



City of Sachse, Texas

Meeting Agenda

Library Board

Monday, March 12, 2018

7:00 PM

Library Meeting Room

The Library Board of the City of Sachse will hold a Regular Meeting on Monday, March 12, 2018, 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. 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. Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

2. Consider election of officers.

3. [18-4179](#) Consider approval of the August 14, 2017 meeting minutes.

Attachments: [Library Board Meeting Minutes 081417](#)

4. [18-4180](#) Consider approval of the October 9, 2017 meeting minutes.

Attachments: [Library Board Meeting Minutes 100917](#)

5. [18-4181](#) Consider approval of the February 12, 2018 meeting minutes.

Attachments: [Library Board Meeting Minutes 021218](#)

6. [18-4176](#) Receive and discuss the Library Manager's monthly report.

Attachments: [October 2017](#)

[November 2017](#)

[December 2017](#)

[January 2018](#)

[February 2018](#)

7. Discuss volunteer opportunities.

8. Request for future agenda items.

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

10. Adjournment.

Posted: March 9, 2018; 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 #: 18-4179 **Version:** 1 **Name:** Library Board Minutes - August 14, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 3/8/2018 **In control:** Library Board
On agenda: 3/12/2018 **Final action:**
Title: Consider approval of the August 14, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Library Board Meeting Minutes 081417](#)

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

Background
Minutes for the August 14, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

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

**City of Sachse
Library Board Monthly Meeting
Sachse Public Library Meeting Room
Monday, August 14, 2017**

Attendees: Chairperson Dixie Scogin. Co-Chairperson Ruth Glover, Secretary Lauren McKinney, and Board Members Billy Ketner and Sean French, Sachse Public Library Manager Mignon Morse, and City of Sachse Council Liaison Charles Ross.

The Meeting was called to order at 07:00 P. M. by Chairperson Dixie Scogin.

Chairperson Dixie Scogin led the Pledges to the U. S. and Texas Flags.

17-3924 Consider Approval of the Meeting Minutes from the July 10, 2017. Billy Ketner made a motion to approve those Minutes as submitted. Sean French seconded the motion and it passed unanimously.

17-3917 Consider changing Library hours of operation. Mignon covered the present Library hours and the proposed new Library hours. The Board fully accepted the new proposed Library hours.

17-3915 Consider selling eye buds at the Library. Mignon covered the proposed eye bud sales policy. The Board fully accepted her proposed policy on eye bud sales.

17-3923 Receive and Discuss the Library Manager's Monthly Report. Mignon Morse gave her monthly report to the Board.

Volunteer Opportunities – Mignon discussed the upcoming events where Board Members can support Library Programs.

Requests for future agenda items. None were voiced.

Receive and discuss Library Board announcements regarding special events, current activities, and local achievements. None were voiced.

Adjournment at 07:30 P. M.

Minutes taken and compiled by Secretary Lauren McKinney on Monday, August 14, 2017.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4180 **Version:** 1 **Name:** Library Board Minutes - October 9, 2017
Type: Agenda Item **Status:** Agenda Ready
File created: 3/8/2018 **In control:** Library Board
On agenda: 3/12/2018 **Final action:**
Title: Consider approval of the October 9, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Library Board Meeting Minutes 100917](#)

Date	Ver.	Action By	Action	Result
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Title
October 9, 2017 meeting minutes.

Background
Minutes for the October 9, 2017 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the October 9, 2017 meeting.

**City of Sachse
Library Board Monthly Meeting
Sachse Public Library Meeting Room
Monday, October 9, 2017**

Attendees: Chairperson Dixie Scogin. Co-Chairperson Ruth Glover, Secretary Lauren McKinney, and Board Members Billy Ketner and Sean French, Sachse Public Library Manager Mignon Morse, and City of Sachse Council Liaison Charles Ross.

The Meeting was called to order at 07:00 P. M. by Chairperson Dixie Scogin.

