <b>Type:</b>          | Agenda Item                                                                                                              | <b>Status:</b>       |   |              | Agenda Ready                                                                                                             |
| <b>File created:</b>  | 4/5/2017                                                                                                                 | <b>In control:</b>   |   |              | Library Board                                                                                                            |
| <b>On agenda:</b>     | 4/10/2017                                                                                                                | <b>Final action:</b> |   |              |                                                                                                                          |
| <b>Title:</b>         | Discuss Library Manager's Report including announcements, statistics, upcoming projects, events, and community outreach. |                      |   |              |                                                                                                                          |
| <b>Sponsors:</b>      |                                                                                                                          |                      |   |              |                                                                                                                          |
| <b>Indexes:</b>       |                                                                                                                          |                      |   |              |                                                                                                                          |
| <b>Code sections:</b> |                                                                                                                          |                      |   |              |                                                                                                                          |
| <b>Attachments:</b>   | <a href="#">March 2017</a>                                                                                               |                      |   |              |                                                                                                                          |

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

### 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

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



| Departmental Report    |              | March (current year)  |              |
|------------------------|--------------|-----------------------|--------------|
| Fiscal Year (previous) |              | Fiscal Year (current) |              |
| This Month             | Year to Date | This Month            | Year to Date |

#### Circulation

|                         |        |       |            |       |
|-------------------------|--------|-------|------------|-------|
| Number of Titles        | 40,923 |       | 41,559     |       |
| Number of Items         | 42,338 |       | 42,789     |       |
| Number of New Items     | 822    | 2,457 | 648        | 2,812 |
| Number of Items Removed | 401    | 5,341 | <b>150</b> | 2,861 |
| Donated Items Added     | 34     | 362   | 56         | 318   |
| Number of E-Books       |        |       |            |       |
| Number of New E-Books   |        |       | 47         | 232   |

#### Patrons

|                           |       |       |        |     |
|---------------------------|-------|-------|--------|-----|
| Number of Patrons         | 9,157 |       | 10,586 |     |
| Number of New Patrons     | 88    | 530   | 80     | 500 |
| Number of Patrons Removed | 1     | 3,203 | 2      | 11  |

#### Circulation

|                      |        |        |        |        |
|----------------------|--------|--------|--------|--------|
| Total Circulation    | 10,082 | 59,292 | 11,390 | 62,678 |
| Adult Fiction        | 891    | 4,627  | 822    | 4,540  |
| Adult Non- Fiction   | 592    | 3,256  | 614    | 3,417  |
| Juvenile Fiction     | 4,573  | 28,271 | 5,553  | 31,859 |
| YA materials         | 302    | 1,531  | 224    | 1,067  |
| Interlibrary Loans   | 65     | 327    | 97     | 333    |
| Juvenile Non-Fiction | 801    | 4,446  | 872    | 4,354  |
| DVDs & Blu-Ray       | 2,362  | 13,825 | 2,732  | 14,083 |
| E-Books              | 304    | 1,996  | 362    | 2,247  |
| Audio CDs            | 192    | 1,013  | 94     | 727    |

#### Programs and Services

|                             |     |       |     |       |
|-----------------------------|-----|-------|-----|-------|
| Number of Internet Sessions | 430 | 2,144 | 638 | 2,857 |
| Number of Programs          | 12  | 42    | 16  | 2,487 |
| Program Attendance          | 448 | 2,313 | 736 | 4,041 |
|                             |     |       |     |       |
| Number of Volunteer Hours   | 124 | 462   | 57  | 500   |

|                   |       |       |       |        |
|-------------------|-------|-------|-------|--------|
| <b>Door Count</b> | 4,625 | 9,064 | 6,300 | 10,206 |
|-------------------|-------|-------|-------|--------|

|                        |  |  |       |       |
|------------------------|--|--|-------|-------|
| Early Lit Computers    |  |  | 1,409 | 4,486 |
| After school computers |  |  | 647   | 2,071 |

#### Programs

|                                | Date   | Attendance |
|--------------------------------|--------|------------|
| story time                     | 01-Mar | 28         |
| story time                     | 02-Mar | 76         |
| Job resume workshop            | 06-Mar | 4          |
| star gazing--cancelled/weather |        |            |
| dr. seuss                      | 07-Mar | 120        |
| story time                     | 08-Mar | 26         |
| story time                     | 09-Mar | 31         |
| bicycle rodeo                  | 14-Mar | 65         |
| story time                     | 15-Mar | 31         |
| story time miniature horses    | 16-Mar | 227        |

|                 |        |     |
|-----------------|--------|-----|
| movie           | 15-Mar | 16  |
| Crochet classes |        | 9   |
| Story time      | 22-Mar | 21  |
| story time      | 23-Mar | 76  |
| story time      | 29-Mar |     |
| story time      |        |     |
| Princess visits |        | 6   |
| Total           |        | 736 |