Chairperson Dixie Scogin led the Pledges to the U. S. and Texas Flags.

17-3965 Consider Approval of the Meeting Minutes from the August 14, 2017. Billy Ketner made a motion to approve those Minutes as submitted. Sean French seconded the motion and it passed unanimously.

17-4010 Consider Approval of the Meeting Minutes from the September 11, 2017. Billy Ketner made a motion to approve those Minutes as submitted. Sean French seconded the motion and it passed unanimously.

17-4011 Discuss closing the Library to complete interior painting. Mignon presented the proposed painting schedule. The Library Board voiced no objections to her proposed schedule.

17-4009 Receive and Discuss the Library Manager's Monthly Report. Mignon Morse gave her monthly report to the Board.

Volunteer Opportunities – Mignon discussed the upcoming events where Board Members can support Library Programs.

Requests for future agenda items. None were voiced.

Receive and discuss Library Board announcements regarding special events, current activities, and local achievements. None were voiced.

Adjournment at 07:30 P. M.

**Minutes taken and compiled by Secretary Lauren McKinney on Monday,
October 9, 2017.**



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4181 **Version:** 1 **Name:** Library Board Minutes - February 12, 2018
Type: Agenda Item **Status:** Agenda Ready
File created: 3/8/2018 **In control:** Library Board
On agenda: 3/12/2018 **Final action:**
Title: Consider approval of the February 12, 2018 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [Library Board Meeting Minutes 021218](#)

Date	Ver.	Action By	Action	Result
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Title
February 12, 2018 meeting minutes.

Background
Minutes for the February 12, 2018 meeting.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Approve the minutes of the February 12, 2018 meeting.

**City of Sachse
Library Board Monthly Meeting
Sachse Public Library Meeting Room
Monday, February 12, 2018**

The Library Board Meeting was preceded by a Reception and Welcome for New Library Manager Daniel Laney and his wife Katie Laney.

Attendees: Chairperson Dixie Scogin. Co-Chairperson Ruth Glover, Acting Secretary Billy Ketner, and Board Members Amy Brooks, Sean French, and Kyle Graves, Sachse Public Library Manager Daniel Laney, Katie Laney, Tammy Van Buskirk, the President of Friends of the Sachse Public Library, Lance Whitworth Director for Parks and Recreation of the City of Sachse, and City of Sachse Council Liaison to the Library Board Councilman Charles Ross. Absent was Board Secretary Lauren McKinney.

The Meeting was called to order at 06:55 P. M. by Chairperson Dixie Scogin.

Chairperson Dixie Scogin led the Pledges to the U. S. and Texas Flags.

Receive and discuss Library Board announcements regarding special events, current activities, and local achievements. None were presented.

Library Manager Daniel Laney explained his background and plans for the Library. He answered several questions from those in attendance.

Adjournment at 07:07 P. M.

Minutes taken and compiled by Acting Secretary Billy Ketner on Monday, February 12, 2018.



City of Sachse, Texas

Legislation Details (With Text)

File #: 18-4176 **Version:** 1 **Name:** Library Manager's Report
Type: Agenda Item **Status:** Agenda Ready
File created: 3/7/2018 **In control:** Library Board
On agenda: 3/12/2018 **Final action:**
Title: Receive and discuss the Library Manager's monthly report.
Sponsors:
Indexes:
Code sections:
Attachments: [October 2017](#)
[November 2017](#)
[December 2017](#)
[January 2018](#)
[February 2018](#)

Date	Ver.	Action By	Action	Result
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Title
Library Manager's Report

Background
Library Manager Daniel Laney 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		February (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,806		40,825	
Number of Items	42,016		42,016	
Number of New Items	389	389	176	176
Number of Items Removed	1,285	1,285	129	129
Donated Items Added	28	28	14	14
Number of E-Books	2,399		2,648	
Number of New E-Books	72	72	0	0

Patrons

Number of Patrons	10,170		11,489	
Number of New Patrons	91	91	75	75
Number of Patrons Removed	5	5	1	1

Circulation

Total Circulation	11,711	11,711	10,130	10,130
Adult Fiction	804	804	701	701
Adult Non- Fiction	676	676	387	387
Juvenile Fiction	6,213	6,213	4,902	4,902
YA materials	185	185	414	414
Interlibrary Loans	66	66	73	73
Juvenile Non-Fiction	764	764	589	589
DVDs & Blu-Ray	2,441	2,441	1,940	1,940
E-Books	411	411	156	156
E-book consortium			1,083	1,083
Audio CDs	151	151	74	74

Programs and Services

Number of Internet Sessions	661	661	584	584
Number of Programs	12	12	13	13
Program Attendance	983	983	794	794
Number of Volunteer Hours	188	188	76	76
ILL incoming requests			57	57
ILL incoming received			71	71
ILL outgoing requests			157	157
ILL outgoing shipped			73	73
Literacy Computer Uses	1,289	1,289	1,659	1,659
Door Count	6,108	6,108	5,435	5,435

Programs

Story Time	4-Oct	55
Story Time	5-Oct	58
GISD Alternative School Presentation	10-Oct	54
Teen/Tween Painting Class	10-Oct	22
Princess the Reading Dog	10-Oct	5
Story Time	11-Oct	55
Story Time	12-Oct	64
Teen/Tween Face Painting Class	13-Oct	14
Story Time	18-Oct	42
Story Time	19-Oct	56
Halloween Celebration	24-Oct	250
Story Time	25-Oct	59
Story Time	26-Oct	60

Total	794
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Programs by Type	Number	Attendance
Story Times	8	449
Childrens Programs	1	5
Teen Programs	2	36
Adult Programs	0	0
Family Programs	2	304



Departmental Report		November (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,925		41,241	
Number of Items	42,134		42,426	
Number of New Items	550	939	528	704
Number of Items Removed	376	1,661	118	247
Donated Items Added	44	72	6	20
Number of E-Books	2,395		2,684	
Number of New E-Books	24	96	36	36

Patrons

Number of Patrons	10,244		11,558	
Number of New Patrons	74	165	69	144
Number of Patrons Removed	0	5	0	1

Circulation

Total Circulation	10,940	22,651	10,477	20,796
Adult Fiction	761	1,565	742	1,443
Adult Non- Fiction	608	1,284	414	801
Juvenile Fiction	5,607	11,820	5,177	10,079
YA materials	131	316	206	620
Interlibrary Loans	42	108	48	121
Juvenile Non-Fiction	734	1,498	592	1,181
DVDs & Blu-Ray	2,533	4,974	2,140	4,080
E-Books	408	819	181	337
E-book consortium			900	1,983
Audio CDs	116	267	77	151

Programs and Services

Number of Internet Sessions	546	1,207	247	831
Number of Programs	14	26	16	29
Program Attendance	436	1,419	498	1,292
Number of Volunteer Hours	161	349	34	110
ILL incoming requests			40	97
ILL incoming received			42	113
ILL outgoing requests			109	266
ILL outgoing shipped			58	131
Literacy Computer Uses	1,715	3,642	1,395	3,054
Door Count	4,974	12,082	4,669	10,104

Programs	Date	Attendance
Story Time	1-Nov	59
Story Time	2-Nov	60
Nasa Ambassador	7-Nov	14*
Story Time	8-Nov	35
Recycling Story Time	9-Nov	60
Native American History Program	14-Nov	19
Princess the Reading Dog	14-Nov	4
Story Time	15-Nov	25
Story Time	16-Nov	47
Story Time	18-Nov	21*
Family Movie, "Cars 3"	20-Nov	25*

* estimated

Teen Rock Painting	21-Nov	13*
Star Gazing	28-Nov	34
Princess the Reading Dog	28-Nov	6
Story Time	29-Nov	33
Story Time	30-Nov	43
Total		498

Programs by Type	Number	Attendance
Story Times	9	362
Childrens Programs	2	10
Teen Programs	1	13
Adult Programs	0	0
Family Programs	4	92



Departmental Report		December (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,259		41,540	
Number of Items	41,411		42,725	
Number of New Items	143	1,082	407	1,111
Number of Items Removed	743	2,404	108	365
Donated Items Added	41	113	11	31
Number of E-Books	2,408		2,709	
Number of New E-Books	28	124	25	61

Patrons

Number of Patrons	10,305		11,620	
Number of New Patrons	61	226	62	206
Number of Patrons Removed	1	6	0	1

Circulation

Total Circulation	9,011	31,662	9,636	30,432
Adult Fiction	682	2,247	650	2,093
Adult Non- Fiction	446	1,730	354	1,155
Juvenile Fiction	4,315	16,135	4,469	14,548
YA materials	145	461	226	846
Interlibrary Loans	51	159	30	151
Juvenile Non-Fiction	548	2,046	484	1,665
DVDs & Blu-Ray	2,316	7,290	2,302	6,382
E-Books	377	1,196	187	524
E-book consortium			882	2,865
Audio CDs	130	397	52	203

Programs and Services

Number of Internet Sessions	448	1,655	325	1,156
Number of Programs	12	2,450	17	46
Program Attendance	836	2,040	574	1,866
Number of Volunteer Hours			48	158
ILL incoming requests			31	128
ILL incoming received			25	138
ILL outgoing requests			126	392
ILL outgoing shipped			76	207
Literacy Computer Uses	1,304	4,946	1,078	3,061
Door Count	3,906	14,988	3,891	13,995

Programs	Date	Attendance
Story Time	7-Dec	46
Princess the Reading Dog	12-Dec	6
Story Time Puppet Show	14-Dec	97
Family Movie, "Despicable Me 3"	16-Dec	21
Family Christmas Movie	18-Dec	27
Christmas Caroling in the Library	19-Dec	24
Christmas Story time	20-Dec	32
Come and Go Craft	20-Dec	54
Christmas Story Time	21-Dec	38
Come and Go Craft	21-Dec	84
Family Movie & Christmas Craft	21-Dec	11

Color me Christmas	22-Dec	58
New Years Story Time	27-Dec	18
Winter Coloring	27-Dec	25
New Years Story Time	28-Dec	8
Family Movie	28-Dec	14
Family Movie, "Lego Ninjago"	29-Dec	11
Total		574

Programs by Type	Number	Attendance
Story Times	6	239
Childrens Programs	5	227
Teen Programs	0	0
Adult Programs	0	0
Family Programs	6	108



Departmental Report		January (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,850		41,355	
Number of Items	42,048		42,540	
Number of New Items	747	1,829	621	1,732
Number of Items Removed	125	2,529	806	1,171
Donated Items Added	116	229	28	59
Number of E-Books	2,434		2,732	
Number of New E-Books	31	115	23	84

Patrons

Number of Patrons	10,418		11,728	
Number of New Patrons	110	336	108	314
Number of Patrons Removed	1	7	0	1

Circulation

Total Circulation	10,020	41,682	10,163	40,595
Adult Fiction	714	2,961	657	2,750
Adult Non- Fiction	539	2,269	512	1,667
Juvenile Fiction	5,314	21,449	4,732	19,280
YA materials	179	640	274	1,120
Interlibrary Loans	38	197	39	190
Juvenile Non-Fiction	758	2,804	605	2,270
DVDs & Blu-Ray	1,964	9,254	2,252	8,634
E-Books	361	1,557	216	740
E-book consortium			806	3,671
Audio CDs	123	520	70	273

Programs and Services

Number of Internet Sessions		1,655	544	1,700
Number of Programs	9	2,459	19	65
Program Attendance	760	2,800	632	2,498
Number of Volunteer Hours	77	461	61	219
ILL incoming requests			54	182
ILL incoming received			40	178
ILL outgoing requests			156	548
ILL outgoing shipped			81	288
Literacy Computer Uses	1,611	6,560	1,426	4,487
Door Count	4,924	19,912	4,476	18,471

Programs	Date	Attendance
Happy New Year Coloring	4-Jan	38
Family Movie, "Up"	7-Jan	7
Adventure is Out There	9-Jan	61
Princess the Reading Dog	9-Jan	2
Dug Dog Story Time	10-Jan	34
Stuffed Sleepover	10-Jan	12
Safari Story Time	11-Jan	56
All About Dogs Story Time	17-Jan	19
All About Flight Story Time	17-Jan	31
Movie, "Star Wars: A New Hope"	20-Jan	0
Star Wars Celebration	23-Jan	118

Princess the Reading Dog	23-Jan	2
Balloons Story Time	24-Jan	28
Wind Story Time	25-Jan	37
Hot Air Balloon Coloring	29-Jan	20
Come and Go Craft	29-Jan	32
Come and Go Craft	30-Jan	44
Come and Go Craft	31-Jan	52
Wilderness Story Time	31-Jan	39
Total		632

Programs by Type	Number	Attendance
Story Times	7	244
Childrens Programs	8	202
Teen Programs	0	0
Adult Programs	0	0
Family Programs	4	186



Departmental Report		February (current year)	
Fiscal Year (previous)		Fiscal Year (current)	
This Month	Year to Date	This Month	Year to Date

Collection

Number of Titles	40,850		41,596	
Number of Items	42,048		42,792	
Number of New Items	747	1,829	731	2,463
Number of Items Removed	125	2,529	321	1,492
Donated Items Added	116	229	15	74
Number of E-Books	2,434		2,682	
Number of New E-Books	31	155	29	113

Patrons

Number of Patrons	10,418		11,800	
Number of New Patrons	110	336	77	391
Number of Patrons Removed	1	7	0	1

Circulation

Total Circulation	9,606	51,288	9,578	50,173
Adult Fiction	757	3,718	647	3,397
Adult Non- Fiction	534	2,803	458	2,125
Juvenile Fiction	4,857	26,306	4,364	23,644
YA materials	203	843	233	1,353
Interlibrary Loans	39	236	59	249
Juvenile Non-Fiction	678	3,482	709	2,979
DVDs & Blu-Ray	2,097	11,351	2,122	10,759
E-Books	328	1,885	147	887
E-book consortium			797	4,468
Audio CDs	113	633	42	315

Programs and Services

Number of Internet Sessions		1,655	409	2,109
Number of Programs	9	2,459	18	83
Program Attendance	760	2,800	461	2,959
Number of Volunteer Hours	77	461	153	372
ILL incoming requests			53	235
ILL incoming received			54	232
ILL outgoing requests			145	693
ILL outgoing shipped			82	370
Literacy Computer Uses	1,611	6,557	1,140	5,627
Door Count	4,924	19,912	4,343	22,814

Programs	Date	Attendance
Birds Story Time	1-Feb	51
Come and Go Craft	1-Feb	51
Valentine's Day Card Making	5-Feb	63
Valentine's Day Card Making	6-Feb	22
Monkey Story Time	7-Feb	15
Trees Story Time	8-Feb	28
For the Love of Art	13-Feb	75
Princess the Reading Dog	13-Feb	2
Valentines Day Story Time	14-Feb	30
President's Day Story Time	15-Feb	24
Family Story Time	17-Feb	20

Family Movie, "Cinderella"	17-Feb	5
Farm Story Time	21-Feb	9
Tools Story Time	22-Feb	16
Family Movie, "Moana"	24-Feb	8
Kids Moana Yoga Adventure	27-Feb	21
Princess the Reading Dog	27-Feb	4
Trains Story Time	28-Feb	17
Total		461

Programs by Type	Number	Attendance
Story Times		
Childrens Programs		
Teen Programs		
Adult Programs		
Family Programs		